

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, January 16, 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, January 16, 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
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 – Accountants and Gloria Pomales, Executive Assistant. Brian Asselta – member of the public.

Chairman D'Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on December 19, 2013. A motion was made by Commissioner Chapman and seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Abstain)
Commissioner Mario Ruiz-Mesa	(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 three months ending December 31, 2013.

Chairman D'Orazio requested the Executive Administrative Report. Mrs. Jones reported notification was received from HUD that the VHA's Public Housing FSS application was approved for \$69,000. This will cover the salary and benefits of the coordinator. The Board may recall that the VHA did not receive the Section 8 FSS coordinator funding last year. The VHA does not have a coordinator per say for the Section 8 FSS program, but the Public Housing FSS coordinator is administering both programs right now. On the Section 8 side, the Authority is not taking new FSS applicants and are just maintaining the participants on the program. It appears that HUD is combining those positions anyway to make one coordinator position for both programs. It makes sense and it is more efficient to do it that way. Mrs. Jones believes the Authority will be seeing that funding come through next year with both programs combined.

Melrose Court is in motion to have an early April settlement. Notification was received in regards to several pieces of information that is needed by February 14th for the bond sale. The application submitted to Federal Home Loan Bank to help fund this project and it doesn't look like the VHA will get it. We have not received the official no, but we are not on the yes list. The Authority could be an alternate, but this is not known yet because it is unsure where the application scored.

Mrs. Jones reported due to the cold weather there have been a few broken pipes. The Authority is working through those issues and may have an insurance claim or two out of it.

Several months ago the Board discussed the opportunity to purchase some land on S.E. Boulevard that was an approved 42 unit subdivision. The Authority has been asked if it is serious to go forward with that and Mrs. Jones wanted to have a conversation with the Board about this project. The issue at this property is that it is not in the waste water management plan, which means sewer connection may be an issue. The sewer connection issued was briefly discussed. The issue for the VHA is investing money and time in this project for it to possibly not happen. Mrs. Jones referred to the other projects on the Authority's plate such as RAD and even if RAD doesn't happen there are still some redevelopment issues to deal with. D'Orazio Terrace is deteriorating and this will need to be dealt with as a Tax Credit Project, which will take a lot of the Authority's efforts. The Authority is in motion right now to prepare an application for the disposition of the scattered sites. Mrs. Jones believes it is not a good time to pursue the S.E. Boulevard land. If the Board is in agreement, Mrs. Jones would contact Mr. Fralinger and let him know the Authority will pass on purchasing the S.E. Boulevard land. The Board agreed to not pursue on the S.E. Boulevard property.

In regards to the federal budget, the 2014 appropriations are going to be slightly higher than 2013 post sequestration levels and not as high 2012, but it doesn't look like a big back slide. Capital Fund is almost flat meaning almost no increase, but not going backwards. The voucher program is expected to have a slight increase and the administrative fees are going to be increased. The Authority gets paid monthly for every unit it has under contract in the voucher program and currently receives \$69 out of every \$100. This amount is supposed to go up to \$73.

Mrs. Jones referred back to the Melrose Project. There will be a lot of documents that the HMFA will require to move toward the closing of this project. The Authority believes it has everything needed from the Board for approvals. Mrs. Jones apologizes in advance if a Special Meeting is required.

OLD BUSINESS

Chairman D'Orazio asked Commissioner Chapman if he has had any conversation with the Authority's consultant about the evaluation process for Mrs. Jones and a succession plan. Commissioner Chapman stated he spoke with Rob about both and was assured that he has completed them for similar entities. Rob has a blueprint of this process and Commissioner Chapman is waiting to receive this information from him. Commissioner Chapman was hoping to have them prior to this meeting. Mrs. Jones stated the Authority has communicated with the consultant, Rob and have been successful as far as we've gotten. The next gap measure the Authority needs to work on is Health Benefits and post-employment benefits which have not been broached with him yet. Mrs. Jones believes the agreement with him was for \$10,000 and we are there. We are at the limit of what the Board had approved to spend with this consultant. There was a discussion in regards to the amount of money spent and have not progressed as far as initially discussed. Mrs. Jones stated 2 out of the 4 gaps are in progress. Commissioner Chapman has a phone call into Rob and will reach out to him again because he feels Rob can provide the guidance and the framework for the evaluation process and succession plan.

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

Resolution #2014-01
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 \$937,235.51. Commissioner D'Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Chapman; seconded by Commissioner Gordon. 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)

Resolution #2014-02
Resolution Approving Voucher Certification

Mrs. Jones explained this was passed last year and will need to be passed every year. There is a state statute that says every purchase has to be signed off on our voucher system and it is an administrative nightmare. There is a piece of the statute that says if the Board sets a threshold below which signatures are not required then that is acceptable. This sets the threshold at \$5,000 which means any purchases of \$5,000 or more there has to be a vendor certification on the voucher and/or their bill. Chairman D'Orazio called for a motion to approve Resolution #2014-02. 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)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2014-03
Resolution Designating Official Newspaper for the Publication of Business Related Matters Regarding the Housing Authority of the City of Vineland Board of Commissioners'

Chairman D'Orazio called for a motion to approve Resolution #2014-03. 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)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2014-04

Resolution Designating an Official Newspaper for the Publication of Advertisements for Contracting Purposes or Various Other Items

Chairman D'Orazio called for a motion to approve Resolution #2014-04. 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)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2014-05

Resolution to Amend Cafeteria Plan

Mrs. Jones explains this is amending the plan to allow employees to roll over up to \$500 into the next year in regards to the Flexible Spending Account. Chairman D'Orazio called for a motion to approve Resolution #2014-05. 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)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2014-06

Resolution Approving Application for Payment No. 16 for Melrose Court Predevelopment Loan

Chairman D'Orazio called for a motion to approve Payment No. 16 for Melrose Court Predevelopment Loan in the amount of \$24,431. 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)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2014-07

Resolution Extending Landscaping/Grounds Keeping Services Contract

Chairman D'Orazio called for a motion to extend the Landscaping/Grounds Keeping Services Contract to Thorobred Landscape Co. 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)
Chairman Robert A. D'Orazio	(Yes)

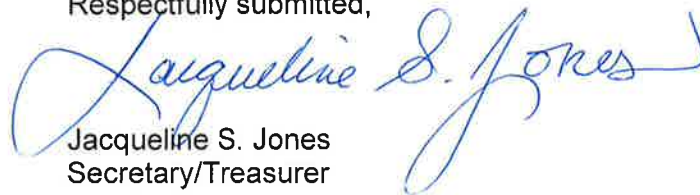
Resolution #2014-08
Resolution to Enter Executive Session

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

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 Ruiz-Mesa. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 7:28 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer