

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, December 17, 2015
7:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Mario Ruiz-Mesa on Thursday, December 17, 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	(Absent)
Commissioner Daniel Peretti	(Absent)
Chairman Mario Ruiz-Mesa	

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 Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on November 19, 2015. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the two months ended November 30, 2015. Commissioner Chapman stated the Capital Fund is not noting any income. Mrs. Jones stated that part of the Capital Fund can be used for Administrative expenses at 15% and 20% for Operations. The Authority is not drawing any Capital Fund dollars into Operations at this time. If it is needed it is there and it's a safety net. If the Authority does not use it, it can be used for Capital Improvements.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones updated the Board on the Scattered Site Disposition. Last night a meeting was held to elect the resident council for the scattered sites. The resident council members will then choose a committee from a group of residents that expressed interest in the process. They will all work with staff and Rick Ginnetti to develop the disposition plan and relocation plan for the disposition of the scattered sites. Alexis Cartagena was elected as President. She will be bringing some information to the Board about that progress. These meeting will start in January. The appraisals of the scattered sites have been completed. The appraisal documents should be provided to the VHA by the end of the year. From that point the VHA will make evaluations on what improvements may be needed to sell these homes. The

VHA also has separate evaluations from the architects and staff on what the condition of the homes are right now. Some of these homes have septic systems and some also have wells.

The Financial Statement for the year end September 30, 2015 was filed. The Audit has started on the tenant files. Now that the Financial Statement is completed, the Auditors will be back to continue with the audit.

The Board is familiar with the Rutgers training requirements for Executive Directors and Commissioners. In the last couple of years Rutgers has been redesigning the program because it has gotten expensive for Rutgers to maintain and costly for housing authorities to pay for the training. Rutgers has RFP'd for the contents of the training and for the trainers. Rutgers now owns the contents of the curriculum and they are now hiring trainers. Mrs. Jones stated she did not respond to any RFP, but was approached by Rutgers to teach several of the classes and without any objection from the Board she would like to move forward with that opportunity. . With having different executive directors now teaching the classes Rutgers is asking the housing authorities of where the executive director's work to allow them to use their facility. Rutgers would like to use the Corbin Center for some classes if the Board has no objection.

Melrose is moving along. At the last meeting Mrs. Jones mentioned the substantial completion date was December 8th. The contractor did not meet substantial completion by that date. The VHA has notified the contractor of contract noncompliance in writing, which is required and have also contacted the bond company. The contractor expects to have five temporary CO's by the end of the year. The VHA's anticipation is to rent those five by January 15th. The other twelve will hopefully be ready for the end of January. There will be some additional cost incurred and reduction in revenue because of the units not being available to rent. Chairman Ruiz-Mesa asked about the grand opening. Mrs. Jones it would be held in the spring.

The Authority was contacted by an investigative reporter from Channel 10 about 2½ weeks ago. He wanted to have an on camera interview. He was persistent. Mrs. Jones used her judgement and decided to speak with him. The subject of his investigation is over income residents in public housing. A report was issued by HUD regarding the number of Public Housing residents that were over-income in the nation.

The reporter contact HUD Newark and found out that the VHA has 16 families that are over income. He is trying to interview housing authorities that have over income residents and of different sizes. It's a story he is still developing that he believes will air in January. His angle was asking what we intended to do about this problem. Mrs. Jones indicated it was not necessarily a problem. There was a brief discussion regarding the over income residents.

Committee Report

Chairman Ruiz-Mesa requested the Reorganization Committee report. Commissioner Chapman was the Chair for the Committee. Commissioner Chairman turned the meeting over to Mr. Gabage. Mr. Gabage requested Commissioner Chapman who was the Chair for the Committee to report. The reorganization committee met and recommended to leave the slate of officers the same as it currently is, which is Ruiz-Mesa as the Chairman, Chapman as Vice Chairman and the Executive Director as the secretary/treasurer. Mr. Gabage asked if there were any other nominations. There were none and nominations were closed.

Mr. Gabage requested a roll call vote and anyone saying Yay or Yes would be voting in favor of the stated slate:

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

The meeting was turned over to Chairman Ruiz-Mesa.

Old Business: None.

New Business: None.

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

Resolution #2015-66
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,520,649.00. Chairman Ruiz-Mesa called for a motion to approve the monthly expenses. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2015-67
Resolution Approving 2016 Meeting Dates

Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-67. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2015-68
Resolution Appointing JIF Fund Commissioner

Mrs. Jones explained the VHA has to appoint a Fund Commissioner to the Public Housing Joint Insurance Fund every year and typically it is the Executive Director. Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-68. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2015-69
Resolution Extending Landscaping & Grounds Keeping Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-69. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2015-70
Resolution Approving Revised Organizational Chart

Mrs. Jones explained the revised organizational chart is to reflect the changes since Ron Miller's new responsibilities with the maintenance department. The maintenance supervisor position was removed and he will retain the title of Assistant Asset Manager/Operations. Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-70. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2015-71
Resolution Approving Revised Job Descriptions

Mrs. Jones explained all the titles on the Organizational Chart match the Job Descriptions and some of the job descriptions were updated. Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-71. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2015-72
Resolution Amending Agreement with Clementon Housing Authority

Mrs. Jones explained the Authority has a management agreement with the Clementon Housing Authority to manage their Section 8 department consisting of 38-40 resident files. The original contract stated Clementon HA would pay the Vineland HA 80% of their administrative fee and keep 20% for their own expenses. When authorities were receiving a lower administrative fee last year Clementon HA found it difficult to meet their bills

with that remaining 20% so they asked if the fee could be lowered to 75%. The VHA has agreed. Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-72. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2015-73

Resolution Approving Significant Amendment to the PHA Plan

Mrs. Jones explained this is part of the requirement for the Rental Assistance Demonstration application (RAD). It also includes the disposition of the scattered sites and conversion of tenant paid utilities at all properties. The Annual Plan was completed for this year, but needed to be revised for the RAD application as a significant amendment. Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-73. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:


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

There is no need for Executive Session tonight.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No comments. Chairman Ruiz-Mesa asked for comments from any Board Members. No comments.

With no further business to discuss, 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 7:35 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer