

# Housing Authority of the City of Vineland

## **REGULAR MEETING Thursday, July 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, July 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	<i>(absent)</i>
Commissioner Elizabeth Gordon	
Commissioner Carmen Nydia Diaz	
Commissioner Mario Ruiz-Mesa	
Commissioner Brian Asselta	<i>(arrived at 7:18 p.m.)</i>
Chairman Robert A. D’Orazio	

Also present were Jacqueline Jones, Executive Director, Charles W. Gabage, Esquire – Solicitor, Dan Avena and Linda Cavallo – Accountants, Rick Ginnetti, The Brooke Group and Gloria Pomales, Executive Assistant.

Chairman D’Orazio read the Sunshine Law.

The Chairman entertained a motion to approve the minutes of the Executive Session held on June 19, 2014. A motion was made by Commissioner Diaz and seconded by Commissioner Gordon. The following vote was taken:

Commissioner Chris Chapman	(Absent)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Absent)
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 nine months ended June 30, 2014.

Chairman D’Orazio requested the Executive Administrative Report. Mrs. Jones gave a brief update on the Kidston fire. Lobby and elevator floors will be replaced as a result of water damage. Mrs. Jones stated all Commissioners have received the audit via email and it was discussed extensively last month. The auditors will report to the Board at the August Board Meeting. There will be a resolution next month for the Commissioners to certify they have reviewed the audit. Letters from the auditors were distributed to the Board tonight as well.

The Authority is still being funded under an “Interim Proration Level”.

Rick Ginnetti is present at the Board Meeting and will be providing an update on Melrose Court.

Mrs. Jones reported the Authority has opened the Section 8 Waiting List. This is the first time it has been opened since 2002. The list was down to about 30-40 people. The opening of the Section 8

Waiting List was advertised in the newspaper and at the same time the Oakview Apartment Waiting List was opened, which is the complex in Millville that the VHA is the contract administering. The The waiting list is open until September 30, 2014 and the Authority will accept applications postmarked up to September 30, 2014. The list will then be closed. Mrs. Jones explained opening the waiting list was necessary since there where only about 30-40 applicants on the list. If the authority needs to issue vouchers there will be a pool of applicants to draw from.

Commissioner Ruiz-Mesa asked for an update in regards to Glassboro. Mrs. Jones stated Glassboro is stable right now and the VHA is just operating month by month.

## **OLD BUSINESS**

Rick Ginnetti provided an update on the Melrose Court project. Structurally, everything is in place that needs to be approved. We are ready for closing. The problem is the State is not ready and they are having a lot of difficulties getting any of their transactions finalized. Mr. Ginnetti stated he spoke with the paralegal at the State prior to the Board Meeting and he stated there is only two more things the State is looking at, which is the general contractor's insurance policies. They also asked for the policies of Melrose Court Homes LP. The State's staff is so new and has had such a turnover they do not seem to understand the urgency or how to process the documents.

Mr. Ginnetti stated the Contractor is ready to start. The preconstruction meeting has already been held. The General Contractor has offered to start. They want to start for a couple of reasons. They want to do site work during July-September when the weather is good. The contractor also has his subcontractor under contract including his site contractor. When this project was out to bid we were having a hard time reaching our number on the cost of the site work. This contractor wanted to be involved because he is not doing this project to make a tremendous amount of dollars and is willing to break even to be able to get into tax credits and housing authorities in New Jersey. The price he gave us was in August of last year. If we cannot get to closing it would be legitimate for him to say his price doesn't work anymore. The General Contractor is making this number work because he found a really good site contractor, but the site contractor needs to get started in August or we may lose the site contractor and will have to go out and find somebody else. If that happens the cost is going to be substantially higher. The General Contractor has offered to the VHDC that they are willing to start at their risk. They will start the project and not expect to be paid for any draws or ask for any. They stated they would work 3-4 months on their own to get the site work done including the cul-de-sac cut in, basin paved and have all the pads done. They also want to get the connections in with the city's water and sewer lines so that when winter comes it is set. They are willing to do this completely at risk. Mr. Ginnetti said this is how the private side developers are doing these transactions.

Mrs. Jones stated since this is a partnership between the VHA and the VHDC the intent was to have this presentation tonight with this Board with Mr. Chapman present, but obviously he could not make it tonight. Mr. Chapman would have abstained anyway in regards to this matter due to being on the VHDC Board. Mrs. Jones has communicated with him via email to let him know this was being discussed tonight. Since Mr. Chapman is not here they agreed to talk next week and Rick will repeat this conversation with him. Mrs. Jones believes this would need to be a joint decision that everyone is agreement to do this. Mrs. Jones stated there would be a document drawn up with these details about what the VHA/VHDC would not be responsible for and it would be reviewed by counsel.

A motion was made by Commissioner Ruiz-Mesa to start the Melrose Project contingent in working out an acceptable agreement and indemnification with the contractor and the VHDC, Melrose Court GP, Melrose Court Homes LP, VHA and Capital Bank of New Jersey; seconded by Commissioner Asselta.

The VHA Board would not be entering into any contract. The VHA is representing Melrose Court GP. The VHA Board is the managing member of the General Partner.

The following vote was taken:

Commissioner Chris Chapman	(Absent)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D’Orazio	(Yes)

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

**Resolution #2014-33**  
**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 \$666,985.28. Commissioner D’Orazio called for a motion to approve the monthly expenses. A motion was made by Commissioner Diaz; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2014-34**  
**State Budget 10/1/2014 – 9/30/2015**

Chairman D’Orazio called for a motion to approve Resolution #2014-34. A motion was made by Commissioner Asselta; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2014-35**  
**Operating Budget 10/1/2014 – 9/30/2015**

The Budget for the next fiscal year was reviewed and discussed. Linda Avena reviewed the major line items on the budget. There is one change that needs to be made. Under the administrative expenses there is one change under legal fees – Mr. Gabage the amount should be \$17,500 not \$13,500. The total budget will be adjusted by \$4,000. Mrs. Jones stated the budget was written without any income from the Glassboro Housing Authority in anticipation of that happening. If the VHA remains at Glassboro it will be a great year. If the VHA doesn’t remain in Glassboro then the authority will operate within the budget presented. Mrs. Jones reviewed changes from last year budget to this year’s budget.

Chairman D’Orazio stated the Budget Committee consisting of the Commissioner Chapman, Commissioner Gordon and himself met at the Avena’s office and reviewed the budget line by line. The budget committee looked at it in detail and Chairman D’Orazio recommends it approval. Chairman D’Orazio called for a motion to approve Resolution #2014-35. A motion was made by Commissioner Asselta; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2014-36**

**Execution of Standard Board Resolution for the Congregate Housing Services Program**

Chairman D’Orazio called for a motion to approve Resolution #2014-36. A motion was made by Commissioner Diaz; seconded by Commissioner Asselta. Mrs. Jones explained the Congregate Program is now funded under the NJ Department of Human Services (DHS). It was previously funded under the Department of Health and Senior Services. The DHS requires the grantees to certify the nature of the entity as it relates to HIPPA and to acknowledge that the DHS does not and will not provide legal advice regarding the contract. The VHA is basically certifying that it will not be receiving or sharing anyone’s personal health information as it relates to the HIPPA laws and acknowledging that it understand the DHS will not provide legal advice. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2014-37**  
**Resolution Approving Application for Payment No. 20  
for Melrose Court Predevelopment Loan**

Chairman D'Orazio called for a motion to approve Payment No. 20 for Melrose Court Predevelopment Loan in the amount of \$9,679.12. A motion was made by Commissioner Asselta; seconded by Commissioner Ruiz-Mesa. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 #2014-38**  
**Resolution to Enter Executive Session**

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

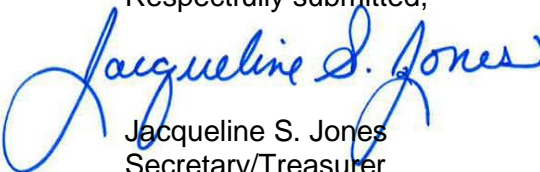
No comments from the press and/or public. No comments from any Board Member. Chairman D'Orazio informed the Board that Commissioner Beatrice Corbin passed away. She served over 30 years on the VHA Board and the Corbin Education Center was named after her.

Commissioner Asselta apologized for arriving late tonight, but since Commissioner Asselta is now in attendance the Board moved to pass the Regular Meeting minutes held on June 19, 2014. The Chairman entertained a motion to approve the minutes of the Regular Meeting held on June 19, 2014. A motion was made by Commissioner Asselta and seconded by Commissioner Diaz. The following vote was taken:

Commissioner Chris Chapman	(Absent)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Abstain)
Commissioner Brian Asselta	(Yes)
Chairman Robert A. D'Orazio	(Yes)

With no further business to discuss, Chairman D'Orazio entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Diaz; 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 7:57 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer