Housing Authority of the City of Vineland 191 W. Chestnut Ave.

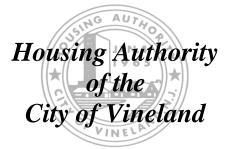
191 W. Chestnut Ave. Vineland, NJ 08360

Board of Commissioners' Meeting

December 17, 2020 5 p.m. Via Zoom Video/Tele-Conference



Board of Commissioners Mario Ruiz-Mesa, Chairman Chris Chapman Brian Asselta Daniel Peretti Alexis Cartagena Gary Forosisky Rudolph Luisi Charles W. Gabage, Esquire – Solicitor



Administration Building 191 W. Chestnut Avenue Vineland, New Jersey 08360

Telephone: 856-691-4099 Fax: 856-691-8404 TTY: 800-852-7899

Jacqueline S. Jones, Executive Director

December 11, 2020

The Board of Commissioners Housing Authority of the City of Vineland Vineland, New Jersey 08360

Dear Commissioner:

The Regular Meeting for the Housing Authority of the City of Vineland will be held via Zoom video/tele-conference Thursday, December 17, 2020 at <u>5:00 p.m.</u>

The Board may go into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Sincerely, acqueline S. Jones Jacqueline S. Jones Executive Director

JSJ:gp

Enclosures

REVISED

Housing Authority of the City of Vineland

A G E N D A Thursday, December 17, 2020 5:00 p.m.

Via Zoom Video/Tele-Conference

- 1. Open Meeting
- 2. Roll Call
- 3. Reading of the "Sunshine Law Statement"
- 4. Approval of Minutes of the Regular Meeting conducted on October 15, 2020 Approval of Minutes of the Regular Meeting conducted on November 19, 2020
- 5. Fee Accountant's Report
- 6. Executive Director's Report
- 7. Committee Report Election of Officers (Chapman, Chair of Committee)
- 8. Old Business
- 9. New Business Auditors Bowman & Company, Michael Thilker
- 10. Resolutions:
 - # 2020-69 Monthly Expenses (revised)
 - # 2020-70 Approve 2021 Board Meeting Dates
 - # 2020-71 Appointing JIF Fund Commissioner
 - # 2020-72 Adopting Protection and Safe Treatment of Minors Policy
 - # 2020-73 Award Roof Replacement Kidston and Olivio Towers
 - # 2020-74 Authorizing Contract with Wheat Road Cold Cuts
 - # 2020-75 Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy and Section 8 Administrative Plan
 - # 2020-76 Audit Review Certificate FYE 2019

Executive Session if required

- 11. Comments from the press and/or public (limited to 5 minutes for each speaker)
- 12. Comments from Board Members
- 13. Adjournment

Housing Authority of the City of Vineland

REGULAR MEETING Thursday, November 19, 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, November 19, 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 Commissioner Daniel Peretti (arrived 5:11) 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 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 called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the one month ended October 31, 2020.

Executive Director's Report:

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones provided an update to her written report. She reported the Kidston and Olivio RAD closing was held on November 5th. She thanked Mr. Gabage and Chairman Ruiz-Mesa for attending the closing. This means the Kidston and Olivio properties will be converted to RAD effective December 1st, 2020. Kidston, Olivio, Tarkiln, Asselta and Parkview properties are all now converted to RAD. There is a lot of construction work to be completed at Kidston and Olivio that is part of the RAD conversion and financing. For now, the Authority is getting the specifications wrapped up but are not going to enter tenant units at this time. Any work that has to do with entering tenant's units will be put off until probably after Christmas. The Authority will see what the status of COVID is and will go from there. The Authority will begin work on roof replacement at both Kidston and Olivio.

Regarding the scattered site disposition, which was discussed last month, the next step is reviewing a request for proposal for realtors/brokers to list the homes. The RFP has not been reviewed yet and has not been advertised. This should be completed in the next 30-45 days. The VHA consultant is working on the relocation plan for residents who may be moving because they may be using a voucher they will be issued because they can not or do not want to buy the home that they are currently living in.

The VHA received notification about additional funding it will be receiving for Section 8 Vouchers. Approximately 2 months ago, an email came out that there was some funding for some "Mainstream Vouchers", which target non-elderly disabled families. The VHA received 40 of these vouchers in the value of about \$329,000/yr. This means the 40 non-elderly disabled applicants will come from the existing Section 8 waiting list. This funding increases the VHA's voucher program capability with assisting additional families in the City of Vineland and will assist with administrative expenses to administer the program.

Committee Report

Chairman Ruiz-Mesa stated a Committee will need to be appointed for Re-Organization for the coming year for the election of officers. He appointed Commissioners Chapman, Asselta and himself to the Committee. The Committee will report to the Board next month.

Old Business: None.

New Business: None.

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

Resolution #2020-67 Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$806,369.37. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2020-68 Resolution Awarding Information Technology Services Contract

Chairman Ruiz-Mesa reported that Commissioner Chapman, Commissioner Cartagena and himself. Commissioner Chapman stated they discussed the four proposals received and their recommendation is to award the Information Technology Services Contract to Miles Technologies. Chairman Ruiz-Mesa called for a motion to approve Resolution #2020-68. 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	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Commissioner Dan Peretti entered the meeting.

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 5:12 p.m.

Respectfully submitted,

facqueline S. Jones

Jacqueline S. Jones Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND

FINANCIAL REPORT FOR THE TWO MONTHS ENDED NOVEMBER 30, 2020

	ANNUAL BUDGET	BUDGET THRU NOV	ACTUAL THRU NOV	FROM BUDGET (+OVER/-UNDER)
INCOME				
TENANT RENT	1,518,470	253,078	247,731	(5,347)
PBV-RAD HAP PAYMENTS	661,010	110,168	0	(110,168)
UTILITY REIMB.	(1,000)	(167)	(308)	(141)
EXCESS UTILITIES	3,600	600	556	(44)
LAUNDRY AND VENDING	16,550	2,758	3,932	1,174
OTHER INCOME MISC.	12,250	2,042	313	(1,729)
PHA OPERATING SUBSIDY	458,020	76,337	154,168	77,831
SECTION 8 ADMIN. FEE INCOME	790,000	131,667	101,133	(30,534)
CAPITAL FUNDS	324,990	54,165	0	(54,165)
ROSS GRANT	90,000	15,000	0	(15,000)
FSS GRANT-PH	70,000	11,667	11,667	0
CSP-CONGREGATE SERVICES INCOME	93,790	15,632	16,912	1,280
INVESTMENT INCOME	15,580	2,597	1,427	(1,170)
CF MANAGEMENT FEE	155,430	25,905	0	(25,905)
MGMT FEE-PH	301,000	50,167	51,587	1,420
MGMT FEE-SEC 8	133,200	22,200	16,884	(5,316)
MGMT FEE-MELROSE	12,000	2,000	1,990	(10)
MGMT FEE-RAD	106,000	17,667	23,333	5,666
BOOKKEEPING FEE	33,330	5,555	5,258	(297)
BOOKKEEPING FEE-SEC 8	83,250	13,875	10,552	(3,323)
ASSET MGMT FEE	45,000	7,500	7,500	Ŭ O
ROOFTOP RENTALS	54,000	9,000	9,115	115
SHOP RENT	64,800	10,800	10,800	0
INCOME FROM OTHER AUTHORITIES	241,910	40,318	39,524	(794)
SERVICE INCOME FROM MELROSE	34,000	5,667	5,333	(334)
MISCELLANEOUS INCOME	200	33	2,742	2,709
TRANSFERS IN	1,680	280	0	(280)
TOTAL INCOME	5,319,060	886,510	722,149	(164,361)
EXPENSES ADMINISTRATION:				
ADMINISTRATION. ADMINISTRATIVE SALARIES	919,420	153,237	140,135	(13,102)
PAYROLL TAXES	154,500	25,750	10,163	(15,587)
HEALTH BENEFITS	303,140	50,523	40,809	(13,387) (9,714)
PENSION EXPENSE	63,610	10,602	14,676	(9,714) 4,074
CRIMINAL BACKGROUND CHECKS			14,070	•
	6,000	1,000 167	-	(1,000) 1,040
TNT/EMPL SCREENING	1,000		1,207	
LEGAL-GABAGE	27,500	4,583	2,783	(1,800)
LEGAL-OTHER	5,000	833	16,500	15,667
STAFF TRAINING	20,000	3,333	50	(3,283)
TRAVEL	4,250	708	0	(708)
ACCOUNTING	85,000	14,167	14,167	0
AUDITING	40,400	6,733	6,733	(0)
PORT OUT ADMIN FEES	4,000	667	438	(229)

HOUSING AUTHORITY OF THE CITY OF VINELAND FINANCIAL REPORT FOR THE TWO MONTHS ENDED NOVEMBER 30, 2020

FINANCIAL REPORT FOR THE TWO MONTHS ENDED	ANNUAL BUDGET	BUDGET THRU NOV	ACTUAL THRU NOV	FROM BUDGET (+OVER/-UNDER)
MANAGEMENT FEES	434,200	72,367	68,472	(3,895)
BOOKKEEPING FEES	125,580	20,930	15,809	(5,121)
ASSET MGMT FEES	35,640	5,940	7,500	1,560
CONSULTANTS	8,000	1,333	175	(1,158)
IT CONSULTANTS	99,000	16,500	8,054	(8,446)
CONSULTANTS-RAD	8,000	1,333	0,034	(1,333)
RAD CONVERSION EXPENSES	6,000	1,000	0	(1,000)
MEMBERSHIP DUES/FEES	8,200	1,367	389	(1,000) (978)
PUBLICATIONS	3,300	550	389 0	(550)
ADVERTISING	6,700	1,117	268	(849)
OFFICE SUPPLIES	12,000	2,000	653	(1,347)
COMPUTER & SOFTWARE EXPENSES	•	•	23,397	• • •
FUEL-ADMIN	116,000	19,333 917	23,397	4,064
FOEL-ADMIN PHONE AND INTERNET	5,500 48,200	8,033	6,081	(917)
PHONE AND INTERNET POSTAGE		2,050	1,500	(1,952)
	12,300	,	•	(550)
COPIER SUPPLIES	9,500	1,583	702	(881)
SMALL OFFICE EQUIPMENT APPLICATION FEES	2,000	333 167	1,797 0	1,464
INSPECTION FEES	1,000		-	(167)
	30,400	5,067	4,688	(379)
MISCELLANEOUS EXPENSES	63,100	10,517	3,674	(6,843)
TOTAL ADMINISTRATION EXPENSES	2,668,440	444,740	390,820	(53,920)
TENANT SERVICES:				
SALARIES-CONGREGATE SERVICES	45,600	7,600	5,979	(1,621)
PAYROLL TAXES	3,650	608	434	(174)
MEALS	44,000	7,333	6,384	(949)
FSS ESCROWS-PH	4,800	800	784	(16)
OTHER	11,370	1,895	1,314	(581)
TOTAL TENANT SERVICES	109,420	18,237	14,895	(3,342)
UTILITIES:				
WATER	62,550	10,425	10,471	46
ELECTRIC	294,660	49,110	38,380	(10,730)
GAS	150,900	25,150	10,542	(14,608)
GARBAGAE/TRASH REMOVAL	19,870	3,312	3,168	(144)
SEWER	140,200	23,367	23,367	0
TOTAL UTILITIES EXPENSE	668,180	111,363	85,928	(25,435)
ORDINARY MAINTENANCE AND OPERATIONS:				
MAINTENANCE LABOR	354,860	59,143	50,071	(9,072)
PAYROLL TAXES	47,720	7,953	3,631	(4,322)
HEALTH BENEFITS	99,380	16,563	16,884	321
PENSION EXPENSE	44,210	7,368	4,398	(2,970)
MAINT. TRAVEL/TRAINING	200	33	4,000	(33)
VEHICLE GAS, OIL, GREASE	13,300	2,217	2,004	(213)
VEHICLE GAS, OIL, GREASE VEHICLE PURCHASES	35,000	5,833	2,004	(5,833)
	55,000	0,000	0	(3,833)

HOUSING AUTHORITY OF THE CITY OF VINELAND

FINANCIAL REPORT FOR THE TWO MONTHS ENDED NOVEMBER 30, 2020

TRANCIAL REFORT FOR THE TWO MONTHS ENDED N	<u>071/11/22/ 00, 2020</u>	BUDGET	ACTUAL	FROM
	ANNUAL	THRU	THRU	BUDGET
	BUDGET	NOV	NOV	(+OVER/-UNDER)
MATERIALS	268,920	44,820	15,587	(29,233)
CONTRACT-COSTS	313,010	52,168	37,318	(14,850)
REPAIRS-VEHICLES	4,660	777	2,046	1,269
RENT EXPENSE	40,500	6,750	6,750	0
EXTERMINATION	19,080	3,180	1,444	(1,736)
TRASH REMOVAL	19,600	3,267	3,528	261
TOTAL ORDINARY MAINT. & OPERATIONS EXP.	1,260,440	210,073	143,661	(66,412)
GENERAL EXPENSES:				
BAD DEBTS	2,000	333	333	(O)
COMPENSATED ABSENCES	33,830	5,638	5,640	2
FSS ESCROWS-SEC 8	19,350	3,225	4,354	1,129
INSURANCE	165,250	27,542	27,542	0
INTEREST EXPENSE	95,430	15,905	0	(15,905)
OTHER GENERAL EXPENSES	1,500	250	250	0
PAYMENTS IN LIEU OF TAXES	89,820	14,970	16,676	1,706
PORT-IN HAP EXPENSE	500	83	0	(83)
REPLACEMENT RESERVES	95,000	15,833	15,834	1
RETIREE HEALTH BENEFITS	80,760	13,460	14,462	1,002
TOTAL GENERAL EXPENSES	583,440	97,240	85,091	(12,149)
TOTAL OPERATING EXPENSES	5,289,920	881,653	720,395	(161,258)
PROFIT (LOSS) EXCLUDING HAP	29,140	4,857	1,754	(3,103)
		0		
HAP REVENUES	6,026,990	1,004,498	951,198	(53,300)
HAP EXPENSES	6,007,640	1,001,273	879,865	(121,408)
NET HAP (LOSS)	19,350	3,225	71,333	68,108
GRAND TOTAL PROFIT (LOSS)	48,490	8,082	73,087	65,005

Housing Authority of the City of Vineland Administrative Report

PERIOD:	November 12, 2020 to December 9, 2020
SUBJECT:	Monthly Report (Stats for November 2020)
FROM:	Jacqueline S. Jones, Executive Director
TO:	Board of Commissioners, Vineland Housing Authority
DATE:	December 10, 2020

<u>COVID-19 Pandemic – Operating Status</u>

The COVID-19 Operating Status as reported last month remains in effect. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor's daily updates. The goal is to maintain a safe environment for Authority residents and staff to live and work.

The Authority is pursuing the cost of minor renovations to the Administrative Offices for the purposes of constructing a space to provide a safe "social distancing" environment for applicant and resident communication.

Update: The renovation of the office space for the above-mentioned purpose is complete.

Rental Assistance Demonstration (RAD) Conversions - Status

Below is a table with the RAD Conversion Status for each property. Tarkiln Asselta Acres, Parkview Apartments, Kidston Towers and Olivio Towers have been converted to RAD. These properties are no longer considered "Public Housing" and are now known as Project Based Section 8 properties.

Development	CHAP Award Date	RAD Closing Date	RAD Effective
		_	Date
Kidston/Olivio	02/13/2018	11/6/2020	12/01/2020
Tarkiln/Asselta	03/25/2015	11/16/2018	12/01/2018
Parkview	03/25/2015	11/16/2018	12/01/2018
D'Orazio	12/07/2018	TBD	TBD

Kidston & Olivio Towers – Renovation Projects

The following renovation projects are part of the required improvements as a result of the RAD conversion:

Scope of Work

- a. Replacement of Roofs Kidston & Olivio Towers
- **b. Kidston Towers**
 - a. New lobby windows; stair tower window;
 - b. Façade caulking/sealing & selective repointing;
 - c. Interior plumbing renovations
 - i. Phased replacement of plumbing stacks;
 - ii. Domestic water filtration system;
 - iii. New fire-rated plumbing access panels;
 - iv. Complete bathroom replacements;
 - v. Accessibility upgrades to common area restrooms;
 - vi. HVAC circulation pumps replaced;

<u>Kidston & Olivio Towers – Renovation Projects – (continued)</u>

Scope of Work

- c. Olivio Towers
 - a. Replace A/C sleeves;
 - b. Complete window replacement in units & common areas;
 - c. Replace window unit stool throughout;
 - d. Domestic water filtration system;
 - e. Domestic water pump;
 - f. Accessibility upgrades to common area restrooms;

<u>Asselta Acres – Camera Replacement Project</u>

The Asselta Acres outside cameras and the recording equipment need to be replaced. This project is under review for specification writing. The cost of this project will be paid from Reserve funds for this development.

D'Orazio Terrace - Redevelopment

Update: The board discussion regarding the D'Orazio Terrace will continue. The Scattered Site homes are to be sold prior to the redevelopment of D'Orazio Terrace; The proceeds from the sale of the Scattered Site homes can be used in the D'Orazio Terrace redevelopment, but the sales must occur prior to redevelopment or the Authority must return the sales proceeds to HUD.

<u>Scattered Site Disposition - Status</u>

Update: The Scattered Site disposition status was discussed at the October Board Meeting.

The following topics were reviewed:

- The Scattered Sites homes must be sold prior to the next redevelopment to be used in that redevelopment or the funds must be returned to HUD per HUD regulation;
- A Request for Proposal is being developed for Realtors/Brokers to list the homes;
- A Relocation Plan for the residents is being developed by the Authority's Consultant for review;

Melrose Court

The property currently has one vacancy and is financially sound. The waiting list is strong with applicants.

Commissioner	Training Program Status
Brian Asselta	Completed
Chris Chapman	Completed
Alexis C. Cartagena	Completed
Gary Forosisky	In Progress – To be Completed by 7/15/2021*
Skip Luisi	Completed
Mario Ruiz-Mesa	Completed
Daniel J. Peretti, Jr.	Completed

Board of Commissioners NJ Local Housing Authority Training Program Status

• *The Fall Course Schedule is below. The Spring 2021 Schedule should be published in January 2021. The Spring 2021 schedule will be provided when it becomes available. Please contact Gloria Pomales at (856) 691-4099 x 106 to Register for these courses.

<u>NJ Local Housing Authority and</u> <u>Redevelopment Agency Training Program</u>

Course Schedule

All registrations for online/distant learning and in-person courses must be received NO LATER than two business days before the class begins. Late registrations will <u>not</u> be accepted.

Please visit the **Registration page** for important information regarding online course registration.

ASSET MANAGEMENT

Course Code	Dates	Time	Instructor	Fee	Location
HA-3011-FA20- 1	11/6	9am- 4pm	Vernon Lawrence	\$205	Online Webex

ETHICS

Course Code	Dates	Time	Instructor	Fee	Location
HA-3002-FA20-1	9/25	9am-4pm	Walter McNeil	\$205	Online Webex
HA-3002-FA20-2	10/13	9am-4pm	John Clarke	\$205	Online Webex

FINANCIAL ISSUES & PROCEDURES

Course Code	Dates	Time	Instructor	Fee	Location
HA-3003-FA20-1	10/24	9am-4pm	Coram Rimes	\$205	Online Webex
HA-3003-FA20-2	12/5	9am-4pm	Coram Rimes	\$205	Online Webex

FINANCIAL MANAGEMENT

Course Code	Dates	Time	Instructor	Fee	Location
HA-3006-FA20- 1	10/8	9am- 4pm	Vernon Lawrence	\$205	Online Webex

PHAS/SEMAP

Course Code	Dates	Time	Instructor	Fee	Location
HA-3004-FA20- 1	10/29	9am- 3pm	John Clarke	\$175	Online Webex
HA-3004-FA20- 2	11/21	9am- 3pm	Jacqueline Jones	\$175	Online Webex

PLANNING & DEVELOPMENT OF AFFORDABLE HOUSING
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Course Code	Dates	Time	Instructor	Fee	Location
HA-3013-	11/6,	9am-	Philip	\$205	Online
FA20-1	11/7	12pm	Abramson	φ205	Webex

PRINCIPLES OF REDEVELOPMENT

Course Code	Dates	Time	Instructor	Fee	Location
HA-3010-FA20-	12/12	9am-	Tyrone	\$205	Online
1		4pm	Garrett	T	Webex

PROCUREMENT & CONTRACT MANAGEMENT FOR EXECUTIVE DIRECTORS

Course Code	Dates	Time	Instructor	<mark>Fee</mark>	Location
HA-3009-FA20-1	10/20	9am-4pm	Walter McNeil	\$205	Online Webex
	PROCURE	MENT FOR CO	MMISSIONERS		
Course Code	Dates	<mark>Time</mark>	Instructor	<mark>Fee</mark>	Location
HA-3014-FA20-1	11/13	9am-4pm	Walter McNeil	\$205	Online Webex

SKILLS FOR COMMISSIONERS

Course Code	Dates	Time	Instructor	Fee	Location
HA-3001-FA20- 1	10/3	9am- 4pm	Jacqueline	\$205	Online Webex
ч НА-3001-FA20-	12/15	4pm 9am-	Jones	ድጋርር	Online
2	12/15	4pm	John Clarke	\$205	Webex

STRATEGIC PLANNING

Course Code	Dates	Time	Instructor	Fee	Location
HA-3007-	12/3,	9am-	Vernon	\$205	Online
FA20-1	12/4	12pm	Lawrence	φ205	Webex

TENANT-BASED ASSISTANCE PROGRAMS

Course Code	Dates	Time	Instructor	Fee	Location
HA-3016-FA20- 1	9/30	9am- 4pm	Jacqueline Jones	\$205	Online Webex

Tenant Accounts Receivable		
Number of "non-payment of rent" cases referred to the solicitor	0	0
Tenant Relations		
Total number of units to be inspected in fiscal year	600	600
Number of inspections actually completed this month - all sites	0	1
Total number of units inspected year-to-date - all sites	211	211
City Inspections	0	0
Occupancy		
Monthly Unit Turnaround Time (Avg) (Down,Prep & Leasup Time)	N/A	214
Annual Unit Turnaround Time (For Fiscal Year)	214	214
Monthly - Number of Vacancies Filled (this month)	0	1
Monthly - Average unit turnaround time in days for lease up	36	36
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	16	16
PIC Score	98.14	96.92
Occupancy Rate	93.50%	93.83%
Public Housing Waiting List Applicants		
Families - OPEN FOR 3,4,5 & 6 Bedrooms; 2 Bedroom List Remains Closed;	434	434
Elderly (Seniors - 62+)/Disabled - OPEN FOR 0 & 1 Bedrooms	595	596
Average work order turnaround time in days - Tenant Generated	2.17	1.55
Number of routine work orders written this month	407	349
Number of outstanding work orders from previous month	45	45
Total number of work orders to be addressed this month	452	1,081
Total number of work orders completed this month	432	394
Total number of work orders left outstanding	18	45
Number of emergency work orders written this month	3	43
Total number of work orders written year-to-date	756	349
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	5	8
		0
Section 8		
Level of leased units of previous month was:	697	707
Level of leased units this month is:	704	697
Number of increased leased-units over last month	7	-10
Total number of units inspected this month	3	7
Programs (Voucher):		
ABA Utilization %	90.26	90.92%
Repayment Agreements	6	6
Total repayments due YTD	\$ 19,538	\$ 19,538
Total repayments received YTD	\$ -	\$-
PIC Score (Oakview added 10/13)	97.84	
Section 8 Housing Choice Voucher Waiting List Applicants - CLOSED	4,129	4,131
Section 8 Project Based Waiting List Applicants- Oakview - OPEN	160	39
Section 8 Project Based Waiting List Applicants- Buena HA - OPEN - to Close 12/31/19	180	182
Section 8 - Percentage Housed Based on Income Limit - ELV vs VLI/LI	81%/16%	78%/22%
Department of Social Services - FSS		
Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined		
		10
The number of residents that received "outreach" information about FSS	6	10
The number of residents signed on to the program. (FSS Contracts).	27	28
The number of FSS Participants with established escrow accounts.	14	15
Number of residents in need of employment skills (GED, DL, Job Training.)	5	5 7
The number of meetings, workshops and case management services	/	1
Congregate Services		

10/2020 - 10/2021

Nov2020 Oct2020

Number of Clients in the Congregate Program	34	36
Number of clients on Meal Program	17	18
Number of clients on Homemaking Program	23	25
Number of clients on Laundry Services (This service is included in housekeeping)	13	14
Number of clients on Shopping Services (This service is included in housekeeping)	7	8
Registered Nurse		
Number of clients served this month	93	86
Blood Pressure Clinics (clinics) # of residents attending	0	0
Health Assessments/re-assessments	9	8
Meds Supervision	28	29
· · ·		
VHA - ROSS (FAMILY)		
Number of Resident on ROSS (Family)	43	40
Number of residents that received case management services	19	20
Number of Meetings	10	8
Number of residents enrolled in academic/employment workshops (FSS)	5	5
VHA - ROSS (MEDICAL)		
Number of residents received health assessments for the month	9	8
Number of residents - health activities of daily living assessments	1	2
ROSS - residents medical monitoring for the month	28	29
ROSS / self-sufficiency - improve living conditions	4	4
Community Development Block Grant Program		
Clients Served		
Number of new clients served	0	0
Number of ongoing clients	71	71
Total clients currently being served this month	10	10
Income		
Median Family Income (MFI)	0	0
Moderate 80%-51% (MFI)	28%	28%
Low 50%-31% (MFI)	23%	23%
Very Low 30%-0% (MFI)	20%	20%
Client Demographics		
White	8	8
Black	6	6
American Indian	0	6 0
Asian	0	0
Other	0	0
Hispanic Non-Hispanic	57 14	57 14

RESOLUTION #2020-69

A Resolution Approving Regular Monthly Expenses

WHEREAS, the Housing Authority of the City of Vineland incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Check List in the amount of <u>\$1,025,986.09</u>.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the monthly bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: December 17, 2020

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND BOARD MEETING LIST OF CHECKS 12/17/20

CHECK NO.	ACCOUNT		AMOUNT
	SECTION 8 HAP PROGRAM		
2914 - 2939	LANDLORD/TENANT CHECKS AND OT	THER S	5 7,671.00
15059 - 15200	DIRECT DEPOSITS-LANDLORDS HAPS	5	434,550.00
	SECTION 8 ADM FEE ACCOUNT		
542 - 546	LANDLORD/TENANT CHECKS AND OT	THER- Ocean First	88,219.12
-	LANDLORD/TENANT CHECKS AND OT	THER- BB&T	0.00
	SECTION 8 NHOP		
-	COMPUTER CHECKS		0.00
	NHOP INVESTMENTS		
-	COMPUTER CHECKS- Ocean First		0.00
-	COMPUTER CHECKS- BB&T		0.00
	CAPITAL BANK SECURITY DEPOSIT		
184 - 184	COMPUTER CHECKS		452.95
	CAPITAL BANK FSS ESCROW		
182 - 182	COMPUTER CHECKS		14,623.66
	CAPITAL BANK GEN/FUND PH		
2181 - 2194	COMPUTER CHECKS		242,157.86
	COCC CASH ACCOUNT		
9017 - 9105	COMPUTER CHECKS		148,257.60
	COCC EXPENDITURES		
	PAYROLL/PAYCHEX INVOICES	11/25/20 - 12/11/20	731.50
	PAYROLL TAX LIABILITY	11/25/20 - 12/11/20	30,650.46
	HEALTH BENEFITS PAID	Dec-20	49,661.66
	PENSION PAYMENTS	Nov-20	9,010.28

\$ 1,025,986.09

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	2914	Ocaguas - CAGUAS OF MUNICIPALITY	12/1/2020	12-2020	739.00
sec8hap - Section 8 HAP	2915	Ocanell - CANDELARIA	12/1/2020	12-2020	194.00
sec8hap - Section 8 HAP	2916	0osccos8 - OSCEOLA COUNTY HOUSING	12/1/2020	12-2020	1,287.00
sec8hap - Section 8 HAP	2917	t0000613 - ALEJANDRO	12/1/2020	12-2020	18.00
sec8hap - Section 8 HAP	2918	t0000627 - BRAGG	12/1/2020	12-2020	47.00
sec8hap - Section 8 HAP	2919	t0001053 - MEDINA	12/1/2020	12-2020	84.00
sec8hap - Section 8 HAP	2920	t0001469 - RAMIREZ	12/1/2020	12-2020	49.00
sec8hap - Section 8 HAP	2921	t0001548 - SOTO	12/1/2020	12-2020	11.00
sec8hap - Section 8 HAP	2922	t0002468 - ANDINO	12/1/2020	12-2020	1.00
sec8hap - Section 8 HAP	2923	t0002922 - LANE	12/1/2020	12-2020	37.00
sec8hap - Section 8 HAP	2924	t0005298 - ANDERSEN	12/1/2020	12-2020	9.00
sec8hap - Section 8 HAP	2925	t0005571 - CARABALLO	12/1/2020	12-2020	126.00
sec8hap - Section 8 HAP	2926	t0007080 - ROSADO	12/1/2020	12-2020	14.00
sec8hap - Section 8 HAP	2927	t0008506 - HARRIS	12/1/2020	12-2020	66.00
sec8hap - Section 8 HAP	2928	t0008553 - CARLO	12/1/2020	12-2020	77.00
sec8hap - Section 8 HAP	2929	t0010164 - RIVERA MARTINEZ	12/1/2020	12-2020	41.00
sec8hap - Section 8 HAP	2930	t0010166 - ORTIZ	12/1/2020	12-2020	195.00
sec8hap - Section 8 HAP	2931	t0010659 - ARROYO	12/1/2020	12-2020	39.00
sec8hap - Section 8 HAP	2932	t0010665 - ORTIZ	12/1/2020	12-2020	19.00
sec8hap - Section 8 HAP	2933	t0011153 - VELARDEZ	12/1/2020	12-2020	14.00
sec8hap - Section 8 HAP	2934	t0011161 - BONANO	12/1/2020	12-2020	14.00
sec8hap - Section 8 HAP	2935	t0011309 - BAKER	12/1/2020	12-2020	39.00
sec8hap - Section 8 HAP	2936	t0012395 - DAVIS	12/1/2020	12-2020	55.00
sec8hap - Section 8 HAP	2937	vfI033 - SEMINOLE COUNTY	12/1/2020	12-2020	1,148.00
sec8hap - Section 8 HAP	2938	vfl093 - ORANGE COUNTY HOUSING & C D	12/1/2020	12-2020	1,425.00
sec8hap - Section 8 HAP	2939	Ohousin - VINELAND HOUSING AUTHORITY	12/4/2020	12-2020	1,923.00
sec8hap - Section 8 HAP	15059	02llbtw - BTW 2 LLC	12/2/2020	12-2020	950.00
sec8hap - Section 8 HAP	15060	0537grap - 529-537 GRAPE STREET,LLC	12/2/2020	12-2020	517.00
sec8hap - Section 8 HAP	15061	0916llc - 916 LLC	12/2/2020	12-2020	937.00
sec8hap - Section 8 HAP	15062	0abrawi - ABRAHAN & AWILDA HEREDIA	12/2/2020	12-2020	886.00
sec8hap - Section 8 HAP	15063	0abusar - SARA ABUCHOWSKI	12/2/2020	12-2020	8.00
sec8hap - Section 8 HAP	15064	0acojor - ACOSTA	12/2/2020	12-2020	1,778.00
sec8hap - Section 8 HAP	15065	0acupam - PHILIP AND MARIBEL ACUTANZA	12/2/2020	12-2020	880.00
sec8hap - Section 8 HAP	15066	0ahcpv - AFFORDABLE HOUSING CORPORATION	12/2/2020	12-2020	10,953.00
sec8hap - Section 8 HAP	15067	0ahctaaa - AFFORDABLE HOUSING CORPORATION	12/2/2020	12-2020	67,186.00
sec8hap - Section 8 HAP	15068	0albreb - REBECCA C THOMPSON-ALBERT	12/2/2020	12-2020	370.00
sec8hap - Section 8 HAP	15069	0andcar - ANDUJAR	12/2/2020	12-2020	453.00
sec8hap - Section 8 HAP	15070	0andron - RONALD ANDRO	12/2/2020	12-2020	916.00
sec8hap - Section 8 HAP	15071	0aparab - AB APARTMENTS LLC	12/2/2020	12-2020	585.00
sec8hap - Section 8 HAP	15072	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	12/2/2020	12-2020	5,133.00
sec8hap - Section 8 HAP	15073	Obarric - RICHARD BARSUGLIA	12/2/2020	12-2020	957.00
sec8hap - Section 8 HAP	15074	Obehhar - HARRY & BARBARA BEHRENS	12/2/2020	12-2020	563.00
sec8hap - Section 8 HAP	15075	Oberedw - EDWIN C & SAVALYN BERGAMO	12/2/2020	12-2020	1,000.00
sec8hap - Section 8 HAP	15076	Oberksh - ROSEMAR PROPERTIES IV LLC / CAMELOT AF	12/2/2020	12-2020	4,806.00
sec8hap - Section 8 HAP	15077	Oberobe - OBED BERMUDEZ	12/2/2020	12-2020	922.00

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Bank		Check#	Vendor		Date	Month	Amount Reconciled
sec8hap	- Section 8 HAP	15078	Oblorob -	BLOUGH	12/2/2020	12-2020	960.00
sec8hap	- Section 8 HAP	15079	0bretow	- BRENTWOOD TOWERS HOLDINGS, LLC	12/2/2020	12-2020	2,065.00
sec8hap	- Section 8 HAP	15080	Obrewst -	- BREWSTER GARDEN APARTMENTS	12/2/2020	12-2020	1,100.00
sec8hap	- Section 8 HAP	15081	0buebor	- BOROUGH OF BUENA HOUSING AUTHORITY	12/2/2020	12-2020	14,583.00
sec8hap	- Section 8 HAP	15082	Ocamnil -	NILZA R CAMACHO	12/2/2020	12-2020	783.00
sec8hap	- Section 8 HAP	15083	Ocarjas -	CARRIS	12/2/2020	12-2020	750.00
sec8hap	- Section 8 HAP	15084	Ocarjos -	CARVALHO	12/2/2020	12-2020	471.00
sec8hap	- Section 8 HAP	15085	0carmar	- SIMOES	12/2/2020	12-2020	1,662.00
sec8hap	- Section 8 HAP	15086	Ocasros -	CASTILLO	12/2/2020	12-2020	567.00
sec8hap	- Section 8 HAP	15087	0cdgard	- CD GARDENS INC.	12/2/2020	12-2020	2,401.00
sec8hap	- Section 8 HAP	15088	Ochainv -	CHAAD INVESTMENTS LLC	12/2/2020	12-2020	721.00
sec8hap	- Section 8 HAP	15089	Ochajos -	JOSEPH T CHAMBERS	12/2/2020	12-2020	950.00
sec8hap	- Section 8 HAP	15090	0cheshol	- CHESTNUT SQUARE HOLDINGS LLC	12/2/2020	12-2020	2,827.00
sec8hap	- Section 8 HAP	15091	Ocorjua -	CORTES	12/2/2020	12-2020	325.00
sec8hap	- Section 8 HAP	15092	0cruoma	- OMAR CRUZ/KIARA Y CRUZ	12/2/2020	12-2020	1,117.00
sec8hap	- Section 8 HAP	15093	Odamjos	- DAMATO	12/2/2020	12-2020	720.00
	- Section 8 HAP	15094	Odelsia -	SIAN DELUCA	12/2/2020	12-2020	398.00
•	- Section 8 HAP	15095	0devhub	- HUB DEVELOPERS	12/2/2020	12-2020	303.00
	- Section 8 HAP	15096	0docmar	- MARTINS DOCK LLC	12/2/2020	12-2020	1,203.00
	- Section 8 HAP			- DELROY T DONALDSON	12/2/2020	12-2020	780.00
	- Section 8 HAP			- DOUKHNAI	12/2/2020	12-2020	332.00
	- Section 8 HAP			- 710 EAST ALMOND STREET ASSOCIATES LLC		12-2020	383.00
	- Section 8 HAP			- EDWARD DIPALMA	12/2/2020	12-2020	725.00
•	- Section 8 HAP		•	- JOSEPH C EGBEH	12/2/2020	12-2020	488.00
•	- Section 8 HAP		•••	- MARTIN JAY EINSTEIN	12/2/2020	12-2020	616.00
	- Section 8 HAP			ESTATE OF LUIS A ROSADO-TORRES	12/2/2020	12-2020	532.00
	- Section 8 HAP			- MAYERFELD FARMS MANAGEMENT LLC	12/2/2020	12-2020	277.00
•	- Section 8 HAP		5	FELICIANO	12/2/2020	12-2020	718.00
•	- Section 8 HAP			JOHNY FELICIANO	12/2/2020	12-2020	1,034.00
•	- Section 8 HAP		-	FLOWERS	12/2/2020	12-2020	925.00
	- Section 8 HAP			- ABNER GARCIA	12/2/2020	12-2020	69.00
•	- Section 8 HAP		0	ITZAMAR GARCIA	12/2/2020	12-2020	1,292.00
	- Section 8 HAP		Ogarsal -		12/2/2020	12-2020	1,772.00
•	- Section 8 HAP		0	- JAMAL GLENN	12/2/2020	12-2020	639.00
			0,				656.00
•	- Section 8 HAP			- H & C REALTY LLC	12/2/2020	12-2020	
	- Section 8 HAP				12/2/2020	12-2020	1,058.00
•	- Section 8 HAP			123 SOUTH 4TH STREET LLC	12/2/2020	12-2020	824.00
	- Section 8 HAP			SOFIA HEREDIA-TORRES AND RUBEN TORRES		12-2020	810.00
•	- Section 8 HAP			- HF PROPERTY MANAGEMENT	12/2/2020	12-2020	3,051.00
•	- Section 8 HAP		-		12/2/2020	12-2020	1,145.00
	- Section 8 HAP			- ASM HOLDINGS LLC	12/2/2020	12-2020	500.00
•	- Section 8 HAP			- BULLSEYE HOLDINGS LLC	12/2/2020	12-2020	998.00
	- Section 8 HAP			: - HECS HOMES LLC	12/2/2020	12-2020	230.00
sec8hap	- Section 8 HAP			RIVERGROVE HOUSING PARTNERS LLC	12/2/2020	12-2020	763.00
				VINELAND ASSOCIATES LLC	12/2/2020	12-2020	580.00

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	15123	0invegh - E. G. H. R. E. INVESTMENTS LLC	12/2/2020	12-2020	1,266.00
sec8hap - Section 8 HAP	15124	0jhorn - JOHN HORNER	12/2/2020	12-2020	166.00
sec8hap - Section 8 HAP	15125	Ojosber - BERNADETTE P JOSEPH	12/2/2020	12-2020	2,272.00
sec8hap - Section 8 HAP	15126	Okapala - PANDA REALTY GROUP LLC	12/2/2020	12-2020	1,254.00
sec8hap - Section 8 HAP	15127	Okatjay - JAY-KAT INVESTMENTS, LLC	12/2/2020	12-2020	602.00
sec8hap - Section 8 HAP	15128	Okcrent - K C RENTAL INC.	12/2/2020	12-2020	1,160.00
sec8hap - Section 8 HAP	15129	0kotmir - KOTZIN	12/2/2020	12-2020	913.00
sec8hap - Section 8 HAP	15130	Olandic - LANDICINI 566 LLC	12/2/2020	12-2020	919.00
sec8hap - Section 8 HAP	15131	Olebzai - LEBRON	12/2/2020	12-2020	2,061.00
sec8hap - Section 8 HAP	15132	Olhrent - L & H RENTALS	12/2/2020	12-2020	657.00
sec8hap - Section 8 HAP	15133	Ollciig - IIG-1 LLC	12/2/2020	12-2020	911.00
sec8hap - Section 8 HAP	15134	Olondav - DAVID LONGINI	12/2/2020	12-2020	549.00
sec8hap - Section 8 HAP	15135	Olopyad - YADIRA LOPEZ	12/2/2020	12-2020	643.00
sec8hap - Section 8 HAP		Omanlaw - LAWRENCE W MANN	12/2/2020	12-2020	625.00
sec8hap - Section 8 HAP		Omarjoe - JOEL MARTIN	12/2/2020	12-2020	723.00
sec8hap - Section 8 HAP		Omayerf - MAYERFELD SUPPLY COMPANY	12/2/2020	12-2020	750.00
sec8hap - Section 8 HAP		Omelrose - MELROSE COURT LP	12/2/2020	12-2020	18,548.00
sec8hap - Section 8 HAP		Omenbre - MENDEZ	12/2/2020	12-2020	341.00
sec8hap - Section 8 HAP		OmillvII - MILLVILLE REALTY CORPORATION	12/2/2020	12-2020	2,231.00
sec8hap - Section 8 HAP			12/2/2020	12-2020	1,612.00
sec8hap - Section 8 HAP		Omorgen - GENESIS X MORCELO	12/2/2020	12-2020	600.00
sec8hap - Section 8 HAP		Onegcar - CARLOS NEGRON JR	12/2/2020 12/2/2020	12-2020 12-2020	965.00 121,900.00
sec8hap - Section 8 HAP sec8hap - Section 8 HAP		Ooakview - OAKVIEW APARTMENTS LLC Oochapn - OCEAN CITY HSING AUTH - PECKS NORTH		12-2020	10,712.00
sec8hap - Section 8 HAP		Oortdan - DANNY ORTIZ	12/2/2020	12-2020	580.00
sec8hap - Section 8 HAP		Oorteli - ELIEZER ORTIZ	12/2/2020	12-2020	1,000.00
sec8hap - Section 8 HAP		Opalvin - VINCENT PALADINO	12/2/2020	12-2020	359.00
sec8hap - Section 8 HAP		Opareas - EAST PARK APTS LLC	12/2/2020	12-2020	6,342.00
sec8hap - Section 8 HAP		Oparkto - PARK TOWNE APTS LLC	12/2/2020	12-2020	12,413.00
sec8hap - Section 8 HAP		Opommac - MACARIO POMALES	12/2/2020	12-2020	577.00
sec8hap - Section 8 HAP		Oproexc - EXCEL PROPERTY MANAGEMENT LLC	12/2/2020	12-2020	333.00
sec8hap - Section 8 HAP		Oprofai - FAIOLA PROPERTY MANAGEMENT AND MAII		12-2020	603.00
sec8hap - Section 8 HAP	15155	Oprotim - TIMARIA PROPERTIES LLC	12/2/2020	12-2020	1,500.00
sec8hap - Section 8 HAP	15156	Oquince - QUINCE REALTY LLC	12/2/2020	12-2020	518.00
sec8hap - Section 8 HAP	15157	Orafbar - RAFES	12/2/2020	12-2020	1,000.00
sec8hap - Section 8 HAP	15158	Oramchr - RAMOS	12/2/2020	12-2020	850.00
sec8hap - Section 8 HAP	15159	Oramnic - NICHOLAS P RAMBONE	12/2/2020	12-2020	1,147.00
sec8hap - Section 8 HAP	15160	Oreasar - SARA REAVES	12/2/2020	12-2020	557.00
sec8hap - Section 8 HAP	15161	Oreasun - SUNFLOWER REALTY LLC	12/2/2020	12-2020	65.00
sec8hap - Section 8 HAP	15162	Oregche - REGENCY CHESTNUT COURT	12/2/2020	12-2020	8,513.00
sec8hap - Section 8 HAP	15163	Oregeas - REGENCY EAST LLC	12/2/2020	12-2020	2,577.00
sec8hap - Section 8 HAP	15164	Orenaco - ACOSTA RENTAL LLC	12/2/2020	12-2020	619.00
sec8hap - Section 8 HAP	15165	Orenokg - K G RENOVATIONS LLC	12/2/2020	12-2020	1,021.00
sec8hap - Section 8 HAP	15166	Orivdie - DIEGO A RIVERA	12/2/2020	12-2020	465.00
sec8hap - Section 8 HAP	15167	Orivisr - ISREAL J RIVERA	12/2/2020	12-2020	956.00

Property=.all AND Bank=sec8hap AND mm/yy=11/2020-12/2020 AND Check Date=11/20/2020-12/17/2020 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	15168	Orivvic - VICTORIANO RIVERA JR	12/2/2020	12-2020	584.00
sec8hap - Section 8 HAP	15169	Oroceli - ELIZABETH ROCHE	12/2/2020	12-2020	651.00
sec8hap - Section 8 HAP	15170	Orodhen - HENRY RODRIGUEZ	12/2/2020	12-2020	837.00
sec8hap - Section 8 HAP	15171	Orogsal - SALVATORE W ROGGIO	12/2/2020	12-2020	835.00
sec8hap - Section 8 HAP	15172	Oromvic - VICTOR M ROMAN	12/2/2020	12-2020	799.00
sec8hap - Section 8 HAP	15173	Orpjpro - RPJ PROPERTIES LLC	12/2/2020	12-2020	11,599.00
sec8hap - Section 8 HAP	15174	Oruppab - RUPERTO	12/2/2020	12-2020	899.00
ec8hap - Section 8 HAP	15175	Orusnic - RUSSO JR	12/2/2020	12-2020	956.00
ec8hap - Section 8 HAP	15176	Osalasda - DAMIAN & ELAINE SALAS	12/2/2020	12-2020	795.00
ec8hap - Section 8 HAP	15177	Oschowr - W R SCHOCK LLC	12/2/2020	12-2020	1,142.00
ec8hap - Section 8 HAP	15178	0simseb - SIMONE	12/2/2020	12-2020	572.00
ec8hap - Section 8 HAP	15179	0skgcom - SKG AND CO	12/2/2020	12-2020	2,552.00
ec8hap - Section 8 HAP	15180	Oslinco - 1890 S LINCOLN ASSOCIATES LLC	12/2/2020	12-2020	825.00
ec8hap - Section 8 HAP	15181	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	12/2/2020	12-2020	738.00
ec8hap - Section 8 HAP	15182	Ospring - SPRING GARDENS ASSOCIATES LLC	12/2/2020	12-2020	8,398.00
ec8hap - Section 8 HAP	15183	Osqulan - LANDIS SQUARE SR APTS	12/2/2020	12-2020	1,721.00
ec8hap - Section 8 HAP	15184	Oswaway - WAYNE SWANSON	12/2/2020	12-2020	826.00
ec8hap - Section 8 HAP	15185	Otarkpp - TARKILN PARK PARTNERS LLC	12/2/2020	12-2020	7,423.00
ec8hap - Section 8 HAP	15186	Otayver - TAYLOR	12/2/2020	12-2020	876.00
ec8hap - Section 8 HAP	15187	Othapau - ALBERTA A QUAIROLI ESTATE	12/2/2020	12-2020	1,060.00
ec8hap - Section 8 HAP	15188	Otimsus - SUSAN V TIMMRECK	12/2/2020	12-2020	726.00
ec8hap - Section 8 HAP	15189	Ovasdap - DAPHNE VASSALOTTI	12/2/2020	12-2020	803.00
sec8hap - Section 8 HAP	15190	Ovinlan - VINELAND VILLAGE APTS	12/2/2020	12-2020	5,737.00
ec8hap - Section 8 HAP	15191	Ovitdor - VITALO	12/2/2020	12-2020	952.00
ec8hap - Section 8 HAP	15192	Owaca - WACA INVESTMENTS LLC	12/2/2020	12-2020	1,045.00
ec8hap - Section 8 HAP	15193	Owalnut - WALNUT REALTY ASSOCIATES LLC	12/2/2020	12-2020	6,703.00
ec8hap - Section 8 HAP	15194	Owassey - SEYMOUR WASSERSTRUM	12/2/2020	12-2020	983.00
ec8hap - Section 8 HAP	15195	Owatrob - ROBERT H WATSON	12/2/2020	12-2020	1,350.00
ec8hap - Section 8 HAP	15196	Owayest - ESTATE OF WAYNE F ST AUBYN	12/2/2020	12-2020	969.00
ec8hap - Section 8 HAP	15197	Owebdia - DIANN WEBBER	12/2/2020	12-2020	475.00
sec8hap - Section 8 HAP	15198	Owhejon - WHEELER	12/2/2020	12-2020	512.00
ec8hap - Section 8 HAP	15199	Owrialf - ALFRED WRIGHT	12/2/2020	12-2020	720.00
sec8hap - Section 8 HAP	15200	0yangli - LI YING YANG	12/2/2020	12-2020	209.00
					442,221.00

Payment Summary

roperty=.all AND Bank=sec8admn AND mm/yy=11/2020-12/2020 AND Check Date=11/20/2020-12/17/2020 AND All Checks=Yes AND Include Voids=All Check

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
sec8admn - Section 8 Admin Fee	542	Ocaguas - CAGUAS OF MUNICIPALITY	12/1/2020	12-2020	54.78
sec8admn - Section 8 Admin Fee	543	0osccos8 - OSCEOLA COUNTY HOUSING	12/1/2020	12-2020	54.78
sec8admn - Section 8 Admin Fee	544	vfl033 - SEMINOLE COUNTY	12/1/2020	12-2020	54.78
sec8admn - Section 8 Admin Fee	545	vfl093 - ORANGE COUNTY HOUSING & C D	12/1/2020	12-2020	54.78
sec8admn - Section 8 Admin Fee	546	vha - HOUSING AUTHORITY CITY OF VINELAND	12/11/2020	12-2020	88,000.00
					88,219.12

Payment Summary

Property=.all AND Bank=sec8hap AND mm/yy=11/2020-12/2020 AND Check Date=11/20/2020-12/17/2020 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
capsecdp - Sec Dep Acct - Capital	E 184	vha - HOUSING AUTHORITY CITY OF VINELAND	11/25/2020	11-2020	452.95
					452.95

Payment Summary

Property=.all AND Bank=capfsses AND mm/yy=11/2020-12/2020 AND Check Date=11/20/2020-12/17/2020 AND All Checks=Yes AND Include Voids=All Checks

			Che	eck	Post	Total Date
Bank	Check#	Vendor	Dat	te	Month	Amount Reconciled
capfsses - Capital Bank FSS Escrow	182	t0003857 - CARLO	12/*	/11/2020	12-2020	14,623.66
						14,623.66

Payment Summary

Property=.all AND Bank=capgenfd AND mm/yy=11/2020-12/2020 AND Check Date=11/20/2020-12/17/2020 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
capgenfd - Capital Bank General Fu	2181	sjgas - South Jersey Gas Company	11/20/2020	11-2020	347.73
capgenfd - Capital Bank General Fu	2182	sjgas - South Jersey Gas Company	11/20/2020	11-2020	6,432.10
capgenfd - Capital Bank General Fu	2183	sjgas - South Jersey Gas Company	11/20/2020	11-2020	224.16
capgenfd - Capital Bank General Fu	2184	vmu - Vineland Municipal Utilities	11/20/2020	11-2020	9,678.75
capgenfd - Capital Bank General Fu	2185	t0003381 - VANES	11/20/2020	11-2020	425.49
capgenfd - Capital Bank General Fu	2186	landis - Landis Sewerage Authority	11/25/2020	11-2020	7,485.00
capgenfd - Capital Bank General Fu	2187	vmu - Vineland Municipal Utilities	11/25/2020	11-2020	56.84
capgenfd - Capital Bank General Fu	2188	landis - Landis Sewerage Authority	11/25/2020	11-2020	55,407.00
capgenfd - Capital Bank General Fu	2189	t0005001 - CALDERON	12/1/2020	12-2020	154.00
capgenfd - Capital Bank General Fu	2190	sjgas - South Jersey Gas Company	12/4/2020	12-2020	35.67
capgenfd - Capital Bank General Fu	2191	vmu - Vineland Municipal Utilities	12/4/2020	12-2020	12,580.07
capgenfd - Capital Bank General Fu	2192	vha - HOUSING AUTHORITY CITY OF VINELAND	12/4/2020	12-2020	392.00
capgenfd - Capital Bank General Fu	2193	vmu - Vineland Municipal Utilities	12/11/2020	12-2020	939.05
capgenfd - Capital Bank General Fu	2194	vha - HOUSING AUTHORITY CITY OF VINELAND	12/11/2020	12-2020	148,000.00
					242,157.86

Payment Summary

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
cocc - Central Office Cost	9017	sjgas - South Jersey Gas Company	11/20/2020	11-2020	309.72
cocc - Central Office Cost	9018	vmu - Vineland Municipal Utilities	11/20/2020	11-2020	1,950.50
cocc - Central Office Cost	9019	aflac - AFLAC	11/25/2020	11-2020	445.06
cocc - Central Office Cost	9020	axaequ - Equitable	11/25/2020	11-2020	2,225.00
cocc - Central Office Cost	9021	browco - Robert M Browne Court Officer	11/25/2020	11-2020	122.29
cocc - Central Office Cost	9022	browco - Robert M Browne Court Officer	11/25/2020	11-2020	27.68
cocc - Central Office Cost	9023	cwa - Communications Workers of America	11/25/2020	11-2020	256.70
cocc - Central Office Cost	9024	njfamb - NJ FAMILY SUPPORT PAYMENT CENTER	11/25/2020	11-2020	228.00
cocc - Central Office Cost	9025	acehar - Vineland Ace Hardware East	11/25/2020	11-2020	160.91
cocc - Central Office Cost	9026	aceplu - Ace Plumbing and Electrical Supplies Inc	11/25/2020	11-2020	1,126.64
cocc - Central Office Cost	9027	blaine - Blaine Window Hardware Inc	11/25/2020	11-2020	113.57
cocc - Central Office Cost	9028	canfin - Canon Financial Services Inc	11/25/2020	11-2020	313.00
cocc - Central Office Cost	9029	ccia - Cumberland Co Improvement Auth	11/25/2020	11-2020	148.55
cocc - Central Office Cost	9030	combus - COMCAST	11/25/2020	11-2020	243.35
cocc - Central Office Cost	9031	cullig - South Jersey Culligan Water	11/25/2020	11-2020	183.35
cocc - Central Office Cost	9032	daily - The Daily Journal	11/25/2020	11-2020	40.85
cocc - Central Office Cost	9033	garsto - Garoppo Stone & Garden Center	11/25/2020	11-2020	219.60

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
cocc - Central Office Cost	9034	hdsupp - HD Supply Facilities Maintenance LTD	11/25/2020	11-2020	1,761.99
cocc - Central Office Cost	9035	homede - Home Depot Credit Services	11/25/2020	11-2020	1,336.78
cocc - Central Office Cost	9036	hompro - The Home Depot Pro - SupplyWorks	11/25/2020	11-2020	1,060.57
cocc - Central Office Cost	9037	intsys - Integrated Systems Associates Inc	11/25/2020	11-2020	175.00
cocc - Central Office Cost	9038	miles - Miles Technologies	11/25/2020	11-2020	879.89
cocc - Central Office Cost	9039	njdep - Treasurer State of NJ, Div of Revenue	11/25/2020	11-2020	36.00
cocc - Central Office Cost	9040	njfire - NJ Division of Fire Safety	11/25/2020	11-2020	3,093.00
cocc - Central Office Cost	9041	pbrese - Reserve Account	11/25/2020	11-2020	1,000.00
cocc - Central Office Cost	9042	peters - Peterson Service Co Inc	11/25/2020	11-2020	1,250.32
cocc - Central Office Cost	9043	purewa - Pure Water Solutions Inc	11/25/2020	11-2020	109.00
cocc - Central Office Cost	9044	turdob - Dobson Turf Management LLC	11/25/2020	11-2020	140.00
cocc - Central Office Cost	9045	landis - Landis Sewerage Authority	11/25/2020	11-2020	1,044.00
cocc - Central Office Cost	9046	amacap - Amazon Capital Services Inc	12/4/2020	12-2020	44.18
cocc - Central Office Cost	9047	babbit - Babbitt Manufacturing Co, Inc.	12/4/2020	12-2020	244.80
cocc - Central Office Cost	9048	barret - Barretta Plumbing Heating Cooling	12/4/2020	12-2020	312.68
cocc - Central Office Cost	9049	boscob - Thomas Bosco Building Contractors, LLC	12/4/2020	12-2020	23,400.00
cocc - Central Office Cost	9050	ccia - Cumberland Co Improvement Auth	12/4/2020	12-2020	61.98
cocc - Central Office Cost	9051	lowes - Lowes Business Account	12/4/2020	12-2020	116.85
cocc - Central Office Cost	9052	sirspe - Sir Speedy Printing	12/4/2020	12-2020	233.27
cocc - Central Office Cost	9053	axaegu - Equitable	12/11/2020	12-2020	2,225.00
cocc - Central Office Cost	9054	browco - Robert M Browne Court Officer	12/11/2020	12-2020	122.29
cocc - Central Office Cost	9055	browco - Robert M Browne Court Officer	12/11/2020	12-2020	27.68
cocc - Central Office Cost	9056		12/11/2020	12-2020	228.00
cocc - Central Office Cost	9057	acehar - Vineland Ace Hardware East	12/11/2020	12-2020	15.99
cocc - Central Office Cost	9058	fitzdec - DeCotiis FitzPatrick Cole & Giblin LLP	12/11/2020	12-2020	7,855.40
cocc - Central Office Cost	9059	hdsupp - HD Supply Facilities Maintenance LTD	12/11/2020	12-2020	364.40
cocc - Central Office Cost	9059	inspro - Institute for Professional Development	12/11/2020	12-2020	50.00
cocc - Central Office Cost	9061	veriwi - Verizon Wireless	12/11/2020	12-2020	1,264.59
cocc - Central Office Cost		wex - WEX Bank	12/11/2020	12-2020	1,249.86
cocc - Central Office Cost	9063		12/17/2020	12-2020	59.49
cocc - Central Office Cost	9064	ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND	12/17/2020	12-2020	1,364.67
cocc - Central Office Cost	9065	ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAND		12-2020	9,724.91
cocc - Central Office Cost	9066	amacap - Amazon Capital Services Inc	12/17/2020	12-2020	1,909.18
cocc - Central Office Cost		avena - Linda M Avena CPA	12/17/2020	12-2020	7,083.33
cocc - Central Office Cost		benspro - Ben's ProServ	12/17/2020	12-2020	1,292.50
cocc - Central Office Cost		blocklsi - BLOCK LINE SYSTEMS, LLC	12/17/2020	12-2020	1,701.23
cocc - Central Office Cost		bobaut - BOB'S AUTO SUPPLY, INC	12/17/2020	12-2020	103.00
cocc - Central Office Cost	9071	boscob - Thomas Bosco Building Contractors, LLC	12/17/2020	12-2020	20,590.00
cocc - Central Office Cost	9072	5	12/17/2020	12-2020	1,160.00
cocc - Central Office Cost	9073	callexp - Call Experts New Jersey	12/17/2020	12-2020	333.35
cocc - Central Office Cost	9074	carahsoft - Carahsoft Technology Corporation	12/17/2020	12-2020	589.09
cocc - Central Office Cost	9075	ccia - Cumberland Co Improvement Auth	12/17/2020	12-2020	3,244.92
cocc - Central Office Cost	9076	cdwgov - CDW Government Inc	12/17/2020	12-2020	8,772.68
cocc - Central Office Cost	9077	cintas - Cintas Corporation #100	12/17/2020	12-2020	645.69
cocc - Central Office Cost	9078	coloni - Colonial Electrical Supply	12/17/2020	12-2020	262.74
cocc - Central Office Cost	9079	ezpass - E-Z PASS	12/17/2020	12-2020	750.00
cocc - Central Office Cost	9080	fiocch - Fiocchi Tire Center Inc	12/17/2020	12-2020	20.00
cocc - Central Office Cost	9081	gabage - Eisenstat Gabage and Furman PC	12/17/2020	12-2020	1,391.67
cocc - Central Office Cost	9082	genelec - Gen X Electrical Contractors LLC	12/17/2020	12-2020	495.00
cocc - Central Office Cost	9083	hdsupp - HD Supply Facilities Maintenance LTD	12/17/2020	12-2020	2,814.63

Property=.all AND Bank=sec8hap AND mm/yy=11/2020-12/2020 AND Check Date=11/20/2020-12/17/2020 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
cocc - Central Office Cost	9085	hill - Ronald Hill	12/17/2020	12-2020	945.00
cocc - Central Office Cost	9086	himinha - H I MINHAS LLC	12/17/2020	12-2020	437.50
cocc - Central Office Cost	9087	hompro - The Home Depot Pro - SupplyWorks	12/17/2020	12-2020	2,618.43
cocc - Central Office Cost	9088	jjones - Jacqueline S Jones	12/17/2020	12-2020	3,229.25
cocc - Central Office Cost	9089	lilfor - LILLISTON FORD, INC.	12/17/2020	12-2020	664.40
cocc - Central Office Cost	9090	mason - W B Mason Co Inc	12/17/2020	12-2020	505.36
cocc - Central Office Cost	9091	mazza - Frank Mazza & Son Inc.	12/17/2020	12-2020	353.25
cocc - Central Office Cost	9092	miles - Miles Technologies	12/17/2020	12-2020	3,007.00
cocc - Central Office Cost	9093	millgla - Millville Glass Center, LLC.	12/17/2020	12-2020	95.00
cocc - Central Office Cost	9094	natten - National Tenant Network	12/17/2020	12-2020	588.00
cocc - Central Office Cost	9095	omega - Omega Pest Management LLC	12/17/2020	12-2020	1,295.10
cocc - Central Office Cost	9096	pdq - PDQ Supply Inc	12/17/2020	12-2020	1,007.16
cocc - Central Office Cost	9097	pomale - Gloria Pomales	12/17/2020	12-2020	2,000.00
cocc - Central Office Cost	9098	presso - The Press of Atlantic City	12/17/2020	12-2020	130.96
cocc - Central Office Cost	9099	riggin - Riggins Inc	12/17/2020	12-2020	35.97
cocc - Central Office Cost	9100	sherwi - Sherwin Williams Company	12/17/2020	12-2020	528.91
cocc - Central Office Cost	9101	staadv - Staples, Inc.	12/17/2020	12-2020	83.31
cocc - Central Office Cost	9102	totsec - Total Security Alarms, LLC.	12/17/2020	12-2020	639.00
cocc - Central Office Cost	9103	wallac - Wallace Supply Co	12/17/2020	12-2020	443.68
cocc - Central Office Cost	9104	weaequ - Weaver Equipment Sales & Service	12/17/2020	12-2020	1,669.95
cocc - Central Office Cost	9105	wheat - Wheat Road Cold Cuts	12/17/2020	12-2020	3,094.00
					140.057 (0

148,257.60

RESOLUTION #2020-70

A Resolution Approving Dates for 2021 Board Meetings

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Vineland officially meets on the third Thursday of each month at 5 p.m. unless otherwise noted below.; and,

WHEREAS, the list of dates below identifies those Thursdays throughout the year, 2021, on which Board meetings have been scheduled; and,

Thursday, January 21, 2021 Thursday, February 18, 2021 Thursday, March 18, 2021 Thursday, April 15, 2021 Thursday, May 20, 2021 Thursday, June 17, 2021 Thursday, July 15, 2021 Thursday, August 19, 2021 Thursday, September 16, 2021 Thursday, November 18, 2021 Thursday, December 16, 2021

WHEREAS, this list will be forwarded to the City of Vineland's Clerk and will be published in *The Daily Journal* and *The Press* well in advance of the January 2021 meetings.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the schedule of dates as listed above for the year 2021.

ADOPTED: December 17, 2020

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer

RESOLUTION #2020-71

Resolution Appointing Jacqueline S. Jones as the Housing Authority of the City of Vineland's Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF) for the Fund Year 2021

WHEREAS, the Housing Authority of the City of Vineland is a member of the New Jersey Public Housing Joint Insurance Fund; and,

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Vineland hereby appoints Jacqueline S. Jones as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2021.

ADOPTED: December 17, 2020

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer

RESOLUTION #2020-72

Resolution Adopting Protection and Safe Treatment of Minors Policy

WHEREAS, the Housing Authority of the City of Vineland is a member of the New Jersey Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, in order for the Housing Authority of the City of Vineland to remain qualified for lower deductibles and copays, the Authority must certify to the Fund that it has adopted the Protection and Safe Treatment of Minors Policy; and

WHEREAS, it is in the best interest of the Authority to adopt the Protection and Safe Treatment of Minors Policy; and

WHEREAS, it is the intent of the Board of Commissioner of the Housing Authority of the City of Vineland to adopt the proposed Protection and Safe Treatment of Minors Policy attached here to; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioner of the Housing Authority of the City of Vineland to adopt the proposed Protection and Safe Treatment of Minors Policy.

ADOPTED: December 17, 2020

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer



(Updated 7/10/20 from 11/15/19)

VINELAND HOUSING AUTHORITY

ADOPTED 12/17/2020 - Resolution 2020-72



Model Policy Addressing the Protection and Safe Treatment of Minors

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Model Policy Addressing the Protection and Safe Treatment of Minors

I. <u>Purpose and Scope:</u>

Under New Jersey law (N.J.S.A. 9:6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

- 1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
- 2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
- 3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called **neglect**.
- The intentional use of physical force that results in injury, which is called *physical abuse*.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is **emotional abuse**.
- Engaging in sexual acts with a child including pornography, which is *sexual abuse*.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- > 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ "Peer-to-Peer" abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The American Psychological Association reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- In contrast, "adult-to-child" abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children. It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as "grooming" their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially 0 important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of** Domestic Violence Act, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Vineland Housing Authority is committed to the safety of all individuals in its community, however, the Vineland Housing Authority has particular concern for those who are potentially vulnerable, including minor children. The Vineland Housing Authority regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Vineland Housing Authority is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Vineland Housing Authority to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Vineland Housing Authority or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Vineland Housing Authority or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. <u>Definitions:</u>

- <u>Authorized Adult</u>- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **<u>Child or Minor</u>** A person under the age of eighteen (18).
- **Department Heads** Appointed department heads of the Vineland Housing Authority, including the chief administrative officer, and any assistants.
- **<u>Direct Contact</u>** Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

- <u>Dual Reporting</u> Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the Vineland Housing Authority to report all possible cases of abuse.
- <u>Employees, Staff, or Counselors</u> persons working for the Vineland Housing Authority on a full-time or part-time basis, and compensated by the Vineland Housing Authority.
- **Facilities** Facilities owned by, under the control of, or rented or leased to the Vineland Housing Authority.
- <u>Grooming</u> is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- NJMEL JIF-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- <u>Officials</u> Elected officials of the Vineland Housing Authority, appointed Board members, and Authority Commissioners
- <u>One-On-One Contact</u> Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **<u>Programs</u>** Programs and activities offered or sponsored by the Vineland Housing Authority.
- <u>Volunteers</u>-Individuals volunteering their time to provide services to the Vineland Housing Authority who are not on the payroll and receive no compensation.

III. <u>Policy:</u>

The Vineland Housing Authority is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Vineland Housing Authority is firmly committed to protecting children under the care and supervision of the Vineland Housing Authority from all forms of physical, mental, sexual and emotional abuse. The Vineland Housing Authority is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Vineland Housing Authority. The procedures outlined below shall apply to all officials, employees, and volunteers of the Vineland Housing Authority.

IV. <u>Recruitment and Hiring of Employees and Vetting of Individuals</u> <u>Volunteering Their Time:</u>

- i. All prospective employees and volunteers shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. Written documentation of the background check shall be maintained by the Vineland Housing Authority in perpetuity.
- Background checks that disclose any negative or questionable results must be reviewed and approved by the Vineland Housing Authority <u>prior to</u> the individual being hired and/or working with minors. <u>Provisional hiring is</u> <u>not permitted</u>.
- iii. All prospective employees and volunteers must complete the training adopted by the Vineland Housing Authority <u>PRIOR TO</u> starting employment or volunteer service. <u>In addition to completing the training course</u> <u>adopted by the Vineland Housing Authority</u>, all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth* [™]) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.)
- iv. The Vineland Housing Authority shall <u>annually</u> re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

V. <u>Procedures and Responsibilities of Officials:</u>

<u>Under New Jersey Law, an official may be held liable for the abuse or neglect</u> of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Vineland Housing <u>Authority.</u> Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Vineland Housing Authority.

- > Officials of the Vineland Housing Authority are required to:
 - i. Complete the initial training course adopted by the Vineland Housing Authority, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the Vineland Housing Authority adhere to all policies and procedures as adopted.
 - *ii.* Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. <u>If</u> <u>the policy is not being adhered to, it is the legal obligation of the officials</u> <u>of the Vineland Housing Authority to implement whatever changes are</u> <u>necessary as soon as possible to make certain the policy is followed.</u>
- iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Vineland Housing Authority.

VI. <u>Program Procedures:</u>

All Vineland Housing Authority programs operated by, sponsored by, or affiliated with the Vineland Housing Authority shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. <u>Specific Program Procedures:</u>

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Vineland Housing Authority. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Vineland Housing Authority shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the Vineland Housing Authority shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the Vineland Housing Authority.
- c. Implement and adopt a "**Code of Conduct**" for volunteer and paid staff members which, **at a minimum**, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.

- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Vineland Housing Authority shall set forth rules and procedures governing when and under what circumstances participants may leave the Vineland Housing Authority property during the program.
- > No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- > No theft of property will be tolerated.
- > No use of tobacco products will be tolerated.
- Misuse or damage of Vineland Housing Authority property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Vineland Housing

Authority to be shared on any social media platform without the expressed written consent of a parent or legal guardian.

- The Vineland Housing Authority shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are <u>not released</u> to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for noncompliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 - 1. One staff member for every six participants ages 4 and 5
 - 2. One staff member for every eight participants ages 6 to 8
 - 3. One staff member for every ten participants ages 9 to 14
 - 4. One staff member for every twelve participants ages 15 to 17
- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is

there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Procedures for Law Enforcement Officers:

Law enforcement officers of the Vineland Housing Authority frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the Vineland Housing Authority shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. Transporting minors in a police vehicle. Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have а prisoner Officers transporting a minor for whatever compartment/partition. reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the "**Code of Conduct**" for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
 - i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
 - ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
 - iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.

- iv. Officers shall make certain that they are neat, clean, and appropriately attired.
- v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
- vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

IX. <u>Training Requirements:</u>

Individual training courses have been designed for each of the following categories and <u>all</u> officials, employees, and volunteers of the Vineland Housing Authority are required to complete training (and refresher course training) adopted by the Vineland Housing Authority. ALL employees of the Vineland Housing Authority shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Vineland Housing Authority and individual trainees also keep copies of their own training records.

a. Officials

Complete the initial training course adopted by the Vineland Housing Authority, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- \circ $\;$ Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the Vineland Housing Authority adhere to all policies and procedures as adopted.

b. Department Heads

- i. Content of course shall include:
 - 1. Current State NJ State Law pertaining to Sexual Abuse of Minors
 - 2. Recognizing the signs of abuse and neglect

- 3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
- 4. Your legal responsibility for implementing and monitoring procedures and employees
- 5. Reporting cases of abuse

c. Volunteers and Employees of the Vineland Housing Authority

- i. Content of course shall include:
 - 1. Current State NJ State Law pertaining to Sexual Abuse of Minors
 - 2. Recognizing the signs of abuse and neglect
 - 3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
 - 4. Your legal responsibility for implementing and monitoring procedures and employees
 - 5. Reporting cases of abuse

d. Law Enforcement Officers

- i. Content of course shall include:
 - 1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel
 - 2. Your responsibilities
 - 3. Officers in Schools
 - 4. Reporting Abuse

X. <u>Reporting Suspected Child Abuse/Neglect:</u>

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. <u>As a government official,</u> <u>employee or volunteer, you are legally required to report suspected</u> <u>child abuse. This requirement includes all governmental officials,</u> <u>employees and volunteers.</u>

The following procedures shall be utilized in reporting suspected cases of abuse. The Vineland Housing Authority shall also train officials, department heads, employees and volunteers in the concept of **"dual reporting"** as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support.** Avoid interrogation and leading questions.

Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not "investigate" an abuse situation. Do not interrogate the child**. Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For employees or volunteers of programs conducted by the Vineland Housing Authority:

- > Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. <u>Who:</u> The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. <u>What:</u> Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. <u>When:</u> When the alleged abuse/neglect occurred and when you learned of it.
 - d. <u>Where:</u> Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. <u>*How:*</u> How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Vineland Housing Authority.

- 1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. <u>Who:</u> The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. <u>What:</u> Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. <u>When:</u> When the alleged abuse/neglect occurred and when you learned of it.
 - d. <u>Where:</u> Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. <u>*How:*</u> How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- 2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

- 1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. <u>Who:</u> The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. <u>What:</u> Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. <u>When:</u> When the alleged abuse/neglect occurred and when you learned of it.
 - d. <u>Where:</u> Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
 - After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

> For *Law Enforcement Officers*:

• Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

XI. <u>Important Information Regarding Reporting Suspected Abuse</u> <u>Under NJ Law:</u>

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Vineland Housing Authority encourages all officials, employees, and volunteers in programs operated by the Vineland Housing Authority or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.
- *ii.* However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.
- *iii.* When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

XII. <u>Acknowledgement of Receipt and Review of Policy:</u>

All officials, employees/counselors, and volunteers shall sign and date an acknowledgement form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Vineland Housing Authority. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
 Unexplained bruises and welts: On face, lips, mouth On torso, back, buttocks, thighs In various stages of healing Cluster, forming regular patterns Reflecting shape of article used to inflict (electric cord, belt buckle) On several different surface areas Regularly appear after absence, weekend or vacation Unexplained burns: Cigar, cigarette burns, especially on soles, palms, back or buttocks Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) Patterned like electric burner, iron, etc. Rope burns on arms, legs, neck or torso Unexplained fractures: To skull, nose, facial structure In various stages of healing Multiple or spiral fractures Unexplained laceration or abrasions: To mouth, lips, gums, eyes To external genitalia 	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: • Aggressiveness • Withdrawal Frightened of parents Afraid to go home Reports injury by parents

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	 Behavior extremes: Compliant, passive Aggressive, demanding Overly adoptive behavior: Inappropriately adult Inappropriately infant

<u>Appendix B – Grooming Behavior</u>

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to "groom" a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show telltale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

Housing Authority of the City of Vineland County of Cumberland State of New Jersey

RESOLUTION #2020-73

Resolution Approving Expenditure for Roof Replacement at Kidston and Olivio Towers

WHEREAS, the Vineland Housing Authority recognizes the need to replace the roof at Kidston and Olivio Towers; and,

WHEREAS, the Authority advertised and received four public bids for the replacement of the roof at Kidston and Olivio Towers; and,

WHEREAS, <u>Jottan, Inc. – 1 Underwood Court; Delran, NJ 08075</u> provided the lowest responsible bid; and,

WHEREAS, the Authority recommends the contract be awarded to Jottan, Inc.; and,

WHEREAS, the Authority has funding available for this expenditure; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for the roof replacement at Kidston and Olivio Towers and approves the expenditure of funds in the amount of **\$520,664** to **Jottan, Inc.**

ADOPTED: December 17, 2020

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer

CERTIFICATION

Funding is available for:

Roof Replacement at Kidston and Olivio Towers

from the VHA RAD KT/OT Project Construction Budget. The line item to be charged for the above expenditure is Account # 1400-06-000.

Wendy Hughes Certifying Financial Officer

Date

December 04, 2020

Jacqueline Jones, Executive Director Vineland Housing Authority 191 W Chestnut Ave. Vineland, NJ 08360

Re: Kidston and Olivio Towers Roof Renovations Recommendation to Award

Dear Ms. Jones,

On Thursday, December 03, 2020 bids were publicly opened and read aloud for the above referenced project. Four contractors submitted bids for the project. The low base bid was submitted by Jottan, Inc., New Jersey in the amount of \$520,664.00. Our office has evaluated their bid and believe it to be responsive and complete. Therefore, we recommend the board of the Vineland Housing Authority award a construction contract to Jottan, Inc..

Thank you for the opportunity to be of service. We look forward to the successful completion of this project with you.

Sincerely,

Michael R. Donovan, AIA



9 TANNER STREET | SUITE 201 HADDONFIELD NJ 08103 www.haleydonovan.com

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

- A. Bidder: Jottan, Inc.
- B. Project Name: Kidston & Olivio Towers Roof Renovations.
 - 1. Project Location: 1040-1044 E. Landis Ave. Vineland, NJ 08360.
- C. Owner: Vineland Housing Authority, 191 W Chestnut Ave. Vineland, NJ 08360.
- D. Architect: Haley Donovan LLC, 9 Tanner St., Suite 201, Haddonfield, NJ, 08033.
- E. Architect Project Number: 18-036.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Haley Donovan LLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
 - 1. Five Hundred Twenty Thousand Six Hundred Sixty Four Dollars (\$ 520,664.00).
 - 2. The above amount may be modified by amounts indicated by the Bidder on the attached Document 004323 "Alternates Form."

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting ten percent (10%) of the Base Bid amount above (not to exceed \$20,000):
 - 1. Twenty Thousand Dollars and Zero Cents Dollars (\$ 20,000.00).
- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

Kidston & Olivio Towers Roof Renovations Bid Submission | 11.05.20

1.4 TIME OF COMPLETION

A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Owner, and shall fully complete the Work within 90 calendar days.

1.5 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.
 - 1. Bid Form Supplement Bid Bond Form (AIA Document A310).
 - 2. Bid Form Supplement Proposed Schedule of Values Form
 - 3. Bid Form Supplement Bid Guarantee
 - 4. Bid Form Supplement Stockholder's Disclosure
 - 5. Bid Form Supplement List of Prime Sub-Contractors
 - 6. Bid Form Supplement Acknowledgement of Receipt of Addenda

1.6 CONTRACTOR'S LICENSE

A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in Vineland, State of New Jersey and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.7	SUBMISSION OF BID
Α.	Respectfully submitted this <u>3rd</u> day of <u>December</u> , 2020.
В.	Submitted By: Jottan, Inc. (Name of bidding firm or corporation).
C.	Authorized Signature: (Handwritten signature).
D.	Signed By: Jeff Newman (Type or print name).
E.	Title: Vice-President (Owner/Partner/President/Vice President).
F.	Witness By:(Handwritten signature).
G.	Attest:(Handwritten signature).
H.	By: <u>Nancy Driggs</u> (Type or print name).
I.	Title: <u>Estimating Coordinator</u> (Corporate Secretary or Assistant Secretary).
J.	Street Address:1 Underwood Court
К.	City, State, Zip: Delran, NJ 08075
L.	Phone: (609) 447-6200

Kidston & Olivio Towers Roof Renovations Bid Submission | 11.05.20

- M. License No.:______.
- N. Federal ID No.: 22-2768915 (Affix Corporate Seal Here).

END OF DOCUMENT 004113

Housing Authority of the City of Vineland County of Cumberland State of New Jersey

RESOLUTION #2020-74

Resolution of the Housing Authority of the City of Vineland Authorizing Entering into a Contract Agreement with Wroniuk, LLC T/A Wheat Road Cold Cuts

WHEREAS, it is necessary for the proper conduct of the order of business that the Housing Authority of the City of Vineland extends its contract agreement with Wroniuk, LLC T/A Wheat Road Cold Cuts; and,

WHEREAS, it is necessary for the Housing Authority of the City of Vineland's Social Services Department to provide nutritionally balanced meals for its Congregate Services client;

WHEREAS, funds are available for the purpose of entering into a contract agreement with Wroniuk, LLC T/A Wheat Road Cold Cuts, not to exceed \$40,000; and,

WHERES, pursuant to N.J.S.A. 40A:11-6 – the County of Cumberland is registered as County Cooperative agency NJ System Identifier #181-CCCCPS,

WHEREAS, the County of Cumberland awarded Bid #20-60 to Wroniuk, LLC T\A Wheat Road Cold Cuts on December 15, 2020,

WHEREAS, the Housing Authority of the City of Vineland finds it to be in the best interests of said Authority to enter into the County of Cumberland Bid #20-60 contract agreement with Wroniuk, LLC T/A Wheat Road Cold Cuts.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners to the Housing Authority of the City of Vineland authorizes extending the contract agreement with Wroniuk, LLC T/A Wheat Road Cold Cuts.

ADOPTED: December 17, 2020

MOVED/SECONDED:

Resolution moved by Commissioner Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer

Housing Authority of the City of Vineland Resolution County of Cumberland State of New Jersey

Resolution #2020-75

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

WHEREAS, the Housing Authority of the City of Vineland is required by the U.S. Department of Housing and Urban Development to have Admissions and Continued Occupancy Policy (ACOP) for its Public Housing Program and an Administrative Plan for its Section 8 Program (AP), and

WHEREAS, said plan and policy outline the objectives and program functions for the Public Housing Program and the Section 8 Program; and

WHEREAS, the revision to the ACOP and to the AP is updating said plans and policies according to the U.S. Department of Housing and Urban Development – 24CFR 960.257(a)(2) regarding Program Eligibility; and

WHEREAS, the additional revision to the Public Housing and Section 8 Administrative Plan are updating said Plan and Policy according to the U.S. Department of Housing and Urban Development – Notice PIH 2020-13, REV 1, regarding COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for the Public Housing, Housing Choice Voucher, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision 1, effective retroactively to April 10, 2020; and

WHEREAS, Notice PIH 2020-13, REV 1 and Attachment 1: Summary of Public Housing and HCV Waivers and Alternative Requirements, attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Vineland adopt the revised Admissions and Continued Occupancy Policy for the Public Housing Program and its Administrative Plan for its Section 8 Program.

ADOPTED: December 17, 2020

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

Bv:

This chart summarizes the waivers authorized under this Notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2) <u>Regulatory Authority</u> §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	 Alternative dates for submission Changes to significant amendment process 	 Varies based on FYE 12/31/20 		
PH and HCV-2 Family Income and Composition: Delayed Annual Examinations	Statutory Authority Section 3(a)(1) <u>Regulatory Authority</u> §§ 982.516(a)(1), 960.257(a)	 Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver 	• 12/31/20		
PH and HCV-3 Family Income	Regulatory Authority §§ 5.233(a)(2),	• Waives the requirements to use the	• 12/31/20		

1

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
and Composition: Annual Examination; Income Verification Requirements	960.259(c), 982.516(a) <u>Sub-regulatory</u> <u>Guidance</u> PIH Notice 2018-18	 income hierarchy, including the use of EIV, and will allow PHAs to consider self- certification as the highest form of income verification PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later 			
PH and HCV-4 Family Income and Composition: Interim Examinations	Statutory Authority Section 3(a)(1)Regulatory Authority §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c)Sub-regulatory Guidance PIH Notice 2018-18	• Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	Regulatory Authority § 5.233 Sub-regulatory Guidance PIH Notice 2018-18	• Waives the mandatory EIV monitoring requirements.	• 12/31/20		
PH and HCV-6 Family Self- Sufficiency (FSS) Contract of Participation: Contract Extension	Regulatory Authority § 984.303(d)	• Provides for extensions to FSS contract of participation	• 12/31/20		
PH and HCV-7 Waiting List: Opening and Closing; Public Notice	Regulatory Authority § 982.206(a)(2) Sub-regulatory Guidance PIH Notice 2012-34	 Waives public notice requirements for opening and closing waiting list Requires alternative process 	• 12/31/20		
HQS-1 Initial Inspection Requirements	Statutory Authority Section 8(0)(8)(A)(i), Section 8(0)(8)(C) <u>Regulatory Authority</u> §§ 982.305(a),	• Changes initial inspection requirements, allowing for owner certification	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	982.305(b), 982.405	 that there are no life- threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	• 1-year anniversary of date of owner's certification		
HQS-2: Project- Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units	Statutory Authority: Section 8(0)(8)(A) <u>Regulatory Authority</u> : §§ 983.103(b), 983.156(a)(1)	 Changes inspection requirements, allowing for owner certification that there are no life- threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	 12/31/20 1-year anniversary of date of owner's certification 		
HQS-3 Initial Inspection: Non- Life-Threatening Deficiencies (NLT) Option	Statutory Authority Section 8(0)(8)(A)(ii) Sub-regulatory Guidance HOTMA HCV Federal	• Allows for extension of up to 30 days for owner repairs of non-life threatening conditions	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Register Notice January 18, 2017				
HQS-4 HQS Initial Inspection Requirement: Alternative Inspection Option	Statutory Authority Section 8(0)(8)(A)(iii) Sub-regulatory Guidance HOTMA HCV Federal Register Notice January 18, 2017	 Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	 12/31/20 1-year anniversary of date of owner's certification 		
HQS-5 HQS Inspection Requirement: Biennial Inspections	Statutory Authority Section 8(0)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	 Allows for delay in biennial inspections All delayed biennial inspections must be completed as soon as reasonably possible but by no later than 1 year after the date on which 	 10/31/20 1 year after the date on which the biennial inspection would have been required absent the waiver 		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		the biennial inspection would have been required absent the waiver.			
HQS-6 HQS Interim Inspections	Statutory Authority Section 8(0)(8)(F) Regulatory Authority §§ 982.405(g), 983.103(e)	 Waives the requirement for the PHA to conduct interim inspection and requires alternative method Allows for repairs to be verified by alternative methods 	• 12/31/20		
HQS-7 PBV Turnover Unit Inspections	Regulatory Authority § 983.103(c)	 Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies Allows for delayed full HQS inspection NLT than 1-year anniversary of date of owner's certification. 	 12/31/20 1-year anniversary of date of owner's certification 		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-8: PBV HAP Contract: HQS Inspections to Add or Substitute Units	Statutory Authority Section 8(0)(8)(A) <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b) <u>Sub-regulatory</u> <u>Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017	 Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life- threatening deficiencies Allows for delayed full HQS inspection NLT 1-year anniversary of date of owner's certification 	 12/31/20 1-year anniversary of date of owner's certification 		
HQS-9 HQS Quality Control Inspections	Regulatory Authority §§ 982.405(b), 983.103(e)(3)	• Provides for a suspension of the requirement for QC sampling inspections	• 12/31/20		
HQS-10 Housing Quality Standards: Space and Security	Regulatory Authority § 982.401(d)	• Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons.	Remains in effect one year from lease term or date of this Notice, whichever is longer		
HQS-11 Homeownership Option: Initial	Statutory Authority Section 8(0)(8)(A)(i), Section 8(y)(3)(B)	• Waives the requirement to perform an initial HQS inspection in	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS Inspection	Regulatory Authority § 982.631(a)	 order to begin making homeownership assistance payments Requires family to obtain independent professional inspection 			
HCV-1 Administrative Plan	Regulatory Authority § 982.54(a)	 Establishes an alternative requirement that policies may be adopted without board approval Any provisions adopted informally must be adopted formally NLT December 31, 2020 	 9/30/20 12/31/20 		
HCV-2 Information When Family is Selected: PHA Oral Briefing	Regulatory Authority §§ 982.301(a)(1), 983.252(a)	 Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing 	• 12/31/20		
HCV-3 Term of Voucher:	Regulatory Authority § 982.303(b)(1)	Allows PHAs to provide voucher	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Extensions of Term		extensions regardless of current PHA policy			
HCV-4 PHA Approval of Assisted Tenancy: When HAP Contract is Executed	Regulatory Authority § 982.305(c)	 Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed 	• 12/31/20		
HCV-5 Absence from Unit	Regulatory Authority § 982.312	 Allows for PHA discretion on absences from units longer than 180 days PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	• 12/31/20		
HCV-6 Automatic Termination of HAP Contract	Regulatory Authority § 982.455	• Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		terminates automatically.			
HCV-7 Increase in Payment Standard During HAP Contract Term	Regulatory Authority § 982.505(c)(4)	• Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so.	• 12/31/20		
HCV-8 Utility Allowance Schedule: Required Review and Revision	Regulatory Authority § 982.517	• Provides for delay in updating utility allowance schedule	• 12/31/20		
HCV-9 Homeownership Option: Homeownership Counseling	Statutory Authority Section 8(y)(1)(D) Regulatory Authority §§ 982.630, 982.636(d)	• Waives the requirement for the family to obtain pre-assistance counseling	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-10 Family Unification Program (FUP): FUP Youth Age Eligibility to Enter HAP Contract	Statutory Authority Section 8(x)(2)	• Allows PHAs to increase age to 26 for foster youth initial lease up	• 12/31/20		
HCV-11 Family Unification Program (FUP): Length of Assistance for Youth	Statutory Authority Section 8(x)(2)	• Allows PHAs to suspend terminations of assistance for FUP youth who will reach the 36-month limit between April 10, 2020, and December 31, 2020	• 12/31/20		
HCV-12 Family Unification Program (FUP): Timeframe for Referral	Statutory Authority Section 8(x)(2)	• Allows PHAs to accept referrals of otherwise eligible youth who will leave foster care within 120 days	• 12/31/20		
HCV-13 Homeownership: Maximum Term	Regulatory Authority § 982.634(a)	• Allows a PHA to extend homeownership	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
of Assistance		assistance for up to 1 additional year			
HCV-14 Mandatory Removal of Unit from PBV HAP Contract	<u>Regulatory Authority</u> §§ 983.211(a); 983.258	• Allows a PHA to keep a PBV unit under contract for a period of time that extends beyond 180 from the last HAP but does not extend beyond December 31, 2020	• 12/31/20		
PH-1 Fiscal Closeout of Capital Grant Funds	Regulatory Authority § 905.322(b)	• Extension of deadlines for ADCC and AMCC	Varies by PHA		
PH-2 Total Development Costs	Regulatory Authority § 905.314(c) - (d)	• Waives the TDC and HCC limits permitting approval of amounts in excess of published TDC by 25% to 50% on a case by case basis	Applies to development proposals submitted to HUD no later than December 31, 2021		
PH-3 Cost and Other Limitations: Types of Labor	Regulatory Authority § 905.314(j)	• Allows for the use of force account labor for modernization	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		activities in certain circumstances			
PH-4 ACOP: Adoption of Tenant Selection Policies	Regulatory Authority § 960.202(c)(1)	 Establishes an alternative requirement that policies may be adopted without board approval Any provisions adopted informally must be adopted formally NLT December 31, 2020 	 9/30/20 12/31/20 		
PH-5 Community Service and Self- Sufficiency Requirement (CSSR)	Statutory Authority Section 12(c) Regulatory Authority §§ 960.603(a) and 960.603(b)	Temporarily suspends CSSR	• 3/31/21		
PH-6 Energy Audits	Regulatory Authority § 965.302	• Allows for delay in due dates of energy audits	One year beyond 2020 audit deadline		
PH-7 Over-Income Families	Statutory Authority Section 16(a)(5) Sub-regulatory Guidance	Changes to timeframes for determination of over-income	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11				
PH-8 Resident Council Elections	Regulatory Authority § 964.130(a)(1)	• Provides for delay in resident council elections	• 12/31/20		
PH-9 Review and Revision of Utility Allowance	Regulatory Authority § 965.507	• Provides for delay in updating utility allowance schedule	• 12/31/20		
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	Regulatory Authority § 966.5	• Advance notice not required except for policies related to tenant charges	• 12/31/20		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-11: Designated Housing Plan Renewals	Statutory Authority: Section 7(f)	• Extends the Plan's effective period through December 31, 2020, for Plans due to expire between the date of this Notice and December 31, 2020.	• 12/31/20		
PH-12: Public Housing Agency Annual Self- Inspections	Statutory Authority: Section 6(f)(3) Regulatory Authority: § 902.20(d)	• Waives the requirement that the PHA must inspect each project	• 12/31/20		
11a PHAS	Regulatory Authority 24 CFR Part 902	 Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise 	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11b SEMAP	Regulatory Authority 24 CFR Part 985	• PHA to retain prior year SEMAP score unless requests otherwise	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
11c Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates	Regulatory Authority §§ 5.801(c), 5.801(d)(1)	• Allows for extensions of financial reporting deadlines	Varies by PHA FYE		
12a PHA Reporting Requirements on HUD Form 50058	Regulatory Authority 24 CFR Part 908, § 982.158 Sub-regulatory Guidance PIH Notice 2011-65	 Waives the requirement to submit 50058 within 60 days Alternative requirement to submit within 90 days of the effective date of action 	• 12/31/20		
12b Designated Housing Plans: HUD 60-Day Notification	Statutory Authority Section 7(e)(1)	• Allows for HUD to delay notification about designated housing plan	• 7/31/20	N/A	N/A
12c Extension of Deadline for	Statutory Authority Section 9(j)	• Provides a one-year extension	For all open Capital Fund grants, one-year extension from the		

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Programmatic Obligation and Expenditure of Capital Funds	Regulatory Authority § 905.306(d)(5)		obligation and expenditure end dates in LOCCS as of April 10, 2020		

COVID-19 Statutory	and Regulatory Waivers for ONA	P programs		
Item	Statutory and Regulatory Waivers	Waiver/Alternative Requirement Summary		
13a. Application Process for IHBG- CARES Grants and Indian Housing PlanStatutory Authority: Section 	 Abbreviated IHP to Receive I Applicants for IHBG-CARES IHP specifying how the fund Recipients that did Not Subm 	S funding must submits will be used.	t an abbreviated	
(IIIF) Requirements	nents C.F.R. §§ 1000.214; 1000.218;1000.220; 1000.224; 1000.226; 1000.228;1000.230;	TDHE that did not submit a t may still qualify for an IHBC		IP in FY 2020
	and 1000.232	3) <i>IHP Certifications:</i> IHBG red IHP certifications may still su authorized official of the IHE inability to secure certification	abmit an Abbreviated BG recipient provides	IHP provided an
		4) Reprogramming of FY2020 I may be reprogrammed to add process.		
13b. IHP Submission	Statutory Authority: Section 101(b) and 102(a) of	IHP Submission Deadlines Extended	Original IHP Due Date	Extension
Deadline for Annual IHBG Formula	NAHASDA, Regulatory Authority: 24 CFR		1/17/2020	10/16/2020
Grants	\$\$ 1000.214, 1000.216, 1000.225		4/17/2020	10/16/2020
			7/18/2020	1/17/2021
13c.Annual Performance Report	Statutory Authority: Sections 403 and 404 of NAHASDA,	APR Submission Deadlines Extended	Original APR Due Date	Extension
			3/30/2020	9/27/2020

Submission Deadline	Regulatory Authority: 24 CFR § 1000.514		6/29/2020 9/30/2020	12/30/2020 12/30/2020
13d. Income Verification	Regulatory Authority: 24 CFR § 1000.128	occupancy policies, including allowi	IHBG recipients may deviate from their current written admissions and occupancy policies, including allowing less frequent income recertifications, remote income verification, and self-certification over the phone or email.	
13e. Public Health Services	Statutory Authority: Section 202(3) of NAHASDA	Recipients may use IHBG-CARES funding to carry out a wide range of public health services.		wide range of
13f. COVID-19- Related Assistance to Non-Low Income and Non-Native Families	Statutory Authority: Section 201(b) of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.104, 1000.106, 1000.108, 1000.110, 1000.312, 1000.314, 1000.318	Recipients may use IHBG-CARES for respond to COVID-19 through certai assistance to all affected and threater limits or Indian status.	n limited activities the	at provide
13g. Useful Life	Statutory Authority: Section 205 of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.141, 1000.142, 1000.143, 1000.144, 1000.146, 1000.147	If the assistance is related to inhibitir income Indian families and the Triba IHBG-CARES funding to assist hous maintaining affordability during their	l community, Recipie sing units without dete	ents may use

13h. Total Development Cost (TDC) Limits	Regulatory Authority: 24 CFR §§ 1000.156, 1000.158, 1000.160, 1000.162	Recipients may exceed TDC by 20 percent without HUD approval for dwelling and non-dwelling units developed, acquired or assisted to prevent, prepare for, and respond to COVID-19.
13i. Prohibition Against Investment of CARES Act Grant Funds	Statutory Authority: Section 204(b) of NAHASDA, Regulatory Authority: 24 CFR § 1000.58	Recipients are prohibited from investing any IHBG funding provided under the CARES Act.
13j. IHBG-CARES Funds Not Counted in Undisbursed Funds Factor	Regulatory Authority: 24 CFR § 1000.342	IHBG-CARES funds will not count towards an IHBG recipient's prior years' undisbursed funds when applying the Undisbursed Funds Factor under the IHBG formula.
14a. Citizen Participation	Statutory Authority: Section 104 of the Housing and Community Development Act of 1974 (HCD Act) Regulatory Authority: 24 CFR § 1003.604	Indian tribes are not required to hold one or more meetings to obtain the views of residents before applying for ICDBG-CARES grant funding or amending their FY 2019/2020 ICDBG grants to address COVID-19.
14b. Application Proo and Funding Criteria	cess for ICDBG-CARES Grants	1) Criteria for Funding: With respect to applications for ICDBG-CARES grants and FY 2019/2020 ICDBG Imminent Threat grants to address the COVID-19 crisis, the urgency and immediacy of the threat will be presumed.

Regulatory Authority: 24 CFR §§ 1003.400, 1003.401, 1003.402; Section I.A.1.b. of FY19/20 ICDBG Notice of Funding Availability (NOFA)		2) Grant Ceilings: Current grant ceilings are waived for ICDBG-CARES and will be set in an ICDBG-CARES Implementation Notice to be published in the very near future.
		<i>3) Reimbursement of Costs and Letter to Proceed:</i> ICDBG applicants and grantees to receive ICDBG-CARES grants do not have to demonstrate other Tribal funding sources cannot be made available to alleviate the threat and may use the funding to cover or reimburse costs to prevent, prepare for, and respond to COVID-19 without a Letter to Proceed from the area ONAP.
		4) Availability of Funds: If ICDBG-CARES grant funds are not awarded in a fiscal year, HUD reserves the right to adjust how funding is awarded to ensure needs of Tribes are met, including possibly setting aside a portion of funding to address the needs of Tribes with the greatest needs.
14c. Removal of Public Services 15 Percent Cap under FY 2019 and FY 2020 ICDBG Grants	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.201(e); FY 19/20 ICDBG NOFA	HUD is eliminating the 15 percent cap on FY 2019/2020 ICDBG funding (both Single Purpose and Imminent Threat grants).
14d. Rental Assistance, Utility Assistance, Food, Clothing, and Other Emergency Assistance	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.207(b)(4)	ICDBG grant funds may be used to provide emergency payments for low and moderate income individuals or families impacted by COVID-19 for items such as food, medicine, clothing, and other necessities, as well as utility payment assistance.

14e. Purchase of Equipment	Regulatory Authority: 24 CFR §§ 1003.207(b)(1); 1003.201(c)(1)(ii)	Grantees may use of ICDBG funds for the purchase of medical and personal protective equipment to prevent, prepare for, and respond to the COVID-19.
14f. Operating Expenses for Public Facilities	Regulatory Authority: 24 CFR § 1003.207(b)(2)	Grantees may use ICDBG funds to pay operating and maintenance expenses of any public facility, to the extent it is used for COVID-19- related purposes but not for staffing costs of public facilities.
14g. New Housing Construction by Tribes	Statutory Authority: Section 105 of the HCD Act, Regulatory Authority: 24 CFR § 1003.207(b)(3)	ICDBG grantees may use ICDBG funds to carry out new housing construction under certain conditions without having to use a CBDO.

Housing Authority of the City of Vineland County of Cumberland State of New Jersey

RESOLUTION #2020-76

Certifying the 2019 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board

WHEREAS, N.J.S.A. 40A:5A-5 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended September 30, 2019 has been completed and filed with the Vineland Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the section of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Vineland Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2019, and specifically has reviewed the sections of the audit report entitled: "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON DECMEBER 17, 2020.

ADOPTED: December 17, 2020

MOVED/SECONDED: Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on December 17, 2020 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer

Affidavit: Local Authorities Fiscal Control Law (L.1983,C313) as per FY End Audit: 9/30/2019

Local Authorities Group Affidavit Form

Prescribed by The New Jersey Local Finance Board

Audit Review Certificate

We, the members of the governing body of the Housing Authority of the City of Vineland, being of full age and being duly sworn according to law, upon our oath, depose and say:

- 1. We are duly appointed members of the Housing Authority of the City of Vineland.
- 2. We certify, pursuant to **N.J.S.A. 40A:5A-17**, that we have each reviewed the annual Audit Report for the Fiscal Year Ending September 30, 2019 and, specifically, the sections of the Audit Report entitled, "General Comments" and "Recommendations."

NAME	<u>SIGNATURE</u>
Mario Ruiz-Mesa	
Chris Chapman	
Rudolph Luisi	
Alexis Cartagena	
Daniel Peretti	
Brian Asselta	
Gary Forosisky	

Sworn to and subscribed before me this 17th day of December, 2020.

Notary Public of New Jersey

12/10/20

HOUSING AUTHORITY OF VINELAND - DECEMBER, 2020 - EVICTIONS

1. ROSA ROSADO

This matter was referred for eviction based on unpaid rent. The hearing was scheduled for March 18, 2020 but in an effort to contain the spread of COVID-19, the Court has suspended all landlord/tenant cases for the time being. We do not as yet have a new date for the hearing.

2. FRANCISCO RIVERA

This matter was referred for eviction based on unpaid rent. The hearing was scheduled for March 18, 2020 but in an effort to contain the spread of COVID-19, the Court has suspended all landlord/tenant cases for the time being. We do not as yet have a new date for the hearing.

3. JOSEPH BARBOSA

This matter was referred for eviction based upon the One Strike policy and unpaid rent. We have not yet been advised of the hearing date because of COVID-19.

4. FERDINAN CUEVAS-RUIZ

This matter was referred for eviction based on unpaid rent. We have not yet been advised of the hearing date because of COVID-19.

5. HERIBERTO AFANADOR

This matter was referred for eviction based on unpaid rent. We have not yet been advised of the hearing date because of COVID-19.

IRIS RODRIGUEZ 6.

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This matter was referred for eviction based on unpaid rent. We have not yet been advised of the hearing date because of COVID-19. Second second

7. MELISSA DEJESUS

This matter was referred for eviction based on unpaid rent. We have not yet been advised of the hearing date because of COVID-19.