

**MINUTES OF A SCHEDULED MEETING FOR  
THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON  
HELD ON FEBRUARY 26, 2015**

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday February 26, 2015 in the Conference Room at 429 Oakview Heights on West Vine Street in Bridgeton New Jersey.

The meeting was called to order by Chairperson Santiago at 5:00 PM and upon roll call, those present were: Chairperson Santiago, Vice-Chairperson Thomas, Commissioner Williams, Commissioner Leek, Commissioner MacFarland and Commissioner Lugardo-Hemple. Also present were Executive Director Joanne Sbrana, Assistant Executive Director James Howell and Attorney Robert Pryor.

A motion was made by Commissioner Lugardo-Hemple to approve the minutes from the January 22, 2015 meeting and the motion was seconded by Commissioner Williams. The minutes were approved unanimously via an oral vote.

**Report of Secretary/Treasurer**

Director Sbrana presented the monthly financial report to the Board. Amp 1 (Maplewood) generated \$68,162 of operating income and cost \$51,222 in expenses for the month. AMP 2 (Senior Sites) generated \$136,632 in operating income and cost \$128,480 in expenses. AMP 3 (HOPE VI) pulled in \$32,767 in subsidy which was transferred to HOPE VI. Central Office generated \$32,598 and cost \$27,467 in expenses. Section 8 generated \$9,640 and cost \$9,029 in operation costs. A check detail of expenses for the month was presented to the Board before the meeting. A motion to accept the financial reports and pay expenses was made by Commissioner Williams and seconded by Commissioner Thomas. The motion was unanimously approved.

The Board was presented with Resolution Number 1502 which authorized the Authority to enter into a fire alarm and sprinkler service contract. A single bid was

received from the firm of TDK Enterprise with a base bid amount of \$10,900 for sprinkler related issues and \$6,090 for those pertaining to the alarm system. TDK is the firm that has provided these services previously to the Authority. A motion to approve the resolution was made by Commissioner Lugardo-Hemple and seconded by Commissioner Thomas. The resolution was unanimously approved.

The Board was presented with Resolution Number 1503 authorizing the extension of the current elevator contract. The Authority is currently contracted with Standard Elevator Corporation to provide elevator maintenance and repair services. This contract allows the Authority to extend the contract for an additional two years. As Standard has provided satisfactory service, the Authority seeks to extend the contract. A motion to approve the resolution was made by Commissioner Williams and seconded by Commissioner Leek. The resolution was approved unanimously.

At 5:20 a motion was made by Commissioner Williams and seconded by Commissioner Lugardo-Hemple to enter a brief Executive Session. After a unanimous vote, Executive Session was held. At 5:36, the meeting re-entered normal session. Commissioner Williams had to leave at this time.

The Board was presented with Resolution Number 1504 which approved the amending of the Authority's trespass policy. Commissioners were provided copies of the updated policy for review at the previous meeting. The Authority currently maintains a "no trespass" list in which certain individuals have been placed and are denied entry upon all Authority property. Additional provisions are being added to the current policy. These provisions include banning any person that lives unauthorized at an Authority unit and/or is not qualified for housing assistance, eviction of any resident who knowingly allows a person on the trespass list upon Authority property and a provision allowing a tenant the opportunity to have a grievance hearing to contest the placement of someone on the trespass list. A motion to accept the resolution was made by Commissioner Thomas and seconded by Commissioner MacFarland. The resolution passed unanimously.

The Board was presented with Resolution Number 1505 which approved an addendum to the Housing Authority tenant lease. The addendum would provide further clarification regarding behaviors that would violate Section IX of the lease.

A motion to accept the resolution was made by Commissioner Leek and seconded by Commissioner Lugardo-Hemple. The resolution was unanimously passed.

### **Committee Reports**

Audit Committee – Commissioner Thomas reported that the Authority’s auditor was unable to attend this month’s meeting to present the audit but would make a report at the next.

Commissioner Leek had a question regarding a possible roach infestation at a resident’s apartment. There may have been a possible cleanliness issue but since the resident is part of the LIFE program, they must contact LIFE to help with that issue.

### **Public Portion**

There were no members of the public present.


### **Unfinished Business**

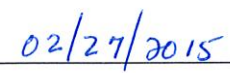
There was a question raised regarding a Medicare reimbursement for a former employee. This issued was tabled until further investigation could be done.

### **New Business**

There was no new business.

With no further business to discuss, Commissioner Thomas moved that the meeting be adjourned. Commissioner Lugardo-Hemple seconded the motion. The meeting adjourned at 5:54 PM.

  
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Joanne Sbrana, Secretary

  
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Date