

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, August 18, 2011
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, August 18, 2011 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 Elizabeth Gordon
Commissioner Beatrice Corbin **(absent)**
Commissioner Carmen Nydia Diaz
Commissioner Mario Ruiz-Mesa
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, Ron Miller, 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 July 21, 2011. A motion was made by Commissioner Asselta and seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta (Yes)
Commissioner Elizabeth Gordon (Yes)
Commissioner Beatrice Corbin (Absent)
Commissioner Carmen Nydia Diaz (Abstain)
Commissioner Mario Ruiz-Mesa (Yes)
Commissioner Vickie Burk (Yes)
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 ten months ending July 31, 2011. There was brief discussion regarding the Financial Report.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones discussed the Corbin Summer Program. Generally there are about 50 children in the summer program. This has been the most radical year yet. It has been really a disciplinary nightmare. Pat Harrison had to suspend about half the children for 5 days each at certain times during the program. There are so many children that are classified ADD and now ODD and some of the children are both. The Authority hired certified teachers and teacher's aides, but the children were unmanageable. Mrs. Jones does not know what will come of the summer program for next year. Pat Harrison did a great job. She basically moved her office to the Corbin Center to monitor the program. Mrs. Jones just wanted to make the Board aware of the situation. The Corbin Center will be open mid to late September for the after school program again and Mrs. Jones anticipates running into some similar

disciplinary problems. There is a disciplinary process in place. There may be more children who will not be invited back to the programs. Since we are not a public school system we are not required to provide the program, but in some instances these children are just not safe to be around.

The RFP's for professional services (Accounting, Auditing, Legal and Architectural and Engineering) are up for award tonight.

The units at Parkview that were affected by the fire, which happened January 5, 2011 will be available early next week for leasing.

Homeownership money was requested for five units at D'Orazio Terrace which were offline and they will be back online next week as well.

Mrs. Jones stated there will be a quick presentation about some of the Capital work that has been done in the last couple of months. The presentation will be presented by Ron Miller. Mrs. Jones introduced Ron who initially started as the VHA's Computer Technician, but he has taken on risk management roles and most recently capital programs management.

Some time ago Mrs. Jones made the Board aware of some stimulus money that came through the State for energy initiatives for low income individuals and housing authorities qualified. Ron will go through all the work that was completed with this stimulus money for energy initiatives in conjunction with Tri-County.

Mrs. Jones stated there are some projects that need to be funded to be able to complete them as well as some new initiatives to replacement some maintenance vehicles. There is also a need for funds for the renovation of the front office area. In the resolution portion of the meeting there are resolutions to back up these requests for funds.

Ron Miller reviewed the handout. He explained the money allocated and where it was received from in regards to the various projects at Parkview, D'Orazio and Tarkiln. Ron discussed the various energy initiatives that were completed such as replacement of some refrigerators, installation of R38 attic insulation, window caulking, pipe insulation, water heater insulation and insulation of crawl spaces. This work cost the authority absolutely nothing. Over time the Authority should see a significant savings in utility costs. Tri-County will continue with similar work at Kidston and Olivio Towers. Energy audits are being completed.

Mrs. Jones stated the VHA did not get more in subsidy this year because the utility usage was down at Asselta Acres due to the high efficiency boilers that were installed a couple of years ago. The VHA will continue to receive less subsidy since it is spending less on energy.

Ron discussed additional projects and purchase of vehicles. There is a request for additional funding from Homeownership Funds and Central Office Cost Center Funds as well as discharge an Interfund transfer with Board approval in the Resolution portion of the meeting. There was a brief discussion regarding the different sources of funds.

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

Resolution #2011-54
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 \$513,796.63. 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 Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-55
Resolution Authorizing Payment under the Capital Funds Appropriations Program to Charles J. Collins/Architect

Chairman D'Orazio called for a motion to approve payment to Charles J. Collins/Architect in the sum of \$8,755.12. A motion was made by Commissioner Diaz; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-56 Executive Session

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

Resolution #2011-57
Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy

Chairman D'Orazio called for a motion to approve Resolution #2011-57. A motion was made by Commissioner Burk; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Chairman D’Orazio stated the next four resolutions are for awarding of the Accounting, Auditing, Legal and Architectural and Engineering services contracts. Prior to the meeting the Contract Committee met. Chairman D’Orazio asked for a report from Commissioner Asselta. Commissioner Asselta reported the committee recommended the same firms awarded last year to be awarded the contracts again this year.

Resolution #2011-58

Resolution Awarding Management Fee Accountant Services Contract

Chairman D’Orazio called for a motion to award the Management Fee Accountant Services contract to Linda M. Avena, CPA. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2011-59

Resolution Awarding Professional Auditing Services Contract

Chairman D’Orazio called for a motion to award the Professional Auditing Services contract to Bowman & Company. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2011-60

Resolution Awarding Legal Services Contract

Chairman D’Orazio called for a motion to award the Legal Services contract to Eisenstat, Gabage and Furman. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2010-61
Resolution Awarding Architectural & Engineering Services Contract

Chairman D'Orazio called for a motion to award the Architectural & Engineering Services contract to Charles J. Collins, Jr./Architect. A motion was made by Commissioner Asselta; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-62
**Resolution Authorizing Expenditures with Homeownership Funds
for the Completion of Capital Projects at Parkview Apartments, D'Orazio Terrace
Apartments and Section 8 Housing Choice Voucher Interfund**

Chairman D'Orazio called for a motion to approve Resolution #2011-62. A motion was made by Commissioner Burk; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-63
**Resolution Authorizing Expenditures with Homeownership Funds and Central Office Cost
Center Funds for Purchasing Authority Owned Vehicles**

Chairman D'Orazio called for a motion to approve Resolution #2011-63. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-64

Resolution Authorizing Payment under the Homeownership Funds for Public Housing Programs to Levy Construction Co, Inc. for Alterations to D’Orazio Terrace (Structural Repairs and Refinishing of Apartments)

Chairman D’Orazio called for a motion to approve payment to Levy Construction Co., Inc. in the sum of \$13,770.00. A motion was made by Commissioner Burk; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2011-65

Resolution Authorizing Payment under the Homeownership Funds for Public Housing Programs to Bayshore General Contractors, Inc. for Alterations to D’Orazio Terrace (New Gas-Fired Water Heaters and Related Work)

Chairman D’Orazio called for a motion to approve payment to Bayshore General Contractors, Inc. in the sum of \$30,865.14. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2011-66

Resolution Authorizing Payment under the Capital Funds Appropriations Program to Straga Brothers, Inc. for Parkview/D’Orazio Improvements

Chairman D’Orazio called for a motion to approve payment to Straga Brothers, Inc. in the sum of \$88,943.36. A motion was made by Commissioner Burk; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

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

Mr. Avena thanked the Board for being awarded the Fee Accountant contract. Mr. Gabage also thanked the Board for his appointment as Legal Counsel and next year will mark him serving the Authority for 30 years. He also commented that the Authority has passed through many, many administrations and this Board has not been a political one. Over Mr. Gabage's 30 years there has been some difficult times every once in a while. He feels the Authority now has an administration here that work hard and well together and produce great results. Mr. Gabage feels this Board and Authority is blessed with the staff it has. Commissioner Asselta agreed.

Commissioner Diaz stated since there is a full Board right now and asked when the By-laws can be reviewed and/or amended. Chairman D'Orazio stated this was a good point. He appointed a committee consisting of Commissioners Diaz, Gordon and Ruiz-Mesa to review the By-laws. After the committee meets and reviews the By-laws they are to report back at the October Board Meeting. If the Committee has any questions they are to speak with Mr. Gabage. Mr. Gabage stated he would be happy to meet with the Committee and will make himself available to them.

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 8:28 p.m.

Respectfully submitted,

Jacqueline S. Jones
Secretary/Treasurer