

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, January 19, 2012**  
**7:00 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 19, 2012 at 7:01 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	<b>(absent)</b>
Commissioner Carmen Nydia Diaz	
Commissioner Mario Ruiz-Mesa	<b>(absent)</b>
Chairman Robert A. D'Orazio	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, and Dan Avena and Linda Cavallo from the VHA's fee accounting firm.

Chairman D'Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on December 15, 2011. A motion was made by Commissioner Asselta and 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

Chairman D'Orazio called for the Financial Report from Avena's office. Linda Cavallo reviewed the Financial Report for the three months ending December 31, 2011.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones gave an update on the two houses that the Authority is refurbishing, SW Boulevard and Oxford Street. Oxford Street is occupied and SW Boulevard house is expected to be occupied by the end of this month. Once these two homes are occupied the Authority will be 100% occupied.

The Parkview project is on-going and should be done by the end of March 2012. The front the lobby project is now expected to begin mid-February 2012.

Mrs. Jones informed the board that HUD has informed housing authorities the amount of operating subsidy to expect for January 2012 only. By the end of January HUD is expected to inform housing authorities of the operating subsidy to be received for the calendar year 2012.

There was one RFP that was out for quotation for consulting services, which can be discussed in the resolution section of the meeting.

Mrs. Jones mentioned that she would like to have the Authority's consultant, Rick Ginnetti, from the Brooke Group, present at the February 2012 meeting. The intent is to update the board on the status of the current development opportunities as well as some ideas for new development opportunities.

Mr. D'Orazio noted that on the Program Statistics Report the average work order turnaround time is less than ½ a day. Mrs. Jones explained that the work order turn around time is calculated on tenant generated work orders only and that the maintenance staff is turning around these work orders in less than a day. The maintenance staff is doing a really good job. Mrs. Jones also mentioned the unit turnaround time is 5 days, which is excellent. The authority's PIC score is 100%, which means the HUD 50058 forms submitted for each tenant are all correct. Mrs. Jones also explained the inspection process for qualifying new residents as well as follow-up inspection on new residents.

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

**Resolution #2012-01**  
**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 \$604,766.40. Commissioner D'Orazio called for a motion to approve the monthly expenses. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2012-02**  
**Resolution to Appointing Jacqueline Jones as the Housing Authority of the City of Vineland's Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF) for the Fund Year 2012**

Chairman D'Orazio called for a motion to approve Resolution #2012-02. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2012-03**

**Resolution of the Housing Authority of the City of Vineland Authorizing Entering into a Consulting Agreement with the Brooke Group LLC**

Chairman D'Orazio questioned the amount of the services. The fee of \$95.00 per hour is the amount for the managing director of the Brooke Group, which is Richard Ginnetti. Ms. Hughes explained that the RFP was mailed to eight firms. The Brooke Group was the only one that responded. Chairman D'Orazio called for a motion to approve Resolution #2012-03. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2012-04**

**Resolution Authorizing Payment under the Capital Fund Appropriates Program to Charles Marandino, LLC for Kidston & Olivio Site Work.**

Chairman D'Orazio called for a motion to approve Resolution #2012-04. A motion was made by Commissioner Gordon; 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2012-05**

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

**Resolution #2012-06**

**Resolution Amending the VHA By-Laws**

Chairman D'Orazio asked Commissioner Diaz for a report as the Chairperson of the committee to amend the by-laws. Commissioner Diaz explained that the committee met several times and the copy presented tonight contain their recommendations. Commissioner Diaz expressed her gratitude to Mr. Gabage for assisting the committee. Mr. Gabage explained that they canvassed several housing authorities and national organizations for various by-laws to compare them to the authority's current by-laws. Mr. Gabage explained that there aren't many changes, but he feels they are comprehensive and cleared up some inconsistencies. Chairman D'Orazio thanked the committee for their efforts. Mr. Gabage thanked the committee for their cooperation and being flexible in making themselves available to meet.

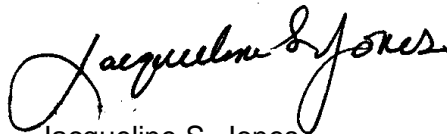
Chairman D'Orazio called for a motion to approve Resolution #2012-06. A motion was made by Commissioner Asselta; seconded by Commissioner Gordon. The following vote was taken:

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

No comments from the press or the public.

With no further business to discuss, Chairman D'Orazio entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Diaz; seconded by Commissioner Gordon. The vote was carried unanimously by the Board Members present. The Regular Meeting of The Board of Commissioners was adjourned at 7:25 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer