

**MINUTES OF A SCHEDULED MEETING FOR  
THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON  
HELD ON SEPTEMBER 22, 2016**

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday September 22, 2016 at 5:00 PM 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: Commissioner Leek, Commissioner MacFarland, Commissioner Lugardo-Hemple, Commissioner Thomas and Commissioner DeQuinzio. Also present were Executive Director Joanne Sbrana, Attorney Robert Pryor and Assistant Director James Howell.

A motion was made by Commissioner Thomas to approve the minutes from the August 4, 2016 meeting and the motion was seconded by Commissioner MacFarland. 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 \$75,883 of operating income and cost \$76,227 in expenses for the month. AMP 2 (Senior Sites) generated \$134,654 in operating income while costing \$111,892 in expenses. AMP 3 (HOPE VI) pulled in \$34,573 in subsidy which was transferred to HOPE VI. Central Office generated \$33,430 in income and cost \$30,630 in expenses. Section 8 generated \$8,924 and cost \$8,924 in operation costs. Commissioner Thomas moved that the report be accepted and was seconded by Commissioner Lugardo-Hemple. The motion was unanimously approved.

The Board was presented with Resolution Number 1608 which approved that the Authority enter a contract with Polcari & Company for auditor services. The Authority had received bids from Polcari in the amount of \$12,790 and Barbacane,

Thornton and Compay at \$12,000. Though Barbacane overall price was lower, Polcari provided a lower per hour rate. Commissioner Thomas moved that Resolution 1609 be accepted and Commissioner MacFarland seconded the motion. Upon voting, the motion was passed unanimously.

At this time Commissioner Lugardo-Hemple moved that the meeting go to Public Portion, Commissioner Thomas seconded the motion and the Board unanimously voted to go to the Public Portion of the meeting,

### **Public Portion**

The Board was addressed by Dori O'Neil of apartment 3-J of 110 E. Commerce Street who was accompanied by her sister. O'Neil complained regarding the Community Food Bank stating that she did not understand why she had been denied food. Director Sbrana explained that all Food Bank participants were required to recertify and update their information. In addition, the Food Bank's policy is that if a person does not pick up their food allowance for three days in a row, they will be dropped from the program. O'Neil never recertified and did not personally pick up her food for more than three months so was dropped from the program. O'Neil went on to accuse Sbrana of taking food from the program and keeping it for herself. Sbrana explained that sometimes recipients of food packages are at day programs or doctor appointments. In some of these cases, the packages will be held at her office until the resident returns to the building.

O'Neil continued her complaints and accusations towards Sbrana claiming that she was being harassed by a neighbor. According to her, she had complained of this problem to Sbrana and nothing was done about it. After some questioning, it was revealed that the person O'Neil was referring to was Jorge Perez. According to Sbrana, a restraining order had been filed against Perez. Sbrana noted that not only had a letter been sent to Perez from Attorney Pryor but she had personally spoken to Perez and told him that he needed to stay away from her. Also, despite O'Neil's complaints of being harassed by Perez, she had been observed on numerous occasions in Perez's company, driving him in her car and engaged in other activity with him.

With no other members of the public present, the Public Portion was closed.

At the close of the Public Portion, the meeting returned to Secretary Reports.

### **Report of Secretary/Treasurer continued**

The Board was presented with Resolution Number 1609 which would approve updates to the Bridgeton Housing Authority Employee Handbook. The Handbook was reviewed by the Board and slight changes were suggested. Changes to the Employee Handbook were:

- Number of personal days per year that employees are entitled to increases from one day to two days
- Staff will be allotted two 15 minute breaks per day starting at 10:00 AM and 2:00 PM.
- When smoking, employees are required to be away from entry/exit doors.
- When an employee takes bereavement leave, they must bring the obituary of the deceased family member when returning to work.

Commissioner Thomas moved that Resolution 1609 be accepted as presented and Commissioner MacFarland seconded the motion. Upon voting, the motion passed unanimously.

### **Committee Reports**

There were no Committee reports.

### **Old Business**

There was no old business to discuss.

### **New Business**

There was no new business discussed.

With no further business to discuss, the meeting adjourned at 7:02 PM. The next meeting shall take place on Thursday October 27, 2016.