

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, July 18, 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, July 18, 2013 at 7:03 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	<i>(via phone)</i>
Commissioner Elizabeth Gordon	
Commissioner Carmen Nydia Diaz	
Commissioner Mario Ruiz-Mesa	<i>(absent)</i>
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, Linda Cavallo, Heidi Burke and Michaela Mazzochi 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 June 20, 2013. A motion was made by Commissioner Asselta 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	(Absent)
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 nine months ending June 30, 2013. Ms. Cavallo also reviewed the 2014 Operating Budget. The Operating Budget was briefly discussed.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones stated the Audit was filed and all Commissioners received a copy by email. The Auditors will be presenting to the Board at next month’s meeting and there will be a resolution for the Commissioners to sign that they have reviewed the Audit. Mrs. Jones stated there were no findings in the VHA audit. It was a good, clean audit. There is always exit meeting and suggestions are given to the VHA.

Another Growth and Performance Session is scheduled for tomorrow with Robert Olszewski. He will meet with Staff and Department Heads. Mrs. Jones will meet with him as well.

Mrs. Jones provided an update in regards to Oakview Apartments. A meeting was held yesterday with the owners pertaining to the Housing Assistance Payment (HAP) contract. The meeting went well and the focus was on the necessary exhibits to be attached to the contract. A contract will be signed for August 1st, 2013. The HAP payments from this contract will not be paid to the owner until the VHA receives the funding.

The extermination bid is in the package tonight for award. It was anticipated to award the elevator contract tonight, however the VHA received no responses for the elevator bid. There seems to be an issue with getting elevator services in Cumberland County. Cumberland County is out of the way for a lot of the vendors. The elevator bid will go out for re-bid.

Mrs. Jones provided an update on Melrose Court. There is ongoing discussion with one vendor right now and we are waiting for some more information from another vendor in an attempt to get to the budgeted number. They are close to the number, but have not made a final decision for a recommendation to the VHDC Board. HMFA has the application active and there is ongoing conversation with information being exchanged. HMFA has us scheduled to be on their August Board meeting for approval and we are 95% there to be on the agenda. If we happen to miss that meeting, we will certainly be ready for September, but we are very close for August.

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

Resolution #2013-45
Resolution to Approve Monthly Expenses

Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$708,853.81. Commissioner D’Orazio called for a motion to approve the monthly expenses. 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	(Yes)
Commissioner Mario Ruiz-Mesa	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2013-46
**Resolution to Renew Membership in the New Jersey Public Housing Authority
Joint Insurance Fund**

Commissioner D’Orazio called for a motion to approve Resolution # 2013-46. A motion was made by Commissioner Asselta; 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2013-47
Resolution Authorizing Contract with Wright Express (WEX)

Mrs. Jones explained the VHA was currently using Riggins Oil exclusively, but we may go over the \$17,500 limitation of the State of NJ purchasing requirements. Wright Express is a member of the National Joint Powers Alliance and the VHA can utilize this contract. Commissioner D’Orazio called for a motion to approve Resolution #2013-47. A motion was made by Commissioner Asselta; 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2013-48
Resolution Awarding Extermination Services Contract

Mr. Gabage explained APM was not the lowest bidder. There were a lot of very bad experiences from various Authorities and customers with the lowest bidder. The Authority felt it was not in the best interest of the Authority to award the contract to the lowest bidder. The second lowest bidder had a mathematical error in its total bid cost. Commissioner D’Orazio called for a motion to award the extermination services contract to APM Blast Termite & Pest Control. A motion was made by Commissioner Asselta; 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2013-49
Resolution to Extend Predevelopment Loan Due Date for Loan Agreement between the Vineland Housing Authority and the Vineland Housing Development Corporation for the Melrose Court Project

Chairman D’Orazio called for a motion to approve Resolution #2013-49. A motion was made by Commissioner Asselta; 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Resolution #2013-50
**Resolution Approving Application for Payment No. 10
for Melrose Court Predevelopment Loan**

Chairman D'Orazio called for a motion to approve Payment No. 10 for Melrose Court Predevelopment Loan in the amount of \$4,250.50. A motion was made by Commissioner Asselta; 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2013-51
**Resolution Adopting State Budget
October 1, 2013 to September 30, 2014**

Chairman D'Orazio called for a motion to approve Resolution #2013-51. A motion was made by Commissioner Asselta; 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2013-52
Resolution to Enter Executive Session

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

Resolution #2013-53
Approval of the Operating Budget 2013-2014


Chairman D'Orazio called for a motion to approve Resolution #2013-53. A motion was made by Commissioner Asselta; 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	(Absent)
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 Diaz; seconded by Commissioner Asselta. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 7:31 p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer