

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, November 16, 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, November 16, 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, 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 19, 2017. A motion was made by Commissioner Chapman and 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 | (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 one month ended October 31, 2017. Mrs. Jones explained the HAP revenue expense and loss.

Chairman Ruiz Mesa requested the Executive Administrative Report. Mrs. Jones reported the Rental Assistance Demonstration program applications are moving along. There are a lot of emails going back and forth between the Housing Authority, the Consultant and HUD trying to get the Tarkiln/Asselta project to a closing date. Kidston and Olivio will be next.

End of year close out for the year ending September 30, 2017, is in progress and has to be filed with HUD by the end of November. The audit will begin soon.

Buena Housing Authority passed the shared services agreement for another five years with the VHA. The VHA is requesting the Board to pass the resolution tonight and if passed we will request the Chairman to sign the shared services agreement.

HUD property inspections were conducted at D'Orazio and Parkview properties, which are the two oldest properties, built in the late 60's. Last year these properties scored in the 70's due to issue with aging concrete. This year these properties scored an 89 out of 100. The next two properties to be inspected are Kidston and Olivio. Scattered site properties will be inspected thereafter.

The scattered site disposition has run into a little snag with the Special Application Center (SAC). Mrs. Jones and Rick Ginnetti will be meeting next week to find out how to work through these issues. Mrs. Jones will continue to keep the Board informed regarding the scattered site disposition application.

Melrose Court is going well. Several trees were replaced that died, which were under warranty. No problems to report.

Mrs. Jones reported HUD is now mandating housing authorities to pass a smoke free policy for the entire Housing Authority. In the past, the smoke free areas have been limited to common areas. Several years ago HUD suggested that housing authorities implement a smoke free policy for all areas of housing authority property. This would mean tenants could not smoke in their apartment. HUD is now mandating housing authorities to be 100% smoke free and the policy must be implemented by July 1, 2018. The VHA will be implementing this at all three housing authorities at the same time. The only decision the housing authority could make and put into policy is to designate a smoking area. The rule is you cannot smoke within 25 feet of any building. This is not possible at most of the VHA properties. This may be possible at only one VHA property. The Board can decide to make all properties 100% smoke free with no smoking area available or if there is an area 25 feet from any building it may establish a designated smoking area. Mr. Gabage explained it will be difficult to enforce 100% nonsmoking. He is unsure how the courts will deal with these cases. The consensus of the Board is to become 100% smoke free and not establish designated smoking areas. Mrs. Jones will come back to the Board in January with a draft smoke free policy.

Committee Reports: Chairman 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.

Commissioner Chapman reported on behalf of the Contract Committee. The Committee met to review the RFP's for IT Services. The Housing Authority staff put together an evaluation of the two bids received. The Committee agreed to award the contract to the existing company Miles Technology.

Old Business: None.

New Business: None.

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

Resolution #2017-64
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,371,412.75. A motion was made by Commissioner Chapman; seconded by Commissioner Fiocchi. The following vote was taken:

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|-------------------------------|-------|
| 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 #2017-65
Resolution for the Intention of Providing Management Services to the Buena Housing Authority

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-65. 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 | (Yes) |
| Commissioner Brian Asselta | (Yes) |
| Chairman Mario Ruiz-Mesa | (Yes) |

Resolution #2017-66
Resolution Approving Health Flexible Spending Account Election Amounts

Mrs. Jones explained the Authority has had a Flexible Spending Account (FSA), which was a requirement of the Affordable Care Act. It is a program for employees to contribute non-taxable dollars to an account that can be used for medical expenses not paid for by the insurance company. This resolution establishes the limitation. The Authority can establish the amount. Every employee is eligible to participate in this program. At the beginning of any calendar year the amount the employee elects to contribute is instantly available to every employee that elects to participate in the program. The elected amount is available even if the full contribution by the employee has not been made. There is some liability to the authority. The maximum allowable IRS amount is \$2,650. This can be revisited annually. Currently, there are only two employees participating in the FSA. Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-66. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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|-------------------------------|-------|
| 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 #2017-67
Accounts Receivables Deceerd as Uncollectible
(Correcting Resolution #2017-61)

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-67. A motion was made by Commissioner Chapman; seconded by Commissioner Fiocchi. Mrs. Jones reported this resolution was actually passed last month and upon closing the books some inconsistencies were found. There is a \$35.09 difference from the resolution passed last month. 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 #2017-68
Resolution Awarding Information Technology Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2017-68. 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 | (Abstain) |
| Commissioner Alexis Cartagena | (Yes) |
| 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. Mr. Gabage wanted the Board to understand since the VHA took over Ocean City Housing Authority (OCHA), they have done a wonderful job. They also found out that the prior administration had shorted the authority approximately \$15,000 a month in rent. The OCHA Board are very pleased with the VHA taking over. Mrs. Jones thanked Mr. Gabage and agreed the rent roll at OCHA has increased due to recertifying all the residents. This will enable the OCHA to make some necessary repairs.

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 7:31 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer