

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, April 18, 2013
7:10 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, April 18, 2013 at 7:10 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	<i>(Arrived 7:33 p.m.)</i>
Commissioner Brian Asselta	<i>(Absent)</i>
Chairman Robert A. D’Orazio	

Also present were Jacqueline Jones, Executive Director, 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.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on March 21, 2013. A motion was made by Commissioner Chapman and 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	(Abstain)
Commissioner Brian Asselta	(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 six months ending March 31, 2013. Chairman D’Orazio questioned the employee benefits vs. the labor. Ms. Cavallo explained many of the maintenance employees have family coverage making the benefits significantly higher.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones explained the Section 8 Program is in trouble across the country. As the Board may recall, last year HUD recaptured most of the Authority’s reserves in the Section 8 Housing Choice Voucher program. The reserves were used when the Housing Assistance Payments (HAP) were higher than the funding from HUD. It is sort of a safety net for changes in HAPs that are not predictable. This year we have a 2013 budget issue where the Authority’s funding was cut, but on top of that there is the sequestration problem. It appears on the financial statement the Authority spent more than it received, which is accurate. This is due to the funding shortfall. The Authority’s fall back on getting the program back in line would be to port out some of the families to the DCA, which traditionally have been under spending their money. The DCA is now not taking any more families. The VHA is in a position where it has to figure out how it will make ends meet. The Authority has about

\$151,000 to play with in reserve. Mrs. Jones explained that the Administrative Plan for the Section 8 Program dictates what the Authority can do if HAP expenses are higher than HUD funding. Authority staff will be working on ways to maximize the Section 8 funding to be able to serve as many families as possible. Mrs. Jones explained that some families could lose their subsidies if not enough funding is received.

The Public Housing program has been running in the positive. Mrs. Jones' concern is that the VHA's funding is now 77% from April through the end of the year. Mrs. Jones is not sure that number will be increased at all. On top of that HUD is going to cut the Capital Fund by at least 10%. Heidi at the Avena's office works with the Authority on its Financial Statements and a meeting will be held when she returns from vacation to work on projections through the remainder of the year.

Mrs. Jones stated she applied for the Administrative piece of the FSS Section 8 Grant. The Administrative funding was awarded to the Authority through the end of October.

Mrs. Jones updated the Board regarding working together on a strategic plan for the Agency and vision for the future. Mrs. Jones had a company in mind, but they are no longer actively in business. However, she did contact a company Mr. Chapman referred. The company is KMCO and they work with companies to do precisely what the Authority is thinking of doing as far as strategic planning. It will also flow into the Executive Director's evaluation process with a succession plan. Mrs. Jones has a face to face meeting next week with a representative from KMCO. Commissioner Chapman and Chairman D'Orazio will also attend the meeting.

Mrs. Jones updated the Board in regards to Melrose Court. There was a zoning board meeting for the preliminary and final site plan approval. It went very well. Every variance requested was received. The tax credit application was received by HMFA yesterday. The specifications for the building of the houses and site work is in process right now. It will be available for pick up on Friday for bidders. There will be a pre-bid meeting with contractors and hopefully local contractors will bid. The site work is separate from the actual building of the houses. Mrs. Jones also mentioned there are a few resolutions tonight to formulate the companies to be able to move forward with the tax credits. It is a formality that we have to form some companies between the VHA and the VHDC. There were three residents who gave testimony at the zoning board meeting last night. One of the gentleman's house sits right where the drive way off of Almond Street and he was complaining that all of the traffic would create noise and lights into his bedroom window. It was offered to put up a fence on both sides of that drive to curb that issue and he was pleased with that. Other comments were regarding the neighbors wanting a fence around the property. The engineer feels the changes being made will help alleviate some flooding issues for some of the residents. Part of the zoning board approval was to subdivide the lot so that the front piece on Chestnut is available to do something else with. It is completely separate from the Melrose Court piece. Commissioner Ruiz-Mesa asked if that piece of land was going to be given to the EMS. Mrs. Jones stated we have not received a request for this land to be used for the EMS. This was reported incorrectly in the newspaper.

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

Resolution #2013-24
Resolution to Approve Monthly Expenses

Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$1,520,363.35. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2013-25
**Resolution Approving Application for Payment No. 7
for Melrose Court Predevelopment Loan**

Chairman D'Orazio called for a motion to approve Payment No. 7 for Melrose Court Predevelopment Loan in the amount of \$16,993.25. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Diaz. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2013-26
**Resolution to Award Contract for the Interior Flooring Improvements
for Kidston and Olivio Towers**

Chairman D'Orazio called for a motion to award a contract for the Interior Flooring Improvements for Kidston and Olivio Towers to Levy Construction. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2013-27
Resolution to Dispose of Furniture & Equipment Utilizing the Disposition Policy

Chairman D'Orazio called for a motion to approve Resolution #2013-27. 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	(Absent)

Chairman Robert A. D'Orazio (Yes)

Resolution #2013-28

Authorizing the Formation of Melrose Court GP, a limited liability company with the Housing Authority of the City of Vineland as a member holding a 49% ownership interest

Mrs. Jones explained this is for the tax credit funding for Melrose Court. This establishes a general partner which will be a combination of VHA and VHDC. Chairman D'Orazio called for a motion to approve Resolution #2013-28. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2013-29

In Its Capacity as having a 49% membership interest in Melrose Court GP, LLC, authorizing the formation of Melrose Court Homes, LLP, a limited liability partnership, with Melrose Court GP, LLC as general partner

This is the limited liability partnership that will enable the tax credits to be sold to Capital Bank. Chairman D'Orazio called for a motion to approve Resolution #2013-29. 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	(Absent)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2013-30

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. No comments from any 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 Diaz. The vote was carried unanimously by the Board Members present. The Regular Meeting of The Board of Commissioners was adjourned at 7:51 p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer