

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, April 17, 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, April 17, 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.

Chairman D’Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Regular Meeting held on March 20, 2014. A motion was made by Commissioner Chapman 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	(Abstain)
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 six months ended March 31, 2014.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones reported there was not anything new in regards to Kidston Tower fire issue other than what has already written in her report. The repairs should hopefully be done by the end of May 2014.

Mrs. Jones reviewed the Operating Subsidy and Capital Fund for 2014. She reported the Authority did receive more in Capital Funds in 2014 than 2013, but not has much as 2012. The Operating Subsidy amounts have not been set yet in Washington for 2014. The funding has been determined through May. Mrs. Jones stated the funding is estimated and when the final figures are determined HUD will determine what may be owed to housing authorities.

In regards to the GAP, Growth and Performance Issues, the ball is in Mrs. Jones court to work with Commissioner Chapman on the Executive Director’s evaluation process and the job description. She is committed to working on that and getting that to him before the next board meeting.

Mrs. Jones updated the Board in regards to the Melrose Court Project. Everything is coming to a close and are now awaiting a settlement date. This means that all the documentation that has been requested from us has been given to the HMFA and it is now on HMFA to provide us with a settlement date. Mrs. Jones stated settlement will probably be in the beginning of May and as soon as that happens building could begin within 30-45 days as the approvals are all lined up.

There a few Capital projects the Authority would like to work on. D’Orazio, Tarkiln and Asselta are in need of seal coating and striping on their parking lots, which is estimated at \$52,000. Kidston and Olivio Towers are in need of a full parking lot replacement estimated at \$250,000. Mrs. Jones stated that these are just estimates and they will be placed out to bid for award by the Board.

Mrs. Jones mentioned Mr. Asselta could not make it tonight as a member of the public, but his next class will be done by May 9th and he will be back as a full commissioner next month.

Mrs. Jones reported the Authority was approached to host a food summer program at the Corbin Center for children 18 and under. It is a breakfast and lunch program. Mrs. Jones is not very hopeful that the details will be able to be worked out before the deadline. The Authority would not move forward unless it is completely comfortable with the whole picture. Commissioner Ruiz-Mesa asked if there was a program for the seniors. Mrs. Jones stated there is a program the Authority is involved where we receive food from the USDA for distribution and it is delivered to each of the Authority’s senior sites and at the Corbin Center for scattered sites, Parkview and Asselta. Commissioner Ruiz-Mesa asked if there was a lunch program for the seniors. Mrs. Jones explained there is a congregate services program for some of the seniors who choose to participate. The congregate services program food is actually delivered to the resident’s home.

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

Resolution #2014-19
Resolution to Approve Monthly Expenses

Chairman D’Orazio stated he came in prior to the meeting this evening to review the bills and recommends payment in the sum of \$892,609.15. Commissioner D’Orazio called for a motion to approve the monthly expenses. 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 #2014-20
Resolution Awarding Contract for Ventilation Project at Kidston and Olivio Towers

Chairman D’Orazio called for a motion to award contract for Ventilation Project at Kidston & Olivio Towers to Ambient Heating & Comfort. 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 #2014-21

Resolution Amending the Personnel Policy Handbook to include Updated Policies

Mrs. Jones briefly discussed and explained the NJ Joint Insurance Funds recommends these policies. If we do not add these policies then our labor solicitor cannot sign off that the Authority is in full compliance, which allows the Authority to receive the best deductible rate of \$10,000. If we do not sign off then we would have a \$25,000 deductible per incident. Chairman D’Orazio called for a motion to approve Resolution #2014-21. 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 #2014-22

Resolution Approving 2014 Capital Fund Budget

Chairman D’Orazio called for a motion to approve Resolution #2014-22. 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 #2014-23

Resolution Authorizing the Execution of a Sub-Grantee Agreement with the City of Vineland for the Computer Learning Center

Mrs. Jones explained the Authority applies for this grant every year. With this grant the Authority will update at least three (3) computers with Microsoft word to be made available to the Family Self-Sufficiency participants and they will also be used for financial training as well. Chairman D’Orazio called for a motion to approve Resolution #2014-23. 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 #2014-24
Resolution Approving Application for Payment No. 19
for Melrose Court Predevelopment Loan

Chairman D'Orazio called for a motion to approve Payment No. 19 for Melrose Court Predevelopment Loan in the amount of \$24,488.10. A motion was made by Commissioner Ruiz-Mesa; 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	(Yes)
Chairman Robert A. D'Orazio	(Yes)

Resolution #2014-25
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 7:20 p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer