

Housing Authority of the City of Vineland

REGULAR MEETING
Tuesday, January 19, 2010
6:00 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 Tuesday, January 19, 2010 at 6:00 p.m. at Esposito’s Maplewood III, 200 N. Delsea Drive, Vineland, New Jersey 08360. The following Commissioners were present:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	
Commissioner Beatrice Corbin	
Commissioner Joseph Asselta	
Commissioner Sheila Brown-Saunders	
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, Linda Cavallo, Heidi Burke 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 December 17, 2009. A motion was made by Commissioner Asselta and seconded by Commissioner Saunders. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Abstain)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Chairman D’Orazio called for the Financial Report from Avena’s office. Mr. Avena reported he was really upset with HUD last week regarding the preparation of the new subsidy form. HUD was going to base the new subsidy form on the rent roll from September 2009. There was a brief discussion regarding this matter. Linda Cavallo presented the Financial Report for the three months ending December 31, 2009 by reviewing the numerous line item figures.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones reported the bathrooms at Tarklin Acres are all complete. Making the kitchens at Tarklin Acres accessible was previously discussed. Mrs. Jones indicated she was working on the budget with Wendy and the kitchens will have to wait until the Authority’s 2010 Capital Budget because it is not feasible at this time to proceed with the kitchen renovations.

Mrs. Jones also reported the Kidston Tower elevator refurbish Invitation to Bid (ITB) went out for bid and bids were received. This will be presented for award during the Resolution portion of the meeting.

In regards to the Parkview site improvements; there is a lot of site work to do at the property as well as roof repair. Mrs. Jones reminded the Board the VHA received an energy grant of \$656,000. This project is being put out to bid and anticipates for it to be awarded at next month's meeting. This grant money has to be obligated because it is ARRA funding. The overall idea besides the site work and roof repairs is to convert all the electric utilities to gas. The plan is to also install energy star refrigerators as well as insulation in the attics. The ultimate goal is that the residents will take back responsibility for paying for their own utilities. Mrs. Jones will feel better about doing that after all these improvements have been made as far as insulation and high efficiency equipment.

Kidston and Olivio site improvements are completed with the exception of a few outside items that have to be done when the weather breaks.

Mrs. Jones stated the Security RFP will be issued in the next 30 days with a little twist. The VHA has been contemplating how to issue that RFP. Currently Tarkiln and D'Orazio are the only properties that have security guards circulating. Mrs. Jones spoke with Ron Miller, VHA's Risk Manager, and he has rewritten the RFP based on having the security guards roam all the properties with the exception of scattered sites. The VHA will have to come up with a different monitoring system to ensure the guards are at each property.

Mrs. Jones reported she has been working with Mr. Gabage in regards to the redevelopment activity contracts. The contract for the development consultants, Housing Solutions, is pretty much complete. They have just begun to work on the contract for the development partner to look into the development of affordable homes. Mr. Gabage stated that since having the presentation from the two gentlemen several meeting ago he believes he and Jackie have really educated themselves particularly from Mrs. Jones end. Housing Solutions are willing to work pretty well with the VHA. Mr. Gabage and Jackie's concern was that the VHA proceed in baby steps and that the VHA does not sign anything that will commit the VHA down the road to something that we later find out the VHA is not happy with. Housing Solutions have revised the contract with the VHA's suggestions. The first step is to get the application completed because there is an April 15th deadline. To get this done the VHA would have to commit to approximately \$25,000. Jackie felt comfortable when this was discussed and she went over everything with the Fee Accountants. They felt comfortable that this would not create any problem with cash flow or financial statements as far as the Housing Authority is concerned. The Housing Authority will commit to that first step which is the application. Once that goes well then we can continue to the next step and continue step by step. Mr. Gabage stated what is important for the Board to know, as well as the Accountants, is the commitment now is a small commitment. Each one of these steps will be a baby step. The contract is being written to allow the VHA to get out of the contract if the need arises. Ms. Baxter stated she is happy with the progress since she initially had some reservations. Mrs. Jones confirmed the VHA will be taking baby steps with this process and it will be controlled by Task Orders. The Task Orders state what they are going to do and this is how much they think it is going to cost and not to exceed a certain amount. At this point it is necessary to concentrate on the Tax Credit Application which is due April 15th at NJHMFA. This is the critical piece. Then the VHA will have to sit and wait until the summer to see if the VHA is awarded the tax credits.

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

Resolution #2010-01 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 \$519,161.50. Commissioner D'Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Baxter; seconded by Commissioner Corbin. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2010-02

Resolution Appointing Jacqueline Jones as the Housing Authority of the City of Vineland's Representative to New Jersey Public Housing Joint Insurance Fund

Chairman D'Orazio called for a motion to approve Resolution #2010-02. A motion was made by Commissioner Asselta; seconded by Commissioner Baxter. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Abstain)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2010-03

Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy

Chairman D'Orazio called for a motion to approve Resolution #2010-03. A motion was made by Commissioner Baxter; seconded by Commissioner Asselta. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2010-04 Executive Session

Chairman D'Orazio entered a motion to hold an Executive Session. A motion died for lack of need.

Resolution #2010-05

Resolution Authorizing Payment under the Capital Funds Appropriations Program to Charles Marandino LLC for Kidston & Olivio Site Work

Chairman D'Orazio called for a motion to approve payment to Charles Marandino LLC in the sum of \$39,278.30. A motion was made by Commissioner Saunders; seconded by Commissioner Asselta. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2010-06

Resolution to Award Contract for Alterations to Elevators at Kidston Towers including Elevator Maintenance at Kidston & Olivio Towers

Chairman D'Orazio called for a motion to approve Resolution #2010-06. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2010-07

Resolution Establishing Amendment to Capitalization Policy (This resolution amends Resolution 2008-83 adopted on October 16, 2008)

Mrs. Jones explained the Capitalization Policy was previously raised to \$2,000 last year and now we are moving it back down to \$1,000 this year. It helps with expense issues with cash flow with the new project based accounting.

Chairman D'Orazio called for a motion to approve Resolution #2010-07. A motion was made by Commissioner Asselta; seconded by Commissioner Baxter. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2010-08

Resolution Amending the Procurement Policy to Conform with ARRA Requirements

Mrs. Jones explained the recovery grant funds requires the funds to be used for products that are assembled in America for all projects unless you ask for a waiver.

Chairman D’Orazio called for a motion to approve Resolution #2010-08. A motion was made by Commissioner Baxter; seconded by Commissioner Asselta. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2010-09

Resolution Authorizing Payment under the Capital Fund Appropriations Program to Charles J. Collins, Jr./Architect for Elevator Modernization for Kidston Towers

Chairman D’Orazio called for a motion to approve payment to Charles J. Collins, Jr./Architect in the sum of \$10,395.25. A motion was made by Commissioner Asselta; seconded by Commissioner Baxter. The following vote was taken:

Vice Chairman Chris Chapman	(Absent)
Commissioner Sharon Dauito-Baxter	(Yes)
Commissioner Beatrice Corbin	(No)
Commissioner Joseph Asselta	(Yes)
Commissioner Sheila Brown-Saunders	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

No comments from the press, public and/or Board Members.

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 6:30 p.m.

Respectfully submitted,

Jacqueline S. Jones
Secretary/Treasurer