

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, November 19, 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, November 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

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 October 15, 2015. A correction was noted on the minutes in regards to the vote for Resolution #2015-57 – Commissioner Peretti was absent. A motion was made by Commissioner Chapman and seconded by Commissioner Gordon. 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	(Abstain)
Chairman Mario Ruiz-Mesa	(Yes)

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Executive Session held on October 15, 2015. A motion was made by Commissioner Chapman and seconded by Commissioner Gordon. 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	(Abstain)
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 one month ended October 31, 2015.

Mr. Gabage commented particularly addressing the new commissioners on how fortunate the VHA. The VHA is ran efficiently with Mrs. Jones and the Staff. He also gave credit to the Fee Accountants.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones reported the Scattered Site disposition process is in motion. A second meeting was held with the residents to form a Resident Council. Nominations were made and voting will take place on December 16th.

The Melrose construction is moving along at a faster pace at this point. Mrs. Jones expects a few homes to be turned over to the VHA sometime in December or January. There are four completely accessible units at Melrose. The Section 8 waiting list was reviewed and there is currently no one on the list requiring a fully accessible unit. The VHA is advertising to target individuals that need three bedroom accessible units. The VHA will also reach out to some of the local social service organizations.

There is a resolution this evening for Fall Protection Handrails at Kidston Towers. These handles are expensive, but serve as a safety measure. In addition to the handrails, a safety training took place with a company who trained the VHA's maintenance staff on how to use the harnesses when up on the roof and the steps involved to remain safe on the roof.

The Rental Assistance Demonstration (RAD) is moving forward. It is a very complicated process with many different steps involved. There is some City involvement that will require an environmental review.

The VHA is working on having all the residents pay for their own utilities. Scattered site residents pay for their own utilities right now. Olivio Tower residents pay for the blower that runs the heater in their unit. Kidston Tower residents is an older building and wired different therefore the VHA pays for all the utilities. All of the other developments have individual metering and the VHA is working on having the responsibility of energy usage to be with the resident. It will take some time for this process to be completed with proper notification to the residents and with an open comment period before the lease can be changed. The lease will need to be approved by the Board.

There is a resolution tonight for a Document Management Contract. This contract is for a system that will allow for electronic storage of data. The VHA has been talking about this for many years and have found a company which actually specializes in document management for housing authorities. This process will take several months, but in the end the VHA will be able to manage data more efficiently.

Committee Report

Chairman Ruiz-Mesa stated the Contract Committee met today prior to the meeting consisting of Commissioners Gordon, Chapman and himself. Commissioner Chapman stated they met to review the contracts that are proposed in resolutions to the Board this evening for Document Management and Information Technology Services. He briefly reviewed the proposals and the Committee recommended the Board approve the Document Management Contract to FileVision and the Information Technology Services Contract to Miles Technologies, Inc.

Old Business: None.

New Business: None.

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

Resolution #2015-61
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$868,168.47. Chairman Ruiz-Mesa called for a motion to approve the monthly expenses. A motion was made by Commissioner Peretti; 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2015-62
Resolution Authorizing the Executive of a Sub-Grantee Agreement with the City of Vineland for the Computer Learning Center

Mrs. Jones explained this funding comes from the City of Vineland Community Development Department and almost every year the VHA has received money to replace or upgrade the computers in the Corbin Learning Center. This year the Authority will receive \$3,000 to go towards the laptops that VHA intends to use for its Family Self Sufficiency Program (FSS) and the Resident Opportunity for Self Sufficiency Program (ROSS) for furthering self-sufficiency of the VHA's residents. Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-62. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2015-63
Resolution Awarding Installation of Fall Protection Handrails (Kidston Towers)

Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-63. A motion was made by Commissioner Chapman; seconded by Commissioner Peretti. 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 #2015-64

Resolution Awarding Document Management Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-64. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2015-65

Resolution Awarding Information Technology Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2015-65. A motion was made by Commissioner Asselta; seconded by Commissioner Peretti. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Elizabeth Gordon	(Yes)
Commissioner Brian Asselta	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Nicholas Fiocchi	(Abstain)
Commissioner Daniel Peretti	(Yes)
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. Tia Bragg, a Section 8 resident, was present at the meeting to express that she feel she has not been treated fairly by employee, Sandra Velez. Ms. Bragg expressed her concerns and Chairman Ruiz-Mesa stated the Board does not get involved in employee issues. The Executive Director, Mrs. Jones handles all employee related issues. Mrs. Jones will look into the matter.

Chairman Ruiz-Mesa asked for comments from any Board Members.

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 7:32 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer