

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, April 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, April 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:

Vice Chairman Chris Chapman  
Commissioner Sharon Dauito-Baxter **(Absent)**  
Commissioner Beatrice Corbin  
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 reported that Mr. Asselta called him a little while ago and said he had three deaths in his family today. Mr. Asselta expressed his regret for not being able to be at the meeting tonight.

Chairman D'Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on March 18, 2010. A motion was made by Commissioner Chapman and seconded by Commissioner Burk. The following vote was taken:

Vice Chairman Chris Chapman	(Yes)
Commissioner Sharon Dauito-Baxter	(Absent)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Absent)
Commissioner Sheila Brown-Saunders	(Absent)
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 six months ending March 31, 2010 by reviewing the numerous line item figures.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones indicated there are no changes on the Capital Projects that she had listed in her initial report.

Mrs. Jones would like to talk about the Tax Credit Application that the VHA is currently working on. She has listed some of the activities in her written report that the VHA is engaged in to make the

application complete. This is not a simple task, which is what was expected when the VHA took this project on. The application deadline is May 14<sup>th</sup>. The VHA is working with the consultants from Housing Solutions. Mrs. Jones would like to set some expectations on what could happen and what might happen. The VHA is applying for 9% tax credits for Parkview Apartments and Asselta Acres to do some renovations at both places as well as major interior work as far as kitchen renovations. At Parkview the major issue is converting the electric utilities to gas with individual metering. At Asselta the major item is to convert the 5 and 6 bedrooms to 1 and 2 bedrooms, which will give the Authority an additional 13 units. The VHA is working on the pricing with the architect and with a contractor to give the VHA some accurate numbers. This information is needed for the application. At the same time the VHA is looking for investors for this project. There are a couple investors out there that are interested in this project at 9%. This is a competitive proposal and the VHA is trying to get as many points as possible by being "Green" and complying with as many items as possible. For example, every bedroom has to be at least 100 square feet, providing community garden etc. The VHA is trying to get as many points as we can to be put in a position to be awarded the 9% credit. The other issue is there really has not been any activity in Southern New Jersey for Housing Authorities to get a tax credit project. This may put us in a better position too because Northern New Jersey are always awarded tax credits. With 9% tax credits the VHA will be able to do everything we want to do at both properties and this will be leveraged with the "Green" funding the VHA received. If for some reason the VHA does not get the 9%, the other option would be the 4% tax credits, which are not competitive or wait for the next round of 9% tax credits. Regardless, the conversion from electric to gas will still be completed because it is tied to a grant that has to be spent. If this is done it will just make the deal look better next year because there will be more equity in the property and look better to an investor. If the VHA does not get the 9% tax credits the work that has been done can be used for the 4% tax credit application. Mr. Gabage asked if there is any talk about the timing of going before either planning or zoning. Mrs. Jones said she met with the Mayor and she was able to get a letter of support for the project from him which is what is required for the application. There isn't enough time to go before the planning board at this point. The VHA is not changing the structures to the properties. Mrs. Jones stated we are proposing to decrease the allowable population. Mrs. Jones pointed out that part of the application was to have a Phase I Environmental Assessment on both Parkview and Asselta. Based on the Phase I Environmental, Parkview was recommended for a Phase II Environmental. It has something to do with monitoring wells that currently exist in the area. Mrs. Jones has not received any indication on what the results are going to show.

Mrs. Jones stated in the resolution section of the meeting tonight is a resolution for an Amendment to the Annual/Five Year Plan because the project for Parkview and Asselta was not originally included in the plan. She further explained that a meeting was held with the residents of both Parkview and Asselta. A meeting was also held with the Resident Advisory Board, which is the normal process every year. The residents liked what they heard at the meeting and one of the things we walked away with from that session was they want to be able to do laundry in their units. This has been put into the plan and we may possibly be able to do some stackable washers and dryers at Asselta and Parkview.

Chairman D'Orazio asked for an explanation of the upcoming invitation to bid for Trade Services. Mrs. Jones explained this is something new the VHA is going to try. In New Jersey the maximum amount that the Authority can utilize a vendor for is \$17,500 without going out to public bid. There have been times when the Authority has run over this amount especially in the last audit period. One of the ways to prevent an audit comment and/or finding is to do a Trade Services specification, which will include electrical work, carpentry work, etc. The Authority is looking to develop a pool of vendors that we can call on when we need them. This is something new the

Authority is going to try because if we don't we may have to stop using certain vendors when the limit is reached in a fiscal year.

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

**Resolution #2010-27**  
**Resolution to Approve Monthly Expenses**

Chairman D'Orazio reported Commissioner Asselta was in the office yesterday and reviewed the bills. He spoke with Commissioner Asselta and he recommended payment in the sum of \$724,136.59. Commissioner D'Orazio called for a motion to approve the monthly expenses. 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	(Absent)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Absent)
Commissioner Sheila Brown-Saunders	(Absent)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2010-28**  
**Resolution to Awarding Trash Removal Services Contract**  
**for a 1 year period July 1, 2010 through June 30, 2011**

Chairman D'Orazio called for a motion to approve a Resolution Awarding Trash Removal Services contract to Waste Management of New Jersey in the amount of \$52,332.00. A motion was made by Commissioner Corbin; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2010-29**  
**Resolution to Amend the Five-Year Plan 2009-2013**

Mrs. Jones explained the reason for amending the Five-Year Plan is to include the Tax Credit Application process as well as the possibility to explore the Transforming Rental Assistance (TRA) where HUD is looking at project basing with vouchers all of public housing properties. Mrs. Jones stated she included the TRA in the Plan because that is considered a major revision for the Authority. The Authority will be able to apply for TRA vouchers if they become available. Chairman D'Orazio called for a motion to approve Resolution #2010-29. A motion was made by Commissioner Burk; seconded by Commissioner Chapman. The following vote was taken:

Vice Chairman Chris Chapman	(Yes)
Commissioner Sharon Dauito-Baxter	(Absent)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Absent)

Commissioner Sheila Brown-Saunders	(Absent)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2010-30**  
**Resolution to Rehabilitate and Reconfigure Public Housing Units**

Mrs. Jones explained the reason for this Resolution is it needs to accompany the Tax Credit Application. Chairman D'Orazio called for a motion to approve Resolution #2010-30. A motion was made by Commissioner Burk; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2010-31 Executive Session**

Chairman D'Orazio entered a motion to hold an Executive Session. 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	(Absent)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Absent)
Commissioner Sheila Brown-Saunders	(Absent)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2010-32**  
**Resolution Authorizing Payment under the Capital Funds Appropriations Program to Charles J. Collins/Architect for Elevator Modernization for Kidston Towers and Tarkiln Acres Handicapped Accessible Kitchen Alterations**

Chairman D'Orazio called for a motion to approve payment to Charles J. Collins/Architect in the sum of \$6,250.00. 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	(Absent)
Commissioner Beatrice Corbin	(Yes)
Commissioner Joseph Asselta	(Absent)
Commissioner Sheila Brown-Saunders	(Absent)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2010-32**  
**Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy**

Chairman D’Orazio called for a motion to approve Resolution #2010-32. A motion was made by Commissioner Burk; seconded by Commissioner Corbin. The following vote was taken:

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

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

Chairman D’Orazio asked Commissioner Chapman if he has any comment to make. Commissioner Chapman stated it has been a pleasure serving on the board. Chairman D’Orazio reported he was told by Commissioner Asselta that Commissioner Chapman was not allowed to make any final decision without speaking to him. Chairman D’Orazio stated he heard of a rumor of a letter from Commissioner Chapman with his resignation from the Board that went out, but he did not get a copy of it sent to him. Commissioner Chapman stated he copied him on it, but they were all delivered to the VHA office. Mrs. Jones stated Chairman D’Orazio did indeed receive the letter. Mr. Gabage asked Commissioner Chapman about the VHDC Board. Commissioner Chapman stated his impression about that is that he sat on that Board as a luxury of the VHA Board. His position on there was only by it being the VHA’s Building Committee. He looks to the Chairman to reappoint someone. His absence will create vacancy in the Committee and the Board must decide amongst themselves who will be put in the place of that Board. Commissioner Chapman stated his resigning of the VHA Board means his resignation of the VHDC Board as well. Mr. Gabage entertained the fact that the VHDC bylaws do not require everyone on the Board be a VHA Board Member and since there is some desire to have outsiders, would Commissioner Chapman consider a position. Commissioner Chapman’s stated under the Tax Credit Application when discussed with the consultants that it was in the best interest to make the non-profit an instrumentality of the Board and that it didn’t need to be a separate Board. Therefore, if any use of comes of the VHDC in the future that it be controlled by the Housing Authority. Mr. Gabage asked if the VHA expanded the VHDC Board 4 or 5 people with a couple of people non-board members, would he consider being on that Board. Mr. Chapman said he would consider it, but his impression was under the direction of the Tax Credit Application is that the necessity of the VHDC and the changes of the rules that it appears to him, he does not think that there is all that great of an advantage anymore to being a non-profit vs. being a housing authority. Commissioner Chapman would not deny and would listen to any positions that would become available, but he can not realistically see that in the near future. Commissioner Corbin questioned that they want to deem the non-profit like a useless part of this board. She stated the consultants came in and said that they didn’t feel the need for the non-profit. The reason the non-profit 501(c) 3 was started to be able to apply for certain funds. Chairman D’Orazio stated this is something that the Board will have to revisit, there is nothing to decide tonight and there is not a full board tonight. Mr. Gabage stated he was trying to see if Commissioner Chapman had interest in remaining on the VHDC Board. Commissioner Chapman stated he is not indicating that and he would certainly not close any door, but his resignation from the Authority he perceives to also be a resignation from the VHDC.

Chairman D'Orazio stated "quite frankly" he is sure Commissioner Chapman remembers 13 years ago the controversy of Chapman coming on to the Board. D'Orazio provided Chapman with several newspaper articles of the controversy. Chairman D'Orazio spoke for himself and believes he speaks for the rest of the Board that they appreciate Commissioner Chapman's 13 years of service. There are very big shoes to be filled once he leaves with his knowledge, because "at the end of the day" it has been a pleasure. Commissioner Chapman thanked the Board and stated it has been a pleasure to serve.

Chairman D'Orazio stated the position of Vice Chair needs to be filled and it is unfortunate that some of the other commissioners are not here tonight. Commissioner Chapman's position on the Board is a City Council appointment and they are aware of his resignation. Chairman D'Orazio stated if any Commissioner does know of anyone that may be interested or qualified they should pass the information on to City Council. As far as the position of Vice Chairman, Chairman D'Orazio named a committee of Commissioners Asselta, Corbin and Baxter to name a Vice Chairman and they are more than welcome to name a new Chairman if they would like to. Commissioner Corbin is to chair that committee and he would like her to contact Commissioners Asselta and Baxter prior to the next meeting to be able to make a recommendation at the next meeting. Commissioner Corbin hopes that City Council appoints someone that is interested in housing.

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 Burk. The vote was carried unanimously by the Board Members present.

The Regular Meeting of The Board of Commissioners was adjourned at 8:15 p.m.

Respectfully submitted,

Jacqueline S. Jones  
Secretary/Treasurer