

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, August 21, 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, August 21, 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
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, and Heidi Burke – Accountants and Nina Sorelle and Elizabeth Dugan -- Auditors.

Chairman D’Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on July 17, 2014. A motion was made by Commissioner Diaz and 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)

Chairman D’Orazio changed the order of the agenda and moved to new business requesting the Audit Report from Bowman and Company. Nina Sorelle reviewed the audit report. It was a clean audit opinion. There were no findings. Ms. Sorelle briefly discussed financial results of the audit. Overall the Housing Authority held its own and did a little better than last year. Economically the VHA is in pretty good shape. A brief discussion was held in regards to reporting post-employment benefits accounting. The management letter and Board letter were briefly discussed. Mrs. Jones mentioned the Declaration of Trusts have been filed. Ms. Sorelle asked if the Board had any questions. There were no questions from the Board.

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

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones stated the Board will need to go into Executive Session to discuss the union contract and negotiations.

In regards to the Section 8 Program, every month a unit is under contract the VHA receives a fee. This is how the Authority gets paid in Section 8. Coming into 2014, HUD was funding at 2013 rates and only 69% of the formula. As the year progresses, HUD figures out what funding is available and they determined they had more money to distribute. The proration for the administrative fee was increased to 79% and also updated the fee. This means the VHA will receive more administrative fees for the Section 8 program.

Mrs. Jones mentioned the VHA will have a couple of retirements coming up. The first one coming up is Bobbi Cervini. Bobbi works in the Accounting area with Wendy. She has been with the Authority for 39 years. Her official last day will be the end of the year. A replacement has been found for her position through advertisement. Her replacement is Deborah Whitesell and has started training in the position. The other retirement coming up is Emma Maldonado. She will have been with the Authority for 23 years when she retires in June. The Authority has a plan in place to replace her with an internal transfer.

In regards to Melrose, just today it is believed that the insurance issues are wrapped up. The Agency wants to see all paid policies in their possession to be able to review before they will even schedule a settlement date. The paralegal that is handling the project emailed this afternoon that they received the last piece of insurance information and it was at the Attorney General's office. They have asked for an expedited review of this information. Mr. Gabage asked about the developer getting started as discussed at last month. Mrs. Jones stated that is moving forward as well. The contractor has not set a date when they will start.

Mrs. Jones wanted to mention that she is sure everyone is aware that in Cumberland County there has been a lot of crime activity lately. The Authority is not immune to that either. There are some things happening around and there is some police activity with that as well. The Authority works with the police in any way it can and hopefully a few situations will be rectified in the next two weeks or so.

In regards to Glassboro, the VHA is moving forward. We are in a middle of an agreement with a developer to tear down a family development and then rebuild what will most likely be an 80 unit elder/disabled handicap facility. They are negotiations right now with that contract and things are moving forward. The GHA traditionally does not meet in August and they did not meet this month. So far everything is moving forward. This particular development is almost completely shut down. Chairman D'Orazio asked how no income from Glassboro will affect the budget for next year. Mrs. Jones explained she wrote the budget without a dollar from Glassboro. The year 2016 worries Mrs. Jones more than the year 2015 because Capital funding was used in the 2015 budget to cover administrative expenses, but that funding will not be available for the 2016 budget. This would be a big gap to fill and could possibly mean layoffs.

Chairman D'Orazio requested the Contract Committee report. The contract committee met prior to the meeting. Commissioner Ruiz-Mesa stated the contract committee discussed the RFPs 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 – general counsel, Charles Gabage; for accounting services, Linda Avena; for consulting, The Brooke Group; for auditing, Brown and Company; for legal services – labor relations, Brown and Connery; and for architectural and engineering, Haley Donovan.

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

Resolution #2014-39
Resolution to Approve Monthly Expenses

Chairman D'Orazio stated Commissioner Ruiz-Mesa reported he reviewed all the bills and recommended payment in the sum of \$934,948.13. Commissioner D'Orazio called for a motion to approve the monthly expenses. 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 #2014-40
Audit Review Certificate

Chairman D'Orazio called for a motion to approve Resolution #2014-40. 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 #2014-41
Resolution Extending Elevator Maintenance Services Contract
(August 22, 2014 to July 31, 2015)

Chairman D'Orazio called for a motion to extend 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 #2014-42
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 #2014-43
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 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 #2014-44
Resolution Awarding Legal Services Contract – General Counsel

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 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 #2014-45
Resolution Awarding Legal Services Contract – Labor Relations Counsel

Chairman D'Orazio called for a motion to award the Legal Services contract to Brown & Connery LLP. 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 (Abstain)
Chairman Robert A. D'Orazio (Yes)

Resolution #2014-46
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 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 #2014-47
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 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 #2014-48
Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy

Chairman D'Orazio called for a motion to approve Resolution #2014-48. A motion was made by Commissioner Ruiz-Mesa; seconded by Commissioner Asselta.

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 #2014-49
**Resolution Authorizing Entering into a Contract Agreement
with Colonial Electric Supply, Inc.**

Chairman D'Orazio called for a motion to authorize entering into a contract agreement with Colonial Electric Supply, Inc. 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 #2014-50
Resolution to Enter Executive Session

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	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

The Regular Meeting closed for Executive Session at 7:41 pm.

The Regular Meeting reopened at 8:19 p.m.

Mr. Gabage stated the Chairman should entertain a motion to authorize the Executive Director to make a proposal to the CWA of 2% increase for year one and followed by two 1% increase for the next two years.

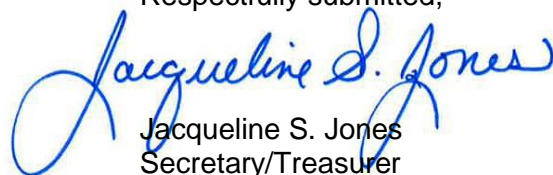
Chairman D'Orazio called for a motion for that proposal. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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)

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 8:20 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer