

**MINUTES OF A SCHEDULED MEETING FOR  
THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON  
HELD ON JUNE 22, 2017**

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday June 22, 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 Vice-Chairperson Thomas at 5:02 PM and upon roll call, those present were: Commissioner Leek, Commissioner MacFarland, Commissioner DeQuinzio and Commissioner Cowles. Also present were Attorney Robert Pryor, Executive Director Joanne Sbrana and Assistant Director James Howell.

A motion was made by Commissioner MacFarland to approve the minutes from the May 25, 2017 meeting. The motion was seconded by Commissioner Leek. The minutes from the May 25, 2017 meeting were approved unanimously via an oral vote.

**Report of Secretary/Treasurer**

Director Sbrana gave a brief overall financial review for the Authority. A motion was made by Commissioner DeQuinzio for the Authority to pay its expenses. The motion was seconded by Commissioner Thomas. Upon voting, the motion passed unanimously.

The Board was presented with Resolution 1710 authorizing the Authority to submit its Annual and Five Year plan for the Capital Fund Program. The Board members were presented copies of the plan at the previous meeting. The plan had also been previously presented to the Resident Advisory Board. In addition, a public hearing regarding the plan was held on June 22. No additions or changes were made as a result of these meetings. Commissioner DeQuinzio made a motion that the Annual and Five Year Plan be submitted to HUD. Commissioner MacFarland seconded the

motion. Upon voting, the motion passed unanimously and Resolution 1710 was adopted.

The Board was presented with Resolution 1711 which authorized the extension of the trash removal contract. The Authority currently has a contract for trash removal services with Earthtech which expires in August 2017. N.J.S.A. 40A:11-15 grants the Authority the right to extend the contract for an additional year at its discretion. During this contract term, there have been few issues with Earthtech's service. Commissioner Leek made a motion to accept Resolution 1711 which was seconded by Commissioner Cowles. Upon voting, the motion passed unanimously and Resolution 1711 was adopted.

The Board was presented with Resolution 1712 which authorized the Authority to enter an agreement with an architectural/engineering firm for "as needed" services. These services will be needed during the reconstruction of the High Rise from the fire and water damage incurred on May 17, 2017 and the A/E firm will monitor the progress of the construction on behalf of the Authority. A proposal to fulfill these services has been submitted by Habitech Architects. The firm of Habitech Architects currently serves as the architectural/engineering firm for the Authority and is familiar with the workings of the High Rise. Due to time constraints and Habitech's familiarity with the Authority, it was decided that the Authority would accept Habitech's proposal. Commissioner DeQuinzio made a motion that Resolution 1712 be accepted with necessary corrections and Commissioner Leek seconded the motion. Upon voting, the motion passed unanimously and Resolution 1712 was adopted.

The Board was presented with Resolution 1713 which authorizes the Authority to enter into an agreement with a contractor to repair roofs at Ramblewood Drive and Oakview Heights. The Authority received and opened bids for the project on June 20, 2017. Bids were received from the following contractor firms: DDS Services with a base bid of \$200,238, Pelka Construction with \$212,750, Quality Roof Cleaning at \$347,000, Boardwalk Construction with \$235,000, D.A. Nolt at \$484,414 and Tortorice with \$306,681. Though DDS Services had the lowest price, their bid was disqualified because of their bond. The bid specifications called for a 10% bond to be issued and DDS's was only 5%. Director Sbrana noted that the roofs at Oakview that were replaced as a result of the storm of 2012 would

not be replaced. The remaining roofs have had no work done since the sites were constructed. Commissioner MacFarland made a motion that Resolution 1713 be accepted as presented and Commissioner Cowles seconded the motion. Upon voting, the motion passed unanimously and Resolution 1713 was officially adopted.

The Board was presented with Resolution 1714 which would allow the Authority to contract for disaster recovery without competitive bidding. As emergency situations often need to be addressed immediately, it is often not practical to go through the normal bidding procedure. The passing of Resolution 1714 would give the Authority the means to handle disasters efficiently. Commissioner Cowles moved that Resolution 1714 be accepted with corrections. Commissioner Leek seconded the motion. Upon voting, the motion was unanimously passed.

### **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 presented the Board with a letter received through the Municipal Excess Liability/Joint Insurance Fund (MEL/JIF). The letter notes that the cost of asbestos removal for the reconstruction of the High Rise will be \$250,000. The Authority's policy only covers \$50,000 of asbestos removal. However, since the walls are being removed, Sbrana feels that the removal should be included as part of the demolition costs. The insurance policy will be checked and the architect will be asked about the situation. Director Sbrana also shared an email received from the insurance carrier with an updated list of work to be done.

Director Sbrana presented the Board with a potential proposition for the Authority to enter a shared services agreement with the Clementon Housing Authority.

Clementon's Executive Director is retiring. As it is a smaller Authority (70 public housing units and 46 Section 8 vouchers), Bridgeton could handle management of the organization. Much of the responsibilities could be handled remotely via computer. The Bridgeton Housing Authority will make a proposal to Clementon to fulfill this role.

Director Sbrana addressed the Board regarding a new method in which the Authority might approach in dealing with parking issues at its sites. An ongoing problem at Authority sites has been visitors and non-residents taking spaces that are generally for the use of residents. This is a problem even at sites with assigned parking spaces such as the High Rise and Dare Avenue. Residents who own vehicles will be given a sticker to place in their car windows identifying them as a resident. Signs will be placed warning of a towing zone. The Authority will contract with a towing company that will tow vehicles parked unauthorized at Authority sites. Commissioner Cowles motioned that the Authority proceed with instituting the proposed plan. Commissioner DeQuinzio seconded the motion. The motion was passed after a unanimous oral vote.

With no further business to discuss Commissioner Cowles moved to adjourn the meeting. Commissioner DeQuinzio seconded the motion. The meeting adjourned at 6:17 PM.