

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, August 15, 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, August 15, 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  
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, Nina Sorelle and Elizabeth Dugan from the VHA’s auditing 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 July 18, 2013. A motion was made by Commissioner Asselta 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	(Abstain)
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 ten months ending July 31, 2013.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones reminded the Board the Growth and Performance Session will be held for the Commissioners on Monday at 9 a.m. She understands a few Board Members will not be able to attend. If their schedule allows the meeting should only be for about one hour. Chairman D’Orazio asked what the status of the Board attendance is. Everyone will be attending except for Commissioner Asselta and Commissioner Diaz.

Mrs. Jones provided an update on Oakview Apartments. This was supposed to be effective August 1<sup>st</sup> and the staff worked really hard to make that happen. The contract was signed for August 1<sup>st</sup> and yesterday HUD said it would be delayed until October 1<sup>st</sup>. This is not a good thing because of the work that has already been completed by the VHA staff and the verifications will be out of date by

October 1<sup>st</sup>. The VHA still has the contract, but it has now been delayed. There was a discussion regarding the payment to the VHA for the contract with Oakview. Mrs. Jones stated the VHA is to receive a special fee of \$200 per unit to prepare for this contract. The VHA has not received this payment as of yet. The VHA was counting on the Administrative Fee for the month of August and September. This is not going to happen now since the contract will not become official with HUD until October. The Oakview Apartment's owner is moving from one form of funding to another. Washington is scrambling to get these new contracts in place and they do not have a handle on this at all. The owner has not been paid by HUD on their existing contract since May. The VHA is in the process of trying to find out what it has to do next.

In regards to bids and RFP's the only one from Mrs. Jones report that the Board will not be awarding tonight is the Janitorial Services because the VHA did not receive any bids on it. It has been advertised for re-bid.

Mrs. Jones updated the Board in regards to Melrose Court. The application is active with HMFA and going back and forth with requested information. The next big milestone is to sign a contract with a builder. There is discussion with three different builders to get to the budgeted number. There will not be an HMFA meeting until September. We will have until August 30<sup>th</sup> to get the contractor chosen and to be on the October HMFA meeting agenda. We anticipate having an approval in October.

The Capital Fund award came out last week and as expected the VHA's Capital Fund was decreased by 12% or \$78,000. Last year there was a 10% decrease. This fiscal year, for the 2014, is the first year the VHA is really dipping into the Capital Fund for the categories that we can to balance the budget. This basically means there will be less Capital work that can be done.

Chairman D'Orazio requested the Contract Committee report. The contract committee met prior to the meeting. Chairman Chapman stated the contract committee discussed the RFP's that were received for professional services. There were several proposals for some categories and only one for others. It is the recommendation of the committee to contract for legal services, Charles Gabage; for accounting services, Linda Avena; for consulting, The Brooke Group; for auditing, Bowman and Company and for architectural and engineering, Haley Donovan.

Chairman D'Orazio requested the Audit Report for Bowman and Company. Nina Sorelle reviewed the audit report. It was a clean audit opinion. There were no findings. There were no internal control or compliance findings this year. Last year there were a couple of issues, but they were cleaned up this year. Ms. Sorelle briefly discussed financial results of the audit. There was a brief discussion regarding the post-employment benefit and health benefit liability as well as rental assistance demonstration program. Chairman D'Orazio asked Ms. Sorelle how things went working with the staff. Ms. Sorelle stated there were times when the auditors walked in and there was either a physical stack or electronic stack of things all at one time. This is very rare. Ms. Sorelle stated there is a lot going on at the VHA. The auditors do not always get everything all at one time, but in the end they receive everything. In the end that is really the important thing. She believes the people at VHA are helpful, answer questions honestly and provide the documentation required. If there were any issues or problems she would surely advise the Board as she is obligated to do so. Ms. Sorelle reviewed the letters addressed to the Board of Commissioners. There was a brief discussion regarding the Declaration of Trusts. Mr. Gabage received a letter from general counsel in response to a letter that he sent. Mr. Gabage will provide Ms. Sorelle a copy of the letter for her interpretation of it. Continuing with the audit review, there were instances where the request for draw down for the Capital Fund lagged behind the actual charge. There were a few comments regarding procurement. The rules for procurement in New Jersey are extremely complicated. Ultimately, every year the audit gets better. Ms. Sorelle asked if anyone had any questions regarding the audit. There were no further questions regarding the audit.

Chairman D’Orazio asked Ms. Sorelle if she could comment briefly on the situation with her company and the City of Camden. Ms. Sorelle stated when Bowman and Company put a bid in for the auditor of record with the City of Camden the personnel who submit the bid felt they knew they were in compliance with state law and they believed they were in compliance with the city ordinance as far as the level of political contributions that are permitted to be made. Apparently, someone called the reporter from the Inquirer and had a different interpretation of the city ordinance. It became an issue and the reporter wrote an article about it. It appears that there can be a different interpretation of the ordinance where it is not permitted to make any contribution to any PAC - Political Action Committee. This is a concern for Bowman and they are having their attorney look into it to see if they did anything wrong because they really did not think they had. The attorney felt that the ordinance out stepped the bounds of what they should be allowed with an ordinance. A municipality should only be able pass ordinances that affect them and not higher levels of government. To be really safe Bowman has withdrawn their bid. It also turns out that the other bidders had also made contributions. At this point in time, Bowman has engaged with an attorney to do a complete review of any contributions they have made anywhere affecting any contracts anywhere because they want to make sure they have not done anything to violate any laws. They have always considered themselves to be doing everything legally.

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

**Resolution #2013-54**  
**Resolution to Approve Monthly Expenses**

Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$612,519.49. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-55**  
**Audit Review Certificate Resolution**

Commissioner D’Orazio called for a motion to approve Resolution #2013-55. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-56**  
**Resolution Awarding Trash Removal Services Contract**

Commissioner D’Orazio called for a motion to approve Trash Removal Services Contract to Waste Management of New Jersey. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Commissioner Chapman wanted to make sure the Authority was aware of the new ordinance the city has passed as related to waste management services in the City of Vineland. Clarification may be needed from Waste Management because the City of Vineland is now requiring prior to any demolition or construction permit being issued to any entity that all materials that are generated even through the issuance of a building permit or through a demolition permit that all the recycled materials be tracked and all the slips be certified. The VHA did not receive notice of this new ordinance. There was a brief discussion regarding this ordinance and the VHA will look into this matter. 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 #2013-57**  
**Resolution Awarding Elevator Maintenance Services Contract**

Commissioner D’Orazio called for a motion to award the Elevator Maintenance services contract to Standard Elevator Corporation. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-58**  
**Resolution Awarding Management Fee Accountant Services Contract**

Chairman D’Orazio called for a motion to award the Management Fee Accountant services contract to Linda M. Avena, CPA PA. 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 #2013-59**  
**Resolution Awarding Auditing Services Contract**

Chairman D’Orazio called for a motion to award the Auditing Services contract to Bowman & Company. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-60**  
**Resolution Awarding Legal Services Contract**

Chairman D’Orazio called for a motion to award the Legal Services contract to Eisenstat, Gabage & Furman. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-61**  
**Resolution Awarding Architectural & Engineering Services Contract**

Chairman D’Orazio called for a motion to award the Architectural & Engineering Services contract to Haley Donovan LLC. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-62**  
**Resolution Awarding Consulting Services Contract**

Chairman D’Orazio called for a motion to award the Consulting Services contract to The Brooke Group. A motion was made by Commissioner Asselta; 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 #2013-63**  
**Resolution Designating Banks of Depository**

Commissioner D’Orazio called for a motion to approve Resolution #2013-63. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-64**  
**Resolution Adopting Revisions to the Section 8 Program Administrative Plan  
Part V: Housing Assistance Payments Contract (HAP) – Section 17-V.B.**

Commissioner D’Orazio called for a motion to approve Resolution #2013-64. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. Mrs. Jones briefly explained the revision. 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 #2013-65**  
**Resolution Approving Application for Payment No. 11  
for Melrose Court Predevelopment Loan**

Chairman D’Orazio called for a motion to approve Payment No. 11 for Melrose Court Predevelopment Loan in the amount of \$10,772.65. A motion was made by Commissioner Asselta; 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 #2013-66**  
**Approval of the 2013 Capital Budget**

Chairman D’Orazio called for a motion to approve Resolution #2013-66. 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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

**Resolution #2013-67**  
**Resolution to Enter Executive Session**

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

**Resolution #2013-68**  
**Resolution Authorizing Payment under the Capital Fund Appropriations Program for Interior  
Flooring Improvements for Kidston and Olivio Towers to Levy Construction Co., Inc.**

Chairman D’Orazio called for a motion to approve payment to Levy Construction Co., Inc. in the amount of \$44,817.83. 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)

No comments from the press and/or public. No comments from any Commissioner. Mr. Gabage thanked the Board for reappointing him. Linda Cavallo also thanked the Board for her reappointment as well.

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 Asselta. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 8:00 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer