

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, March 19, 2015**  
**7:00 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Vice Chairman Chris Chapman on Thursday, March 19, 2015 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 Brian Asselta  
Commissioner Alexis Cartagena  
Commissioner Nicholas Fiocchi  
Commissioner Daniel Peretti  
Chairman Mario Ruiz-Mesa *(arrived 7:10 p.m.)*

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.

Vice Chairman Chapman read the Sunshine Law.

The Vice Chairman entertained a motion to approve the minutes of the Regular Meeting held on January 15, 2015. A motion was made by Commissioner Asselta and seconded by Commissioner Gordon. The following vote was taken:

Commissioner Chris Chapman	(Yes)	
Commissioner Elizabeth Gordon	(Yes)	
Commissioner Brian Asselta	(Yes)	
Commissioner Alexis Cartagena	(Abstain)	
Commissioner Nicholas Fiocchi	(Abstain)	
Commissioner Daniel Peretti	(Abstain)	
Chairman Mario Ruiz-Mesa	(Absent)	<i>(arrived 7:10 p.m.)</i>

The Vice Chairman entertained a motion to approve the minutes of the Regular Meeting held on February 19, 2015. A motion was made by Commissioner Cartagena and seconded by Commissioner Peretti. The following vote was taken:

Commissioner Chris Chapman	(Yes)	
Commissioner Elizabeth Gordon	(Yes)	
Commissioner Brian Asselta	(Abstain)	
Commissioner Alexis Cartagena	(Yes)	
Commissioner Nicholas Fiocchi	(Yes)	
Commissioner Daniel Peretti	(Yes)	
Chairman Mario Ruiz-Mesa	(Absent)	<i>(arrived 7:10 p.m.)</i>

Vice Chairman Chapman called for the Financial Report from Avena's office. Linda Cavallo reviewed the Financial Report for the five months ended February 28, 2015. Mrs. Jones pointed out that the HAP revenues and HAP expenses are reported below the double line on the financial report. These figures represent the housing assistance payments for the Section 8 Program. The revenues fall short of the expenses. The reason for that is the VHA has a reserve amount of money locally and a reserve amount in Washington. She further explained this was part of the cash management plan that HUD came up with about 3 years ago. The VHA is now to the point that it has used all of its local reserve. For the past few months, Wendy has requested additional funds from our reserve account in Washington to make sure there is enough funding locally before the HAP payments are released to the landlords. Based on the financial report, it appears the VHA is in the negative for the HAP payments, but in reality there are funds in the Washington reserve.

Vice Chairman Chapman requested the Executive Administrative Report. Mrs. Jones reported there is no new update regarding the union negotiations. Once an agreement is reached final review and approved will be needed from the Board.

There is no new update in regards to the audit. The VHA is working on a few items the auditors need for the Audit FYE 9/30/2014.

The asphalt project for Kidston and Olivio Towers is on the agenda tonight for Board review and hopefully, approval. The project will be discussed further during the resolution.

In regards to Melrose Court, the weather has hampered construction a bit in the last month or two. Work has resumed on the foundations. There are seven (7) foundations that have been poured. Framing has begun. It is anticipated that the plumber will begin the piping this week. After the plumbers are finished the remainder of the foundation slabs will be poured. The walls will be panelized construction and the roofs are panels as well. Once that starts it will move rather quickly. It is anticipated that a home will be framed every two days. The carpenters are ready to go inside once the outside of the houses are formed. There is a new timeframe to try to catch up due to the bad weather to hopefully finish by September.

The VHA has had its share of broken and frozen pipes this winter, but hopefully the severely cold weather is behind us.

Mrs. Jones mentioned the Tenant Income Verification Relief Act of 2015, will be voted on at the House of Representative on Monday, March 23<sup>rd</sup>. Currently, the VHA has to certify its residents once every 12 months, which consists of annual recertification of the household composition. This bill has been discussed in Washington for a very long time. The idea behind this bill is that residents with at least 90% of income from a fixed income will be able to recertify tri-annually which, is once every three years. This will provide the VHA tremendous administrative relief because at least 60-70% of the VHA's residents have a fixed income. This is an attempt to give housing authorities some regulatory relief due to the consistent cuts in funding.

The VHA has been working on scanning its documents. The tenant files are starting to be scanned. The VHA has been looking for a company that has software that would work for the housing authority industry. A company has been found and a demo has been set up. This company actually works along with the VHA's current software, which is known as Yardi. This again will provide a tremendous savings to us. Beyond the tenant files the goal is to also digitize all files. Further information will be brought back to the Board after the demo session if it is something the VHA can afford to do.

**New Business**

Vice Chairman Chapman would like to bring up an administrative function that has been tossed around in regards to procedures in the meeting. He would like to discuss when motioning resolutions or questions regarding resolutions on how it is presented as a Board and how everyone would be comfortable addressing it. He wants to make sure everyone is comfortable with the process. Currently, a motion is entertained and someone seconds and when a resolution is being passed it had been that you could not discuss the motion until there was a motion and it had been seconded. Mr. Gabage had previously brought up that under parliamentary procedure rules the Chairman can raise the resolution then there is discussion followed by a motion, a second and a vote. Mr. Gabage stated if there is going to be a requirement that before discussion you will have to have one person make a motion and a second it is almost like two people have committed themselves to a position and then they are going to be persuaded out of that the position. The idea was discussed to talk about the resolution and then make a decision about whether someone is going want to make a motion or not. With some brief discussion it was decided to discuss the resolution prior to a motion, a second and a vote.

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

**Resolution #2015-12**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$962,496.70. Vice Chairman Chapman called for a motion to approve the monthly expenses. A motion was made by Commissioner Asselta; seconded by Commissioner Gordon. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Brian Asselta	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Daniel Peretti	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution 2015-13**  
**Resolution Awarding Contract for the Pavement Repair & Restoration for Kidston & Olivio Towers**

Mrs. Jones briefly reviewed the summary of the responses for this project. Vice Chairman Chapman called for a motion to approve Resolution #2015-13. A motion was made by Commissioner Asselta; seconded by Commissioner Peretti. The following vote was taken:

Commissioner Chris Chapman	(Abstain)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Brian Asselta	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Daniel Peretti	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session tonight.

Vice Chairman Chapman asked for comments from the press and/or public. Vice Chairman Chapman asked for comments from any Commissioner.

With no further business to discuss, Vice Chairman Chapman entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Fiocchi; 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 7:30 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer