

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, February 18, 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, February 18, 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:

Vice Chairman Chris Chapman
Commissioner Sharon Dauito-Baxter
Commissioner Beatrice Corbin **(Absent)**
Commissioner Joseph Asselta **(Absent)**
Commissioner Sheila Brown-Saunders **(Absent)**
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 January 19, 2010. Tabled for next month's meeting as the Commissioners able to approve these minutes are not all present tonight for a majority vote.

Chairman D'Orazio called for the Financial Report from Avena's office. Mr. Avena stated Resolutions to approve the Operating Subsidy for all AMPs are part of the revised agenda. He indicated the Housing Authority is going to lose \$246,000 in subsidy because they based the new subsidy formula on the rent roll from December 2009 rather than 2004 as in the past. HUD said they will fund Authorities at 100% rather than 88% and everyone was excited, but the formula calculation is based on 2009 rent rolls, which is obviously more than rent rolls from 2004. It was also announced that whatever funding the Authority receives for 2010 will be frozen for three years. Mrs. Jones stated this is a concern. Mrs. Jones indicated the Authority has been income targeting for the scattered sites specifically and there are quite a few Flat Rents which increase VHA's rent rolls. In general, the VHA is receiving more income from rent than we are from HUD subsidy. Linda Cavallo presented the Financial Report for the four months ending January 31, 2010 by reviewing the numerous line item figures. Commissioner Baxter questioned the increase in cost for Extermination Services. This was due to bed bug issues. Chairman D'Orazio questioned the cost for Materials and Contract costs because it is close to the annual budget already. Mrs. Jones indicated this goes back to the last several meetings where improvements to several scattered homes were made. The Authority has scaled back in the last couple of months. Mrs. Jones reported some contractors have been used since the maintenance department is down two maintenance men. Mrs. Jones stated the Authority has scaled back on the things that it would like to do and sticking to the items that must be done right now. There were several items that were costly such as the removal of a tree at \$10,000 and last month there was a water main break at Tarkiln at a repair cost of \$6,000. Commissioner Baxter questioned budgeting for snow

removal. Mrs. Jones stated the Authority has always done its own snow removal. The maintenance department can handle the snow removal of a couple inches of snow a year spread over a couple of different snow storms. The areas total snow fall is currently 71.4 inches. After the second storm, Mrs. Jones decided to put out a specification for snow removal services in the event that we need additional help. Most recently, the Authority has used outside day laborers to come in and help the Authority shovel snow.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones referred to the Revised Agenda. There are quite a few new resolutions. Mrs. Jones reported the Tarkiln Bathroom Project is complete. The Authority wanted to take six of the units that the bathrooms were modified to be accessible and make the kitchens accessible, but the issue was money. Wendy and Mrs. Jones worked on the numbers and have come up with enough money in the 2009 Capital Budget to do two kitchens. The other four kitchens can possibly be done when the 2010 Capital money becomes available.

The Kidston Tower elevator refurbish contact was awarded last month. The VHA's architect is working with the contractor to get there paperwork in order. The original thought for the Parkview site improvements were new roofs, sidewalks and landscaping site improvements. In the fall, the Authority was awarded \$656,000 "green money" awarded through ARRA. This was a competitive grant Mrs. Jones had applied for with the intention of most of the attention being placed on Parkview converting the utilities from electric to gas. The ultimate goal there was to turn the utilities over to the tenants to be responsible to pay for them. With this conversion from electric to gas there will be insulation in the attic and also the basement which will make the property much more energy efficient. These bids were due yesterday and the resolution to award this contract is included in the Resolution section of the meeting. It is important to award this tonight because the \$656,000 must be obligated in 30 days.

There are still some issues over at D'Orazio as far as what direction the Authority is going to take with that development. Part of the green money the Authority applied for included some waterproofing of the crawl spaces at D'Orazio. At this point, Mrs. Jones has not completed her thoughts on this totally, but with the consultants the Authority has been working with her initial thoughts are that if the Authority tears it down it is never going to be replaced the way that it is. Garden Style apartments are not built any longer. They are not cost effective. There are some options. An option is to develop on the plot of land next door possibly a mid-rise, take down the Community Center and build a shared Community Center between the two developments. To do that it will probably be necessary to take out one of the current buildings that would connect the two sites. It is not a totally bad thing because those units still have a subsidy attached to them. For example, if the Authority built a building on the plot of land next door and it was a tax credit building an ACC unit (subsidized unit) can be put in that building and still subsidize individuals at low and very low income levels. The Tax Credit Application is being worked on for Parkview and Asselta right now through April 1. Then the Authority can focus on the next issue which is D'Orazio.

Mrs. Jones explained Section 3 Action Plan. Section 3 has been around a long time and was an area HUD did not pay too much attention to in requiring Housing Authority's to conform. Section 3 is to allow opportunity for housing authority residents or low income individuals in the area of the VHA's operation to gain jobs from Capital Fund type of work it engages in. In the plan, the VHA proposes there are no mandates on vendors that they must hire a certain number of individuals. However, the VHA would like to see some results of its effort as far implementing the Section 3 Plan. The VHA is including the Section 3 Action Plan in all bid packets now and vendors are required to respond on their plan to implement their Section 3 Plan in accordance of what the VHA

is asking for in its Action Plan. The contractor can hire individuals or they can utilize subcontractors that are qualified Section 3 Contractors. A qualified Section 3 contractor has to have at least 33% of their workforce in the lower income bracket. The VHA is looking into having a job fair to see if it can get some applicants that can be presented to contractors if they need to hire someone new for their job. A brief discussion ensued regarding the Section 3 Action Plan.

Mrs. Jones turned her report over to Wendy Hughes to inform the Board regarding the GASB 45 Rule. Ms. Hughes reported the GASB 45 projects out what the potential liability would be going forward for a period of 30 years to pay for these employee benefits based on the employees who are retired now and anyone that may retire within those 30 years. GASB 45 states you must get an actuary to advise the Authority what its liability would be for these post employment benefits. The figure for the VHA as of September 30, 2009 is \$3.8 million dollars – total cost. The amount that would have to be reported on the VHA's book is about \$500,000 yearly. A new evaluation will have to be completed every 3 years. Mr. Chapman explained this report is telling the VHA in real terms of what the actual cost of its retirement benefits are on a yearly basis. He further explained they are asking the Authority to place \$500,000 in liability a year, but the \$3.8 million dollar number is the total net year present value of the cost discounted in today's terms. Ms. Hughes stated the flip side of all of this is agencies and municipalities that are part of the State Health Benefits Plan do not have to show this liability on their books. The VHA has very generous benefits. After 10 years you are vested and will receive benefits for life. With the State you have to work 25 years. Even if the VHA changed to State Health Benefits plan it would still have to fund that 11-25 year gap, but it would be much less than we are funding now. The VHA is looking at the differences between its current plan and the State's plan. Within the next few months, this may be presented to the Board suggesting we opt into the State Health Benefits. Mr. Gabage asked if the new hires would have to wait 25 years. Ms. Hughes stated this would be something the Board would have to decide if they wanted to change that policy. Mrs. Jones said along with discussing the 10 to 25 year issue we are discussing benefits in general for new hires. She stated the health benefit factor has affected the way the VHA hires. The GASB 45 has been discussed with the VHA's fee accountant and auditor. It will be discussed again and this will be an adjustment on the year end 9/30/09 audit.

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

Resolution #2010-10
Resolution to Approve Monthly Expenses

Mrs. Jones reported for Mr. Asselta. He apologizes for not being at the meeting. Mr. Asselta reported to Mrs. Jones that he reviewed all the bills and recommended payment in the sum of \$662,616.88. Commissioner D'Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Baxter; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2010-11
Resolution to Conform with Section 3 Requirements

Chairman D’Orazio called for a motion to approve Resolution # 2010-11. A motion was made by Commissioner Chapman; seconded by Commissioner Burk. The following vote was taken:

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

Resolution #2010-12
Resolution to Award Contract for Alterations to the Parkview Apartments

Chairman D’Orazio called for a motion to approve Resolution # 2010-12 to award contract for Alterations to the Parkview Apartments to Straga Brother, Inc. with a bid of \$1,000,475. Mr. Gabage reported there was a lower bidder, but they were disqualified because of errors in the bidding process particularly an addendum that they did not take into consideration that the Architect, Charles Collins felt was a very important addendum. Also the amount of the Bid Bond was inadequate. For those reasons this bid was rejected. A motion was made by Commissioner Chapman; seconded by Commissioner Burk. The following vote was taken:

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

Resolution #2010-13
Resolution to Award Snow Removal Services Contract

Chairman D’Orazio called for a motion to approve Resolution # 2010-13 to award Snow Removal Services to Ninsa LLC. A motion was made by Commissioner Chapman; seconded by Commissioner Burk. The following vote was taken:

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

Resolution #2010-14
Resolution Approving the Revision of 2008 Capital Fund Budget

This budget was revised primarily for the elevator repair at Kidston. Chairman D'Orazio called for a motion to approve Resolution # 2010-14. A motion was made by Commissioner Baxter; seconded by Commissioner Burk. The following vote was taken:

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

Resolution #2010-15
Resolution Approving the Revision of 2009 Capital Fund Budget

This budget was revised primarily for the Parkview alterations. Chairman D'Orazio called for a motion to approve Resolution # 2010-15. A motion was made by Commissioner Chapman; seconded by Commissioner Burk. The following vote was taken:

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

Resolution #2010-16 Executive Session

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

Resolution #2010-17
Resolution Approving Operating Subsidy 2010 for Parkview & D'Orazio (AMP 1)

Chairman D'Orazio called for a motion to approve Resolution # 2010-17. A motion was made by Commissioner Baxter; seconded by Commissioner Burk. The following vote was taken:

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

Resolution #2010-18
Resolution Approving Operating Subsidy 2010 for Kidston & Olivio (AMP 2)

Chairman D'Orazio called for a motion to approve Resolution # 2010-18. A motion was made by Commissioner Chapman; seconded by Commissioner Burk. The following vote was taken:

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

Resolution #2010-19
Resolution Approving Operating Subsidy 2010 for Tarkiln and Asselta (AMP 3)

Chairman D'Orazio called for a motion to approve Resolution # 2010-19. A motion was made by Commissioner Burk; seconded by Commissioner Baxter. The following vote was taken:

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

Resolution #2010-20
Resolution Approving Operating Subsidy 2010 for all Scattered Sites (AMP 4)

Chairman D'Orazio called for a motion to approve Resolution # 2010-20. A motion was made by Commissioner Chapman; seconded by Commissioner Baxter. The following vote was taken:

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

Chairman D'Orazio called for comments from the press and/or the public. Mrs. Rosemarie Pindale introduced herself as the mother of Barbara Calabrese. She stated her daughter was on the Public House waiting list, was recently shown a unit which was unacceptable and is having trouble being housed. Commissioner Chapman asked Mrs. Pindale if she has spoken to anyone at the Authority. She stated she has mailed letter to the Board of Commissioners regarding this matter to their personal home addresses. Commissioner Chapman explained it is illegal for the Commissioners to intervene on anyone's behalf. Furthermore, explained it would be illegal for the Commissioners to respond to her in a way that would say they would somehow or another affect the legal way that the Authority goes about administering the waiting list which is dictated by the Federal Government. Commissioner Chapman further explained, the Commissioners do not know

one persons name on the waiting list from another and they shouldn't. The Commissioners have no ability to affect whether someone goes before another person or not. Chairman D'Orazio advised Mrs. Pindale that as a Commissioner there is really nothing they can do. Chairman D'Orazio asked why she was stating the case rather than her daughter. Mrs. Pindale stated her daughter is under SSI, frightened and this is part of her disability. She stated she has been on the list for a very long time. She was shown an apartment approximately 3 months ago and it was a very scary experience for her. She indicated it was all the way in the back of the complex and there were no sidewalks leading to the place. The apartment smelled of urine and men were hanging all around the apartment. A lady from housing advised her daughter that she was no longer on the list because she did not accept this undesirable apartment and they believe there were several apartments vacant at other locations. Her daughter has since reapplied and is now at the bottom of the list. Chairman D'Orazio indicated the staff will have to look into this. Commissioner Chapman indicated the Commissioners do not handle this type of issue. If there is an issue with the Executive Director such as stating the VHA's E.D. is doing something fraudulent then the Commissioners would intervene. The Commissioner's position at the Authority is to hire and fire the Executive Director. The Commissioners do not control the daily operations of the Authority. Commissioner Chapman stated if she is unhappy with the policy of the housing authority she should direct her question to the Executive Director, Jacqueline Jones. Mr. Gabage explained to Mrs. Pindale the position of the Board. The Board does not deal with these types of problems. This is the difference between the Board and the Administration. Mr. Gabage suggested she contact Mrs. Jones. The Board will listen to a person, accept whatever they have to say and then ask the Administration to look into. This is the most the Board can do. Mrs. Jones requested for Mrs. Pindale to leave her contact information. Mrs. Jones explained to Mrs. Pindale that the Authority has privacy rules and regulations to abide by. Mrs. Jones stated the best thing to do is for Mrs. Pindale leave her information and the Administration will look into the matter, but Mrs. Pindale will need to come in with her daughter. Mr. Gabage also explained that there is written policy the Authority has on people who decline a particular unit. He stated the Housing Authority is providing public housing. The Housing Authority's Administration can not take people around to sixteen units and hope that someone is going to like one. Mr. Gabage indicated he is sure that the person involved here was following the written policy of the Authority. Mrs. Jones would be able to give her a copy of that written policy. Mr. Gabage is not saying Mrs. Pindale's daughter is right and he is not suggesting that she is wrong. He is only telling Mrs. Pindale that there is a policy and the employee did not make it up just for her daughter. It is in writing and everybody follows that policy. Mrs. Pindale provided Mrs. Jones with her contact information.

Chairman D'Orazio called for comments from the Board.

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

The Regular Meeting of The Board of Commissioners was adjourned at 8:53 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jacqueline S. Jones". The signature is written in a cursive, flowing style with a large initial "J".

Jacqueline S. Jones
Secretary/Treasurer