

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, June 19, 2014**  
**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, June 19, 2014 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  
Commissioner Mario Ruiz-Mesa (arrived 7:45 p.m.)  
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 Heidi Burke – 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 April 17, 2014. A motion was made by Commissioner Diaz 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	(Yes)
Chairman Robert A. D’Orazio	(Yes)

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on May 15, 2014. Tabled for next month due to lack of commissioners present to vote.

Chairman D’Orazio called for the Financial Report from Avena’s office. Linda Cavallo reviewed the Financial Report for the eight months ended May 31, 2014.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones stated she did not have much to update from her written report in the Board Packet. She reminded the Budget Committee (D’Orazio, Chapman and Gordon) in regards to the meeting scheduled for June 26<sup>th</sup> at 10 a.m. at the fee accountant’s office. She does not anticipate it to be a very long meeting.

Mrs. Jones stated that Wendy Hughes has been working on the Congregate Budget with Pat Harrison, coordinator of the Congregate Department. Last week they met with the State and they fought for some more money. Ms. Hughes is confident the Authority will receive at least \$110,000 from the State, which does not include another \$25,000 or so that the Authority will get from the tenant’s contribution. This is major because the program has actually doubled in size and the State has encouraged the Authority to add participants during the year because some programs around

the State have folded or are underutilizing their funds. In addition, Marilyn White, the program coordinator at the State level stated there is some extra money available for program equipment purchases. If the Authority can spend \$10,000 by June 30<sup>th</sup>, the Authority can have the funds. The Authority will purchase some new computers, which will help replace other computers in the office and enable the Authority to have some spare computers. Equipment for food delivery will also be purchased as well as a refrigerator for food storage and microwave for Kidston Towers. The extra \$10,000 is not confirmed 100%, but we are confident in receiving the funds.

Mrs. Jones reported the Audit exit meeting was held yesterday with the auditors and accountants. The Authority's list of suggested improvements is down to one page. The auditors will attend either the July or August meeting to report to the Commissioners. Mrs. Jones reviewed the list of suggestions made by the auditors.

Mrs. Jones provided an update on Melrose Court. All of the documents are at the State level that are required. Signatures for the construction account are being obtained. The NJHMFA staff is relatively new due to several retirements at the Agency and this process is taking a lot longer than expected. Mrs. Jones stated settlement is really close and may be sometime in July.

Mrs. Jones stated she had another item which will be discussed in Executive Session.

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

**Resolution #2014-28**  
**Resolution to Approve Monthly Expenses**

Commissioner Ruiz-Mesa was not able to come in and review the monthly expenses nor was Chairman D'Orazio able to review. Mrs. Jones and Ms. Hughes have reviewed the monthly expenses. Chairman D'Orazio recommended the bills be paid as needed, but will leave it up to a vote. Mrs. Jones stated the complete list is front of the Board and they may wish to take some time to review the list. She also mentioned there is nothing unusual on the list, but there are a few big payments such as the City of Vineland Pilot payment, which are the Authority's taxes for the last fiscal year and the Joint Insurance Fund insurance payment. Chairman D'Orazio called for a motion to approve the monthly expenses in the sum of \$1,684,639.57. 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 #2014-29**  
**Resolution to Extend Predevelopment Loan Due Date for Loan Agreement between VHA and VHDC for the Melrose Court Project**

Mrs. Jones explained this is a housekeeping issue because the last resolution extended the Loan Agreement to December 31, 2013, and this will extend the time period and keep all the paperwork in order while we await a closing date for Melrose Court. Chairman D'Orazio called for a motion to approve Resolution #2014-29. 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 #2014-30**

**PHA Certifications of Compliance with the PHA Plans and Related Regulations  
Board Resolution to Accompany the PHA Plan**

Chairman D'Orazio called for a motion to approve Resolution #2014-30. A motion was made by Commissioner Diaz; 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 #2014-31**

**Resolution Adopting Revisions to the Public Housing Admissions  
and Continued Occupancy Policy**

Chairman D'Orazio called for a motion to approve Resolution #2014-31. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Ms. Hughes explained HUD passed an amendment to the CFR that housing authorities have to charge at least 80% of the fair market rent, which they determine for the area for flat rent to bring the rents closer to reality. Housing Authorities must change their plans stating that they will charge at least 80% of the fair market rent for flat rents. Chairman D'Orazio asked how much this would change the tenant's rent. Mrs. Jones stated it would change minimally for 0, 1, 2 and 3 bedrooms. The 4, 5 and 6 bedrooms would change majorly in the \$200 plus range in some cases. However, there is a 35% max increase per year that can be applied. Having said all that, this rule is not even final yet. The Authority had to start the process by June 1<sup>st</sup> and it is to be implemented October 31<sup>st</sup>. There still might be some changes that come out of HUD from comments from housing authorities because a lot of Authorities are not supporting the process. Mrs. Jones explained the tenant's option of an income based rent or a flat rent. If tenant has an income hardship the tenant can change to income based rent, but they cannot switch back until their annual examination. Tenants are given all the information as to what their rent would be income based or flat. The tenant then decides income based or flat rent and signs off on their choice of rent annually. 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 #2014-32**  
**Resolution to Enter Executive Session**

Solicitor Gabage stated the Board will go into Executive Session to discuss a contractual matter. Chairman D’Orazio entered a motion to hold an Executive Session. 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)

Chairman D’Orazio called for a motion to close the meeting to go into executive session. 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)

The Regular Meeting closed for Executive Session at 7:30 pm.

The Regular Meeting reopened at 7:58 p.m. Chairman D’Orazio requested another roll call.

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

Commissioner Chapman made a motion to empower the Executive Director, Jacqueline Jones to make a decision as it pertains to contractual matter of the Vineland Housing Authority’s relationship with the Glassboro Housing Authority and she has the full authority of the Board to decide based on the terms of the agreement to exit the agreement based upon her judgment; 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	(Yes)
Chairman Robert A. D’Orazio	(Yes)

Since Commissioner Ruiz-Mesa is now in attendance the Board moved to pass the Regular Meeting minutes held on May 15, 2014. The Chairman entertained a motion to approve the minutes of the Regular Meeting held on May 15, 2014. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Abstain)
Commissioner Carmen Nydia Diaz	(Abstain)
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 Board Member.

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