

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, July 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, July 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	(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, Nina Sorelle and Michael Thilker/Auditors – Bowman & Co. and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa changed the order of the agenda and moved to New Business requesting the Audit Report from Bowman and Company, LLP. Nina Sorelle introduced herself and Michael Thilker to the Board. Mrs. Sorelle reported the audit went very well. Mrs. Sorelle stated it unfortunately takes a long time to get the audit done now that they have to wait for a report from the State to finish it. There were no findings in the audit. It was a clean audit. Mrs. Sorelle turned the audit report over to Michael Thilker. Mr. Thilker briefly discussed this year's audit and some new requirement for next year's audit. He also thanked the VHA staff for all their help during the audit.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on May 18, 2017. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on June 15, 2017. A motion was made by Commissioner Peretti 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 nine-months ended June 30, 2017. Mrs. Jones stated there are two reasons to cause the profit on the Financial Statement. One of the reasons was HUD was permitted to give a 92.4% proration on the operating subsidy. An adjustment was made for the first (6) six months of the year to reflect this proration. The other reason was \$34,000 in family self-sufficiency forfeitures. This means that some of the participants on the family self-sufficiency program did not meet their goals in 5 years and the escrows were forfeited. This money will go back into the VHA's operating account.

Chairman Ruiz Mesa requested the Executive Administrative Report. Mrs. Jones reported the scattered site disposition application is hitting a snag with HUD's Special Application Center (SAC). This is not unusual. The Authority may need some assistance from the HUD Newark Office.

In regards to the Rental Assistance Demonstration Program (RAD), Mr. Ginnetti the VHA's consultant and Mrs. Jones met for hours yesterday on the Parkview Apartments and the Tarkiln/Asselta financial plan. It is looking very good and solid. Mr. Ginnetti is going to continue working on those applications for submittal. Mrs. Jones stated it would be a good idea for Mr. Ginnetti to present to the Board what the plan will be and how certain line items are going to be funded to make this conversion. The RAD program is the only way to be able to solidify the income for the properties and also be able to finance capital improvement projects for the properties.

The Authority is waiting for Congress to pass the resolution to allow the Authority to move forward on the RAD applications for D'Orazio and Kidston/Olivio. These projects will be a little bit more challenging converting to RAD because of the amount of work that needs to be completed at these properties. It may require 4 or 9% tax credits.

Things are going well at Melrose Court. The Authority had a sizable profit last year due to the development fees. In August, loans will be paid back and fund the Vineland Housing Development Corporation (VHDC) as well as pay The Brooke Group. There will be some money at the VHDC to look at a couple of projects. One of the possibilities is there is some funding from the HMFA for supportive housing. This is really a VHDC matter, but since it is a closely held affiliated of the VHA it is really VHA's Board business as well. The piece of property remaining on Chestnut Avenue that was not used for Melrose Court may be a good spot for supportive housing. Each home would be built for housing staff 24/7. The intention would be that each of the occupants would maintain a voucher. The supportive services would be contracted with an organization who specializes in supportive services, but the VHA would take care of the building and property. This will be brought back to the Board to discuss further.

Mrs. Jones stated the budget will be discussed during the resolution section of the meeting.

Ocean City Housing Authority (OCHA) is moving along. There is a lot of work, but it is better than it was last month. The Audit was completed for OCHA and there were (15) fifteen findings, which are being corrected.

Committee Reports: Commissioner Chapman provided the Budget Committee report. The Budget Committee met with the fee accountant and Mrs. Jones. The budget will be reviewed during the resolution for approval of the budget.

Old Business: None.

New Business: None.

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

Resolution #2017-31
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,327,783.28. 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 #2017-32
Certifying the 2016 Fiscal Year Annual Audit

There was a brief discussion regarding the Affidavit Form for the Audit. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-32. 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 #2017-33
2017 Capital Budget and Capital Fund Program – Five Year Action Plan

Wendy Hughes explained the Capital Budget is the money that HUD gives the VHA every year for capital improvements. This year the VHA received about \$63,000 less than last year. It is required that the Authority come up with a budget and submit it to HUD for their approval. The majority of the money is going into operations because the funding for operating subsidy is so low, but about \$72,000 is in dwelling structures and in administration and management improvement as well, which makes up the \$770,000 that has been awarded to the VHA. In addition, the VHA is also required this year to submit a Five-Year Action Plan. An action plan must be created for things that we expect to happen in the next five years so in the event the Authority has to revise any Capital Fund Budget it has to be in the Five-Year Action Plan or the Authority will not be allowed to revise the budget. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-33. A motion was made by Commissioner Chapman; 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 #2017-34
**Resolution for the Intention of Providing Management Services
to the Ocean City Housing Authority through September 30, 2018**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-34. 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 #2017-35
Operating Budget 2017-2018

Mrs. Jones explained the operating budget is a simple view of the budget and the State Budget in Resolution #2017-36 is the same numbers, but in many more pages and forms. Mrs. Jones provided an overview of the budget for the next fiscal year which starts October 1, 2017. This budget has been created not knowing what the funding is going to be. Mrs. Jones reviewed the major line items with any significant changes. She also noted there are no employee salary increases built into this budget at all. This may be reviewed at a later time if the Authority finds it may have more income than previously thought and would be discussed with the Board. Mrs. Jones stated the Chairman mentioned previously some type of compensation for the staff working on OCHA. A presentation will be made to the Board to provide input and approval. There are about (5) five individuals that are working diligently with OCHA. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-35. 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 #2017-36
State Budget 2017-2018

As Mrs. Jones stated previously, this is the State Budget is the same as the Operating Budget, but in much more detail. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-36. 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 #2017-37
Extending Elevator Maintenance Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-37. A motion was made by Commissioner Chapman; seconded by Commissioner Peretti. The following vote was taken:

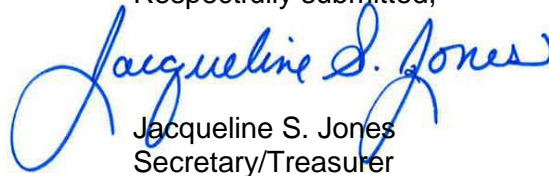
Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Absent)
Commissioner Nicholas Fiocchi	(Absent)
Commissioner Alexis Cartagena	(Absent)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

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 Peretti. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 7:37 p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer