

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, November 17, 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, November 17, 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.

Chairman D’Orazio stated the first order of business is the Election of Officers. The Board has discussed over the last several meetings about by-laws and the lack of having a Vice Chairman position filled. The Board will have an election for Vice Chairman this evening. The by-laws will be discussed later in the meeting. Mrs. Jones made a suggestion on how to proceed with the process of electing a new Vice-Chairman. At Glassboro Housing Authority secret ballots are used and each Commissioner indicates on the ballot who they would like to elect as Vice-Chairman. The ballots are then given to solicitor and he would tally them up. All Commissioners agreed to this process. Ballots were distributed, completed and given to the solicitor, Mr. Gabage. Mr. Gabage tallied the ballots with Dan Avena and Linda Cavallo, Fee Accountants. Mario Ruiz-Mesa was voted in as Vice-Chairman. Mr. Gabage stated what the Board normally does is have an election in December for Chairman and Vice Chairman. Then they would take their position in January. An election will take place again in December.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on October 20, 2011. A motion was made by Commissioner Ruiz-Mesa and seconded by Commissioner Gordon. 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)

Chairman D’Orazio called for the Financial Report from Avena’s office. Mr. Avena stated they will be presenting the budget, but it is only temporary because they are still waiting for HUD to give a final decision on funding. Preparing the budget without knowing what the funding is was very

difficult. He discussed the decrease in Capital Fund over the past several years. Ms. Cavallo reviewed the Operating Budget. Mrs. Jones stated she attended the NJ NAHRO seminar. As the seminar is going on the House and Senate are meeting. It looks like the recapture of funds from housing authorities that had excess is going to take place. This does not affect the VHA. There will be a 95% operating subsidy. There may be at 22% reduction instead of 25% reduction in the capital fund. The other piece of the funding for the Section 8 side is the Administrative Fee, which is expected to be about 65% of what the Authority normally gets. They indicated that next year it will be worse because this year they funded 750 million dollars of the budget with savings from housing authorities all over the country. It is not looking good and it is a new reality. It is not just housing authority programs. It is a lot of federal programs. Mrs. Jones does not know how the Authority can work any smarter. The VHA is making it because it manages other Authorities. Mrs. Jones stated the budget does not include agency wide salary increases. Mrs. Jones indicated there are a few increases for the FSS and ROSS Grant individuals as the funding for these programs has already been approved.. Mrs. Jones explained the VHA's structure change. She indicated when the Authority knows for sure what the funding will be, which will probably be around December 15<sup>th</sup>, the budget will be worked on again and solidified for the January meeting. She would also take another look at increases for the staff at that time. Commissioner Diaz asked how this would affect the residents. Mrs. Jones indicated the Authority has been running very lean the last couple of years anyway. The residents are not going to be affected and they probably won't even see the difference, because we have already been running lean. The office operation runs differently. There are 3 full-time employees handling resident's files and 5 years ago there were 6 or 7. The Authority has a better computer system now as well. The occupancy staff are very good at what they do. They are handling 900 files between the three of them. Generally, in public housing you don't handle more than 300 files. The Authority is working on making that process more efficient and smooth by eliminating paperwork that is not necessary. Re-certifications are now being done through the mail. Ms. Cavallo finished reviewing the Operating Budget. Ms. Cavallo reviewed the Financial Report for the one month ending October 31, 2011.

Chairman D'Orazio requested the Executive Administrative Report.

Mrs. Jones reported the Energy Audit is in process. There is a recommendation in the Resolution portion of the meeting for the front lobby alterations. Mrs. Jones indicated the estimate for the front lobby alterations came in from the Authority's architect at \$50,000. The award we are asking the Board to approve tonight is around \$70,000. This is attributed to the fact that you never know what the bid amounts are going to come in at. The architect took an estimate at the project, but it did come in higher than expected. Mrs. Jones reviewed the amounts of the three lowest bidders. This renovation is being paid out of the Central Office money. Mrs. Jones briefly explained the alteration for the front lobby.

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

**Resolution #2011-81**  
**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 \$627,550.41. 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 #2011-82**  
**Approval of Operating Budget 2011-2012**

Chairman D'Orazio called for a motion to approve Resolution #2011-82. 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 #2011-83**  
**Resolution Electing Disability Insurance Coverage Provided by the State of New Jersey**

Mrs. Jones stated this was discussed at previous meeting. The Authority does not belong to the New Jersey Disability program. Mrs. Jones wanted to introduce this since raises have been thin for the last couple of years and it is not expected to get any better, that the addition of NJ State Disability is something that all of the employees could benefit from. Currently, their option is no disability coverage at all or they must obtain private disability insurance, which is very expensive. It will cost the Authority approximately \$7,000 and it will cover all the employees. The employees will also have a contribution. This has already been made part of the budget. Chairman D'Orazio called for a motion to approve Resolution #2011-83. A motion was made by Commissioner Diaz; seconded by Commissioner Gordon. 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 #2011-84**  
**Resolution Award Interior Alterations to the VHA Administrative Offices to JH Williams Enterprise, Inc.**

Chairman D'Orazio called for a motion to approve Resolution #2011-84. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Gordon. 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 #2011-85 Executive Session**

Chairman D'Orazio entered a motion to hold an Executive Session. A motion died for lack of need. No comments from the press or the public.

Chairman D'Orazio requested an update from the committee regarding the By-Laws. Mr. Gabage stated they are working on them. The committee was unable to meet before this Board Meeting. They will be meeting after the Thanksgiving holiday and will definitely have a report and proposed By-Laws for the December meeting.

Mr. Gabage reported he visited with Bea Corbin today. She is very weak and on dialysis three days a week. She has congestive heart failure and is on oxygen. She is at home and her mind is clear. He asked her if she wanted him to pick her up today to come to the meeting. She said she would not be able to attend the meeting. Mr. Gabage does not know what the long run possibility of this is. Her term is up 11/23/2011. The State Statute states that a person serves until her successor is appointed.

Commissioner Asselta reported he was reappointed. He stated the Mayor called him and said he was appointed. The Authority has not received any notice regarding Commissioner Asselta's reappointment.

There was a brief discussion regarding the time of the Board meetings effective January 2012. This will be further discussed in December with the proposed By-Laws.

With no further business to discuss, Chairman D'Orazio entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Diaz. The vote was carried unanimously by the Board Members present. The Regular Meeting of The Board of Commissioners was adjourned at 8:23 p.m.

Respectfully submitted,

Jacqueline S. Jones  
Secretary/Treasurer