

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, June 21, 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, June 21, 2012 at 7:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360. The following Commissioners were present:

Commissioner Elizabeth Gordon
Commissioner Carmen Nydia Diaz (via phone)
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, Rick Ginnetti, The Brooke Group - VHA Consultant 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 May 17, 2012. A motion was made by Commissioner Diaz and seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Elizabeth Gordon (Yes)
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. Linda Cavallo reviewed the Financial Report for the eight months ending May 31, 2012.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones updated the Board on the Capital Projects. The Parkview project is expected to be closed out in July. The front lobby outside work is in progress and should be completed in a couple of weeks. The Parkview & D’Orazio project received the Green Grant a couple of years ago and there was leverage money in this project as well. The Authority’s HUD engineer is coming back in July and when he comes back the Authority will give him the energy usage audit to make sure we saved the money for the usage that the Authority said it would in the grant. The Authority knows that the conversion changes at Parkview have resulted in a 15% energy savings as far as usage. For both projects it will probably equate to savings of \$60,000 annually.

Mrs. Jones discussed there is an Invitation to Bid for Painting Services that has been advertised. The Authority has a requirement to paint the senior units every 3 years and the family units every 5 years. Based on Mrs. Jones’ calculations the Authority needs to offer apartment painting to about 300 residents. The Authority will offer it to the residents and explain what they would need to do to prepare the unit. The Invitation to Bid is to obtain a contractor to do the painting as budgeting allows. The Authority also has some major hallway painting to do in the high-rises.

The 2011 Audit is almost complete. An exit conference is scheduled for Monday, June 25th to talk about any issues the auditors discovered.

There was a discussion about having the Budget Meeting on Monday, July 30th at the Avena's office at 7 p.m. The Budget Committee consists of Chairman D'Orazio, Commissioner Gordon and Commissioner Diaz. Commissioner Diaz indicated she will be away on vacation on that date. Mrs. Jones stated Chairman D'Orazio may want to reappoint someone to that committee. This can be discussed at a later date. The Budget will basically be finished as far as preliminary and then specific line items can be discussed. The Budget will ultimately be presented at the August Board Meeting.

Mrs. Jones stated Rick Ginnetti of the Brooke Group is in attendance to update the Board on the Chapman Terrace Project.

Rick Ginnetti indicated a couple of months ago the Board discussed the Chapman Project and authorized the Executive Director and himself to move forward with some of the applications to put the financing package together. He would like to review those steps, give an update on where they are at with this process and what might be coming in the near future. The latest budget/financial Performa includes a variety of funding sources, which were discussed previously. One of the funding sources was with the Federal Home Loan Bank (FHLB). The FHLB application was successfully submitted and the Authority expects to hear the results of that application in October/November for the amount of \$262,500. The other funds available are \$90,000 home funds that are from city. The rest of the financing comes from the tax credit and the Mixed Finance Loan from the VHA. The financial Performa has actually worked out better in terms of cash flow because the first mortgage was estimated a little higher than it was before, which allowed for some cushion which also means if less money is needed the amount of funds from the VHA is shrinking. Originally VHA approved up to \$2.1 million. If the project works exactly as it is today on paper it would need about \$1.9 million from the VHA. This is the direction to go in if possible and of course that is contingent upon a lot of other factors such as the tax credit equity investors which the hope is to obtain a little over a million dollars. A meeting was held with the New Jersey Mortgage and Financing Agency. They reviewed the financial Performa on the project and at the meeting they said it met their underwriting criteria. This means that they would be happy to be our lender. The next step would be to complete an application. It is a two fold application. Essentially, one part is for the permanent mortgage and the construction loan. You are required to do a construction loan to make the 4% tax credits available. Once the NJHMFA Board approves the application they issue a Declaration of Intent (DOI) and a list of items will be required. Mr. Ginnetti is targeting for the NJMFA Board meeting in September for approval. There is an outside chance to make August's meeting, but may be hard to getting everything in on time. We will need to meet with the City. The City will have to approve and provide resolutions. Mr. Ginnetti stated it is the intention to get on the work session agenda for the City's the first week of July. Mrs. Jones indicated the first week in July will not be possible because drawings are needed. She anticipates getting on the work session agenda sometime in July and then be on the agenda for council meeting the following week to hopefully have the resolutions passed. There was a brief discussion regarding the tax credits due to the project being rather small. Tentatively, for the next board meeting there will be more details on the relationship structure being set up. A meeting with the VHDC will be scheduled to go through the process and some of the things necessary for that board to complete to bring back to the VHA Board. Mrs. Jones indicated a VHDC meeting is scheduled and confirmed for Thursday, June 28th and Mr. Chapman will be attending to get him in the loop of this project, which has changed from homeownership to rental. More information will be brought back to the VHA Board in July and by that time Mr. Chapman should be back on the VHA Board.

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

Resolution #2012-29
Resolution to Approve Monthly Expenses

Chairman D'Orazio called for a report from Commissioner Ruiz-Mesa. Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$663,023.72. Commissioner D'Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Diaz; seconded by Commissioner Gordon. The following vote was taken:

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

Resolution #2012-30
Resolution Amending the Policies and Procedures Manual to include updated ADA, Email Usage, Access to Personnel Files and Flexible Spending Accounts Policies

Mrs. Jones explained the policy amendments suggested by the Joint Insurance Fund. Mr. Gabage stated no major changes. The language in the policies was cleaned up. Chairman D'Orazio called for a motion to approve Resolution #2012-30. A motion was made by Commissioner Diaz; seconded by Commissioner Gordon. The following vote was taken:

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

Resolution #2012-31
Resolution Authorizing Individual Unit Air Conditioner Program

Mrs. Jones briefly explained the Air Conditioner Program. Chairman D'Orazio called for a motion to approve Resolution #2012-31. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Gordon. The following vote was taken:

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

Resolution #2012-32

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

Mrs. Jones explained the next three resolutions are a change in the Capital Fund Budgets that involve moving work items into different categories. The overall dollar amount has not changed.

Resolution #2012-33

Resolution Approving the Revision of 2009 Capital Fund Budget

Chairman D'Orazio called for a motion to approve Resolution #2012-33. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Gordon. The following vote was taken:

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

Resolution #2012-34

Resolution Approving the Revision of 2010 Capital Fund Budget

Chairman D'Orazio called for a motion to approve Resolution #2012-34. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Gordon. The following vote was taken:

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

Resolution #2012-35

Resolution Approving the Revision of 2011 Capital Fund Budget

Chairman D'Orazio called for a motion to approve Resolution #2012-35. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Gordon. The following vote was taken:

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

No comments from the press and/or public. Commissioner Diaz stated she will be away for the next meeting which is on July 19th. She asked if the meeting can be changed due to a possible quorum issue. Chairman D'Orazio stated the Board anticipates having at least one new commissioner possibly two for the next meeting. If for some reason the Board does not have a fourth commissioner for the next meeting then the meeting would have to be postponed. As of right now, the meeting will remain as scheduled for July 19th.

Commissioner Diaz asked if VHA employees had to be residents of Vineland. Mrs. Jones stated no. The policy many years ago had a restriction, but for some reason it was removed. This is well before Mrs. Jones became the Executive Director and she is not aware why the change was made. Sometimes having a residency restriction does not allow the employer to attract the most qualified candidates. Commissioner Diaz asked if VHA employees are Civil Service. Mrs. Jones indicated there are approximately 5-6 longer term employees that were part of the Civil Service system when they were hired. The VHA opted out of the Civil Service Program many, many years ago. Those employees that are in the Civil Service are long term employees.

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 Gordon. The vote was carried unanimously by the Board Members present. The Regular Meeting of The Board of Commissioners was adjourned at 7:39 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jacqueline S. Jones". The signature is written in a cursive style with a large initial "J".

Jacqueline S. Jones
Secretary/Treasurer