

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, December 18, 2014
7:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Vice Chairman Mario Ruiz-Mesa on Thursday, December 18, 2014, at 7:05 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360. Vice Chairman Ruiz-Mesa read the Sunshine Law.

The following Commissioners were present:

Commissioner Chris Chapman
Commissioner Elizabeth Gordon
Commissioner Carmen Nydia Diaz
Commissioner Mario Ruiz-Mesa
Commissioner Brian Asselta

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Dan Avena and Linda Cavallo – Accountants.

The Vice Chairman entertained a motion to approve the minutes of the Regular Meeting held on November 20, 2014. A motion was made by Commissioner Asselta and 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)
Commissioner Brian Asselta	(Yes)

Vice Chairman Ruiz-Mesa called for the Accountant's Report. Linda Cavallo reviewed the Financial Report for the two months ended November 30, 2014.

Vice Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones gave an update on the congressional appropriations bill. The President signed the bill which means that the government will be funded through September 2015. Operating subsidy is expected to be a bit higher than last year; Capital Fund should be funded at the same level and the voucher program will be funded at a higher amount in both subsidy and administrative fees. The Rental Assistance Demonstration (RAD) program was increased from 60,000 to 185,000 units in the current bill. VHA was placed on a waiting list for the program. With the increase in units, agencies are now eligible to see if the RAD program will work for their properties. VHA will be working on this in the next few months. In January, VHA will also start working on possible redevelopment ideas for D'Orazio Terrace.

Mrs. Jones stated that a new president of the union was elected so all negotiations will have to start over. The year-end financial reporting to HUD has been completed. Mrs. Jones then updated the board on Melrose Court. To date, the grading is nearly finished. The infrastructure installation has begun with the sanitary sewer lines, storm sewer, domestic water loop and the storm basin has been constructed. There have been no complaints from any neighbors in regards to previous issues with water in their basements, which was a concern before the project began. Foundations are expected

to be poured in the next few weeks. A bill list for Melrose Court was included in the package, which will be updated monthly. Mrs. Jones reported that we have applied for approximately \$170,000 in funds from the Federal Home Loan Bank. We've applied previously but this is the first year that we received questions regarding the application. According to our consultant, we are probably on the finalist list for that funding. If received, that will reduce the amount of the VHA loan to the project.

Vice Chairman Ruiz-Mesa asked about the Glassboro Housing Authority. Mrs. Jones reported that VHA was no longer managing the Glassboro Housing Authority as of midnight, November 30, 2014.

With no other discussion in related matters, the Vice Chairman moved to the Committee Reports.

Commissioner Gordon gave the Reorganization Committee report, which nominated Mario Ruiz-Mesa for Chairman and Chris Chapman for Vice Chairman. Mr. Gabage took over as chair of the meeting for the vote and stated that by law the Executive Director has to be appointed as the Secretary-Treasurer. Mr. Gabage called for any additional nominations. There were none. One vote was taken for all three positions. The vote was as follows:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Commissioner Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)

Resolution #2014-70
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa called for a motion to approve the monthly expenses. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. Chairman Ruiz-Mesa stated that he reviewed all the bills and recommended payment in the sum of \$1,069,968.61. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)

Resolution #2014-71
Resolution Approving 2015 Meeting Dates

Chairman Ruiz-Mesa called for a motion to approve Resolution #2014-71. 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)
Chairman Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)

Resolution #2014-72

**Resolution Appointing Jacqueline Jones as the Housing Authority of the City of Vineland's Fund
Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF) for the Fund
Year 2015**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2014-72. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. Mrs. Jones explained that the JIF requires each member to appoint someone to represent them. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)

**Resolution #2014-73
Resolution Revising the Voucher Certification Policy**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2014-73. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. Mrs. Jones explained that there is a state law that requires all vouchers for payment be certified by the vendor. The statute allows the board to set a threshold below which the voucher does not have to be certified by the vendor. The threshold for VHA is set at \$5,000. The reimbursement of employee expenses or payment for payment services will still require a signature and utility payments are now excluded from this policy. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Carmen Nydia Diaz	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)
Commissioner Brian Asselta	(Yes)

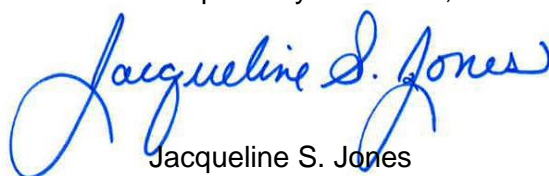
**Resolution #2014-74
Resolution to Enter Executive Session**

Chairman Ruiz-Mesa entertained a motion to hold an Executive Session. The motion died for lack of need.

No comments from the press and/or public. Mrs. Jones stated that the President has issued an Executive Order declaring Friday, December 26, 2014, as a federal holiday. The personnel policy states that employees will receive special holidays as declared by the President of the United States, the Governor of the State of NJ or the Mayor and City Council of the City of Vineland. Part-time employees, who don't get paid for holiday, will be offered the opportunity to pick up extra hours.

With no further business to discuss, Vice Chairman Ruiz-Mesa 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 7:26 p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer