

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, November 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, November 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:

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 Assistant.

Chairman D'Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on September 16, 2010. A motion was made by Commissioner Asselta and 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)

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on October 21, 2010. A motion was made by Commissioner Levy and seconded by Commissioner Asselta. 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 (Abstain)
Chairman Robert A. D'Orazio (Yes)

Chairman D'Orazio called for the Financial Report from Avena's office. Ms. Cavallo reviewed the Financial Report for the one month ending October 31, 2010 by reviewing the numerous line item figures.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones reported the tax credit project is still underway and working towards completing the application. Mrs. Jones stated that Vickie was on her way to the office from training. Vickie, Sandy and Wendy are up in New Brunswick attending tax credit training this week for certification. You are required to have Certified Tax Credit Specialists on staff when you apply and obtain tax credits. Mrs. Jones explained Wendy is absent tonight because she is attending the tax crediting training in New Brunswick and preparing for the test on Friday.

In regards to the Parkview site improvements consisting of converting from electric to gas, two buildings are complete and are live on gas. The other two buildings are in process. This project is moving along.

Mrs. Jones reported the auditors were in the office this week for the audit for FYE 2010. The auditors are testing payables and contracts until the financials are final. The fee accountant's office is working on the year end information, which needs to be filed by November 30th. As soon as this is filed then the auditors will be back looking at the VHA's actual financials at that point.

Mrs. Jones stated the Buena Housing Authority (BHA) had approached VHA to enter into a management agreement. A contract has been worked on between their solicitor and the VHA's. Linda Avena was at the BHA's Board Meeting this evening and they passed a resolution to enter into a management agreement with the VHA. The VHA's revised meeting agenda packet includes a resolution for the VHA to enter into an agreement with BHA if the Board agrees to do so.

Mrs. Jones mentioned she attended the NJ NAHRO conference this week. No good news came out of the conference because there isn't any money. For the coming year the VHA will probably be looking at an 85% funding level which is back to the year 2008 funding level. HUD works up a formula to determine the HA's funding and that would be at 100%. HUD takes that number and slashes it by 15%. The push is how to survive today and go forward being innovative in ways of making some money with what the VHA has. The VHA's way of doing it at this point is management agreements that we have with Glassboro H.A. and possibly with Buena H.A. The other way is continuing working with the Tax Credit Project and Transformation Rental Assistant (TRA) as discussed in previous Board Meetings. The TRA is basically to project base the VHA's developments. This is a different way of getting funded. The VHA would be funded more like a private owner and the yearly Capital Funding would be removed. This gives the VHA leverage with the tax credit program to obtain additional funding even through a bank to do major improvements. The whole point is that there will never be enough capital money to bring all the housing in this country up to a decent level. This is a way of getting housing up to par. The VHA is fortunate it does not have anything that is falling down around us. The VHA is in a good situation and position, but the VHA won't be in that good position in 10 years. Mrs. Jones thinks the VHA still has work to do in updating its properties to take them 25 years in the future. It is a matter of waiting for legislation to be passed and see what the next step is for the VHA. Mrs. Jones reported she was recently looking at the staffing levels from 4 years ago until now and the VHA is down about 8 people. The VHA is doing some creative things internally and trying to use technology as much possible. When someone retires the job duties are split up. If we need additional help maybe on the clerical end the VHA hires part time individuals with no benefits and this has helped the VHA fill the gap. The VHA had a good October, but she hopes that barring any major maintenance issues that you can't foresee the VHA should be okay. The VHA is not over loaded with staff.

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

Resolution #2010-91
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 \$529,410.38. Commissioner D’Orazio called for a motion to approve the monthly expenses. 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 #2010-92
Resolution Approving a Current Utility Allowance Schedule

Mrs. Jones explained every year the authority is required to review the most current Utility Allowance Schedule that is either published by the NJHMFA or the VHA could do its own study. The VHA used the NJHMFA utility allowance schedule which was effective July 23, 2010. The VHA reviewed this last year as well. The Utility Allowance Schedule has to be analyzed for changes 10% up or down and when they change up or down it is advised to update the Utility Allowance Schedule. This year it changed 10% down so the tenant’s rent portion would go up. The tenant’s that currently pay for their utilities are Olivio Towers and Scattered Site residents. Olivio Towers pay for their electric for their lights and for the blower that runs the heater, which is a minimal amount. Chairman D’Orazio called for a motion to approve Resolution #2010-92. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. 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 #2010-93
Resolution Voiding Checks not presented for payment as of September 30, 2010

Chairman D’Orazio called for a motion to approve Resolution #2010-93. 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 #2010-94 Executive Session

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

Resolution #2010-95

Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy

Chairman D'Orazio called for a motion to approve Resolution #2010-95. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. 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 #2010-96

Resolution Authorizing Payment under the Capital Funds Appropriations Program to Straga Brothers, Inc.

Chairman D'Orazio called for a motion to approve payment to Straga Brothers, Inc. in the sum of \$204,094.80. A motion was made by Commissioner Levy; seconded by Commissioner Asselta. 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 #2010-97

Resolution Awarding the Contract for Laundry Equipment Lease for Four Apartment Complexes

Mrs. Jones reported the Laundry Equipment Lease contract had not been put out for bid for several years. The bid was put out with a few changes at the request of the residents. The residents wanted extra large washers and dryers for large items. The VHA accommodated that in every location possible. The new equipment is Energy Star as well. Chairman D'Orazio called for a motion to award contract for Laundry Equipment Lease to Coinmach Service Corporation. 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 #2010-98
Resolution Amending VHA Personnel Policy

Mrs. Jones explained that the personnel policy currently reads that all full-time employees are entitled to health benefits 30 days after their date of hire. With the change over to the State Health Benefits Program they have a rule that indicates that health benefits take effect 60 days after the date of hiring. Chairman D’Orazio called for a motion to approve Resolution #2010-98. 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 #2010-99
Resolution Authorizing Entering into a Consulting Agreement with the Brooke Group LLC

Mrs. Jones stated the Board met Rick Ginnetti during the tax credit program presentation. The VHA has been using him for help in the tax credit application process. An RFP was advertised in the fair and open process just in case the VHA goes over the minimum bid limit. Mrs. Jones briefly reported the ranking of the two proposals received. Chairman D’Orazio called for a motion to approve Resolution #2010-99. 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 #2010-100
Resolution for the Intention of Providing Management Services to the Buena Housing Authority

Chairman D’Orazio stated the agreement is for one year in the amount of \$29,500. Mrs. Jones briefly described the Buena Housing Authority and her intention to be made available there every

Thursday. Chairman D’Orazio called for a motion to approve Resolution #2010-100. 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 #2010-101
Resolution Authorizing Expenditures with Homeownership Funds
for Public Housing Programs

Mrs. Jones explained the VHA is currently working on the year-end financial statements. It appears that the VHA’s cash flow numbers are going to be good. This means the VHA only needs to show a dollar profit in each AMP theoretically for the VHA to be able to collect the management fee for next year on all of its properties, which is very important. This resolution is in case the VHA needs a little cushion. Preliminary numbers look very good right now and this cushion may not be needed at all. Chairman D’Orazio called for a motion to approve Resolution #2010-101. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. 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 and/or public.

Chairman D’Orazio asked for any comments from any Board Member. Commissioner Levy stated his term will be up and he will be resigning from the Board. He stated he was called upon several months ago to serve and fill an unexpired term. He was very happy to do this. His departure does not come from lack of interest. It comes because of a full plate of other things he is committed to. He is unable to devote the amount of time he would like to devote to the VHA organization. He is hoping maybe sometime in the future he can come back and thanked everyone. Chairman D’Orazio state that Commissioner Levy’s time was short on the VHA Board, but would like to thank him for what he done while serving the Board and wishes the best of luck.

Solicitor Gabage asked if Chairman D’Orazio will be appointing a committee to nominations for Chair or Vice Chair. Chairman D’Orazio stated that January is usually a reorganization meeting and suggested these appointments to be made that time. The bylaws were reviewed indicating Chairman and Vice Chairman shall be elected at the annual meeting of the authority.

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 8:09 p.m.

Respectfully submitted,

Jacqueline S. Jones
Secretary/Treasurer