

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, September 15, 2016**  
**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, September 15, 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  
Commissioner Daniel Peretti  
Commissioner Brian Asselta  
Chairman Mario Ruiz-Mesa (Absent)

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.

Vice Chairman Chapman entertained a motion to approve the minutes of the Regular Meeting held on August 18, 2016. A motion was made by Commissioner Asselta and seconded by Commissioner Cartagena. The following vote was taken:

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

Vice Chairman Chapman called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the eleven months ended August 31, 2016.

Vice Chairman Chapman requested the Executive Administrative Report. Mrs. Jones stated there are several resolutions to approve and many relate to her report. She would suggest she discuss these in detail during the resolution portion of the meeting.

Mrs. Jones reported the basement repair issue at Jackson Drive is 100% complete. The railing for the fall protection at Kidston Towers is also 100% complete. The Kiltone issue with the EPA is 99% complete. The scattered site disposition is moving closer to filing the application for disposition. The next step is to speak with the City to explain the scattered site disposition process and ultimately get a letter of support from the Mayor.

Melrose Court is going well and we in the process of closing out the project with HMFA. Certain things need to be completed to be able to get the tax credit payment from Capital Bank and the grant from Federal Home Loan Bank.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2016-38**  
**Resolution to Approve Monthly Expenses**

Vice Chairman Chapman stated he reviewed all the bills and recommended payment in the sum of \$879,960.15. Vice Chairman Chapman called for a motion to approve the monthly expenses. A motion was made by Commissioner Asselta; seconded by Commissioner Luisi. The following vote was taken:

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

**Resolution #2016-39**  
**Resolution Extending Tree Removal/Trimming Services Contract**

Mrs. Jones stated this contract is being recommended for renewal for one more year. This will be the last renewal on this contract and it will go out to bid next year. The Authority does not anticipate a lot of tree removals in the coming year as much work has been done over the last several years in this area. The contract is written to not exceed \$10,000. Vice Chairman Chapman called for a motion to extend the tree removal/trimming services contract to Kuhar Family Tree Service. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-40**  
**Resolution Awarding Extermination Services Contract**

Mrs. Jones stated this contract was put out for bid and no responses were received. After it has been out for bid and since no responses were received the Authority can then negotiate with a vendor. Ron Miller negotiated the contract with Omega Pest Management. The cost came in at approximately \$2,000 lower than the 2013 contract price with the previous contractor. Vice Chairman Chapman called for a motion to award extermination services contract to Omega Pest Management. 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	(Yes)

Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-41**

**Resolution Approving Shared Services Agreement with Cumberland County Improvement Authority (CCIA) for Refuse and Recycling Collections Services**

Mrs. Jones stated this is a new venture for the VHA. In the past the VHA has used a private company to haul its trash. This year Ron Miller contacted CCIA because they are contracted with the Bridgeton Housing Authority for trash removal for considerably less than the private contractors. Mrs. Jones reviewed the figures and indicated the VHA will continue to use Waste Management of NJ for the compactors located at Kidston and Olivio Towers only. The VHA expects a savings of \$22,659 for the fiscal year. Mr. Gabage has reviewed the agreement with CCIA. Vice Chairman Chapman called for a motion to approve Resolution #2016-41. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-42**

**Resolution Awarding Trash Removal Services Contract for Compactor Dumpster at Kidston & Olivio Towers to Waste Management of New Jersey, Inc.**

Vice Chairman Chapman called for a motion to approve Resolution #2016-42. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-43**

**Resolution Authorizing Cost Increase with 2015 Capital Funds for the Kidston Towers Fall Protection Handrails Project**

Mrs. Jones stated this project has been previously discussed and has been going on for several months. Mrs. Jones had reported in previous meetings there was an issue with the original design and attachment of the handrails to the building. The redesign of the handrail attachment method needed to be redesigned, which increased the original cost. Vice Chairman Chapman called for a motion to approve Resolution #2016-43. 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	(Yes)

Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-44**

**Resolution to Dispose of Vehicles and Equipment Utilizing the Disposition Policy**

Mrs. Jones recommended disposing of five (5) vehicles consisting of a dump truck, pickup truck, van, a very small car and the Marquis ranging from the age of 13-19 years. The VHA is proposing to replace these vehicles with three (3) new vehicles consisting of a dump truck, pickup truck, trailer as well as and a crossover. The Authority is proposing to use Home Ownership Funds. These vehicles are recommended for purchase under the State Contract. Vice Chairman Chapman called for a motion to approve Resolution #2016-44. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-45**

**Resolution Authorizing Expenditures with Homeownership Funds  
for Purchasing Authority Owned Vehicles (Chevy Silverado / Dodge Journey)**

Vice Chairman Chapman called for a motion to approve Resolution #2016-45. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-46**

**Resolution Authorizing Expenditures with Homeownership Funds  
for Purchasing Authority Owned Vehicle (Ford Super Duty F-250)**

Vice Chairman Chapman called for a motion to approve Resolution #2016-46. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-47**  
**Resolution Authorizing Expenditures with Homeownership Funds  
for Purchasing a Dump Trailer**

Vice Chairman Chapman called for a motion to approve Resolution #2016-47. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-48**  
**Resolution to Amend the Section 8 Housing Choice Voucher Administrative Plan**

Mrs. Jones reported changes need to be made to the Section 8 Administrative Plan due to the new projects that contain Project Based Vouchers, which consist of Oakview, Melrose Court and the Buena Housing Authority. Discussion was had regarding the changes needed. Vice Chairman Chapman called for a motion to approve Resolution #2016-48. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-49**  
**Resolution to Approve the Cost Allocation Policy**

Mrs. Jones explained since the VHA is local government agency that receives federal funds a cost allocation policy has to be established. The Authority must document how expenses are charged. The policy basically states that expenses will be charged to a project that the expense was for. Mrs. Jones briefly gave some examples of expenses and how they would be allocated. Vice Chairman Chapman called for a motion to approve Resolution #2016-49. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-50**  
**Resolution to Amend State Budget**

Mrs. Jones stated the State requested the VHA move the Capital Funding figure from one location to a different location on the State Budget form. The bottom line figure is not being changed. Vice Chairman Chapman called for a motion to approve Resolution #2016-50. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-51**  
**Resolution to Adopt State Budget**

Mrs. Jones stated the process of the State Budget is that the VHA board **approves** the budget, then the State **approves** the budget and then the VHA has to **adopt** the budget. Once the VHA adopts the budget, the State will sign off on the Budget. Vice Chairman Chapman called for a motion to approve Resolution #2016-51. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

**Resolution #2016-52**  
**Resolution Approving the Revision of 2015 Capital Fund Budget**

Mrs. Jones explained funds were removed from the administration line of the 2015 Capital Fund Budget to the management improvement line. The numbers were just flipped for a document imaging project. Vice Chairman Chapman called for a motion to approve Resolution #2016-52. A motion was made by Commissioner Asselta; seconded by Commissioner Peretti. The following vote was taken:

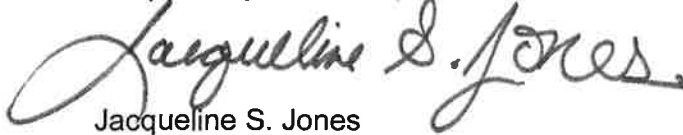
Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Absent)

There is no need for Executive Session tonight.

Vice Chairman Chapman asked for comments from the Commissioners, press and/or public. No comments.

With no further business to discuss, Vice Chairman Chapman entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Peretti. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 7:29 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline S. Jones". The signature is written in black ink and is positioned above the printed name and title.

Jacqueline S. Jones  
Secretary/Treasurer