

Housing Authority of the City of Vineland

REGULAR MEETING **Thursday, December 17, 2020** **5:00 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order via video teleconference by Chairman Ruiz-Mesa on Thursday, December 17, 2020 at 5:00 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 Alexis Cartagena	(absent)
Commissioner Gary Forosisky	(absent)
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 – Accountant, Michael Thilker, Auditor – Bowman & Co. 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 15, 2020. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on November 19, 2020. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

New Business:

Chairman Ruiz-Mesa moved the order of the meeting and requested the audit report from Mike Thilker of Bowman and Company. Mike Thilker thanked Jackie, the VHA staff and the accountants for their assistance. He mentioned Nina Sorelle, of Bowman and Company, apologized for not attending the meeting this evening.

Mr. Thilker reported on the audit for FYE 2019 for the Vineland Housing Authority and the Vineland Housing Development Corporation (VHDC) stating the reports are clean with no issues and/or findings. There is no management letter since nothing was found significant enough to bring to the attention of the Board. He asked if there were any questions. Seeing none, Mr. Thilker reviewed the liabilities and income statements as well as operating costs. He encouraged the Board to read the letter of governance. The audit was clean.

Mr. Thilker also reviewed the VHDC audit, which was also a clean report. VHDC is pretty standard and there is no current activity. It had no revenue for the current year and its expenses were due to professional fees and insurance. Mrs. Jones stated the development fee receivable went down because Melrose made a payment. It is anticipated another payment will be made by Melrose by the end of this fiscal year.

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the two months ended November 30, 2020.

Executive Director's Report:

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones mentioned she included in her report some of the work that will be done at Kidston and Olivio Towers. One of the first items is the replacement of the roof at Kidston and Olivio. This went out to bid and the responses came back. There is a resolution tonight to award that contract. The Authority feels comfortable to replace the roof at Kidston and Olivio. The Authority does not feel comfortable doing any of the other work yet due to the pandemic. The Authority will wait until after the holidays. Information says we should know the height of the infection after Christmas around mid-January.

The Authority is working on a camera replacement project at Asselta Acres. Ron Miller is working on that with the architect. There is a need to replace the cameras as well as replacement of the recording equipment.

Regarding D'Orazio and the Scattered Site disposition, there are no changes on any those projects. Mrs. Jones reminded everyone that the scattered site disposition funds from the sale of the properties will be needed for the D'Orazio Terrace project. The RFP for realtors is in motion and will probably be put out in the next month or so.

There is one vacancy at Melrose Court due to the resident purchasing a home. The unit will be filled shortly. Mrs. Jones reported there is a participant in the Family Self-sufficiency Program who is graduating from the program this month and is also purchasing a home.

The Authority has high balances on the tenant accounts receivable accounts. There are 21 residents with large balance and of the 21 most of them are families, 7 of are seniors. They have decided to not pay their rent. Some as far back as April. The average amount is about \$1,600 with a total of about \$30,000 through December. The Authority has reached out to the residents to enter into repayments agreements or if they needed an interim, but no response. Mrs. Jones is not sure what is going to happen with this. She wants the Board to be aware, the VHA will file for eviction for when the courts open up. HUD has encouraged the Authority to try to enter into a repayment agreement with residents. The VHA is trying to do this but is not getting a lot of feedback from the residents.

Committee Report

Chairman Ruiz-Mesa requested a report from the re-organization committee. Commissioner Chapman was the Chairman of the Committee. Commissioner Chapman reported the recommendation of the committee was to keep the election of officers as they are currently with Ruiz-Mesa as Chairman, himself as Vice-Chair and Mrs. Jones as the Secretary/Treasury. He turned the meeting over to Mr. Gabage. Mr. Gabage stated the nominations as Commissioner Chapman reported are accepted and he opened the meeting for additional nominations. Seeing none, he closed the nominations and entertained for a motion to election of the three nominations reported by Commissioner Chapman. A motion was made by Commissioner Asselta; seconded by Commissioner Luisi. The following vote was taken:

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

Old Business: None.

New Business: None.

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

Resolution #2020-69 **Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$1,025,986.09. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-70 **Resolution Approving 2021 Board Meeting Dates**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-70. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-71
Resolution Appointing JIF Fund Commissioner

Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-71. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-72
Resolution Adopting Protection and Safe Treatment of Minors Policy

Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-72. Mrs. Jones explained this is a new policy suggested by PHA JIF addressing the protection and safe treatment of minors. The staff has been trained via online training regarding this policy. Managers and supervisors will need to attend a webinar by June 2021. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-73
Resolution Awarding Roof Replacement – Kidston & Olivio Towers

Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-73. Mrs. Jones stated there were four proposals received and reviewed the bid amounts. Mr. Gabage reviewed the lowest bid and recommends its award to Jottan, Inc. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-74
Resolution Authorizing Contract with Wheat Road Cold Cuts

Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-74. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-75
Resolution Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy and Section 8 Administrative Plan

Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-75. Mrs. Jones explained part of the COVID relief package gave HUD the authority to provide waivers to certain rules and regulations for housing authorities. The Authority is taking advantage of the inspection waivers as inspections were not conducted during the pandemic to not expose staff or residents unnecessarily to the virus. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-76
Audit Review Certificate FYE 2019

Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-76. Mrs. Jones stated Mike Thilker presented the Audit FYE 2019, which is normally due June 2020, but HUD gave an extension. All Commissioner will need to sign the Audit Certification. It will be emailed to everyone for signatures and must be returned to the Authority. 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 Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Absent)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No additional comments from Board Members.

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 5:33 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive, flowing style.

Jacqueline S. Jones
Secretary/Treasurer