

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

A meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday July 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 5:02 PM and upon roll call, those present were: Commissioner Leek, Commissioner MacFarland and Commissioner Thomas. Also present were Attorney Robert Pryor, Executive Director Joanne Sbrana and Assistant Director James Howell. Commissioner Lugardo-Hemple later joined the meeting in progress.

A motion was made by Commissioner Thomas to approve the minutes from the June 22, 2017 meeting. The motion was seconded by Commissioner MacFarland. The minutes from the June 22, 2017 meeting were approved unanimously via an oral vote.

Report of Secretary/Treasurer

Director Sbrana presented a financial report to the Board. AMP I (Maplewood) generated \$88,042 of operating income and cost \$66,729 in expenses for the month. At the time of the report, 97 of 100 units were leased. AMP II (Senior Sites) generated \$154,375 in income while costing \$121,626 in expenses. Of the 250 units, 249 were leased. AMP III (HOPE VI) pulled in \$49,805 in subsidy which was transferred to HOPE VI. Currently, 96 vouchers were under lease. Central Office generated \$31,085 and cost \$27,815 in expenses. Section 8 generated \$10,003 and cost \$10,748 in operation costs. Commissioner Thomas moved that the report be accepted and the motion was seconded by Commissioner Leek. The motion was unanimously approved upon voting.

The Board was presented with Resolution 1715 which authorized the Authority to enter into a contract with an architectural & engineering firm for services in modernizing the elevator at 110 E. Commerce Street. A single proposal was received and opened on July 25, 2017 from Habitech Architects for the sum of \$14,500. Director Sbrana explained that the Authority has successfully worked with this firm in the past. Commissioner Thomas made a motion that the Authority enter into a contract with Habitech Architects for elevator modernization. The motion was seconded by Commissioner MacFarland. Upon voting, the motion passed unanimously and Resolution 1715 was adopted.

The Board was presented with Resolution 1716 which authorizes the Authority to enter into a contract for consulting services for elevator modernization at 110 E. Commerce Street. The Authority has received a proposal from the firm of Lerch Bates to serve in this capacity for a total fee of \$15,500. Lerch Bates is a world re-known specialist in the installation and maintenance of elevators and escalators. Commissioner MacFarland made a motion to accept Resolution 1716 which was seconded by Commissioner Thomas. Upon voting, the motion passed unanimously and Resolution 1716 was adopted.

The Board was presented with Resolution 1717 which approves the budget for the fiscal year ending September 30, 2018 pursuant to the laws of the State of New Jersey. All Commissioners received a copy of the budget which was reviewed by Director Sbrana. Once the budget is approved by the State, it will be adopted at a later meeting. Commissioner Thomas made a motion that Resolution 1717 be accepted and Commissioner MacFarland seconded the motion. Upon voting, the motion passed unanimously and Resolution 1717 was adopted.

Committee Reports

There were no Committee reports.

Public Portion

No members of the public were present.

Old Business

Director Sbrana gave the Board an update regarding the potential shared service agreement with the Clementon Housing Authority. After considering all factors involved, the Authority withdrew its proposal to share services with Clementon. As the Authority is currently dealing with the aftermath of the High Rise fire along with its normal workload, the timing is not good to add additional duties to the staff.

Director Sbrana also alerted the Board on an incident that occurred on the day that High Rise residents were relocated to hotels after the fire. A resident tripped and fell and fractured her hip. She was recently released from the hospital and is currently residing at the Wingate Hotel.

New Business

The Authority was recently approached by the Bridgeton Police Department who were interested in establishing a sub-station at Maplewood Gardens. The police had done this in the past by utilizing the community room at the site. The Authority declined the request as the building is currently being utilized by the maintenance department and various equipment is spread throughout. Because of liability issues, the building cannot be used.

Director Sbrana relayed to the Board that the Authority had recently been contacted by former tenant Bryan Edwards. Edwards was the tenant who was evicted due to increasingly violent behavior. He was also responsible for damaging the equipment box for the cell phone towers on the High Rise roof and for opening a pipe connected to the building's sprinkler system which allowed hundreds of gallons of water to flood parking lot and surrounding streets. Edwards served the Authority with papers that stating that he wants the Authority to pay him \$186,000 and return the property that he left in the High Rise (Edwards' property was disposed of when he did not retrieve it for four months after being evicted).

With no further new business to discuss, Commissioner Lugardo-Hemple moved that the meeting move into executive session. Commissioner Leek seconded the motion and upon an oral vote, the motion was unanimously approved. The meeting moved to executive session at 5:33 PM. Executive session was closed at 5:47 PM.

The Board briefly discussed some elements of an emergency management plan the Housing Authority should maintain. A plan is in development.

With no further business to discuss Commissioner Lugardo-Hemple moved to adjourn the meeting. Commissioner Leek seconded the motion. The meeting adjourned at 6:17 PM.