

**MINUTES OF A SCHEDULED MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON MARCH 23, 2017**

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday March 23, 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 Thomas, Commissioner Leek, Commissioner MacFarland, Commissioner Lugardo-Hemple and Commissioner Cowles. Also present were Attorney Robert Pryor, Executive Director Joanne Sbrana and Assistant Director James Howell. Commissioner DeQuinzio joined the meeting later while in progress.

Chairperson Santiago asked if all members had received the minutes from the previous meeting. All members had received minutes but Commissioner Thomas wished to note some errors. Particularly, Thomas had been scribed as seconding the motion for the Board to go into Executive Session at the previous meeting. In actuality, it was Commissioner Cowles who had seconded the motion to adjourn to Executive Session. Thomas also noted that the Executive Session minutes were not included. Attorney Pryor explained that Executive Session minutes are kept separate from the regular minutes. Assistant Director Howell noted that future minutes would reflect when the meeting adjourned to Executive Session as well as when the Board came out of the session and when the Board meeting ended. A motion was made by Commissioner Thomas to approve the minutes from the February 23, 2017 with corrections. The motion was seconded by Commissioner Lugardo-Hemple. The minutes from the February 23, 2017 meeting were approved unanimously via an oral vote.

At this time, Attorney Pryor took over the proceedings and the meeting moved into the reorganization phase.

Attorney Pryor asked if there were any nominations for the position of President. Commissioner Lugardo-Hemple nominated Iris Santiago to continue as president for another year. Commissioner Cowles seconded the nomination. No other nominations were made. Upon Santiago accepting the nomination, an oral vote was taken. The ayes were unanimous and Commissioner Santiago will remain Chairperson for the coming year.

Attorney Pryor next asked if there were any nominations for the position of Vice-President. Commissioner MacFarland nominated Marvin Thomas as Vice-President and the motion was seconded by Commissioner Lugardo-Hemple. No other nominations were made. Upon Thomas accepting the nomination, an oral vote was taken. The vote resulted in all ayes with no nays. Commissioner Thomas will remain Vice-President for the coming year.

The next order of business was Committees. All Commissioners wished to remain at the head of the committees they currently chaired. As no changes of committee heads took place, the committees and their chairs remain as follows:

Procurement:	Commissioner Lugardo-Hemple
Budget:	Commissioner MacFarland
Personnel:	Commissioner DeQuinzio
Audit:	Commissioner Thomas
Ad Hoc/Policy:	Commissioner Leek

In addition, the committee of Drug Elimination was dissolved as the Authority no longer receives funding for a drug elimination program and has not for several years.

The Board also unanimously agreed to have the meetings time and place remain the same. Board meetings shall be held the fourth Thursday of each month (unless it conflicts with a holiday) at 5:00 PM at the Oakview Heights Community Room on 429 Oakview Heights, Bridgeton, NJ.

Report of Secretary/Treasurer

Director Sbrana presented the monthly financial report to the Board. Amp 1 (Maplewood) generated \$71,558 of operating income and cost \$87,611 in expenses for the month. At the time of the report, 97 of the 100 units were leased.

AMP 2 (Senior Sites) generated \$133,216 in operating income while costing \$144,848 in expenses. At the time of the report, 248 of the 252 units were leased. AMP 3 (HOPE VI) pulled in \$32,711 in subsidy which was transferred to HOPE VI with the Authority collecting 10% of this in administration fees. Central Office generated \$30,307 in income and cost \$28,516 in expenses. Section 8 generated \$8,592 and cost \$8,592 in operation costs. Sbrana noted that costs were higher compared to previous years due to a maintenance labor and a rise in gas prices. Commissioner Thomas moved that the report be accepted and the motion was seconded by Commissioner Cowles. The motion was unanimously approved.

The Board was presented with Resolution 1703 which authorizes the Authority to extend its current contract with its pest control contractor. The Authority has had a pest control contract with Omega Pest Control Management since June of 2014. N.J.S.A. 40A:11-15 grants the Authority, at its discretion, the right to extend the contract for a year two times at the contract's end. The Authority had previously extended the contract from June 2016 to May 2017. As the Authority has been extremely satisfied with the service provided by Omega, the Authority has chosen to execute its option to extend the contract for a second year. As a result, Omega Pest Management shall remain the Authority's pest control provider into May 2018. Commissioner Lugardo-Hemple moved that the resolution be approved. Commissioner Thomas seconded the motion. After an oral vote, Resolution 1703 was passed.

The Board was presented with Resolution 1704 which authorized the Authority to enter into a contract with an architectural firm in order to provide services for roofing replacement. Authority sites Oakview Heights and Ramblewood Drive are in need of roof replacement. When engaging in such an undertaking, it is prudent to enlist the services of an architectural firm. An architectural firm would be instrumental in the design of specifications, the bidding process for contractors, making change orders, inspections and other necessary tasks to complete the project. The Authority did receive and open bids on March 21, 2017 from architectural firms. Bids were received from Habitech Architects for \$12,500 and from J.W. Pedersen for \$35,000. As Habitech provided the lowest responsible bid, the Authority chose to partner with this firm. Commissioner Leek motioned that Resolution 1704 be accepted as presented. Commissioner Thomas seconded the motion. Resolution 1704 was passed unanimously via an oral vote.

The Board was presented with Resolution 1705 which authorized the write off of former tenant accounts. The Board was presented with the list of former tenants who still owed the Authority money. Two of the residents had passed on but the remaining people would go into collections. Commissioner Leek motioned that Resolution 1705 be accepted. The motion was seconded by Commissioner Thomas. Resolution 1705 was passed unanimously via an oral vote.

Committee Reports

There were no Committee Reports presented at this time, however, Director Sbrana did announce that the annual audit had been completed. A final report will be forwarded to the Authority at a later date.

Public Portion

No members of the public were present.

Old Business

Commissioner Thomas again asked about the possibilities of the Authority utilizing solar energy panels. Director Sbrana explained that utilizing rooftops would not likely be an option, however, the Authority would continue to look into the possibilities of solar. Commissioner Thomas will bring in information for review at the next meeting.

New Business

There was no new business to discuss.

Commissioner Thomas moved that the Board go into Executive Session. Commissioner Cowles seconded the motion. The motion passed via an oral vote and the Board moved into Executive Session at 5:24 PM.

The Board reconvened from Executive Session at 6:10 PM. With no further business to discuss, Commissioner MacFarland motioned that the Board adjourn. This motion was seconded by Commissioner Thomas. The motion passed via an oral vote and the meeting adjourned at 6:11 PM.