

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, November 17, 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, November 17, 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    | (Absent) |
| Commissioner Nicholas Fiocchi | (Absent) |
| Commissioner Alexis Cartagena | (Absent) |
| 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 October 20, 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    | (Absent) |
| Commissioner Nicholas Fiocchi | (Absent) |
| Commissioner Alexis Cartagena | (Absent) |
| Commissioner Daniel Peretti   | (Yes)    |
| 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 one month ended October 31, 2016.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones reported the D'Orazio Community Room is in dire need of some refurbishing. Some work will be completed to get it back in shape as best as possible. It is certainly the next property that needs to be re-developed. In the next couple of months, some ideas will be brought to the Board to discuss how to proceed to re-develop D'Orazio Terrace.

The Scattered Site Disposition process is moving along. A meeting was held with a few residents last week that are representing the entire body of residents to discuss the relocation plan, which is part of the disposition process. A meeting will be scheduled for December with the all the scattered site residents to review the application and to answer any questions residents may have. The application can then be submitted to HUD after the Board approves it in January. There is not a lot of participation from the Scattered Site Council.

Everything is going well at Melrose Court. There is nothing unusual as far as tenant related issues. Per the Partnership Agreement, there are a couple of items that were due to the limited partner, which is Capital Bank

before November 1<sup>st</sup>. The obligations were met. Mrs. Jones reported we are also trying to close this project out with HMFA. Once HMFA receives all the required documents to close the project and it is approved, a soft closing occurs. Once that happens, the construction loan will get paid off with the contribution from Capital Bank. This can possibly take several months. The net income on the Melrose Court financial statement looks pretty healthy. This is the first year of operation and some of the operating expenses were paid with the construction loan. There will be an increase in insurance expense as the budgeted estimate was low.

Mrs. Jones reported the Buena Housing Authority (BHA) is in the process of converting to the Rental Assistance Demonstration Program. It is a very clean conversion because they do not have any work that needs to be done or debt. They also have the money to fill the reserves that need to be filled. The only problem is that there are a lot of closings occurring and HUD is overwhelmed so closing will probably not happen for the BHA this month. If they were able to close by November 30<sup>th</sup>, beginning January the VHA would be receiving the HAP payments and the administrative fees to be able to administer their vouchers. Since the closing will not happen by November 30<sup>th</sup>, the Buena Housing Authority passed a resolution for the VHA to administer the vouchers for the conversion year and through December 31, 2017. The current published HUD fee is \$85.60 (as apportioned), per unit that is leased on the first of the month. The Buena Housing Authority Board discussed this amount and they were concerned about this amount. Mrs. Jones agreed the fee would be high for the BHA to pay since it would be paid from their operating budget for a year. A \$50 per month fee per unit that is lease up on the first of the month was agreed upon. The administration of the BHA vouchers will occur as soon as they convert to RAD and last for the year 2017. Beginning to 2018, both the HAP funds and the Administrative Fee will flow through the VHA.

Chairman Ruiz-Mesa asked how many residents have shown interested in purchasing the Scattered Site homes. Mrs. Jones stated a survey was conducted and there were approximately 20-25 residents interested in either owning the home they live in, owning another scattered site home or owning a house on the open market. At the scattered site meeting it was said that hopefully around March counseling services will begin for those interested in purchasing a home and find out who may qualify.

**Committee Reports:** Chairman Ruiz-Mesa stated a Committee will need to be appointed for Re-Organization for the coming year. He appointed Commissioners Chapman, Asselta and himself to the Committee. The Committee will report to the Board next month.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2016-60**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$898,414.08. 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    | (Absent) |
| Commissioner Nicholas Fiocchi | (Absent) |
| Commissioner Alexis Cartagena | (Absent) |
| Commissioner Daniel Peretti   | (Yes)    |
| Commissioner Brian Asselta    | (Yes)    |
| Chairman Mario Ruiz-Mesa      | (Yes)    |

**Resolution #2016-61**  
**Revision to Authorized Contracts with State Contract Vendors**

Mrs. Jones explained every time there is a new contract that is awarded and Ron Miller believes he may need to use them it will be added to the list and the Board will need to approve. Chairman Ruiz-Mesa called for a motion to approve Resolution #2016-61. A motion was made by Commissioner Asselta; seconded by Commissioner Peretti. The following vote was taken:

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

**Resolution #2016-62**  
**Resolution Approving the Revision of 2015 Capital Fund Budget**

Mrs. Jones stated the revision is switching funds in different categories depending on the need of the Authority. The bottom line number does not change. Chairman Ruiz-Mesa called for a motion to approve Resolution #2016-62. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2016-63**  
**Accounts Receivable Decried as Uncollectible – Section 8**

Mrs. Jones explained in the Section 8 Program this person on the accounts receivable list would have been found to not have reported income that they had earned. They were back charged for this amount of money and a repayment agreement was established. Since they moved out in September 30, 2013, they have not paid on the repayment agreement and the VHA does not anticipate being able to collect it. However, they will be registered in the HUD website of debts owed to Housing Authorities. The amount would have to be paid back before they could ever get assistance again. Chairman Ruiz-Mesa called for a motion to approve Resolution #2016-63. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

|                               |          |
|-------------------------------|----------|
| Commissioner Chris Chapman    | (Yes)    |
| Commissioner Rudolph Luisi    | (Absent) |
| Commissioner Nicholas Fiocchi | (Absent) |
| 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 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 7:19 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer