

# Housing Authority of the City of Vineland

**REGULAR MEETING**  
**Thursday, April 20, 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, April 20, 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	<b>(Absent)</b>
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, Rick Ginnetti, Consultant – The Brooke Group 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 16, 2017. A motion was made by Commissioner Asselta and seconded by Commissioner Fiocchi. The following vote was taken:

Commissioner Chris Chapman	(Abstain)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Abstain)
Commissioner Daniel Peretti	(Absent)
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 16, 2017. A motion was made by Commissioner Cartagena 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Abstain)

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, 2017.

Chairman Ruiz Mesa requested the Executive Administrative Report. Mrs. Jones commented on the Financial Report in regards to the Dwelling Rental being down due to residents actually working and not reporting their income. There are several repayment agreements established. In addition, to that there has been a couple of evictions at Asselta Acres with residents leaving with balances. There are a couple of residents that were found to be working and have repayment agreements have skipped. They have left and now owe the Authority several thousands of dollars. Mrs. Jones spoke to Mr. Gabage in regards to this issue. The Authority has never had to institute a plan where the Authority sues a resident in civil court, but that's what will have to be done to attempt recover the funds.

Mrs. Jones mentioned the operating subsidy is down through the first six months of the fiscal year by \$33,000. The budget is written so far in advance without knowing what will happen in Washington with the appropriations. The Authority is off \$33,000 to date which, would put the Authority on track for at least a \$60,000 loss for the year or reduction in operating subsidy from DC, but this is just an estimate as the federal budget has not been approved yet. It could be a higher loss of anywhere from a \$60-80,000.

Mrs. Jones discussed the Section 8 Voucher funding. This funding has also been reduced. We are currently being funded at a portion of what the Authority received last year. For Section 8, this means the Authority will be in a "short fall" situation. This means of the money we receive from HUD for Section 8 the Authority is required to spend up to 95%, but obviously under 100%. The Authority is at 99%. This means the Authority is helping as many people as it can with the current funding and are receiving as much administrative fee as it can. The expectation is that the funding may only be at 94% for the year so that means there will not be enough funds to pay the HAP expenses through 12/31/2017. The Authority has been contacted by HUD and have been assigned a "Short Fall Prevention Team" (SPT). The Authority has a conference call with them next week to discuss how to reduce some HAP expenses. These will be discussed with the Board probably next month. Having an SPT enables the Authority to be eligible for short fall funding if such funding is available. As mentioned last month, vouchers that come up on a renewal keep in mind a voucher is only a contract for a year, the Authority may have to make some decisions on who does not get renewed if there isn't enough money available. In addition, the authority will need to develop a policy regarding the treatment of current vouchers if there is not enough funding to support them.

There is a resolution this evening to amend the 2016 Capital Fund Budget to move some funds from Operations to Dwelling Structures.

The Authority's consultant, Rick Ginnetti of The Brooke Group will provide an update on the Scattered Site Disposition and the Rental Assistance Demonstration progress.

Melrose Court continues to be going well and the Authority continues to wrap up some paperwork with the NJHMFA. Next month there will be an audit from the NJHMFA consisting of a physical inspection of the property as well as the tenant files.

Mrs. Jones reported the Authority was approached by the Robin's Nest, which is an organization based in Glassboro, to work with them on a Grant. Robin's Nest focus is families and children. This particular grant deals with homeless families and bringing them back together and providing them counseling and housing to keep the families together. Robin's Nest approached us to see if the Authority would give them a letter of support/interest for their application. Mrs. Jones believes this is a good idea because the Authority had seven families move out of Asselta Acres in just this past year. The Authority is hoping if the Robin's Nest gets this grant it can work together to provide a more stable environment at Asselta Acres.

**Committee Reports:** None.

**Old Business:** Rick Ginnetti reported on the Scattered Site Disposition Plan. The application was submitted to the special applications center in Chicago. Upon the approval, a relocation plan must be prepared and planned.

The Board was provided with a copy of the relocation plan. The relocation plan was written over an 18 month period of time with the residents and the resident advisory committee. HUD no longer reviews the details of the relocation plan. They accept the Executive Director's certification that it will meet the Section 18 relocation requirement. In New Jersey, the Relocation Plan must be reviewed and approved by the NJ Department of Community Affairs. There is a resolution this evening for the Board to approve the Scattered Site Relocation Plan. Mr. Ginnetti also briefly discussed the relocation budget.

Mr. Ginnetti reported on the Rental Assistance Demonstration (RAD) Program application process. The Authority received two (CHAP) "Commitments for Housing Assistance Payments." HUD is committing to CHAPs for Parkview Apartments and Tarkiln/Asselta. The biggest issue with RAD conversion is the fact that the Authority has a bond that has to be paid off. There has been discussions with Capital Bank as well as some other lenders regarding a conduit tax exempt bond financing for Tarkiln and Asselta. It would pay off the existing capital bond proportionately for these 200 units. The concept for the RAD conversion is there is not a lot of significant work that needs to be done at this time, but with the financing it would be best to draw the funds at this time to place it in a replacement reserve bank account to cover repairs on these sites in the future. Based on the RAD rents it will be a significantly higher income generator than what the Authority is receiving now. The Housing Authority would stay owner, but an entity would be set up to be what HUD calls the "HAP Owner". The HAP Owner is essentially the rent collector of the RAD units. HUD does not allow the housing authority to write a Section 8 check to itself and cash it. The Authority will gain 225 project based vouchers converting these sites to RAD. HUD will pay the Housing Authority administration fees for those vouchers. The Authority would like to close this RAD conversion transaction by the end of November 2017. You must close before December 1, 2017, to be able to obtain the administration fees in 2018. If you close after December 1, 2017 you will not receive the administration fee until January 1, 2019.

Mr. Ginnetti spoke briefly about D'Orazio Terrace. D'Orazio is clearly in the last stages of its life in its current condition. It will need significant rehab work and/or rebuilding at the site. The Authority submitted to get on the waitlist for RAD for D'Orazio. If D'Orazio can convert to RAD it would allow the Authority to put a mortgage on the property, apply for tax credits or allow the Authority to partner with a developer and obtain tax credits. Mr. Ginnetti discussed the options of D'Orazio being a rehab or a tear down rebuilt. Mr. Ginnetti recently did a site inspection of the D'Orazio. Through his company, an architect will draw up some plans to reconfigure the existing site to all one bedroom units.

Mrs. Jones stated the Board will continued to be informed regarding the Scattered Site Disposition, Parkview, Tarkiln, Asselta RAD conversion as well as D'Orazio. Board approval is required before anything is finalized.

**New Business:** None.

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

**Resolution #2017-14**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,083,240.78. Chairman Ruiz-Mesa called for a motion to approve the monthly expenses. 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2017-15**

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

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-15. A motion was made by Commissioner Cartagena; 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2017-16**

**Resolution Approving the Revision of 2016 Capital Fund Budget**

As discussed in the Executive Director's report this is to move some funds from Operations to Dwelling Structures. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-16. 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2017-17**

**Resolution Authorizing Execution of Standard Board Resolution for the Congregate Housing Services Program**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-17. A motion was made by Commissioner Fiocchi; seconded by Commissioner Cartagena. The following vote was taken:

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

**Resolution #2017-18**

**Resolution to Implement Electric Utility Responsibility to Residents of Parkview Apartments**

Mrs. Jones stated this has been discussed many times about moving the responsibility of certain utilities from the housing authority to the residents. This resolution is to approve this change for Parkview Apartments and it will mean the residents will be responsible for their electric cooking and lighting. Ms. Velez reviewed and explained how this may change the resident's rent. This will be implemented June 1<sup>st</sup> for Parkview. All of the electric meters are new and have been installed by Vineland Electric. The residents will be required to establish

their own accounts and the implementation will take place during their annual recertification. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-18. 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2017-19**

Resolution Approving the Relocation Plan for Scattered Sites

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-19. 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	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2017-20**

Resolution Authorizing Execution of Construction Completion Guarantee for Melrose Court Homes

Mrs. Jones stated this is basically a letter of credit and Mr. Gabage has reviewed the documents. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-20. 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	(Absent)
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. Kidston Tower resident Becky Payan introduced herself along with Olivet White and a few other residents. Ms. Payan stated there are a lot of issues at Kidston Towers in regards to issues with cleaning, roaches, security, water leaks as well as issues with prostitutes, drugs and unauthorized people. Pictures of cleaning issues were provided as well as a petition from residents verifying these complaints. Chairman Ruiz-Mesa thanked the residents for coming and requested they leave the documents/pictures for Board review and consideration.

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 Fiocchi. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 8:03 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer