

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, September 19, 2013
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, September 19, 2013, 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	(Absent)
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 – Accountants - 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 August 15, 2013. A motion was made by Commissioner Asselta and seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 eleven months ending August 31, 2013.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones discussed the Growth & Performance (GAP) factors that were ranked as the top four, which were determined by meetings with Commissioners, Staff, Managers, Professional Consultants and Executive Director. The top four items were distance between scattered sites, employee benefits and post-retirement benefits, funding uncertainties and succession planning. The GAP item chosen to be completed first is funding uncertainties because the latest funding program available to replace the current operating subsidy and capital fund sources is the Rental Assistance Demonstration Program (RAD). A one-page explanation of the RAD program was included in the Board packet. The analysis began yesterday with the VHA's consultant, Rick Ginnetti and are in the process of working on if it makes sense to apply for the RAD program. The results will be brought back to the Board at the October meeting. This will give the Authority enough time to put the application in by December 31st. The

December 31st is the goal and target date because if we get the application in by that date HUD will fund the Authority at 2012 levels, which is higher than today's subsidies. Mrs. Jones asked if there were any questions. Chairman D'Orazio asked if the four factors were based on all the meetings. Mrs. Jones stated the four factors were chosen at the last meeting with the Commissioners where the analysis of all the factors were presented by the consultant. That meeting was held on August 19th. Chairman D'Orazio asked if the distance between scattered sites was still planned for October. Mrs. Jones stated it would not be planned for October because there is too much involved and the goal for the scattered sites is November. However, based on the discussion yesterday it will be a big part of the RAD decision. Commissioner Diaz asked if RAD is additional funding. Mrs. Jones explained the RAD program is designed to replace the current operating subsidy and capital fund subsidy the Authority currently receives. Commissioner Diaz asked if the regulations would be the same. Mrs. Jones stated that it is almost the same, but there is a slightly different handbook that is used, but it the regulations still use the tenant's income to calculate rent. Mrs. Jones stated there is still a lot of unanswered questions the Authority has about the program. More information will be available next month. If it looks like this is something the Authority can benefit from Mrs. Jones stated she would ask the Authority's consultant Rick to help present the information to the Board.

Mrs. Jones stated she did not have any new update on Oakview Apartments. HUD has not given VHA the funding that is required to pay the housing assistance payments. The VHA is in communication with the owner of Oakview in regards to this and trying to get some answers out of HUD. The bottom line is the Authority can only pay what is available.

Mrs. Jones updated the Board in reference to Melrose Court. The application is at HMFA and they are working on it. One item that has come up in the past few days is the requirement of personal questionnaires from the Board. A couple of months ago Mrs. Jones completed one as well as the Board Members of the VHDC. It is a personal questionnaire as well as an authorization and release to obtain background information. The HMFA is requiring the VHA Board to complete them as well because the VHA is a 49% partner in the project. They will be distributed to the Board tonight for completion. It was requested they be returned by Tuesday. The project is moving forward. A contractor has been preliminarily chosen. The budget numbers are being worked on too. The builder is Carlson Brothers. They are headquartered out of Illinois, but they have an office in Cherry Hill. Local vendors were contacted after the advertisement. We went back to local vendors at least three times and they could not meet the budget. Carlson is a little bit bigger and can afford to cut their profit in certain areas where local vendors seem to be unable to do that. Carlson Brothers responded to the RFP. No vendor was eliminated until after they had an opportunity to get down to the number we needed to be at. Carlson seems to also be able to purchase on a bigger scale and get better discounts because they are a larger builder. We have made it very clear to them that the budget is the budget and this is not a change order job.

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

Resolution #2013-69
Resolution to Approve Monthly Expenses

Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$755,591.01. Chairman 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 Chris Chapman	(Absent)
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 #2013-70
Award Contract for installation of Access Control System at the Brown Center

Mrs. Jones explained a FOB system will be installed in the Laundry Room area at the Brown Center to eliminate the key system and allow access to bathrooms, but eliminate access to the Community Room at night and during the weekend. Chairman D'Orazio called for a motion to award the contract for installation of Access Control System at the Brown Center to Brunell and Sons, Inc. in the amount of \$13,400. A motion was made by Commissioner Diaz; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2013-71
Resolution Extending Tree Removal/Trimming Services Contract

Chairman D'Orazio called for a motion to extend the Tree Removal/Trimming Services Contract to Arbor-Tech Tree not to exceed \$50,000. A motion was made by Commissioner Asselta; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2013-72
Resolution Awarding Painting Services Contract

Chairman D'Orazio called for a motion to award the Painting Services Contract to JC's Custom Painting. A motion was made by Commissioner Asselta; seconded by Commissioner Diaz. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2013-73
**Resolution Approving Application for Payment No. 12
for Melrose Court Predevelopment Loan**

Chairman D’Orazio called for a motion to approve Payment No. 12 for Melrose Court Predevelopment Loan in the amount of \$3,234. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2013-74
Resolution for Project Based Vouchers for Melrose Court

Mrs. Jones stated this resolution was passed a couple of months ago for 15 years and the HMFA wanted us to provide additional 15 years because it makes the project more secure for funding. It makes sense for us to do it as well because after 15 years when we are out of the Tax Credit compliance period if we wanted to do some repairs or major work there would be a 15 year contract still in place, which would provide a better opportunity to obtain rehab funding if needed. Chairman D’Orazio called for a motion to approve Resolution #2013-74. A motion was made by Commissioner Asselta; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2013-75
Resolution to Enter Executive Session

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

Resolution #2013-76
Adopting State Budget – October 1, 2013 through September 30, 2014

Ms. Wendy Hughes reported the State Budget was approved by the Board in July. It was sent to the State by the VHA’s accountants. The State approved it and sent it back to the VHA to be adopted by the VHA Board. Chairman D’Orazio called for a motion to approve Resolution #2013-76. A motion was made by Commissioner Diaz; seconded by Commissioner Asselta. The following vote was taken:

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

No comments from the press and/or public. No comments from any Commissioner.

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 Diaz. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 7:28 p.m.

Respectfully submitted,

Jacqueline S. Jones
Secretary/Treasurer