

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, August 16, 2018
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, August 16, 2018 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	
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	
Chairman Mario Ruiz-Mesa	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountants, Nina Sorelle and Michael Thilker, Auditors – Bowman & Company 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 April 19, 2018. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on June 21, 2018. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on July 19, 2018. Tabled for next month.

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. Mr. Thilker asked if the Board had any questions regarding the audit. He stated they only had one recommendation this year. He discussed the GASB 75 which deals with the Housing Authority booking a liability related to its participation in the State Health Benefits Program. This was already in effect even if you were not in the State Health Benefits Program. Now they are requesting those participating in the State Health Benefits Program to book this liability.

Mrs. Jones explained to the Board this year's recommendation regarding the General Depository Agreement. Ocean First, one of the banks the Authority uses will not sign the General Depository Agreement as is. This agreement cannot be altered. The Agreement states that the bank will guarantee the Authority's fund. Ocean First will not sign this agreement, therefore the Authority will be moving those funds to a local bank that will sign the agreement as well as provide the Authority with a better interest rate.

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the ten months ended July 31, 2018.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones updated the board regarding the Rental Assistance Demonstration Program (RAD). The conversion is scheduled for September 7th for Parkview and Tarkiln/Asselta. The Authority hopes this date will hold. There are still some documents in the works for conversion to happen. The Authority is in communication with HUD regarding the conversion for Kidston & Olivio Towers. Tonight on the agenda there is a resolution to approve a RAD application for D'Orazio Terrace.

The Authority and the HUD RAD Transaction Manager have had conversations regarding the Scattered Sites. The disposition application process for the Scatted Sites has already begun, but at the same time there is an annual contribution contracts (ACC) on the 72 scattered sites that has value. The ACC is funding for a full subsidy for a family. Mrs. Jones explained the ACC vs. tax credits. The Authority is in conversation with HUD about disposing the 72 houses, applying for tenant protection vouchers for the 72 families and convert the 72 units to RAD. Then take the 72 ACC units and use them in a different project. A project that may exist already or a project that doesn't exist and would be built with a partner. The HUD RAD Transaction Manager is checking on how this can be done. It is unknown at this time if the 72 units would be the same as they do now since they are currently anywhere from 2 to 6 bedrooms. Using the ACC on these units would enable the Authority to keep the subsidy in town and could be partnered with a tax credit project. An RFP will be presented to the Board for review to see what kind of interest there is in this project. There would have to be an agreement with a development partner to present the entire RAD package to HUD together. It may be complicated, but may be an option.

The Board will need to go into Executive Session to discuss Union Negotiations.

Committee Reports:

Chairman Ruiz-Mesa reported the Budget Committee (Chapman, Asselta & Ruiz-Mesa) met with the accountants and Mrs. Jones. Commissioner Chapman stated they discussed at the length the changes to the budget this coming year. The Budget Committee's confidence level is high with the current administration and their proposal along with the accountants. It would be the recommendation of the Budget Committee to approve the budget as proposed.

Commissioner Cartagena reported for the Contract Committee (Chapman, Ruiz-Mesa & Cartagena) met today and reviewed the recommended companies for the Authority's Professional Services Contracts. These recommendations were Legal – General Counsel: Eisenstat, Gabage & Furman, Legal – Labor Relations: Brown & Connery, Auditing: Bowman and Company, Accounting: Linda M. Avena, CPA, Consulting Services: The Brooke Group and Architectural & Engineering: Haley Donovan LLC. It is the Contract Committee's recommendation to the Board to approve the resolutions to award these Professional Services Contracts as recommended by the Authority's staff.

Old Business: None.

New Business: None.

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

Resolution #2018-38
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,136,961.23. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-39
**Certifying the 2017 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-39. A motion was made by Commissioner Cartagena; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2018-40
Approval of Operating Budget 2018-2019

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-40. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-41
Approval of State Budget 2018-2019

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-41. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-42
Award Management Fee Accounting Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-42. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2018-43
Award Management Auditing Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-43. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2018-44
Award Legal Services Contract – General Counsel

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-44. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2018-45
Award Legal Services Contract – Labor Relations Counsel

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-45. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2018-46
Award Architectural and Engineering Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-46. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2018-47
Award Consulting Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-47. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2018-48
**Resolution Authorizing Expenditures with 2017 Capital Fund
for Purchasing Authority Owned Vehicle**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-48. A motion was made by Commissioner Cartagena; seconded by Commissioner Chapman. Mrs. Jones stated this is a pickup truck for the maintenance department. The following vote was taken:

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

Resolution #2018-49
**Resolution Authoring the Executive Director to Forward an Application to the U.S. Dept.
of HUD to Convert the VHA D'Orazio Terrace to RAD**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-49. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2018-50

Resolution to Authorize Administrative Fees to the VHA Section 8 Voucher Program as the Administrator of the Project Based Vouchers for the RAD Converted Properties for the Year of Conversion

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-50. Mrs. Jones explained Public Housing is going to pay Section 8 for October, November and December administrative fees to administer the vouchers for the public housing program because the administrative fees from HUD do not go into effect until January 2019. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-51

Approving 2018 Capital Budget

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-51. The 2018 Capital Budget is being adjusted to include the funds needed for the RAD conversion. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-52

Resolution Approving Non-Union Staff Salary Adjustment

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-52. Mrs. Jones stated for the current fiscal year which began October 1, 2017 where traditionally the Authority would award raises to the staff. This did not happen this year because of the unknown funding that was coming HUD. The funding is now known and the Authority is proposing a one-time salary adjustment of 3% for non-union employees to be paid before the end of this fiscal year which will be September 30, 2018. This is a one-time adjustment and is not factored into the base and it is not pensionable. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-53
Authorizing Expenditures with Homeownership Funds for Parkview Apartments Rental Assistance Demonstration (RAD) Program

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-53. This resolution is part of the sources needed to complete the conversion for Parkview. \$120,000 is needed from the Homeownership Fund to pay off Parkview's debt of the capital fund financing program. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-54
Executive Session

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-54. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

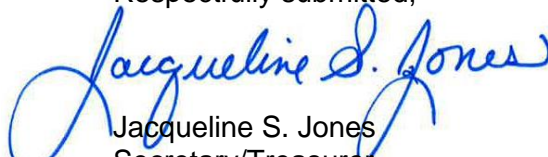
The Regular Meeting closed for Executive Session at 7:26 p.m.

The Regular Meeting reopened at 7:33 p.m.

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 7:33 p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer