

**MINUTES OF A SCHEDULED MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON DECEMBER 14, 2016**

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday December 14, 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 and Commissioner Thomas. Also present were Executive Director Joanne Sbrana, Attorney Robert Pryor and Assistant Director James Howell.

A motion was made by Commissioner Lugardo-Hemple to approve the minutes from the October 27, 2016 meeting and the motion was seconded by Commissioner Leek. The minutes from the October 27, 2016 meeting 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 \$80,659 of operating income and cost \$76,488 in expenses for the month. AMP 2 (Senior Sites) generated \$133,272 in operating income while costing \$111,113 in expenses. AMP 3 (HOPE VI) pulled in \$34,182 in subsidy which was transferred to HOPE VI. Central Office generated \$31,199 in income and cost \$22,240 in expenses. Section 8 generated \$7,369 and cost \$7,369 in operation costs. Commissioner Thomas moved that the report be accepted and was seconded by Commissioner Leek. The motion was unanimously approved.

The Board was presented with Resolution Number 1611 which would allow the Authority to extend its contract with DJ's Cleaning and Maintenance Company for

cleaning services. The Authority has used the company for the previous two years and has received satisfactory service. N.J.S.A. 40A:11-15 allows the Authority, at its sole discretion, the right to extend the contract period. Unfortunately, the contract amount had not been placed on the resolution and the contract was not available. The Board chose to table Resolution Number 1611 until the contract price could be examined.

The Board was presented with Resolution Number 1612 which authorized the disposition of surplus property through GovDeals.com. Surplus items that are broken and obsolete are periodically disposed of. N.J.S.A. 40:11-36 and Local Finance Notice 2008-2009 permit the Authority to auction non-real estate property online. The Authority utilizes the website GovDeals.com to achieve this goal. Commissioner Leek moved that Resolution 1612 be accepted and Commissioner Lugardo-Hemple seconded the motion. The motion was unanimously passed.

The Board was presented with Resolution Number 1613 which appointed a Fund Commissioner to the New Jersey Public Housing Joint Insurance Fund (JIF). The Fund Commissioner serves as the liaison between the Authority and the JIF. Assistant Director James Howell has been nominated to serve in the capacity with Director Joanne Sbrana as the alternate. Commissioner Thomas moved that Resolution Number 1613 be accepted and Commissioner MacFarland seconded the motion. The motion was unanimously passed.

The Board was presented with Resolution Number 1614 which acknowledged the Housing Authority's support of S-2663 and A-4234 which solicits government to allow JIFs to broaden their ability to invest. Commissioner Lugardo-Hemple moved that Resolution 1615 be accepted and Commissioner Thomas seconded. The motion was passed unanimously.

The Board was presented with Resolution Number 1615 which approved the adoption of a "smoke free" policy. The Department of Housing and Urban Development (HUD) has declared that all public housing properties be designated as smoke free. In order to meet this decree, the Authority has created a policy that matches the requirements put forth by HUD. Smoking will be banned on all Authority properties, including individual apartments. Each resident will be introduced to the policy as they complete their annual re-evaluation for 2017. The

Authority will also likely seek to recruit an outside agency that will attempt to assist residents quit smoking. Commissioner Lugardo-Hemple moved that Resolution 1615 be accepted. Commissioner Leek seconded the motion. The motion passed unanimously.

The Board was presented with Resolution Number 1616 which authorized the award of a non-fair and open contract for legal services to Attorney Robert Pryor. The firm of Robert J. Pryor submitted a proposal that legal services will be provided for \$10,000 per year. Commissioner Thomas moved that Resolution 1616 be accepted. The motion was seconded by Commissioner MacFarland. Upon voting, it unanimously passed.

Committee Reports

Commissioner Leek had a question regarding letters that had been sent out by the Authority to residents. Director Sbrana explained that the notices were merely rent statements reminding tenants what they owed for each month.

Public Portion

No members of the public were present.

Old Business

There was no old business to discuss.

New Business

Commissioner Lugardo-Hemple reported that City Council had designated a new Commissioner to the Board to fill the seat vacated by Gloria Cortes. The Authority had not yet been alerted of this development.

At this time Commissioner Lugardo Hemple moved that the Board go into Executive Session. Commissioner Leek seconded the motion. The motion passed via an oral vote and the Board moved into Executive Session.