

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, January 17, 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, January 17, 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  
Commissioner Elizabeth Gordon  
Commissioner Carmen Nydia Diaz     **(Absent)**  
Commissioner Mario Ruiz-Mesa  
Commissioner Brian Asselta  
Chairman Robert A. D’Orazio

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Sandy Velez, Assistant Asset Manager, 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 turned the meeting over to the Solicitor for the Election of Officers. Mr. Gabage asked the Chairman of the Nominating Committee, Mr. Chapman if the committee was able to meet. Mr. Chapman stated he phoned the other members of the Nominating Committee. There was a consensus among the Nominating Committee to recommend to the VHA Board that Mr. D’Orazio be the Chairman and Mr. Ruiz-Mesa be the Vice Chairman. Mr. Gabage stated he will take the nomination into consideration. The By-Laws require that the Executive Director hold the Secretary/Treasurer position. Mr. Gabage asked the Board if anyone had any other person(s) they would like to nominate for those positions. There were no other nominations. Mr. Gabage closed the nominations. The nominations were approved by a roll call vote of the Board Members in attendance.

The following vote was taken:

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

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on December 20, 2012. A motion was made by Commissioner Chapman and seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Absent)
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 three months ending December 31, 2012. Chairman D'Orazio questioned the staff training expense. Mrs. Jones explained there were several staff members who have been recently certified in Public Housing Occupancy.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones updated the Board in regards to Melrose Court. The Melrose Court project was presented to the Zoning Board last night to request a change in the layout of the development. The houses were originally approved to be the full stretch of the street. It is the desire now to place the houses closer together. Mike Fralinger the attorney for the VHDC presented to the Zoning Board. Rick Ginnett the consultant, the architect, Sandy Velez as well as Mrs. Jones attended the meeting. The presentation went well. There were a couple of residents from the Holly Hill, Melrose Street and Almond Street area with a few complaints. One gentleman had a complaint that his basement floods and feels this project will only make it worse. Another gentleman had an issue with parking. The parking plan is not completed yet and should be ready for March for the final site approval. Overall, the meeting went well and the request for this change was approved.

The application with the State of New Jersey is going well for the tax credits for the Melrose project. There is a Declaration of Intent (DOI) that is very close to being issued. This means any expenses that have been incurred 60 days prior to that date can be reimbursed from the bonds and/or tax credits. The next step is for the Home Mortgage Finance Agency (HMFA) Board to approve the bond application. The tax credit application is being done along with the bond application. This approval will happen at the next Board Meeting after the bonds are approved. Shortly after that there will be settlement. The VHDC is in discussion with Capital Bank as the investor for the tax credits. An agreement is in the works with them. As soon as the site plans are finished the architect will be working on the specs for the site work. The intent is to bid the site improvements separate from the building of the homes. By doing this we may attract more competitive rates and smaller contractors who may not have full bonding capability of the entire project.

In reference to the VHA's funding, Mrs. Jones recently read that a director of board should always tell the board three things that keep them up at night. That is funding for Mrs. Jones. There is nothing new for the VHA to not know on how much money it will get until the end of the VHA's fiscal year, but that is how the government has been working. The Fiscal Cliff is new this year. For January & February the Authority was funded at around 90% of its funding formula. The Authority is also operating under a continuing resolution, which means the funding for this year is up in the air. It is likely that for the remaining months of this year, the Authority will be cut even further than 90% due to the automatic cuts surrounding the Fiscal Cliff. Mrs. Jones believes the Authority is very conservative in its spending habits and will continue to do that. The Authority has always done this since it never knows what HUD is going to do.

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

An updated list of Board of Commissioners' Committees was passed to all Board Members. Chairman D'Orazio explained on the back of the page is a description of the tasks of the committees. The Committees generally do not meet that often. Some may meet once a year and others only as needed. One of the most important ones at this point is the Personnel Committee. The first order of business with the Personnel Committee is speaking with the Executive Director about a contract and a succession plan.

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

**Resolution #2013-01**  
**Resolution to Approve Monthly Expenses**

Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$1,655,980.71. Mrs. Jones reported the reason the monthly expenses is high is due to that fact that half of the Authority's insurance premium is due at the end of January. Also included in the report is payroll, health benefits and pension. This was not included in the report last year. It is being included now. Commissioner D'Orazio called for a motion to approve the monthly expenses. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2013-02**  
**Resolution Appointing Jacqueline Jones as the Fund Commissioner for the NJ Public Housing Authority Joint Insurance Fund (JIF) for the Fund Year 2013**

Chairman D'Orazio called for a motion to approve Resolution #2013-02. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2013-03**  
**Resolution Authorizing Contracts with Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a**

Mrs. Jones explained this is a formal resolution for the Board to authorize the VHA to use the State Contract Vendors who have already been approved by the State for certain pricing. Chairman D'Orazio called for a motion to approve Resolution #2013-03. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2013-04**  
**Resolution Authorizing to Enter into a Cooperative Pricing Agreement  
with GM White Electrical**

Mrs. Jones explained that Cumberland County put out a bid for several types of trade services. The VHA is interested in the electrical piece specifically because this seems to be the area where the Authority could spend more than \$17,500 with a particular vendor. The VHA will piggy back on Cumberland County's contract with GM White. This contract runs for another six months. There was a brief discussion on GM White's rates. Chairman D'Orazio called for a motion to approve Resolution #2013-04. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2013-05**  
**Resolution Designating an Official Newspaper for the Publication of Business Related  
matters regarding the VHA's Board of Commissioners**

Chairman D'Orazio called for a motion to approve Resolution #2013-05. 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	(Absent)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

**Resolution #2013-06**  
**Resolution Designating an Official Newspaper for the Publication of Advertisements for  
Contracting Purposes or Various Other Items.**

Chairman D'Orazio called for a motion to approve Resolution #2013-06. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2013-07**  
**Resolution Approving Application for Payment No. 4  
for Melrose Court Predevelopment Loan**

Chairman D'Orazio called for a motion to approve Payment No. 4 for Melrose Court Predevelopment Loan in the amount of \$13,011.75. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2013-08**  
**Resolution to Enter 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 and/or public. Commissioner Gordon asked how often the Board of Commissioner Committees meet. Chairman D'Orazio briefly discussed each committee. No comments from any other Board Members.

With no further business to discuss, Chairman D'Orazio entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Chapman; seconded by Commissioner Ruiz-Mesa. The vote was carried unanimously by the Board Members present. The Regular Meeting of The Board of Commissioners was adjourned at 7:35 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer