

# Housing Authority of the City of Vineland

*REGULAR MEETING*  
**Thursday, January 19, 2017**  
**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, January 19, 2017, 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

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire, Solicitor and Dan Avena – Accountant.

Chairman Ruiz-Mesa read the Sunshine Law.

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

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Abstain)
Commissioner Nicholas Fiocchi	(Abstain)
Commissioner Alexis Cartagena	(Abstain)
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 December 15, 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	(Yes)
Commissioner Alexis Cartagena	(Yes)
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 three months ended December 31, 2016.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones provided an updated on the scattered site disposition. There is a resolution for tonight in the revised agenda for the Board to consider the

application for removal to be submitted to HUD. Next month the relocation plan will be finalized with the residents. The relocation plan has to go to the State of New Jersey for approval.

There is a resolution on the revised agenda to enter into an agreement with the Buena Housing Authority to administer their Project Based Vouchers through December 31, 2017. This was previously discussed in November. A resolution and agreement will be presented for the Board's approval. Buena's Chairman of the Board of Commissioners has signed the agreement. Buena is comfortable that Vineland will administer their voucher for \$50 per month per unit through the end of December 2017. Buena has converted to Rental Assistance Demonstration (RAD) and the "settlement" or "closing" was conducted last Wednesday. The effective date of the RAD conversion is February 1<sup>st</sup>, 2017, which means at that point the Vineland Housing Authority will administer the Project Based Vouchers for Buena and receive a fee. Since Buena converted after November 2016, HUD will not pay Vineland the administrative fee until January 2018. This is why this agreement has been established. Beginning 2018, the Vineland Housing Authority should see about \$85 per month per unit for administering the vouchers for Buena from HUD. This income will help off-set the 2017 reduction in subsidy.

Mrs. Jones discussed the Operating Subsidy reduction. Mrs. Jones explained HUD adjusted the utility per unit factor based on the weather and due to the warm winter last year. Up until last year HUD never adjusted the utility per unit factor and would just reimburse the authority for what it spent the year before on utilities. Even though the Operating Subsidy deduction is a \$139,000, which is a calendar year calculation, the Authority is on a different fiscal year. Therefore, the bottom line is the VHA will have 3 months at the 2016 funding numbers and 9 months of the lower subsidy number. Overall with those two combined numbers, the projection of the budget short fall is \$85,493 for the authority's current fiscal year ending 9/30/17.

The Authority is looking into possibly changing its pay days to the 15<sup>th</sup> and last day of the month for accounting purposes. The Authority will look into this and will bring back a proposal to make this change to the Board.

In regards to Melrose, the Authority is still in the process of "closing-out" the project with the NJHMFA. The next step would be to get the tax credit contribution from the investor, Capital Bank. With those funds the construction loan with NJHMFA can be paid off. Overall Melrose is doing well. The Authority is looking at installing some better lighting at the rear of the homes.

**Committee Reports:** The Re-organization committee, which consisted of Commissioners Chapman, Asselta and Ruiz-Mesa. Commissioner Chapman again reported the re-organization committee met and it concluded it would recommend the officers that are identical to the previous year, Mario Ruiz-Mesa as Chairman, Chris Chapman as Vice Chairman and Jacqueline Jones as the Secretary/Treasurer. By statute the Secretary/Treasurer is always the Executive Director.

Mr. Gabage asked for any additional nominations for the positions of Chairman or Vice Chairman. Mr. Gabage requested a motion to close the nominations. A motion was made by Commissioner Asselta, seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. Nominations were closed.

Mr. Gabage conducted a vote for Mario Ruiz-Mesa as Chairman and Chris Chapman as Vice Chairman.

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	(Yes)

Mr. Gabage turned the meeting over to Chairman Ruiz-Mesa.

**Old Business:** None.

**New Business:** Ms. Jones stated there is some new business that will be discussed in Executive Session.

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

**Resolution #2017-01**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,473,568.27. Chairman Ruiz-Mesa called for a motion to approve the monthly expenses. A motion was made by Commissioner Fiocchi; seconded by Commissioner Asselta. 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	(Yes)

**Resolution #2017-02**  
**Resolution Designating an Official Newspaper for the Publication of Business Related Matters regarding the Housing Authority City of Vineland Board of Commissioners**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-02. A motion was made by Commissioner Chapman; seconded by Commissioner Fiocchi. 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	(Yes)

**Resolution #2017-03**  
**Resolution Designating an Official Newspaper for the Publication of Advertisements for Contracting Purposes or Various Other Items**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-03. A motion was made by Commissioner Chapman; seconded by Commissioner Fiocchi. 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	(Yes)

**Resolution #2017-04**

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

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-04. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2017-05**

**Resolution Approving the Inventory Removal Application for the Scattered Site Project and Authorizing the Executive Director to Submit Application to HUD**

Mrs. Jones stated submission of this application to HUD is the next step in the removal of the scattered site program from the VHA's inventory. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-05. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2017-06**

**Resolution to Enter in an Agreement for Project Based Voucher Administration Services by and between the Housing Authority of the City of Vineland and the Housing Authority of the Borough of Buena for the Year of the Rental Assistance Demonstration Program Conversion**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-06. 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	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2017-07  
Executive Session

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-07. A motion was made by Commissioner Fiocchi; seconded by Commissioner Chapman. 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	(Yes)

The Regular Meeting closed for Executive Session at 7:28 p.m.

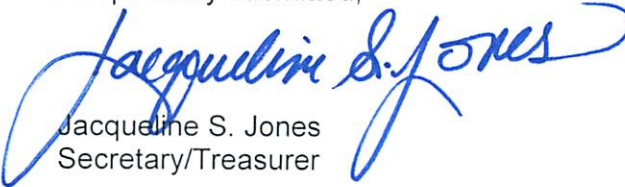
The Regular Meeting reopened at 7:57 p.m.

Mr. Gabage stated the Board is out of Executive Session.

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 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 7:58 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer