

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, December 20, 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, December 20, 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 Chris Chapman  
Commissioner Elizabeth Gordon  
Commissioner Carmen Nydia Diaz  
Commissioner Mario Ruiz-Mesa  
Commissioner Brian Asselta  
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, Ron Miller and Gloria Pomaes, Executive Assistant.

Chairman D’Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on November 15, 2012. A motion was made by Commissioner Diaz and seconded by Commissioner Chapman. The following vote was taken:

|                                |       |
|--------------------------------|-------|
| Commissioner Chris Chapman     | (Yes) |
| Commissioner Elizabeth Gordon  | (Yes) |
| Commissioner Carmen Nydia Diaz | (Yes) |
| Commissioner Mario Ruiz-Mesa   | (Yes) |
| Commissioner Brian Asselta     | (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 two months ending November 30, 2012.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones updated the Board in regards to Melrose Court. She distributed a new site plan drawing and discussed the change where the houses are being moved closer together. The application was put in on Monday and will be going before the City Planning Board on January 16<sup>th</sup>. The lots will be smaller and there will be less asphalt and concrete making it less expensive to build and easier for the residents to maintain their lots with less grass to cut. The City would like to use part of the land for an EMS Station. There was a brief discussion regarding the drawing.

Mrs. Jones stated there is a resolution this evening to update the Section 8 Administrative Plan. The update is in reference to Project Based Vouchers, which is related to the Melrose Project. The plan is to attach 17 project based vouchers to Melrose, which will provide subsidy to the project. It will not be a public housing subsidy but it will be like a private landlord type of subsidy. In order to have a project based project the Authority has to include it in its Section 8 Administrative Plan.

This information has to be submitted to the New Jersey Housing & Mortgage Finance Agency. These vouchers will be coming from the Authority's existing stock of vouchers.

Mrs. Jones discussed her report in regards to the Authority's Congregate Services Program. The VHA was informed by the State of NJ that the Buena Housing Authority (BHA) residents could be included in the VHA's current grant. Mrs. Jones has already spoken to the BHA Board and they are in favor of the partnership. It is a win, win situation for everyone because the VHA Congregate Program goes through fluctuations. When the program shrinks due to lack of participation, the funding is reduced. The program participation and therefore funding will have a better opportunity to be maintained by including the BHA residents. Pat Harrison will be doing a presentation to BHA's residents to explain the program. There is a resolution for this in the resolution section of the meeting packet.

Mrs. Jones stated she believes back in her October report she reported the VHA had applied for a Section 8 Family Self Sufficiency Grant (FSS). The VHA already has a Public Housing Self Sufficiency Grant. At the end of September Mrs. Jones received an email stating the Authority received the grant and needed to sign the contract immediately. The contract was signed and it was effective October 1<sup>st</sup>. This is a one year grant and the Authority has one year to reach the goals set forth in the application. The goal is to get 25 residents active in the program. The residents set their goals and when they start making more money than they were the difference goes into an escrow account for them. It is a savings account and once they reach their goals they will receive that escrow. A goal can be a better job and purchase a car or obtain their GED or attend college. They have only a year to reach their goal. Once the VHA received the grant, the Public Housing FSS Coordinator was moved into the Section 8 FSS Coordinator position since she did very well with the Public Housing FSS start up. Someone else on staff was moved to the Public Housing FSS Coordinator program that is already established. Two months after the VHA was notified it received the Grant an email was sent from HUD that HUD had made a mistake in awarding the grants. HUD used the wrong report and some of the Authorities that were told they received the grant may in fact not be receiving the grant money. At that time, they advised us not to hire or spend any of the grant money. HUD is still working it out. The VHA has not heard back yet. If the VHA does not receive the grant, Mrs. Jones can try to call someone in Washington. The VHA has residents already committed to the program. Of the 25 slots, 21 slots are filled and 3 people are already escrowing. If the grant is not received Mrs. Jones would ask the board to authorize some homeownership money to fund the program for at least a year and try reapply to receive the grant in the next round. The VHA already has 21 people on the program and has moved a staff member into the coordinator position. Mrs. Jones is hoping to receive good news from HUD, but will keep the Board informed.

Mrs. Jones stated Ron Miller will be doing a presentation for the Board in regards to purchasing. A couple of meetings ago Mrs. Jones mentioned that Ron has passed the Qualified Purchasing Agent (QPA) test which was a very difficult test. Ron will give an overview of what the VHA's purchasing process is and how the VHA can purchase now since he is a QPA.

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

Ron Miller provided the Board with a Qualified Purchasing Agent Basics Presentation. He explained the requirements of a Qualified Purchasing Agent as well as its definition. Mr. Miller stated there are two different purchasing processes the VHA uses right now. The two processes are the fair and open and the non-fair and open or alternate process. He briefly explained the two processes. Mr. Miller explained the duties and responsibilities of a Qualified Purchasing Agent. He discussed purchases for Trade Services. Currently, the VHA is limited to a maximum of \$17,500 per vendor per year without public bidding. The VHA can now obtain quotations from frequently used trades such as electrical, plumbing etc. and with Board resolution the VHA can sign contracts

with several vendors from each trade using estimated and non-guaranteed quantities, but they will not exceed the new bid threshold of \$36,000. Political Contract Disclosures will be required from all the vendors.

Chairman D’Orazio stated the Board received in their Board Packet a letter from a gentleman requesting some information. This information was passed along to Mr. Gabage who responded to the letter. Mr. Gabage spoke about the Executive Session Resolution that the Board has used for many years. The gentleman who wrote the letter stated the VHA’s Executive Session Resolution needs to be updated as well as the VHA’s process. The VHA needs to be more specific when it goes into Executive Session and insert the specifics on the resolution. The gentleman sent the VHA sample forms of the Executive Session Resolution. Mr. Gabage is going to contact a few housing authorities and NAHRO for their input. He will work with the staff to have a form Executive Session Resolution and a Resolution to adopt the new forms that will be used. Mr. Gabage hopes to have this completed for the next meeting. He will also copy the gentleman and that the VHA intends to comply with his request.

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

**Resolution #2012-78**  
**Resolution to Approve Monthly Expenses**

Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$703,920.41. Commissioner D’Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Chapman; seconded by Commissioner Diaz. The following vote was taken:

|                                |       |
|--------------------------------|-------|
| Commissioner Chris Chapman     | (Yes) |
| Commissioner Elizabeth Gordon  | (Yes) |
| Commissioner Carmen Nydia Diaz | (Yes) |
| Commissioner Mario Ruiz-Mesa   | (Yes) |
| Commissioner Brian Asselta     | (Yes) |
| Chairman Robert A. D’Orazio    | (Yes) |

**Resolution #2012-79**  
**Resolution Approving Dates for 2013 Board Meetings**

Chairman D’Orazio called for a motion to approve Resolution #2012-79. A motion was made by Commissioner Chapman; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

|                                |       |
|--------------------------------|-------|
| Commissioner Chris Chapman     | (Yes) |
| Commissioner Elizabeth Gordon  | (Yes) |
| Commissioner Carmen Nydia Diaz | (Yes) |
| Commissioner Mario Ruiz-Mesa   | (Yes) |
| Commissioner Brian Asselta     | (Yes) |
| Chairman Robert A. D’Orazio    | (Yes) |

**Resolution #2012-80**  
**Resolution Appointing Ron Miller as Purchasing Agent  
for the Housing Authority of the City of Vineland**

Chairman D'Orazio called for a motion to approve Resolution #2012-80. A motion was made by Commissioner Diaz; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2012-81**  
**Resolution Approving Voucher Certification**

Mrs. Jones explained the Board may recall from its last audit presentation one of the comments from the VHA's auditor was that the VHA was not having vendors certify the goods or services that they performed or delivered to the VHA. The statute states that every purchase has to have a signature from the vendor. The VHA heard that there could be a threshold determined by the Board that would say anything below a certain amount would not need this certification. The VHA discussed this threshold with its Auditor and a \$5,000 threshold was agreed to. The exceptions to this would be any reimbursements directly to an employee or personal services. Mrs. Jones briefly explained the purchasing process. Chairman D'Orazio called for a motion to approve Resolution #2012-81. A motion was made by Commissioner Chapman; seconded by Commissioner Ruiz - Mesa. The following vote was taken:

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

**Resolution #2012-82**  
**Resolution Awarding Landscaping/Grounds Keeping Services Contract  
for the period of April 2013 through November 2013**

Chairman D'Orazio called for a motion to approve Resolution #2012-82 awarding Landscaping/Grounds Keeping Services Contract to Thorobred Landscape Co. A motion was made by Commissioner Chapman; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

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

**Resolution #2012-83**

**Resolution Approving Revisions to the Section 8 Program Administrative Plan**

Chairman D’Orazio called for a motion to approve Resolution #2012-83. A motion was made by Commissioner Diaz; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

|                                |           |
|--------------------------------|-----------|
| Commissioner Chris Chapman     | (Abstain) |
| Commissioner Elizabeth Gordon  | (Yes)     |
| Commissioner Carmen Nydia Diaz | (Yes)     |
| Commissioner Mario Ruiz-Mesa   | (Yes)     |
| Commissioner Brian Asselta     | (Yes)     |
| Chairman Robert A. D’Orazio    | (Yes)     |

**Resolution #2012-84**

**Resolution to Provide Congregate Services to the Buena Housing Authority**

Chairman D’Orazio called for a motion to approve Resolution #2012-84. A motion was made by Commissioner Chapman; seconded by Commissioner Diaz. The following vote was taken:

|                                |       |
|--------------------------------|-------|
| Commissioner Chris Chapman     | (Yes) |
| Commissioner Elizabeth Gordon  | (Yes) |
| Commissioner Carmen Nydia Diaz | (Yes) |
| Commissioner Mario Ruiz-Mesa   | (Yes) |
| Commissioner Brian Asselta     | (Yes) |
| Chairman Robert A. D’Orazio    | (Yes) |

**Resolution #2012-85**


Chairman D’Orazio explained this is the resolution Mr. Gabage stated needed to be revised. Chairman D’Orazio entered a motion to hold an Executive Session. A motion died for lack of need.

No comments from the press and/or public. No comments from any Board Members.

Chairman D’Orazio stated the January meeting is supposed to be the Re-Organization Meeting. He would like the Board to discuss what should be done. Chairman D’Orazio plans to update the Board Committees. The Board discussed and decided to have the Re-Organization Meeting at the VHA Administrative Office with hot appetizers prior to the meeting at 6 p.m. Appointments will have to be made for Vice and Chair of the Board. Chairman D’Orazio selected a Nominating Committee consisting of Chapman as Chair, Asselta and Gordon to present nominations for Vice and Chair. The committee will touch base between now and the next meeting. Commissioner Diaz stated she will not be able to attend the January meeting.

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. The vote was carried unanimously by the Board Members present. The Regular Meeting of The Board of Commissioners was adjourned at 8:20 p.m.

Respectfully submitted,

  
 Jacqueline S. Jones  
 Secretary/Treasurer