

**MINUTES OF A SCHEDULED MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON JANUARY 26, 2017**

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday January 26, 2017 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 attending his first meeting was new Commissioner James Cowles. Also present were Executive Director Joanne Sbrana and Assistant Director James Howell.

After a review of the minutes from the December 14, 2016 meeting, a slight typo was discovered and corrected. On page 2 paragraph 4, Resolution 1614 is referred to as 1615. A motion was made by Commissioner Thomas to approve the minutes from the December 14, 2016 meeting with corrections. The motion was seconded by Commissioner Lugardo-Hemple. The minutes from the December 14, 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 \$84,040 of operating income and cost \$81,661 in expenses for the month. At the time of the report, 98 of the 100 units were leased. AMP 2 (Senior Sites) generated \$133,289 in operating income while costing \$116,251 in expenses. At the time of the report, 251 of the 252 units were leased. AMP 3 (HOPE VI) pulled in \$37,172 in subsidy which was transferred to HOPE VI. Central Office generated \$31,030 in income and cost \$20,550 in expenses. Section 8 generated \$7,258 and cost \$7,258 in operation costs. Sbrana also noted that the Authority has been able to take people from the waiting list as a result of

dismissing other former participants from the program due to fraud. Commissioner Leek moved that the report be accepted and was seconded by Commissioner Thomas. The motion was unanimously approved.

The Board was presented with Resolution Number 1701 which would allow the Authority to enter into an agreement with a Risk Management Consultant. This Consultant would serve as an advisor to the Authority in matters involving insurance and serve as a liaison of sorts between the Authority and the Joint Insurance Fund. As a member of the Joint Insurance Fund, the Authority is required to retain the services of a Risk Management Consultant. The firm of Colson and Gosweiler has effectively served the Authority in meeting this capacity in the past and desires to continue providing such service. Commissioner Thomas moved that Resolution 1701 be accepted and Commissioner Lugardo-Hemple seconded the motion. The motion was unanimously passed.

The Board was presented with Resolution Number 1702 which authorized the Board to extend the employment contract of Executive Director Joanne Sbrana. Director Sbrana has served in the position of Director since December of 2011 and demonstrated exceptional skill. Commissioner Thomas moved that Resolution 1702 be accepted and Commissioner Lugardo-Hemple seconded the motion. The motion was unanimously passed.

Committee Reports

Commissioner MacFarland had Director Sbrana present a report regarding the State budget. Though this budget was reviewed in June, it could not be finalized until the Authority knew what funds with which it would be dealing.

Commissioner DeQuinzio reported that she works with homeless veterans and she knows of landlords that rent strictly to veterans. She will discuss possibilities regarding this with Director Sbrana in the future.

Public Portion

No members of the public were present.

Old Business

The matter of Resolution 1611 was revisited. This Resolution would allow the Authority to extend the current contract for cleaning services with DJ's Cleaning & Maintenance Company. The Resolution had been tabled at the previous meeting because the contract price had not been added. DJ's has provided excellent service and would continue operating for \$11,533 per year under the same constraints of the current contract. Commissioner Thomas moved that Resolution 1611 be accepted and Commissioner MacFarland seconded the motion. The motion passed unanimously.

New Business

Commissioner Lugardo-Hemple informed the Board of a situation regarding Gateway Community Action Agency. The plot of land next to the Tri-County daycare facility, which the Authority had originally given to the City, has been returned to Gateway. Gateway originally wished to build a park upon the parcel but apparently, the property is contaminated. This of course, means that a playground cannot be built upon the site. Gateway wishes to give the property back to the Authority. The belief is that the contaminated soil was brought in sometime during the building stages of the HOPE VI Project, however, it was not the Authority that brought in the tainted soil. The Board agreed that the Authority is not interested in taking possession of the land.

With no further business to discuss Commissioner Lugardo Hemple moved that the Board go into Executive Session. Commissioner Thomas seconded the motion. The motion passed via an oral vote and the Board moved into Executive Session at 5:42 PM.