

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, January 20, 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, January 20, 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 Beatrice Corbin	<b>(Absent)</b>
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 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 December 16, 2010. A motion was made by Commissioner Asselta and seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(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 commented on the profit for the month of December. Ms. Cavallo reviewed the Financial Report for the three months ending December 31, 2010, by reviewing the numerous line item figures. There was a brief discussion on the financial report.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones discussed D'Orazio conversion from electric hot water to gas. The VHA asked for an estimate from the architect on how much this would cost. This conversion would give a 30-40% savings on the electric bill due to this conversion. This project is referenced in Resolution 2011-08 on the revised agenda. A few things need to be done at D'Orazio. There are 5 units that are off-line at D'Orazio right now. D'Orazio over the years has had a water problem in the crawl spaces and it has severely affected 5 units to the point where the joists have rotted making the floor spongy and the architect felt it was unsafe for residents to live there. Those residents were transferred to other units. The Authority needs to get those units back online which will require a complete gut of the unit. The joists will need to be replaced, a new floor will need to be put down and we will put the

existing bathroom and kitchen back. There is also some possible mold down in the basement because of the water. A lot of that mold will be removed when the materials are removed. Sheet rock is going to be removed and that is a remediation in itself. The architect is estimating about \$175,000 for that work. Site work is also necessary at D'Orazio, which is basically grading of the property. The property has been there 30 years or so and has never been graded consistently so water runs where it shouldn't run now. The grading is estimated at about \$20,000. The last item is the conversion of the hot water from electric to gas. This would mean putting boilers in the mechanical spaces and that is where the Authority can expect to save a lot of money. The architect has estimated the conversion to cost about \$100,000. The whole project is estimated at about \$350,000. The Authority has allocated for the gas conversion from the green money (CFRC Grant). Mrs. Jones would like to ask for approval of the 2011-08 Resolution to utilize some homeownership money to do this work. This resolution states the amount is not to exceed \$200,000. With the green grant money and the homeownership money it will enable the VHA to get the five units back online. The VHA should spend some of the homeownership money because it actually hurts the VHA in the PHAS score. HUD compares us to other housing authorities of the VHA size across the country and they look at the money the authorities have. If the authority is out of the range of what most housing authorities have the authority does not receive all of the points it could.

Mrs. Jones provided an update on the January 5<sup>th</sup> Parkview Fire. There were only four families actually displaced. All the families are now housed in a unit. Three of the four are in a permanent unit. The fourth family is temporarily housed at the old office on Chestnut Avenue, which has been recently renovated. There is a possibility that this family may be interested in renting this property at market rate. The VHA is checking with the city to see what the zoning issues may be. The city will take a look at it, but they think they may be able to give us an administrative change on this to allow us to rent it residentially. Mrs. Jones requests the board's approval to possibly rent this property to this family at market rate. A market rent study has already been completed on this property. This would be income that would go towards the Tarkiln Acres project. The board is in favor of renting this property at market rate.

Mrs. Jones reported the audit is ongoing and the auditors hope to be out of here by the end of January.

Mrs. Jones stated Resolution 2011-02 is a resolution adopting a Code of Conduct. The Family Self Sufficiency Grant and the Ross Grant the VHA is applying for requires a Code of Conduct to be passed by the Board and then filed with HUD. This is a requirement of the Grants. The VHA's consultant checked and the VHA did not have a Code of Conduct on file with HUD. Mr. Gabage has reviewed the policy and the recommendations he suggested were implemented into the Code of Conduct.

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

**Resolution #2011-01**  
**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 \$752,015.43. 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 Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-02**  
**Resolution Adopting Code of Conduct**

Commissioner D'Orazio called for a motion to approve Resolution #2011-02. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-03 Executive Session**

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

**Resolution #2011-04**  
**Resolution to Enter into an Agreement between the Housing Authority of the City of Vineland and the Vineland Housing Development Corporation**

Mrs. Jones explained the Vineland Housing Development Corporation has been attempting to develop 17 homes on a piece of property on Chestnut Avenue. There have been various attempts at this and this is the third attempt. The VHDC has applied for some funding through Balanced Housing, which is through the State of New Jersey. This resolution is to establish the relationship between the two agencies. If this project moves forward and does become real this resolution will allow us to develop a management agreement between the two entities. It basically identifies that Mrs. Jones is the Executive Director and Wendy Hughes is the Assistant Executive Director making decisions for that entity and therefore are able to collect a fee for the work they do for the VHDC. The next time the VHDC has a meeting they would also adopt the same resolution approving the agreement as well. Mrs. Jones and Mr. Gabage briefly explained the establishment of the VHDC to Commissioner Diaz. Chairman D'Orazio called for a motion to approve Resolution #2011-04. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-05**

**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 \$86,884.20. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-06**

**Resolution Authorizing Payment under the Capital Funds Appropriations Program to TEC Elevator Inc. for Alterations to Elevators at Kidston Towers**

Chairman D'Orazio called for a motion to approve payment to TEC Elevator Inc. in the sum of \$1,716.67. A motion was made by Commissioner Burk; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-07**

**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 \$2,613.75. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(Yes)
Commissioner Beatrice Corbin	(Absent)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-08**

**Resolution Authorizing Expenditures with Homeownership Funds for Public Housing Programs – D'Orazio Terrace**

Mrs. Jones briefly explained this is for the Board's approval to utilize some homeownership money to do work at D'Orazio Terrace as discussed in her report. Commissioner D'Orazio called for a motion to approve Resolution #2011-08. A motion was made by Commissioner Asselta; seconded by Commissioner Burk. The following vote was taken:

Commissioner Joseph Asselta	(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. There is a member of the public who stating she was just observing. No comments from any Board Members.

Mr. Gabage reported he had some difficulty over the last month or so trying to track down Commissioner Corbin. Mrs. Corbin has been dealing with health issues over the last several months. During a visit with Mrs. Corbin, Mr. Gabage reported that Mrs. Corbin felt that she would not be able to come back to the Housing Authority board. Mr. Gabage believes she is officially going to be finished with her duties at the Housing Authority. Mr. Gabage is unsure how the Board wants to deal with this. He understands right now the Board is short handed because there are currently only four active Board Members. Mr. Gabage stated he would be willing to talk to her about signing a letter of resignation although he wouldn't do it so happily, but feels it is in the best interest of the Authority to move on.

Commissioner D'Orazio stated he had a conversation with Pete Coccaro, City Council President, and made him aware of the situation the VHA Board has with limited Commissioners. City Council is aware of the situation. What use to be Chris Chapman's seat and then became Sam Levy's is a city council appointment. Bea Corbin's seat, if it ever becomes vacant, at this point is a Mayor's appointment and Sharon Baxter's was the Governor's appointment. The Board is at the mercy of the organizations to get the Board back to where it is suppose to be. Mr. Asselta stated he intends to call the Mayor to get this moving. Mr. Asselta asked about Sheila Brown-Saunders. Mrs. Jones stated Ms. Saunders was proposed to a council member. The council member stated he was going to nominate Ms. Saunders, but it didn't go through for whatever reason. It would be very beneficial for Ms. Saunders to be on the board because she served on the board in the past. She has her classes and she knows the background 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 8:05 p.m.

Respectfully submitted,

Jacqueline S. Jones  
Secretary/Treasurer