

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, July 21, 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, July 21, 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	(absent)
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, Nina Sorelle and Elizabeth Dugan from the auditing firm Bowman & Company 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 June 16, 2011. A motion was made by Commissioner Burk and 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Chairman D'Orazio suggested the auditors present their report first. Ms. Sorelle introduced herself. She stated everyone should have received and reviewed the audit. She asked if anyone had any questions about the financial statement. Ms. Sorelle stated last year there was a finding and this year she is pleased to report no findings. Mrs. Jones asked Ms. Sorelle to explain their audit process for the benefit of the new Board Members. Ms. Sorelle stated they check a variety of things. One of the things reviewed is the internal control on how the numbers get in the financial statement, which is completed on every audit. HUD publishes something called a compliance supplement. HUD changes it annually. HUD's compliance supplements are the hot button issues that they want the auditors to look at. The auditor is required to look at the compliance supplement (hot button issues) and the internal control over the compliance. She stated that there are some things that are very challenging and it is difficult to comply with all the different requirements. Ms. Sorelle reviewed the management representation letter in regards to compliance, contracting and procurement and fixed assets. There was a brief discussion regarding Declaration of Trusts. Mrs.

Jones explained the vendor certification requirement. Ms. Sorelle reviewed the auditor's letter in regards to audit findings, difficulties encountered in performing the audit, disagreements with management, management representations, management consultations with other independent accountants, and other audit findings or issues. There was a brief discussion regarding the audit being filed, reviewed and items being rejected. Once the audit is approved it is a done deal. Mrs. Jones is concerned about the VHA's reserve money specifically, the Homeownership money. It has been re-categorized to program income not project income. The Homeownership money actually is program income. Mrs. Jones wants the audit to be approved to ensure the security of the Homeownership money as program income because as project income HUD could take some of it. Ms. Sorelle stated she would check on rejected items and work on getting audit approved.

Chairman D'Orazio called for the Financial Report from Avena's office. Ms. Cavallo reviewed the Financial Report for the nine months ending June 30, 2011.

Chairman D'Orazio requested the Executive Administrative Report. In regards to the Capital Projects, Mrs. Jones wanted to highlight the front lobby security recommendations. The Authority would like to establish something in the lobby that is more secure for the receptionist and the staff, but esthetically pleasing as well. The VHA has given the architect some ideas and the architect will be drafting something soon. Mrs. Jones discussed a possible layout. She will bring the architect's suggestion to the Board once it is received. It will be paid for out of the COCC (Central Office Cost Center). Commissioner Ruiz-Mesa asked if there are any security cameras in that area. Mrs. Jones indicated there are security cameras outside of the entrance doors.

Mrs. Jones reported the Resident Advisory Board had a meeting to discuss the Annual Plan as well as the Capital and Operating Fund money. The meeting went well and it appears the residents understand that we need their help just as much as they need ours in these tough economic times.

There is a revised agenda and resolutions have been added. Some of the resolutions added are for the Approval of the Operating Subsidy and the Capital Budget. Mrs. Jones briefly discussed the cut in the 2011 Capital Budget. The VHA is truly surviving with the other Authority's line items. By managing other authorities it helps the VHA through these cuts and prevents layoffs.

Mrs. Jones reported plans to work on the budget in the next couple of months. Mrs. Jones mentioned last month that the VHA received an FSS Grant and the Ross Grant. This funding will help offset the reduction in operating subsidy.

There is a resolution in the revised agenda to amend the parking policy. Mrs. Jones reviewed that amended policy. The amendment clarifies areas where residents are not supposed to park and explains that vehicles will be towed at the owner's expense. There are residents who park in front of the trash dumpsters preventing trash from being emptied as well as parking on yellow curb lines. They are also in the habit of parking on the grass and sidewalks which is unacceptable and ultimately costs the Authority money. Residents will receive a 30-day notice to be aware of the amended parking policy. After the 30 days the policy will be implemented. The Authority has been in touch with a towing contractor who does this type of work for other apartment complexes in the area. The Authority has researched the law and signs have been posted according to the law.

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

Resolution #2011-41
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 \$553,162.55. Commissioner D'Orazio called for a motion to approve the monthly expenses. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-42
Audit Review Certificate

Chairman D'Orazio called for a motion to approve Resolution #2011-42. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-43 Executive Session

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

Resolution #2011-44
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 \$4,788.00. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-45

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 \$36,450.00. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2011-46

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 \$45,739.62. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2011-47

Resolution Authorizing Payment under the Homeownership Funds for Public Housing Programs to Ocean Construction LLC for Alterations to D’Orazio Terrace (Site Work)

Chairman D’Orazio called for a motion to approve payment to Ocean Construction LLC in the sum of \$1,227.01. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2011-48
Vineland Housing Authority 2011 Capital Budget

Chairman D'Orazio called for a motion to approve Resolution #2011-48. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-49
Resolution Approving Operating Subsidy 2011 for Parkview & D'Orazio (AMP 1)

Chairman D'Orazio called for a motion to approve Resolution #2011-49. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-50
Resolution Approving Operating Subsidy 2011 for Kidston & Olivio (AMP 2)

Chairman D'Orazio called for a motion to approve Resolution #2011-50. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-51
Resolution Approving Operating Subsidy 2011 for Tarkiln and Asselta (AMP 3)

Chairman D'Orazio called for a motion to approve Resolution #2011-51. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-52
Approving Operating Subsidy 2011 for all Scattered Sites (AMP 4)

Chairman D'Orazio called for a motion to approve Resolution #2011-48. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2011-53
Resolution Establishing Amendment to Parking Policy

Chairman D'Orazio called for a motion to approve Resolution #2011-53. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Vickie Burk	(Yes)
Chairman Robert A. D'Orazio	(Yes)

No comments from press, public and/or Board Members. Mrs. Jones stated she had a conversation with the Auditors regarding there reserve money that HUD wants to take by housing authorities. By take she means HUD would not fund the VHA with operating funds as a way to off-set what would be "taken." The industry advocates like NAHRO and PHADA are meeting with HUD all the time trying to get HUD not to do this, but essentially what is happening is HUD is looking at every housing authority that has reserves and that is how they are planning to fund the 2012 budget. Mrs. Jones again stated the Homeownership money has been reclassified as program income because having it as project income can cause it to be taken. If the audit gets approved with the Homeownership money being classified as program income the money will be safe. The Homeownership funds are from program income and not from project income. If the funds are not classified as a program and are classified as project income the VHA is set to lose a couple million dollars. HUD has to approve the final audit.

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 8:34 p.m.

Respectfully submitted,

Jacqueline S. Jones
Secretary/Treasurer