

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, April 21, 2016**  
**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, April 21, 2016, 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 Rudolph Luisi	
Commissioner Nicholas Fiocchi	
Commissioner Alexis Cartagena	<b>(Absent)</b>
Commissioner Daniel Peretti	
Commissioner Brian Asselta	
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 February 18, 2016. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on March 17, 2016. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Abstain)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Absent)
Commissioner Daniel Peretti	(Abstain)
Commissioner Brian Asselta	(Yes)
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 six months ended March 31, 2016.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones reported 1091 N. Mill Road is back online after the fire. There is a tenant in the home.

The fall protection handrails at Kidston were supposed to be installed last Thursday, but when the contractor drilled into the side of the building to attach the railings the brick started to crumble. The architect and engineer have developed an alternate method to attach the handrails to the building. The installation is being rescheduled.

Mrs. Jones updated the Board regarding the Scattered Site Disposition. It is an ongoing process to have the tenants involved in the relocation plan and to figure out which residents are interested in buying a home vs. renting. There was another meeting last night with about 21 families attending the meeting. Rick Ginnetti, consultant, presented the relocation plan, which outlines what the residents are entitled to for relocation based on rules from HUD and the State. The plan has to be approved by the State (DCA) as well as by HUD. A survey was taken by the attendees in regards to their interest of buying a home vs. renting. The next step is to set up some counseling services for those who are interested in buying a home to get enough lead time for those families to prepare for homeownership. The relocation plan is a piece of the application, which goes to HUD for the disposition application to get the approval to move forward to start disposing of the homes. Appraisals have been performed on all of the homes. As discussed several months ago, there is an EPA issue for some of the homes that are located within a mile of Tarkiln Branch. The VHA is trying to figure out at this point how this will effect the disposition. A decision will need to be made whether or not to include the homes effected by the EPA issue.

Melrose Court is coming together and good progress has been made as discussed last month. Carlson Construction is still onsite fixing some minor things that develop as residents are moving in. Fourteen residents are moved in, one resident is pending approval from HMFA and two more applicants are being reviewed for qualification. There were approximately 300 families that were interviewed for these 17 homes to find families that were qualified and met the criteria. The punch list items are being worked on.

Chairman Ruiz-Mesa asked when the Melrose Dedication will be held. Mrs. Jones stated we would like to get some grass growing prior to the dedication. The regrading and re-seeding of the site are expected very soon.

Mrs. Jones updated the Board on the possibility of the Central Office Cost Center funds becoming classified as "federalized" vs "de-federalized". These funds were de-federalized when Asset Based Management was introduced in about 2007.

Every year the VHA is evaluated by the Public Housing Assessment System (PHAS). The Authority is graded on physical, financial, management and capital fund areas of the business. The VHA is considered a high performer at 93 for the past year. 90 and above is considered a high performer, down to 80 is standard and below that is considered troubled.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2016-13**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,075,108.04. Chairman Ruiz-Mesa called for a motion to approve the monthly expenses. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2016-14**  
**Resolution Awarding the Contract for Laundry Equipment Lease**

Mrs. Jones reported there were invitations sent out for this bid twice - in January and February. No responses were received. The State law indicates that after the second time of no responses it is permitted to negotiate with a provider. The VHA negotiated a contract with Equipment Marketers. Chairman Ruiz-Mesa called for a motion to approve Resolution #2016-14. A motion was made by Commissioner Asselta; seconded by Commissioner Fiocchi. The following vote was taken:

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

**Resolution #2016-15**  
**Resolution Awarding the Contract for Elevator Maintenance Services**

Mrs. Jones reported only one bid was received by Standard Elevator Corporation. Chairman Ruiz-Mesa called for a motion to approve Resolution #2016-15. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2016-16**  
**Standard Board Resolution for the Congregate Housing Services Program**

Mrs. Jones explained this is an annual resolution to obtain the grant for the Congregate Housing Services Program. Chairman Ruiz-Mesa called for a motion to approve Resolution #2016-16. A motion was made by Commissioner Asselta; seconded by Commissioner Peretti. The following vote was taken:

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

**Resolution #2016-17**  
**Resolution Approving Revised Job Descriptions/Organizational Chart**

Mrs. Jones stated the Building Maintenance Repairer and Building Maintenance Worker job descriptions need to be brought up to date. The third position, Skilled Maintenance Repairer (Carpentry) is a new position. The VHA wanted to have a position with a different level of skill. The VHA is currently performing some repair tasks that required a skilled repairer. The VHA has found that having someone on staff with these skills is more efficient than hiring contractors. This position is part-time and is also not in addition to another maintenance position, it replaced a position. Chairman Ruiz-Mesa called for a motion to approve Resolution #2016-17. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:


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

There is no need for Executive Session tonight.

Chairman Ruiz-Mesa asked for comments from the Commissioners, press and/or public. 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 Peretti; 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 7:27 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer