

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, October 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, October 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 Elizabeth Gordon  
Commissioner Beatrice Corbin **(absent)**  
Commissioner Carmen Nydia Diaz  
Commissioner Mario Ruiz-Mesa  
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 15, 2011. A motion was made by Commissioner Asselta and 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 (Abstain)  
Commissioner Mario Ruiz-Mesa (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 twelve months ending September 30, 2011. Chairman D’Orazio questioned the savings under the administrative salaries and benefits as well as the maintenance labor increase. Mrs. Jones stated the savings under the administrative salaries and benefits is due to attrition. The maintenance labor increase is from overtime from the winter for snow removal as well as a new hire in the anticipation of a retirement. Mrs. Jones reported John Randall is retiring at the end of November. Overall the maintenance department is approximately down 4-5 men from 5 years ago. The maintenance department is working efficiently and services to the tenants are not suffering. Commissioner Diaz asked about the Protective Services as to why it is higher than budgeted. Mrs. Jones stated the VHA did not budget to have security at Kidston Towers due to elevator issues as well as unauthorized occupants in the building. Effective November 1, 2011, the VHA will not have security services due to a decrease in funding. Mrs. Jones indicated the subsidy forms included in the meeting packet will be sent to HUD, but it does not guarantee we will get this money. The subsidy forms are showing a certain number meaning the VHA would get funded at 100% of that number. The House and Senate are still working on those numbers and have not agreed on anything. Mrs. Jones stated the VHA can’t write a budget until it knows how

much money the authority will get. A budget may not be presented until December at this point. The reason this is not settled yet is because HUD is working on recapturing reserve money, which are savings that housing authorities have built up. The VHA does not have that issue and HUD will not be recapturing anything from the VHA. This has held up the process. HUD will either recapture money and then fund everyone at 100% or will not recapture and fund everyone at 90%.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones stated the Capital Fund will be cut but the Authority will not know what the Capital Fund will be until July of 2012.

Mrs. Jones reported the work on Oxford Street and S.W. Boulevard is continuing. It was anticipated awarding the roof and concrete work at one of the homes, but it was over budget. There are resolutions to be passed in the resolution portion of the meeting for electrical alterations to Parkview Apartments as well as concrete work at Oxford Street. The front lobby security design is out to bid and is due on the 10th of November. The Authority anticipates a January start date for the front lobby security design.

Mrs. Jones mentioned the tax credit project the Authority has been working on and off is back on the table. An evaluation is being completed to see if the Authority should move forward. Mrs. Jones hopes to bring this recommendation to the Board in November or December. In addition, the Authority is looking into some other ways to diversify its income and working on some projects in this regard. Mrs. Jones hopes to bring that to the Board to in a month or so to see if this is something the Authority should move forward with. The ideas are really ways to increase revenue.

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

**Resolution #2011-73**  
**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 \$508,016.30. Commissioner D’Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Diaz; 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)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2011-74**  
**Accounts Receivable Decreed as Uncollectible**

Chairman D’Orazio called for a motion to approve Resolution #2011-74. A motion was made by Commissioner Ruiz-Mesa; 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)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2011-75**

**Resolution Voiding Checks not presented for payment as of September 30, 2011**

Chairman D'Orazio called for a motion to approve Resolution #2011-75. 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)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-76**

**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 \$2,268.75. A motion was made by Commissioner Ruiz-Mesa; 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)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-77 Executive Session**

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

**Resolution #2011-78**

**Resolution to Award Electrical Alterations to Parkview Apartments**

Chairman D'Orazio called for a motion to award electrical alterations to Parkview Apartments to Bayshore General Contractors, Inc. A motion was made by Commissioner Asselta; 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)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-79**  
**Resolution to Award Contract for Alterations to 204 Oxford Street**

Chairman D'Orazio called for a motion to award alterations to 204 Oxford Street to Beaudoin & Papagno Construction Corp. A motion was made by Commissioner Asselta; 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)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2011-80**  
**Resolution Approving 2012 Operating Subsidy**

Ms. Cavallo briefly explained the Operating Subsidy. Chairman D'Orazio called for a motion to approve Resolution #2011-80. A motion was made by Commissioner Diaz; 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)
Chairman Robert A. D'Orazio	(Yes)

No comments from the press or the public. Chairman D'Orazio requested a report from the committee regarding the By-Laws. Commissioner Diaz reported the committee has met a couple of times along with Mr. Gabage. They requested copies of By-Laws from various other housing authorities to review and compare to VHA's. They found that they are very similar. The next step is to see what requirements are necessary from the State. The committee is hoping by next month to have a draft of the By-Laws to distribute to all the Board Members to review, discuss and finalize. Commissioner Diaz suggested once they are finalized to post them on the Authority's website. Mrs. Jones agreed because there is other items that need to be posted on the Authority's website due to a law that will be passed soon.

Chairman D'Orazio asked Commissioner Diaz regarding her commissioner picture. Mrs. Jones congratulated her for finishing her classes. There was a brief discussion regarding changing the Board Meeting time to 7 p.m. effective January 2012. Mr. Gabage stated he was going to get a set of By-Laws for a non-profit corporation to see if there is anything in that may be helpful as well. Mr. Gabage stated one of the things that there was an issue on was the State law states a commissioner keeps his/her position until a successor is re-appointed. Mr. Gabage suggested the VHA should put a provision stating if a certain number of meetings are missed that the Board will vote and if the vote was affirmative to recommend to the appointing authority that the commissioner be replaced.

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 Ruiz-Mesa. The vote was carried unanimously by the Board Members present.

The Regular Meeting of The Board of Commissioners was adjourned at 8:08 p.m.

Respectfully submitted,

Jacqueline S. Jones  
Secretary/Treasurer