

**MINUTES OF A SCHEDULED MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON APRIL 27, 2017**

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday April 27, 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 Cowles and Commissioner Thomas. Also present were Executive Director Joanne Sbrana and Assistant Director James Howell.

A motion was made by Commissioner Lugardo-Hemple to approve the minutes from the March 23, 2017. The motion was seconded by Commissioner Cowles. The minutes from the March 23, 2017 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 \$69,691 of operating income and cost \$84,289 in expenses for the month. At the time of the report, 99 of the 100 units were leased. AMP 2 (Senior Sites) generated \$126,311 in operating income while costing \$151,669 in expenses. At the time of the report, 247 of the 252 units were leased. AMP 3 (HOPE VI) pulled in \$31,898 in subsidy which was transferred to HOPE VI with the Authority collecting 10% of this in administration fees. At the time of the report, 92 vouchers were under lease. Central Office generated \$30,542 in income and cost \$33,143 in expenses. Section 8 generated \$8,511 and cost \$8,323 in operation costs. Commissioner Leek moved that the report be accepted and the motion was seconded by Commissioner MacFarland. The motion was unanimously approved.

Director Sbrana went on to inform the Board of being recently contacted by the Vineland Housing Authority. The VHA is interested in having Bridgeton absorb some of their Housing Choice (Section 8) Vouchers. HUD has said that the Authority must use its reserves. Sbrana is working with HUD's financial analyst. Fifty vouchers must be leased to achieve full occupancy. Twenty-seven people will come from Vineland and others can be taken from the wait list.

The Board was presented with Resolution 1706 which authorized the Authority to enter into a contract for elevator maintenance and repair services. The Authority advertised for bids which were opened on April 25. Bid results were as follows: Standard Elevator - \$33,423, Ace Elevator LLC - \$33,750, Brandywine Elevator - \$29,495, United Elevator - \$11,158, East Coast Elevator Service -\$23,475 and South Jersey Elevator-\$24,000.02. East Coast Elevator Service was selected for having the lowest responsible bid. Though United had a lower total bid, the company did not meet the requirement of being in business for a minimum of 5 years as outlined in the bid specifications.

Director Sbrana recounted a previous incident where an elevator inspector for the DCA had come to the High Rise. He had discovered a fuse with wires wrapped and was prepared to shut the elevator down. Standard Elevator fixed the immediate problem but had not alerted Authority staff. After explaining that major upgrades to the elevator were coming up, the inspector said DCA would work with the Authority as long as they knew issues were being addressed. The Authority must decide if it will hold Standard Elevator (its former maintenance and repair contractor) liable to repair a pre-existing oil link of a cable. Attorney Pryor will be consulted regarding this.

Committee Reports

There were no Committee reports.

Public Portion

No members of the public were present.

Old Business

There was no old business to discuss.

New Business

Director Sbrana recounted an incident in which a resident of the High Rise drew a knife on a member of the maintenance staff. Police were called and the tenant was taken away but later released. The Authority has begun action to have the individual evicted.

With no further business to discuss Commissioner Lugardo-Hemple moved to adjourn the meeting. Commissioner Cowles seconded the motion. The meeting adjourned at 5:38 PM.