

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, July 15, 2010**  
**7:30 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Robert A. D'Orazio on Thursday, July 15, 2010 at 7:30 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360. The following Commissioners were present:

Commissioner Joseph Asselta  
Commissioner Samuel Levy  
Commissioner Beatrice Corbin **(Absent)**  
Commissioner Carmen Nydia Diaz  
Commissioner Vickie Burk  
Chairman Robert A. D'Orazio

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire -- Solicitor; Dan Avena and Linda Cavallo from the VHA's fee accounting firm and Gloria Pomales, Executive Secretary.

Chairman D'Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on June 17, 2010. A motion was made by Commissioner Diaz and seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta (Abstain)  
Commissioner Samuel Levy (Yes)  
Commissioner Beatrice Corbin (Absent)  
Commissioner Carmen Nydia Diaz (Yes)  
Commissioner Vickie Burk (Yes)  
Chairman Robert A. D'Orazio (Yes)

Chairman D'Orazio called for the Financial Report from Avena's office. Linda Cavallo presented the Financial Report for the nine months ending June 30, 2010 by reviewing the numerous line item figures.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones reported the Capital Projects are essentially the same as she wrote in her report provided in the Board Packet. Mrs. Jones wanted to give an update on the Kidston Tower refurbish of the elevators. This is a project that was planned, is in process and is on schedule, but when refurbishing elevators one of the elevators must be offline. When one of the elevators is down the capacity is reduced by 50% and people have to wait for elevators, which can be annoying to the residents. Mrs. Jones wanted to make the Board aware of that in case any Commissioner hears anything about the elevators at Kidston Towers. We are hoping the one elevator that is down now is back online in about two weeks and then the other one will be taken offline about two weeks after that. The one that is

currently working has some periodic issues. The Authority is working through this as fast as possible.

Mrs. Jones informed the Board that the Audit FYE 2009 is still in process and is very close to finishing. The Authority asked for an extension until July 31<sup>st</sup>.

The Budget for 2011 has been worked on and one remaining item is health benefits. The Authority met with its current provider, Allen Associates, last week regarding the health benefits and the increase is about 9% on average across the board. It was previously discussed to possibly moving over to the State Health Benefits Plan for cost savings as well as for the GASB 45 rule. Wendy Hughes has put together the numbers taking into consideration the recommended increase of 12% to the State Health Benefits. Comparing the renewal rate to our current provider the Authority could still save at least \$70,000 if it moves to the State Health Benefits Program. In the Board Packet there is a resolution, if the Board chooses to vote, to move to the State Health Benefit Program to save at least \$70,000 and to reduce the post employment liability on the Authority's financial statement. This is a pretty major shift because the Authority has never had State Health Benefits before, but it is believed that the coverage will be comparable. Mrs. Jones stated the Authority can work towards this move to the State Health Benefit Plan and the recommendation would be for a January 1, 2011 effective date. There may be some glitches because we are still reviewing the Prescription and Dental packages. One of the things that we may come back to the Board with in a couple of months, which is more of a personnel policy change, is the benefits we provide for new employees. One option would be to cover the employee only. The Board has to make a decision on the cost of this to the Authority. A lot of employers are now just covering the employee only and if the employee wants to cover their spouse and children it costs extra. Mrs. Jones is not suggesting the Authority change the benefits it has for everybody who has them now and is already employed. She is suggesting the Authority look at new employee's hired for cost saving purposes. The other thing would be probably a recommendation of the five plans that the State Health Plan has is for the Authority to offer the least expensive plan. Each employee has to pay 1.5% of their salary towards their health benefits required by law. If the employee wanted any of the other four plans they are welcome to, but they would pay the difference. Commissioner Diaz asked how this would affect the people that have retired and have they been notified of these changes? Mrs. Jones said no because the change has not been made yet. The Board would have to approve the change first and then retirees and employees would be notified. Mrs. Jones explained that with retired employees they would follow whatever coverage a regular employee would have with the exception of those retirees who have turned age 65 because they have a supplemental program. Mrs. Jones asked Wendy Hughes to explain that piece. Ms. Hughes stated with the supplemental insurance the retiree is billed. The retiree brings the Authority the bill and half of the payment payable to the VHA and the Authority pays the bill. In essence the Authority pays half of the retiree's supplemental insurance. The billing is actually being sent to the retiree. Mr. Gabage asked if that is just the supplemental insurance or is it just the Medicare Part B as well. Ms. Hughes stated it is just the supplemental which affects only those retirees age 65 and older. Mrs. Jones stated if the retired employees go to the State Health Benefit program all of their premiums would increase. A recommendation would be made to have the retirees that have the supplemental plan to retain the one they have because the new plan would cost more to the Authority and to the retiree 65 years or older, which is not really fair. They did not plan on that when they were retiring. It will need to be looked into to see if the supplemental retirees keep the benefits they already have so they would not be affected by this in a financial way. Chairman D'Orazio asked how many retirees the Authority has. Mrs. Jones stated there are seventeen. Mrs. Jones stated this is a serious issue and the mission is to figure out how the Authority pays for this in addition to regular operating expenses. This is a big dollar amount and several hundred thousand dollars just for the retired employees. For everybody who is an employee now who looks

forward to those benefits you hope there is somebody sitting in this seat thinking about us in 20 years. If it is decided to move the employees to the State Health Benefits and the retired employees that are not yet 65 will move over as well. We would like to see if the retirees 65 years of age and over can keep what they have because it benefits everybody. Mr. Gabage doesn't believe this will be a problem. The Authority does not want to see them pay anymore then they had anticipated. Mr. Gabage asked about retiree's prescription coverage. Ms. Hughes stated they are covered with the Authority's current prescription coverage. Mrs. Jones stated the State Health Benefits plan has a couple of different options regarding prescription coverage. The question would be if those retirees 65 and over be eligible for that. Ms. Hughes stated if the Authority kept its current prescription plan there would be no change, but if the Authority went with the State prescription plan then that might be a problem. Mrs. Jones stated those are little details that are trying to be worked out and trying not to hurt anybody on the way. This may be one of the deciding factors of which way the Authority went. Ms. Jones again stated the resolution tonight states to begin the process. Mr. Gabage stated he has a little bit experience on this and if he can help anybody he is available.

Mrs. Jones stated there are a lot of proposals coming in for August and will be discussed next month.

Mrs. Jones provided an update on the re-development activity. She stated the 4% tax credit application has been worked on. The Vineland Housing Solutions Board Members, Mr. D'Orazio and Mr. Chapman have been involved in some meetings. The consultants have been here working out the details. We are getting very close to "hard numbers" to file the application. At next month's board meeting the consultants will be here in town and will stay for the board meeting that night. The application will be reviewed and the whole process of how it affects Parkview and Asselta.

Commissioner D'Orazio asked with the RFP's coming in is there a need to have a committee meeting to review those. Mrs. Jones answered yes. Commissioner D'Orazio informed the Board that the Authority normally has committees to review things like this, but with having new commissioners and the loss of some commissioners the committees have fallen by the way side. A new set of committees will need to be formed to go over these issues.

With no other discussion in related matters the Chairman moved to the Resolutions.

**Resolution #2010-52**  
**Resolution to Approve Monthly Expenses**

Chairman D'Orazio called for a report from Commissioner Asselta. Commissioner Asselta reported he reviewed all the bills and recommended payment in the sum of \$434,651.29. Commissioner D'Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Burk; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2010-53**  
**Resolution Amending the VHA Personnel Policy**

Mrs. Jones explained this resolution is to clarify that maintenance employees must work an average of 40 hours a week and administrative staff must work an average of 35 hours a week to receive all health, medical, prescription and leave time (annual, personal and sick) benefits. Chairman D’Orazio called for a motion to approve Resolution #2010-53. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-54**  
**Revision to the Section 8 Program Administrative Plan**

Mr. Gabage explained stated there were some inconsistencies between paragraphs in the Administrative Plan. Chairman D’Orazio called for a motion to approve Resolution #2010-54. A motion was made by Commissioner Burk; seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-55 Executive Session**

Chairman D’Orazio entered a motion to hold an Executive Session. Chairman D’Orazio called for a motion to approve Resolution #2010-55. A motion was made by Commissioner Asselta; seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Abstain)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-56**  
**Vineland Housing Authority 2010 Capital Budget**

Mrs. Jones explained the Capital money for 2010 was just awarded and this resolution indicates the proposed capital budget for 2010. Chairman D’Orazio called for a motion to approve Resolution #2010-56. A motion was made by Commissioner Asselta; seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-57**  
**Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy**

Mrs. Jones briefly explained the items being disposed. Chairman D’Orazio called for a motion to approve Resolution #2010-57. A motion was made by Commissioner Burk; seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-58**  
**Resolution Authorizing to Convert Employee’s Medical Health Insurance Plan to the New Jersey Health Medical Plan**

Chairman D’Orazio called for a motion to approve Resolution #2010-58. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-59**  
**Resolution Authorizing Payment under the Capital Funds, ARRA Funding to Bayshore General Contractors for Alterations to the Bath Rooms at Tarkiln Acres Apartments**

Chairman D’Orazio called for a motion to approve payment to Bayshore General Contractors in the sum of \$80,522.00. A motion was made by Commissioner Burk; seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-60**  
**Resolution Authorizing Payment under the Capital Funds Appropriations Program to TEC Elevator Inc. for Alterations to Elevators at Kidston Towers**

Chairman D’Orazio called for a motion to approve payment to TEC Elevator Inc. in the sum of \$45,196.20. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-61**  
**Resolution Authorizing Payment under the Capital Funds Appropriations Program to Charles J. Collins/Architect for Kidston & Olivio Site Work, Tarkiln Accessible Kitchen Alterations, Elevator Modernization for Kidston Towers, Parkview Exterior and Mechanical Alterations, Asselta Acres Alterations of 4-5-6 Bedroom Apartments and Consulting Architectural Services for Capital Improvement**

Chairman D’Orazio called for a motion to approve payment to Charles J. Collins/Architect in the sum of \$20,951.50. A motion was made by Commissioner Asselta; seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2010-62**

**PHA Certifications of Compliance with the PHA Annual Plan and Related Regulations Board  
Resolution to Accompany the PHA Plan**

Mrs. Jones explained the Authority has to submit an Annual Plan to HUD. This involves meeting with the Resident Advisory Board letting them know of what changes if any the Authority plans to making on any policies. Capital improvements are discussed at this meeting and the Authority takes into consideration what the residents would like to see changed and/or improved. The Annual Plan includes the Annual Capital Plan and plans the Authority has for the year. Chairman D'Orazio called for a motion to approve Resolution #2010-62. A motion was made by Commissioner Burk; seconded by Commissioner Levy. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Samuel Levy	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

No comments from the press, public and/or Board Members. Chairman D'Orazio reminded the new commissioners if they haven't already done so to have their pictures taken for the Board Room.

With no further business to discuss, Chairman D'Orazio entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The vote was carried unanimously by the Board Members present.

The Regular Meeting of The Board of Commissioners was adjourned at 8:08 p.m.

Respectfully submitted,

Jacqueline S. Jones  
Secretary/Treasurer