Housing Authority of the City of Vineland

191 W. Chestnut Ave. – Vineland, NJ 08360



Board of Commissioners'

Meeting

May 15, 2025

6 p.m.

Board of Commissioners
Mario Ruiz-Mesa, Chairman
Chris Chapman
Brian Asselta
Albert Porter
Iris Acosta-Jimenez
Elizabeth Viera
Michael Watson, 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

May 8, 2025

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 in person on Thursday, May 15, 2025 at <u>6:00 p.m.</u> at the Administrative Building, 191 W. Chestnut Avenue, Vineland, NJ 08360.

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,

Jacqueline S. Jones

Executive Director

JSJ:gp

Enclosures

REVISED

Housing Authority of the City of Vineland *AGENDA*

Thursday, May 15, 2025 6:00 p.m.

- 1. Open Meeting
- 2. Roll Call
- 3. Reading of the "Sunshine Law Statement"
- 4. Approval of Minutes of the Regular Meeting conducted on April 17, 2025
- 5. Fee Accountant's Report
- 6. Executive Director's Report
- 7. Committee Reports
- 8. Old Business
- 9. New Business
- 10. Resolutions:

# 2025-20	Monthly Expenses (updated)
# 2025-21	Execution of Standard Board Resolution for the Congregate Housing Services Program
# 2025-22	Granting Official Leave of Absence (FMLA)
# 2025-23	Authorizing Use of Contract RFP#FY21-01 for Lead Based Paint & Asbestos-Containing Material (ACM) Testing
# 2025-24	Awarding Cooperative Contract (Cintas – OMNIA Partners)
# 2025-25	Approving Job Descriptions / Revised Organizational Chart
# 2025-26	Authorizing Immediate Repair of Damaged Building Components at D'Orazio Terrace – Buildings #2 & #4
# 2025-27	Authorizing the Termination of Participation in the SHBP

Executive Session if required

- 11. Comments from the press and/or public (limited to 2 minutes for each speaker)
- 12. Comments from Board Members

The Board may act upon or discuss any other matters or resolutions deemed necessary to carry out Authority operations or required by law.

13. Adjournment

Housing Authority of the City of Vineland

REGULAR MEETING Thursday, April 17, 2025 6:04 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairperson Ruiz-Mesa on Thursday, April 17, 2025, at 6:04 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

Chairman Ruiz-Mesa turned the meeting over to solicitor, Michael Watson. Mr. Watson swore in the new Commissioner Elizabeth Viera. Chairman Ruiz-Mesa welcomed Ms. Viera to the Board.

The following Commissioners were present:

Commissioner Chris Chapman
Commissioner Daniel Peretti (Absent)
Commissioner Brian Asselta
Commissioner Albert Porter
Commissioner Iris Acosta-Jimenez
Commissioner Elizabeth Viera
Chairperson Mario Ruiz-Mesa

Also, present were Jacqueline S. Jones, Executive Director, Ron Miller, Director of Affordable Housing, Michael Watson, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Chairperson Ruiz-Mesa read the Sunshine Law.

Chairperson Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on March 20, 2025. A motion was made by Commissioner Porter and seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Viera	(Abstain)
Chairperson Mario Ruiz-Mesa	(Yes)

Fee Account's Report:

Chairperson Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the six months ending March 31, 2025. Mrs. Jones explained the Consultant line item.

Executive Director's Report:

Chairperson Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones requested an update from Ron Miller on the construction renovation projects.

Ron reported that the community room project at Kidston and Olivio Towers is complete, and both rooms are 100% set up as of today. The tenants are happy with the new tables and chairs.

There is no new update on the Tarkiln roof project.

The punch list was completed for the elevator refurbishment project at Kidston and Olivio Towers. The Authority is waiting for final inspections from the consultant to make sure the punch list is completed to be able to complete close out on the project.

The Water Filtration System equipment for Kidston and Olivio Towers are being reprogrammed and there is no new update this month.

The fire pump project remains the same as last month. The Authority is waiting on the fueling station.

The last Scattered Site house was sold. The remaining homes will have a RAD Physical Conditions Assessment. Every home will be evaluated. There was a kickoff meeting with the contractor and the inspections are scheduled to start in May.

D'Orazio Terrace was occupied 100% on April 1st including building #1. It is still under construction. There were some issues with the site work due to concrete issues. All the concrete should be completed next week. Residents are being kept up to date and they all have safe passage to their units. As of today, there is one (1) vacancy.

No update on D'Orazio Terrace community room. No update on Asselta Acres building #3.

There is a resolution tonight in regard to the camera replacement project at Kidston and Olivio Towers. This resolution was scheduled to go before the Board in May. Because of what is happening at the federal level with tariffs, the Authority was informed that there was going to be 40% increase on the materials for this project. This increase would put it out of budget range for the Authority to even do the project. They agreed to hold the contract price until April 30th, but the purchase order has to be signed before April 30th. The Authority met with the electrical engineer because the proposal needed to be approved and vetted. The electrical engineer approved the proposal and provided a letter which is attached to the resolution recommending the award.

Melrose Court is 100% occupied, but there was a vacancy in April. It was turned in two weeks and reoccupied.

In regard to community outreach, there has been some meetings with the senior sites this month. The Authority continues to rotate these meetings through the sites providing coffee and donuts to get feedback from residents as well as address the concerns that we can. Those concerns we may not be able to address we explain why.

There is a spring holiday event coming up next week for the families at the Corbin Center since the kids are on Spring break.

Commissioner Porter asked if the residents' meetings are with the advisory council. Ron stated there is not a resident advisory council that is active. There would have to be a resident to show interest to get a resident advisory council active. They would need to come to the office and the Authority can instruct them on how to inform the resident advisory council. Mrs. Jones explained there is a \$25 per unit amount that is recommended by HUD, but it is technically not supposed to be used for refreshments. When the Authority hosts holiday parties for the residents, it is using non-federal funds. The \$25 per unit is to be used for types of improvements for the residents or education. The Authority would like to have some educational components during holiday parties.

Mrs. Jones reported that the entire Housing Authority is 99.31% occupied.

Mrs. Jones stated that when the Authority properties converted to RAD part of the rule is to have a reserve for replacement fund for capital improvements. Recently, HUD has reached out to

Executive Directors who have RAD properties to make sure the Board has seen the activity in the Reserve for Replacement Account and has also reviewed the budget. Every year the Board reviews and approves the budget. Going forward Mrs. Jones will incorporate the reserve for replacement account information annually with the budget process. In addition to not only reviewing Vineland's reserve for replacement, Buena and the Ocean City Housing Authority's reserve for replacement will be reviewed because Vineland is the contract administrator for the vouchers in those buildings. The contract administration of the vouchers is a separate component of the shared services agreement. The shared services agreement can go away, but the Section 8 contract management piece would remain. Mrs. Jones explained and reviewed the reserve for replacement accounts. The financial statements, which contain the annual budgets, for Ocean City and Buena Housing Authority for the past few years, were also provided. All of the Authorities are financially sound as Vineland is as well. With Vineland as the contract administrator the Board is to be made aware of this information. Mrs. Jones can now certify that the Board is aware of this information.

Committee Report: None.

Old Business: None.

New Business: None.

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

Resolution #2025-17 Resolution to Approve Monthly Expenses

Chairperson Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$2,035,369.08. Mrs. Jones reviewed the monthly expenses due to the higher-than-normal amount this month. A motion was made by Commissioner Porter; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman

Commissioner Daniel Peretti

Commissioner Brian Asselta

Commissioner Albert Porter

Commissioner Iris Acosta-Jimenez

Commissioner Elizabeth Viera

Chairperson Mario Ruiz-Mesa

(Yes)

(Yes)

(Yes)

(Yes)

Resolution #2025-18 Award As-Needed Electrical Services

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-18. Ron Miller provided an explanation for this resolution. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Viera	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

Resolution #2025-19

Authorizing Entering into a Contract Agreement with GOGO Security for Security/Surveillance System Replacement at Kidston and Olivio Towers

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-19. Ron Miller provided an explanation for this resolution. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Viera	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

There is no need for an Executive Session.

Chairperson Ruiz-Mesa asked for comments from the press, public or any Board Member. No Comments.

With no further business to discuss, Chairperson Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:28 p.m.

Respectfully submitted,

Jacqueline S. Jones Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2025

FINANCIAL REPORT FOR THE SEVEN MONTHS EN	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	FROM BUDGET (+OVER/-UNDER)
INCOME				
TENANT RENT	678,010	395,506	413,383	17,877
OTHER INCOME MISC.	11,090	6,469	3,011	(3,458)
PHA OPERATING SUBSIDY	398,660	232,552	196,667	(35,885)
SECTION 8 ADMIN. FEE INCOME	1,320,000	770,000	707,715	(62,285)
CAPITAL FUNDS	655,000	382,083	283,958	(98,125)
FSS GRANT-PH	106,920	62,370	62,370	` ´ o´
CSP-CONGREGATE SERVICES INCOME	50,820	29,645	18,356	(11,289)
INVESTMENT INCOME	17,830	10,401	21,154	10,753
CF MANAGEMENT FEE	60,000	35,000	60,360	25,360
MGMT FEE-PH	130,260	75,985	73,710	(2,275)
MGMT FEE-SEC 8	146,450	85,429	86,004	575
MGMT FEE-MELROSE	12,090	7,053	7,056	4
MGMT FEE-RAD	450,000	262,500	246,250	(16,250)
BOOKKEEPING FEE	12,130	7,076	6,795	(281)
BOOKKEEPING FEE-SEC 8	91,530	53,393	53,752	360
ASSET MGMT FEE	16,680	9,730	9,910	180
SHOP RENT	61,420	35,828	35,833	5
INCOME FROM OTHER AUTHORITIES	481,500	280,875	379,931	99,056
SERVICE INCOME FROM MELROSE	69,390	40,478	28,983	(11,495)
FRAUD RECOVERY	15,000	8,750	54,765	46,015
MISCELLANEOUS INCOME	1,200	700	33,949	33,249
TOTAL INCOME	4,785,980	2,791,822	2,783,912	(7,910)
EXPENSES				
ADMINISTRATION:				
ADMINISTRATIVE SALARIES	1,386,650	808,879	925,535	116,656
PAYROLL TAXES	124,800	72,800	72,549	(251)
HEALTH BENEFITS	520,780	303,788	182,463	(121,325)
CRIMINAL BACKGROUND CHECKS	6,500	3,792	6,142	2,350
TNT/EMPL SCREENING	22,490	13,119	23,070	9,951
LEGAL-GENERAL	24,510	14,298	6,760	(7,538)
LEGAL-OTHER	4,500	2,625	3,360	735
STAFF TRAINING	7,000	4,083	7,647	3,564
TRAVEL	3,000	1,750	1,203	(547)
ACCOUNTING	87,550	51,071	51,071	0
AUDITING	47,780	27,872	27,872	0
PORT OUT ADMIN FEES	2,400	1,400	4,011	2,611
MANAGEMENT FEES	273,150	159,338	159,713	376
BOOKKEEPING FEES	103,010	60,089	60,546	457
ASSET MGMT FEES	16,680	9,730	9,910	180
CF MANAGEMENT FEES	60,000	35,000	60,360	25,360
CONSULTANTS	7,100	4,142	18,299	14,157
IT CONSULTANTS	33,680	19,647	21,423	1,776

HOUSING AUTHORITY OF THE CITY OF VINELAND FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2025

FINANCIAL REPORT FOR THE SEVEN MONTHS ENDE.	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	FROM BUDGET (+OVER/-UNDER)
CONSULTANTS-RAD	6,000	3,500	0	(3,500)
MEMBERSHIP DUES/FEES	4,900	2,858	1,376	(1,482)
PUBLICATIONS	1,300	758	0	(758)
ADVERTISING	4,800	2,800	1,203	(1,597)
OFFICE SUPPLIES	17,800	10,383	3,733	(6,650)
PAPER	4,000	2,333	1,133	(1,200)
COMPUTER & SOFTWARE EXPENSES	158,290	92,336	132,880	40,544
FUEL-ADMIN	2,200	1,283	0	(1,283)
TELEPHONE AND CELL	39,500	23,042	19,364	(3,678)
POSTAGE	24,500	14,292	7,220	(7,072)
COPIER SUPPLIES	8,400	4,900	3,050	(1,850)
INTERNET	7,000	4,083	2,638	(1,445)
GPS VEHICLE TRACKING	1,400	817	832	15
INSPECTION FEES	10,730	6,259	6,242	(17)
COFFEE SUPPLIES	1,500	875	425	(450)
MISCELLANEOUS EXPENSES	18,700	10,908	24,616	13,708
TOTAL ADMINISTRATION EXPENSES	3,042,600	1,774,850	1,846,646	71,796
	0,0 12,000	1,111,000	2,010,010	71,70
TENANT SERVICES:				
SALARIES-CONGREGATE SERVICES	26,080	15,213	25,459	10,246
PAYROLL TAXES	2,350	1,371	1,995	624
TENANT CONTRACT SERVICES	9,500	5,542	6,592	1,050
OTHER	6,000	3,500	3,889	389_
TOTAL TENANT SERVICES	43,930	25,626	37,935	12,309
UTILITIES:				
WATER	29,590	17,261	14,248	(3,013)
ELECTRIC	155,610	90,773	117,400	26,628
GAS	24,000	14,000	23,630	9,630
GARBAGAE/TRASH REMOVAL	10,900	6,358	5,934	(424)
SEWER	55,350	32,288	33,403	1,116
TOTAL UTILITIES EXPENSE	275,450	160,679	194,615	33,937
ODDINADY WAINMENANCE AND ODEDAMIONG				
ORDINARY MAINTENANCE AND OPERATIONS:	200 (10	225 522	110 100	(110.005)
MAINTENANCE LABOR	386,610	225,523	112,188	(113,335)
PAYROLL TAXES	34,790	20,294	8,793	(11,501)
HEALTH BENEFITS	111,670	65,141	39,531	(25,610)
MAINTENANCE UNIFORMS	2,270	1,324	2,132	808
VEHICLE GAS, OIL, GREASE	19,740	11,515	10,848	(667)
MATERIALS	94,190	54,944	41,530	(13,414)
CONTRACT-COSTS	105,910	61,781	61,618	(163)
REPAIRS-VEHICLES	7,610	4,439	6,437	1,998
RENT EXPENSE	15,190	8,861	8,862	1
EXTERMINATION	6,460	3,768	4,473	705
TRASH REMOVAL	8,890	5,186	5,803	617

HOUSING AUTHORITY OF THE CITY OF VINELAND FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2025

	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	FROM BUDGET (+OVER/-UNDER)
TOTAL ORDINARY MAINT. & OPERATIONS EXP.	793,330	462,776	302,215	(160,561)
GENERAL EXPENSES:				
BAD DEBTS	5,980	3,488	3,488	(0)
COMPENSATED ABSENCES	14,000	8,167	8,167	0
FSS ESCROWS-SEC 8	72,000	42,000	26,745	(15,255)
INSURANCE	199,000	116,083	102,571	(13,512)
PAYMENTS IN LIEU OF TAXES	44,940	26,215	24,977	(1,238)
PENSION - ANNUAL PAYMENT	167,750	97,854	97,854	(0)
REPLACEMENT RESERVES	95,000	55,417	55,417	0
RETIREE HEALTH BENEFITS	97,260	56,735	35,953	(20,782)
TOTAL GENERAL EXPENSES	695,930	405,959	355,172	(50,787)
TOTAL OPERATING EXPENSES	4,851,240	2,829,890	2,736,583	(93,306)
PROFIT (LOSS) EXCLUDING HAP	(65,260)	(38,068)	47,329	85,396
HAP REVENUES	8,241,000	4,807,250	5,781,212	973,962
HAP EXPENSES	8,169,000	4,765,250	5,782,278	1,017,028
NET HAP (LOSS)	72,000	42,000	(1,066) *	(43,066)
GRAND TOTAL PROFIT (LOSS)	6,740	3,932	46,263	42,330
UNRECONCILED HUD HELD RESERVES AT 04/30/25			104,883	
GRAND TOTAL PROFIT (LOSS) AFTER HUD HELD RE	ESERVES		151,146	

Housing Authority of the City of Vineland

Administrative Report

DATE: May 6, 2025

TO: Board of Commissioners, Vineland Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for April 2025)

PERIOD: April 9, 2025, to May 6, 2025

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	RAD	RAD
	Date	Closing Date	Effective
			Date
Kidston/Olivio	02/13/2018	11/06/2020	12/01/2020
Tarkiln/Asselta	03/25/2015	11/16/2018	12/01/2018
Parkview	03/25/2015	11/16/2018	12/01/2018
Scattered Sites	7/24/2024	TBD	TBD
D'Orazio	12/07/2018	TBD	TBD
	(Rescinded)		

Community Room Furniture

The furniture in the Kidston and Olivio community rooms is in the process of being replaced. Authority staff are working with a State Contract vendor for this purchase. This project is on hold pending availability of funds after the close-out of the current construction project and the award of the fire-pump project.

Community Room furniture has been received. Set-up of the furniture at both Kidston and Olivio Towers is complete. Project is finished.

Renovation Projects

Scope of Work	Work Status	Comments
Tarkiln Acres – Roof Replacements	In Planning Stage	May 2025 - A&E proposal received and under review. April 2025 - A&E proposal received and under review. March 2025 – Waiting on an A&E proposal for this project; Feb 2025 – project is currently in the planning stages with JW Pedersen Architect, a project kicking off meeting was held in January;

KT/OT – Elevator Refurbishment;

07/2023 – Olivio Towers elevators are planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers elevators are planned for machine replacement. The contract has been awarded and a preconstruction meeting has been scheduled with the Contractor and Professional Team.

8/2023 – The elevator contract has been awarded. A pre-construction meeting has been scheduled with the Contractor and Professional Team.

9/2023 - Olivio Towers is planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers is planned for machine replacement. Contract has been awarded and signed, a pre-construction meeting was held with the Contractor and Professional Team. The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Currently, Olivio Towers elevator car #2 is out-of-service waiting on motor repairs to be completed.

10/2023 - The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Olivio Towers elevator car #2 has been repaired and is in service. The project remains in the submittals stage.

11/2023 - The project continues in the submittals stage. One potential change order has been received and is under review by our professional team for reasonableness.

12/2023 - The project team is meeting to discuss the potential change order and overall project status on December 11, 2023, further updates may be available for discussion at the Board Meeting.

1/2024 — A change order is needed to replace the rear door to one elevator in Kidston Towers along with the sill plate; The equipment for the elevator modernization has not been received.

Bid opening on 5/17/22

 $\label{eq:continuous} 2/2024-Equipment\ for\ the\ modernization\ is\ pending\ delivery\ from\ the\ manufacturer.$

04/2024 – Equipment has been received but not yet delivered to the property. The subcontractor (OTIS) plans to begin with Olivio Towers – Car #2 within the next 2-3 weeks. The car is expected to be out-of-service for a period of 10-12 weeks. Once completed, work will begin on Car #1. Work at Kidston Towers has not yet been scheduled.

05/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers – Car #2. One elevator car remains in service and operational at both buildings.

6/2021 - No Update;

9/2021 – A&E proposals received and under review;

12/2023- Project is in the planning stages with the architects;

1/2024 – Architect is preparing a proposal for this project; The plan is to move forward in 2024:

2/2024 – A project kickoff meeting was held with the architects; Bid documents are in process;

9/2024 – No change in project status; 06/2024 – Modernization work on elevators in both Kidston & Olivio continues; One elevator remains in service at both buildings;

7/2024 - The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers – Car #2 has been completed and returned to service, once the newly completed car has run successfully for a couple weeks Car #1 will be taken out of service for modernization. Olivio Towers – Car #2 is planned to be completed the last week in July 2024. One elevator car remains in service and operational at both buildings. A further explanation at the Board meeting regarding Kidston Towers.

8/2024-Kidston Towers -Car #1 will be taken out of service for modernization starting mid-August. Olivio Towers - Car #2 is scheduled for completion and inspection at the end of August, once completed work will begin on elevator Car #1. One elevator car remains in service and operational at both buildings.

09/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers –Car #1 will be taken out of service for modernization once Car #2 is operational. Olivio Towers – Car #2 is delayed – the contractor is working to obtain fire alarm devices that are required for proper operation of the car. One elevator car remains in service and operational at both buildings.

10/2024 - The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers -Car #1 is out of service for modernization. Olivio Towers - Car #1 is out of service for modernization. One elevator car remains in service and operational at both buildings. A change order will be presented to request an extension in time to complete the project.

11/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers – Car #1 was placed back inservice. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at Olivio Towers. Both elevator cars are operational at Kidston Towers.

12/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers. Kidston Towers – Car #1 was placed back in-service. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at Olivio Towers. Both elevator cars are operational at Kidston Towers.

1/2025- All elevator cars are operational at Kidston Towers & Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly.

2/2025 - All elevator cars are operational at Kidston Towers & Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly.

4/2025 - All elevator cars are operational at Kidston Towers & Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly. Update — punch-list work has been completed, waiting for confirmation from our professional team regarding the acceptance of the work. If accepted, we anticipate issuing substantial completion.

5/2025- No update from previous month. we anticipate issuing substantial completion and continuing project closeout.

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Coope of Work	Comments
-	
Scope of Work KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;	01/2022 Update: Preliminary work has begun of plumbing work; "Hotel" units are being refurbished and staged with furniture; 2/2022 Update: Some unknown issues have been uncovered as preliminary work has begun Change orders are being reviewed prior to presenting to the Board for approval; 3/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps & supports for wiring in first floor drop ceiling eliminate an unneeded wiring; black off an junction boxes without covers; G & H risers are almost complete; these will become the "hote units" for temporary relocation; work on the next two risers is expected to begin in early April; 4/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps; G & H risers are complete, and work continues on E & I risers; Residents are temporarily relocating to G & H; 5/2022 Update: Work on E & F risers is in process it is expected the work will be completed in fou weeks & residents can return to their units; 3/2023 Update: This plumbing project is complete with the exception of the items listed above on Pag 4; 4/2023 Update: New domestic water pump replacement — Complete; Kidston mechanical room piping replacement — Complete; Kidston — parts are backordered; 5/2023 Update: Water filtration system - Kidston — parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Kidston/Olivio fire pump replacement is out for public bid; bids due June 1, 2023; 6/2023 Update: No status change; 7/2023 Update: No status change; 7/2023 Update: No status change; 8/2023 Update: Water filtration system - Kidston parts are backordered; Currently in final punch list stage; Substantial Completion issued; Close-ou process beginning. Kidston/Olivio fire pump replacement initial bid was rejected; Project is out for public bid again;

Scope of Work	Comments
KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump;	02/2024 Update – Additional water testing has bee ordered to compare the results of the test conducted i 2020 to conditions today; no further update available. The Close-out process is currently in process no further work is anticipated on this project. 04/2024 – Update: - Water filtration system – additions water testing has been received and reviewed; a flow testis being ordered to determine the best course of action no further update is available. The Close-out process currently in process, no further work is anticipated of this project.
Accessibility upgrades to communal area restrooms;	05/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit.
9/2023 Update: - Water filtration system - Kidston – parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of September. The team is evaluating the installation of the water treatment systems for both buildings and will be making the necessary changes, Kidston Towers water treatment system has not yet been installed.	06/2024 – New vendor for water filtration system of schedule for an on-site visit; 7/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit. No update. 9/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit. 01/2025 – No update on this project.
10/2023 Update: - No update; 11/2023 Update: - Water filtration system – systems in both buildings are now installed; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of October. The team is evaluating the installation of the water treatment systems to ensure it is functioning properly. 12/2023 Update – Close-out process in motion; The water treatment system installation has been delayed; the system must be configured by the manufacturer, but the system was shipped without being configured; the system is being sent back to the manufacturer for configuration;	2/2025 – Update: - Water filtration system – additional water testing has been received and reviewed; a flow test is being ordered to determine the best course of action; Update: Equipment was removed from the building by Gary F Gardner and sent out for configuration; once returned it will be re-installed and tested. 3/2025 – Update – The equipment is being reprogrammed and will be re-installed by South Jersey Water Conditioning when reprograming is complete. 4/2025 – No update from last month. 5/2025 – no update from previous month. Pumps have not been released by Grundfos.

Kidston/Olivio Towers – Fire Pump Replacement

9/2023 - Fire Pump Replacement

Project was bid on two occasions -

Round #1 - No Bids Received on June 1, 2023

Round #2 – 1 bid received on June 21, 2023

Negotiated Contract – the project team met with the sole bidder in an attempt to negotiate a contract. A follow-up meeting with the contractor has been scheduled for the end of August to review their new proposed pricing structure along with any value engineering cost savings. Negotiations are ongoing, our team began collaborating with additional vendors to obtain more competitive pricing on this project.

10/2023 Update: Negotiated Contract – The project team negotiated with three (3) vendors and received best and final pricing; a recommendation for award is being presented on the Agenda for the October board meeting.

11/2023 Update: Negotiated Contract - Pending final contract completion.

12/2023 - Final contract has been received from the Contractor. The Team met to discuss the project, expectations were defined, and submittals are expected to be received for review. The Vineland Fire Department was made aware of the contract being awarded. 01/2024 - Final contract Underground utility infrastructure work is underway at the site. The construction team has been making

regular site visits to inspect the work. The fire pump has been ordered but has not yet been shipped by the manufacturer.

03/2024 - Underground utility infrastructure work has been substantially completed. The tie-in at Kidston remains to be completed. The construction team has been making regular site visits to inspect the work. The fire pump has been shipped by the manufacturer, but not yet delivered to the site. Electrical, mechanical, and concrete work are being completed within the space to prepare for the pump delivery.

04/2024 - The fire pump has been installed in the building, the general contractor is working on piping and electrical work within the building.

05/2024 - Underground utility infrastructure work has been substantially completed. The tie-in at Kidston remains to be completed. The construction team has been making regular site visits to inspect the work. The fire pump has been installed in the building and the general contractor is working on piping and electrical work within the building. The fueling station for the pump has not yet been delivered to the property. Once received, the contractor will schedule an initial startup of the equipment and begin testing. Olivio is planned to be brought online first. Once the new system is activated in Olivio the construction team will focus their efforts on bringing Kidston up on the new system. Both buildings remain fully protected throughout the process.

06/2024 – The wrong fueling station for the pump was delivered to the property; a replacement has been ordered; The new diesel fired pump is now in service; The Vineland Fire Department, Water Department, Code Officials have been kept informed throughout the process. Electrical work related to the old fire pumps needs to be completed. Both buildings are fully protected throughout the project.

7/2024 - The new diesel fire pump is now in service. A change order is required to replace the jockey pump at Olivio Towers. Both buildings remain fully protected throughout the process. The project is currently substantially completed and in the closeout phase.

8/2024 - The wrong fueling station for the pump was delivered to the property, a replacement has been ordered. The new diesel fire pump is in service. The replacement jockey pump at Olivio Towers has been installed. Both buildings remain fully protected throughout the process. The project is currently substantially completed and in the closeout phase.

09/2024 – Pump testing and training was completed with the assistance of the Vineland Fire Department. The project is currently substantially completed and in the closeout phase.

10/2024 - The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project.

11/2024 – The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting.

12/2024 - The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting.

02/2025 - No update on this project.

03/2025 - No update on this project.

04/2025 - No update on this project.

05/2025 - Update – Siemens provided an update on the fueling station – manufacturing has been delayed until July.

Scattered Site Disposition – Status

- The Scattered Site program was approved for disposition by HUD.
- Several homes have been listed for sale. The chart below summarizes the status of the 72 homes;
- Due to market conditions, many residents have been unable to obtain rental housing using their Housing Choice Voucher; the is due to the low or no availability of rental housing.
- The board was presented with a concept at the September 2022 meeting of the Authority retaining approximately 35 of the 72 homes. The 35 homes could be converted to the Rental Assistance Demonstration (RAD) program while receiving a higher fair market rent. The Authority staff and consultant are working a presentation for the board to consider, which will change the status of 35 homes from "disposition" to RAD conversion;
- A conference call was held in November 2022 with the HUD Special Applications Center (SAC) staff to discuss the concept of converting some of the Scattered Site homes to a RAD project. The SAC staff gave an initial "ok" to move forward with the plan; Some additional work on the project is needed prior to presenting the plan to the board for approval;
- The Authority staff and consultant are working on a plan to move residents from the houses that are to be sold into houses that are being kept; The financial plan for the program as well as the steps needed to complete this program are being formulated and will be presented to the board at the February meeting;
- Staff continues to work with residents to move them from houses that are going to be sold to homes that are not going to be sold;
- Staff continue to work with residents to move them from houses that are going to be sold to homes that are not going to be sold; homes are in the process of being vacated and appraised. Listings are active on several units. Please see the chart below for status details;
- Listings are active on several units. Please see the below chart for status details;
- The Authority has requested quotes for the completion of a RAD Physical Conditions Assessment, RFQ's are due to the Authority in early December. Individual assessments are required due to the nature and uniqueness of each scatted site home. Update: explanation will be provided with resolution.
- A kick-off meeting with the project team has been scheduled for the RAD Physical Conditions Assessment process.
- Work continues on the Scattered Sites to move this to a RAD closing. A closing in 2025 is unlikely.
- All 33 houses have been sold; the physical needs assessment is the next step to move toward a RAD closing for this project; kick-off meeting with the project team was held, administrative background work is underway for this project. On-site work is scheduled to begin in May 2025.

Date	Addresses	Status	Total Hom
			39 Keepin
			33 Selling
2022 Activity	4209 Marilyn Avenue	SOLD - 5/4/22	
	1441 Nylund Drive	SOLD - 05/10/22	
	612 Oxford Street	SOLD – 5/16/22	
	1137 East Elmer Rd	SOLD - 6/28/22	
	864 Columbia Avenue	SOLD – 9/30/22	
	1409 Brown Road	SOLD - 9/8/22	
	1745 Jackson Drive	SOLD – 11/10/22	
	4331 Robert Drive	SOLD – 2/12/22	8 Sold in 20
2022 4			
2023 Activity	760 N. Mill Rd	SOLD - 12/1/23	
	1091 N. Mill Rd	SOLD - 10/31/23	
	1290 Old Lake Rd	SOLD - 12/29/23	
	930 Charles St	SOLD - 1/11/2024	
	30 Avon Place	SOLD - 1/31/2024	
	5578 High Ridge Rd	SOLD – 1/31/2024	
	1479 Brown Rd	SOLD – 2/21/2024	
	2174 Sunset Ave	SOLD – 4/04/2024	
	5599 Lodge Place	SOLD – 7/01/2024	9 Sold in 202
2024 Activity	3188 Hance Bridge Rd	SOLD 4/22/2024	
-	5633 High Ridge Rd	SOLD - 5/2024	
	721 S. Valley Ave	SOLD - 5/30/2024	
	2961 Athens Way	SOLD - 6/19/2024	
	4630 Bernard Rd	SOLD - 7/02/2024	
	1659 Venus Drive	SOLD - 6/20/2024	
	4509 Noel Drive	SOLD - 5/28/2024	
	38 Victory Lane	SOLD 7/17/24	
	4511 Robin Road	SOLD 8/30/24	
	1460 Neptune Terr	SOLD 9/20/24	
	2935 Athens Way	SOLD 9/16/24	
		23November 2023 SOLD – 9/30/24	
	1017 Alexander Dr	SOLD – 12/19/24	
	4486 Robin Road	SOLD 12/13/24	14 Sold in 20
	2149 Berkley Dr	SOLD 2/28/25	
	5691 High Ridge Rd	SOLD 4/10/25	2 Sold in 202
	3	33 Houses being sold;	33 Houses Sold - End

D'Orazio Terrace – Redevelopment

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

Update: The Contract to enter into a Housing Assistance Payment (CHAP) the Authority currently has with HUD may need to be rescinded as the funds from the scattered site sales are needed to move forward with this project as stipulated above. A new CHAP may be permitted to be issued in the future. Waiting for confirmation from HUD before moving forward.

September 2022 Update: The CHAP for D'Orazio Terrace has been withdrawn by the Authority as more time is needed to develop the required financial plan;

September 2023 Update: Staff continue to work with the JIF assigned insurance adjuster and contractor to finalize a scope of work (SOW) for the fire that occurred in Building #1 in January of 2023. The tenants in Building #1 have been relocated to other VHA properties due to the extensive nature of work needed in their units. Due to time constraints, a new architect is being utilized, Pederson Architects of Vineland will be assisting with this project. Limited demolition of affected areas has begun, the professional team will be evaluating and making recommendations on the repairs needed. We continue to work with our partners to obtain pricing on a complete rehab of building #1. We anticipate presenting options for Board consideration.

October 2023 Update: Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. A scheduled of values is being finalized with All-Risk and the project Team met on site with the insurance company on October 11, 2023. Design documents remain in progress and under review.

November 2023 Update: Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. We continue to work with our partners to obtain pricing on a complete rehab of building #1, we anticipate presenting options for Board consideration. Work has started at the building; a final scope is being developed in conjunction with the adjuster for presentation at the December JIF meeting.

December 2023 Update: Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

February 2024 Update: Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

March 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing/electrical rough ins are underway. Repairs to the roof are expected to begin within the next few weeks, weather dependent. A limited Survey and Geotech study are being completed to better determine the correct course of action to prevent future water infiltration into the crawl spaces of the building. A further explanation of this project will be provided at the Board meeting.

April 2024 – Project status to be reviewed at board meeting;

May 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing\electrical rough ins are underway. Repairs to the roof are underway. A limited Survey and Geotech

D'Orazio Terrace – Redevelopment - continued

study is being completed to better determine the correct course of action to prevent future water infiltration into the crawl spaces of the building. A further explanation of this project will be provided at the Board meeting.

June 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing\electrical rough ins are underway. The survey for the project is being finalized along with the Geotech report. Change orders will be presented to discuss at the Board meeting.

July 2024 - Construction is fully engaged at the building, drywall, paint, and casework are all simultaneously underway throughout the building. Final plans are currently under review for drainage around the building and in the courtyard. A more detailed update will be provided at the Board meeting.

August 2024 - Construction is fully engaged at the building, drywall, paint, and casework are all simultaneously underway throughout the building. Final plans are currently under review for drainage around the building and in the courtyard. A more detailed update will be provided at the Board meeting.

September 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. A more detailed update will be provided at the Board meeting.

October 2024 - Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. A more detailed update will be provided at the Board meeting.

November 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is scheduled to begin. A more detailed update will be provided at the Board meeting.

December 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is scheduled to begin.

January 2025 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is underway. A more detailed update will be provided at the Board meeting. Occupancy of the building is scheduled for February; however, weather conditions may affect the completion of the site work.

February 2025 – Occupancy of the building is slated for March\April; however, weather conditions may affect the completion of the site work.

March 2025 - Occupancy of the building is slated for March; the remainder of the site work can be completed with the building occupied and as the weather improves.

April 2025 - Occupancy of the building has been completed; the property is 100% occupied; the remainder of the site work can be completed with the building occupied.

May 2025 - Site work is wrapping up; final punch list of the exterior will be scheduled; project closeout is underway.

D'Orazio Terrace – Community Room

January 2025 - Update – Project is currently in the planning stages with JW Pedersen Architect, a project kicking off meeting is anticipated to take place in January.

February 2025 - Update -A project kicking off meeting was held with our Architect.

March 2025 – Update - A&E proposal received and under review.

April 2025 – Update - A&E proposal continues to be under review.

May 2025 – Update - A&E proposal continues to be under review.

Asselta Acres – Building 3

February 2025 – This project involves the conversion of two (2) six (6) bedroom units into four (4) units. This project is currently in the space planning stage with JW Pedersen Architect. A project kicking off meeting was held with the Architect in January.

March 2025 - Update – A&E proposal received and under review.

April 2025 – Update - A&E proposal continues to be under review.

May 2025 - A&E proposal continues to be under review.

<u>Kidston & Olivio Towers – Camera Replacement</u>

February 2025 - The team is working with the Architect and Electrical Engineer to develop plans for the replacement of security equipment at both Kidston & Olivio Towers. Preliminary information technology infrastructure work has been completed.

March 2025 - Update – pending receipt of A&E proposal.

April 2025 - Update – pending recommendation from our Electrical Engineer, further update to be provided at the meeting.

May 2025 - Submittals have been received, pending the start of cabling throughout the building. Equipment has been ordered.

Melrose Court

The property is 100% occupied. The property is financially sound.

Community Outreach

On December 23, 2024, the staff hosted a toy giveaway for the family sites and scattered sites. During the event, pizza, sodas, cookies, and chips were provided to the families who participated.

The initiative was well received, and we believe it was a huge success. Looking ahead, we are confident that next year's event will benefit from even more positive feedback and increased participation from tenants. The families who joined in truly enjoyed the time spent together during the activity.

No community outreach events were held in the month of January. We look forward to future events in the months ahead.

March 2025 – Update - The Authority in conjunction with Outlaws Burger held an event on February 8th, we had a great turnout. Tenants participated by accepting donated clothing, books, and shoes. They also enjoyed the burgers from Outlaws, and VHA staff had the opportunity to provide beverages and to engage with the tenants in-person at the property. Overall, it was a very nice event—cold, but still very enjoyable! We look forward to future events in the months ahead.

April 2025 – Update - The Authority held community gatherings with the staff at Tarklin Acres and D'Orazio on March 25th and 28th respectively, we provided coffee and donuts. We listened to residents' concerns and will be addressing areas within our reach. Overall, the meetings went well, and we got great feedback.

May 2025 - This month, the Authority held a Spring Activity event for the family sites—Asselta, Parkview, Melrose, and the Scattered Sites. our team felt the event was a great success. Attendance was up compared to our past events. The Authority provided food, played outdoor games with the children, held a fun egg hunt, and raffled off Wawa gift cards. Everyone seemed to have a great time, especially the kids, and even the adults really enjoyed the day. We handed out food bags to all tenants who attended, and we also delivered bags directly to the doors of residents from Asselta, Parkview, and Melrose who couldn't make it. It was a fun event that helped bring the community and our staff come together.

Community Outreach



Board of Commissioners NJ Local Housing Authority Training Program Status

Commissioner	Training Program Status
Brian Asselta	Completed with Certificate
Chris Chapman	Completed with Certificate
Mario Ruiz-Mesa	Completed with Certificate
Albert D. Porter	Completed with Certificate
Iris Acosta-Jimenez	Completed with Certificate
Elizabeth Viera	In Training
Vacant	

Program Statistics Report 10/2024 - 10/2025	Apr2025	Mar2025	Feb2025
Tenant Accounts Receivable			
Number of "non-payment of rent" cases referred to the solicitor	3	7	(
Unit Inspections			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	7	44	11
Total number of units inspected year-to-date - all sites	486	479	
City Inspections	0	40	100
Occupancy			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Leasup Time)	25		24
Annual Unit Turnaround Time (For Fiscal Year)	29		
Monthly - Number of Vacancies (at start of month)	6		9
Monthly - Number of Vacancies Filled (this month)	3		
Monthly - Average unit turnaround time in days for Lease Up	5	_	
Monthly - Average unit turnaround time in days to Prep Unit (Maint) Monthly - Annual Average Number of Vacancies (at start of month)	18 5		
PIC Score	100.00		
Occupancy Rate	98.80%	99.31%	99.12%
o o o o o o o o o o o o o o o o o o o	00.0070	30.0170	30.12%
Public Housing & RAD Waiting List Applicants all lists closed 1/30/2025.			
Families - With Local Preference	115		
Families - Without Local Preference	362	362	362
Elderly (Seniors - 62+)/Disabled - With Local preference	163	169	184
Elderly (Seniors - 62+)/Disabled - Without Local preference	346		347
0/1 Bedroom 2 Bedroom	509 154		
3 Bedroom	71	71	71
4 Bedroom	186		186
5 Bedroom	58		
6 Bedroom	8	8	8
Success Rate	25%	25%	25%
Average work order turnaround time in days - Tenant Generated	0.12	0.13	0.10
Number of routine work orders written this month	639	551	609
Number of outstanding work orders from previous month Total number of work orders to be addressed this month	1,516 2,155	1,469 2,020	1,407 2,016
Total number of work orders to be addressed this month	737	504	547
Total number of work orders left outstanding	1,418	1,516	1,469
Number of emergency work orders written this month	4		4
Total number of work orders written year-to-date	3,891	3,252	2,701
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	2	1	2
Section 8	4000	4000	4005
Level of leased units of previous month was: Level of leased units this month is:	1026 1026		1025 1026
Number of increased leased-units over last month	1020		1020
Total number of units inspected this month	19	-	14
Programs (Voucher):	10		
ABA Utilization %	99.04%	99.04%	99.27%
Repayment Agreements	51	50	
Total repayments due YTD	\$165,966		
Total repayments received YTD	\$15,123	\$12,650	
PIC Score (Oakview added 10/13)	101.77%	101.18%	101.08%
Section 8 Housing Choice Voucher Waiting List Applicants - With Local Preference - CLOSED	632		632
Section 8 Housing Choice Voucher Waiting List Applicants - Without Local Preference - CLOSED	1213 778		1213
Section 8 Project Based Waiting List Applicants- Oakview - OPEN (2-4br lists open) Section 8 Project Based Waiting List Applicants- With Local Preference - Buena HA - OPEN	19		726 11
Section 8 Project Based Waiting List Applicants- With Local Preference - Buena HA - OPEN Section 8 Project Based Waiting List Applicants- Without Local Preference - Buena HA - OPEN	175		97
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	75%/25%	74%/26%	74%/26%
Section 8 - Choice Mobility List	113		
	1	12	
Department of Social Services - FSS			
Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined			

26

26

26

The number of residents that received "outreach" information about FSS

The number of residents signed on to the program. (FSS Contracts).

Program Statistics Report	10/2024 - 10/2025	Apr2025	Mar2025	Feb2025
The number of FSS Participants with establishe	ed escrow accounts.	16	15	15
Number of residents in need of employment ski		3		
The number of meetings, workshops and case		10	11	
Congregate Services				
Number of clients on the Congregate Progam		32	27	41
Number of clients on Meal Program		0	_	
Number of clients on Housekeeping Program		16		
Number of clients on Laundry Services		22	21	21
Number of clients on Shopping Services		7	5	6
Registered Nurse				
Number of clients served this month		119	91	110
Blood Pressure Clinics (clinics) # of residents a	attending	0	1	1
Health Assessments/re-assessments		8	9	9
Meds Supervision		29	32	25
VHA - (FAMILY SW)				
Number of Residents on ROSS (Family)		0	0	0
Number of residents that received case manag	ement services	18	11	
Number of Meetings		0		
Number of residents enrolled in academic/empl	oyment workshops (FSS)	3		
VHA - (MEDICAL)				
Number of residents received health assessm	nent .	8	9	9
Number of residents health activities of daily I		9		
Resident's medicine monitoring/supervision for		29		
Self-sufficiency - improved living conditions.		5		
Community Development Block Grant Progr	am			
Clients Served	uiii_			
Number of new clients served		0	0	0
Number of ongoing clients		64	_	
Total clients currently being served this month		45		
Income		70	110	20
Median Family Income (MFI)				
Moderate 80%-51% (MFI)		15	15	15
Low 50%-31% (MFI)		18		
Very Low 30%-0% (MFI)		31		
Total		64		
Client Demographics				
Client Demographics		1 -		1 0
White		9		
Black		7	•	
American Indian		0		
Asian		0		
Other		0		
Hispanic		48	48	48

Non-Hispanic

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

RESOLUTION #2025-20

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 **\$1,282,320.93**.

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: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman - Vice Chairperson	V			
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
Elizabeth Viera				
Mario Ruiz-Mesa – Chairperson				

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 May 15, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

Ву:

Jasqueline S. Jones, Executive Director

Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND BOARD MEETING LIST OF CHECKS 5/15/25

CHECK NO.	ACCOUNT		<u>AMOUNT</u>
4929 - 4980	SECTION 8 HAP PROGRAM LANDLORD/TENANT CHECKS AND OTHER	\$	829,010.00
	DIDECT DEPOSITE LANDI ODDE MADE	\$28,975.00	
24077-24772; 500073	DIRECT DEPOSITS-LANDLORDS HAPS	\$800,035.00	
792 - 795; 20251220372, 20251220387, 20251290362	SECTION 8 ADM FEE ACCOUNT COMPUTER CHECKS- Ocean First	\$	7,142.23
8 = 0	COMPUTER CHECKS- Tuist	\$7,142.23 \$0.00	
:e	SECTION 8 NEW HOMEOWNERSHIP COMPUTER CHECKS	\$ \$0.00	0.00
	NEW HOMEOWNERSHIP INVESTMENTS	\$	1,440.00
135	COMPUTER CHECKS- Ocean First COMPUTER CHECKS- Truist	\$0.00 \$1,440.00	
	OCEAN FIRST BANK PH SECURITY DEPOSIT	\$	280.04
20251190543	COMPUTER CHECKS	\$280.04	
2	OCEAN FIRST BANK FSS ESCROW COMPUTER CHECKS	\$ \$0.00	0.00
2662 - 2664; 5465270829, 20251220371, 20251220386, 20251290361	CAPITAL BANK GEN/FUND PH COMPUTER CHECKS	\$	35,781.87
14066 - 14149; 263611, 1437987, 4182025, 13440683, 5462456916, 20251210235	COCC CASH ACCOUNT COMPUTER CHECKS	\$	209,201.74
	COCC EXPENDITURES PAYROLL PAYROLL TAX LIABILITY	03/21/25 - 04/04/25 \$ 03/21/25 - 04/04/25 \$	
	TOTAL	\$	

	Standard		Check	Post	Total Date
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sec8hap - Section 8 HAP	4929	Ohousin - VINELAND HOUSING AUTHORITY	4/21/2025	04-2025	4,264.00 4/30/2025
ec8hap - Section 8 HAP	4930	Oapabar - BARCLAY APARTMENTS VENTURES LP	5/1/2025	05-2025	1,388.00
sec8hap - Section 8 HAP	4931	Obetalp - ALPHA BETA CAMDEN LLC	5/1/2025	05-2025	1,425.00
sec8hap - Section 8 HAP	4932	Ocbrenta - C & B RENTALS	5/1/2025	05-2025	1,767.00
sec8hap - Section 8 HAP	4933	Ocoryol - CORTES	5/1/2025	05-2025	2,312.00
sec8hap - Section 8 HAP	4934	Oinvfai - INVESTMENT GROUP LLC	5/1/2025	05-2025	1,890.00
sec8hap - Section 8 HAP	4935	0osccos8 - OSCEOLA COUNTY HOUSING	5/1/2025	05-2025	1,239.00
sec8hap - Section 8 HAP	4936	t0000066 - CORTES	5/1/2025	05-2025	56.00
sec8hap - Section 8 HAP	4937	t0000388 - RODRIGUEZ	5/1/2025	05-2025	112.00
sec8hap - Section 8 HAP	4938	t0000627 - BRAGG	5/1/2025	05-2025	1.00
sec8hap - Section 8 HAP	4939	t0001053 - MEDINA	5/1/2025	05-2025	137.00
sec8hap - Section 8 HAP	4940	t0001073 - PETERSON	5/1/2025	05-2025	5.00
sec8hap - Section 8 HAP	4941	t0004557 - RAMOS	5/1/2025	05-2025	68.00
sec8hap - Section 8 HAP	4942	t0004893 - BALL	5/1/2025	05-2025	165.00
sec8hap - Section 8 HAP	4943	t0005231 - REDFERN	5/1/2025	05-2025	130.00
sec8hap - Section 8 HAP	49 44	t0005562 - GASKINS	5/1/2025	05-2025	170.00
sec8hap - Section 8 HAP	4945	t0005715 - VAZQUEZ	5/1/2025	05-2025	134.00
sec8hap - Section 8 HAP	4946	t0005884 - RUIZ	5/1/2025	05-2025	145.00
sec8hap - Section 8 HAP	4947	t0006492 - MOORE	5/1/2025	05-2025	50.00
sec8hap - Section 8 HAP	4948	t0006704 - ORTIZ- RAMOS	5/1/2025	05-2025	5.00
sec8hap - Section 8 HAP	4949	t0007021 - SHIELDS	5/1/2025	05-2025	6.00
sec8hap - Section 8 HAP	4950	t0007057 - DESAI	5/1/2025	05-2025	78.00
sec8hap - Section 8 HAP	4951	t0008077 - PEREZ	5/1/2025	05-2025	104.00
sec8hap - Section 8 HAP	4952	t0008506 - HARRIS	5/1/2025	05-2025	87.00
sec8hap - Section 8 HAP	4953	t0008553 - CARLO	5/1/2025	05-2025	53.00
sec8hap - Section 8 HAP	4954	t0010166 - ORTIZ	5/1/2025	05-2025	60.00
sec8hap - Section 8 HAP	4955	t0012269 - PEYTON	5/1/2025	05-2025	17.00
sec8hap - Section 8 HAP	4956	t0012296 - TYSHCHENKO	5/1/2025	05-2025	3.00
sec8hap - Section 8 HAP	4957	t0013742 - Thomas	5/1/2025	05-2025	33.00
sec8hap - Section 8 HAP	4958	t0013765 - Samuel	5/1/2025	05-2025	83.00
sec8hap - Section 8 HAP	4959	t0013870 - Harris	5/1/2025	05-2025	1.00
sec8hap - Section 8 HAP	4960	t0013888 - SCARBROUGH	5/1/2025	05-2025	223.00
sec8hap - Section 8 HAP	4961	t0013995 - VIERA	5/1/2025	05-2025	90.00
sec8hap - Section 8 HAP	4962	t0014175 - Chavez	5/1/2025	05-2025	15.00
sec8hap - Section 8 HAP	4963	t0014378 - HAND	5/1/2025	05-2025	52.00
sec8hap - Section 8 HAP	4964	t0014727 - Rodriguez	5/1/2025	05-2025	140.00
sec8hap - Section 8 HAP	4965	t0014784 - ARNOLD	5/1/2025	05-2025	159.00
sec8hap - Section 8 HAP	4966	t0014786 - RIVERA VIRUET	5/1/2025	05-2025	96.00
sec8hap - Section 8 HAP	4967	t0015043 - POWELL	5/1/2025	05-2025	154.00
sec8hap - Section 8 HAP	4968	t0015601 - LLOYD	5/1/2025	05-2025	13.00
		t0013601 - LLOTD t0015625 - MACIN	5/1/2025	05-2025	108.00
sec8hap - Section 8 HAP	4969 4070		5/1/2025	05-2025	52.00
sec8hap - Section 8 HAP	4970 4071	t0015634 - DICKS	• •	05-2025	92.00
sec8hap - Section 8 HAP	4971	t0015850 - PURNELL	5/1/2025		
sec8hap - Section 8 HAP	4972	t0015908 - BEARDSLEY	5/1/2025	05-2025	103.00

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ec8hap	- Section 8 HAP	4973	t0015929 - ALICEA	5/1/2025	05-2025	121.00
ec8hap	- Section 8 HAP	4974	t0016087 - BROWNLOW	5/1/2025	05-2025	34.00
ec8hap	- Section 8 HAP	4975	t0018082 - JORDAN	5/1/2025	05-2025	90.00
ec8hap	- Section 8 HAP	4976	t0018174 - TURNÉR	5/1/2025	05-2025	27.00
ec8hap	- Section 8 HAP	4977	vfl093 - ORANGE COUNTY HOUSING & C D	5/1/2025	05-2025	1,895.00
ec8hap	- Section 8 HAP	4978	vnj058 - SALEM HOUSING AUTHORITY	5/1/2025	05-2025	977.00
ec8hap	- Section 8 HAP	4979	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	5/1/2025	05-2025	5,301.00
ec8hap	- Section 8 HAP	4980	Ohousin - VINELAND HOUSING AUTHORITY	5/15/2025	05-2025	3,245.00
ec8hap	- Section 8 HAP	24077	0537grap - 529-537 GRAPE STREET,LLC	5/6/2025	05-2025	2,363.00
ec8hap	- Section 8 HAP	24078	0abobab - BABATUNDE O ABORISADE	5/6/2025	05-2025	1,479.00
ec8hap	- Section 8 HAP	24079	Oabrawi - ABRAHAN HEREDIA	5/6/2025	05-2025	747.00
ec8hap	- Section 8 HAP	24080	0acojol - ACOSTA III	5/6/2025	05-2025	840.00
ec8hap	- Section 8 HAP	24081	0acojor - ACOSTA	5/6/2025	05-2025	2,027.00
ec8hap	- Section 8 HAP	24082	Oahcpv - AFFORDABLE HOUSING CORPORATION	5/6/2025	05-2025	14,696.00
ec8hap	- Section 8 HAP	24083	0ahctaaa - AFFORDABLE HOUSING CORPORATION	5/6/2025	05-2025	97,353.00
ec8hap	- Section 8 HAP	24084	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAI	NE 5/6/2025	05-2025	85,851.00
ec8hap	- Section 8 HAP	24085	0aljess - ALJESS LLC	5/6/2025	05-2025	847.00
ec8hap	- Section 8 HAP	24086	0andcar - ANDUJAR	5/6/2025	05-2025	1,145.00
ec8hap	- Section 8 HAP	24087	0andjon - JONATHAN ANDREOZZI	5/6/2025	05-2025	1,725.00
ec8hap	- Section 8 HAP	24088	0andron - RONALD ANDRO	5/6/2025	05-2025	374.00
ec8hap	- Section 8 HAP	24089	Oaparab - AB APARTMENTS LLC	5/6/2025	05-2025	3,800.00
ec8hap	- Section 8 HAP	24090	0apgava - VALLEY GARDEN APARTMENTS LLC	5/6/2025	05-2025	361.00
ec8hap	- Section 8 HAP	24091	Oapsnew - NEWCOMB SENIOR APARTMENTS PH 2	5/6/2025	05-2025	256.00
ec8hap	- Section 8 HAP	24092	Oarbors - ROSEMAR PROPERTIES III LLC/THE ARBOR	S+5/6/2025	05-2025	6,953.00
ec8hap	- Section 8 HAP	24093	0assind - INDEPENDENCE ASSOCIATES LLC	5/6/2025	05-2025	992.00
ec8hap	- Section 8 HAP	24094	Oasslop - LOPEZ & ASSOCIATES LLC	5/6/2025	05-2025	814.00
ec8hap	- Section 8 HAP	24095	0augdav - DAVID AUGUSTINE	5/6/2025	05-2025	1,888.00
ec8hap	- Section 8 HAP	24096	Obehant - ANTHONY BEHRENS	5/6/2025	05-2025	782.00
ec8hap	- Section 8 HAP	24097	Oberedw - EDWIN C & SAVALYN BERGAMO	5/6/2025	05-2025	322.00
ec8hap	- Section 8 HAP	24098	Oberksh - ROSEMAR PROPERTIES IV LLC / CAMELOT	AF 5/6/2025	05-2025	4,319.00
	- Section 8 HAP	24099	Obiaent - BIA ENTERPRISES LLC	5/6/2025	05-2025	633.00
ec8hap	- Section 8 HAP	24100	Oborsac - BORRERO	5/6/2025	05-2025	821.00
	- Section 8 HAP	24101	Obretow - BRENTWOOD TOWERS HOLDINGS, LLC	5/6/2025	05-2025	1,031.00
	- Section 8 HAP	24102	Obrewst - BREWSTER GARDEN APARTMENTS LLC	5/6/2025	05-2025	1,076.00
	- Section 8 HAP	24103	Obuebor - BOROUGH OF BUENA HOUSING AUTHORIT	Y 5/6/2025	05-2025	19,222.00
	- Section 8 HAP	24104	Obususa - USA BUSY BEE INC	5/6/2025	05-2025	937.00
	- Section 8 HAP	24105	Ocamnil - NILZA R CAMACHO	5/6/2025	05-2025	1,057.00
	- Section 8 HAP	24106	Ocarios - CARVALHO	5/6/2025	05-2025	811.00
	- Section 8 HAP	24107	Ocarmar - SIMOES	5/6/2025	05-2025	773.00
•	- Section 8 HAP	24108	Ocasros - CASTILLO	5/6/2025	05-2025	747.00
	- Section 8 HAP	24109	Ocdgard - CD GARDENS INC.	5/6/2025	05-2025	3,941.00
•	- Section 8 HAP	24110	Ochajos - JOSEPH T CHAMBERS	5/6/2025	05-2025	950.00
•	- Section 8 HAP	24111	Ocheshol - CHESTNUT SQUARE HOLDINGS LLC	5/6/2025	05-2025	4,961.00
	- Section 8 HAP	24112	Ochuoks - OKSANA CHUMAK	5/6/2025	05-2025	1,632.00
seconap	- Section o HAP	77117	GUIDORS ONSANIA CHOUNK	3, 0, 2023	00 2025	2,002.00

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Bank	Check#	Vendor	Date	Month	Amount Reconciled
ec8hap - Section 8 HA	AP 24113	Oclafir - FIRST CLASS RENTAL PROPERTIES LLC	5/6/2025	05-2025	1,394.00
ec8hap - Section 8 HA	AP 24114	Ocomfar - ESTATE	5/6/2025	05-2025	519.00
ec8hap - Section 8 HA	AP 24115	Oconpat - PATRIOT CONSTRUCTION SERVICES LLC	5/6/2025	05-2025	1,861.00
ec8hap - Section 8 HA	AP 24116	0damjos - DAMATO	5/6/2025	05-2025	883.00
ec8hap - Section 8 HA	AP 24117	Odecant - ANTHONY P DECESERO	5/6/2025	05-2025	587.00
ec8hap - Section 8 HA	AP 24118	0dejyes - YESENIA DEJESUS	5/6/2025	05-2025	1,850.00
ec8hap - Section 8 HA	AP 24119	0delwil - WILSON ZUNUN DE LEON	5/6/2025	05-2025	673.00
ec8hap - Section 8 HA	AP 24120	Odocmay - MAY DOCK APARTMENTS LLC	5/6/2025	05-2025	886.00
ec8hap - Section 8 HA	AP 24121	0dowter - DOWER	5/6/2025	05-2025	1,850.00
ec8hap - Section 8 HA	AP 24122	0eas307 - 307 N EAST AVE LLC	5/6/2025	05-2025	599.00
ec8hap - Section 8 HA	AP 24123	0edwdip - EDWARD DIPALMA	5/6/2025	05-2025	1,047.00
ec8hap - Section 8 HA	AP 24124	0egbmar - MARY J EGBEH	5/6/2025	05-2025	1,336.00
ec8hap - Section 8 HA	AP 24125	Oeinmar - MARTIN JAY EINSTEIN	5/6/2025	05-2025	718.00
ec8hap - Section 8 HA	AP 24126	0equacc - ACCUMULATING EQUITY PARTNERS LLC	5/6/2025	05-2025	7,001.00
ec8hap - Section 8 HA	AP 24127	0equsul - SULLIVAN EQUITIES LLC	5/6/2025	05-2025	1,041.00
ec8hap - Section 8 HA	AP 24128	0estros - ESTATE OF LUIS A ROSADO-TORRES	5/6/2025	05-2025	479.00
ec8hap - Section 8 H/	AP 24129	Ofamfai - Faiola Family LP	5/6/2025	05-2025	476.00
ec8hap - Section 8 H/	AP 24130	Ofamip - FAIOLA FAMILY LP	5/6/2025	05-2025	1,379.00
ec8hap - Section 8 HA	AP 24131	Oflodor - FLOWERS	5/6/2025	05-2025	1,046.00
ec8hap - Section 8 HA	AP 24132	Oforraf - RAFAEL EDUARDO DILONE FORTUNA	5/6/2025	05-2025	1,326.00
ec8hap - Section 8 HA		0g.b.ltd - G B LTD OPER CO INC	5/6/2025	05-2025	1,055.00
ec8hap - Section 8 HA		0garabn - ABNER GARCIA	5/6/2025	05-2025	426.00
ec8hap - Section 8 H/		0garsal - GARCIA	5/6/2025	05-2025	2,982.00
sec8hap - Section 8 H/		Ogarspr - SPRING GARDENS VINELAND LLC	5/6/2025	05-2025	7,910.00
ec8hap - Section 8 H/		0garvin - VINELAND GARDENS LLC	5/6/2025	05-2025	875.00
ec8hap - Section 8 H		0gibjam - GRIBBLE JR	5/6/2025	05-2025	954.00
sec8hap - Section 8 H		0golrob - ROBERT D GALBIATI	5/6/2025	05-2025	1,227.00
sec8hap - Section 8 H		0gonabr - GONZALEZ JR	5/6/2025	05-2025	1,019.00
sec8hap - Section 8 H		Ogonlil - GONZALEZ	5/6/2025	05-2025	1,740.00
sec8hap - Section 8 H		Ogroche - CHERRY GROUP LLC	5/6/2025	05-2025	1,276.00
sec8hap - Section 8 H		Ogromad - MADHU GROUP LLC	5/6/2025	05-2025	2,783.00
sec8hap - Section 8 H		Ogromic - MICHAEL D RUPPERT JR	5/6/2025	05-2025	1,076.00
sec8hap - Section 8 H		Ogruedi - EDISON GRULLON	5/6/2025	05-2025	1,829.00
sec8hap - Section 8 H		Ohagdan - DANIEL HAGEMAN JR	5/6/2025	05-2025	1,070.00
sec8hap - Section 8 H		Ohemtom - BTW 4 LLC	5/6/2025	05-2025	582.00
sec8hap - Section 8 H		Ohenreu - HENDLER	5/6/2025	05-2025	2,000.00
sec8hap - Section 8 H		Ohereri - 123 SOUTH 4TH STREET LLC	5/6/2025	05-2025	2,886.00
•		Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TOR		05-2025	3,673.00
sec8hap - Section 8 H.		Ohfprop - HF PROPERTY MANAGEMENT	5/6/2025	05-2025	1,645.00
sec8hap - Section 8 H sec8hap - Section 8 H		Oholasm - ASM HOLDINGS LLC	5/6/2025	05-2025	774.00
		Oholgle - GLEN PARK HOLDINGS LLC	5/6/2025	05-2025	2,686.00
sec8hap - Section 8 H		<u> </u>	5/6/2025	05-2025	1,627.00
sec8hap - Section 8 H		Oholvin - VINELAND 18 HOLDINGS LLC	5/6/2025	05-2025	807.00
sec8hap - Section 8 H		Ohomhec - HECS HOMES LLC			772.00
sec8hap - Section 8 H	AP 24156	0homsky - SKYLO HOMES LLC	5/6/2025	05-2025	//2.00

1.708				Check	Post	Total Date
Bank	0 8177	Check#	Vendor	Date	Month	Amount Reconciled
ec8hap - Secti	ion 8 HAP	24157	Ohomtar - TARKILN HOMES LLC	5/6/2025	05-2025	5,689.00
ec8hap - Secti	ion 8 HAP	24158	Ohopape - APEX HOPEWELL NJ LLC	5/6/2025	05-2025	632.00
ec8hap - Secti	ion 8 HAP	24159	Ohougol - GOLD HOUSING PROVIDERS LLC	5/6/2025	05-2025	1,500.00
ec8hap - Secti	ion 8 HAP	24160	Ohouriv - RIVERGROVE HOUSING PARTNERS LLC	5/6/2025	05-2025	477.00
ec8hap - Secti	ion 8 HAP	24161	0ingden - INGRALDI	5/6/2025	05-2025	1,078.00
ec8hap - Secti	ion 8 HAP	24162	0invbot - BOTA INVESTMENTS LLC	5/6/2025	05-2025	4,159.00
ec8hap - Secti	ion 8 HAP	24163	0invday - DAY INVESTMENTS LLP	5/6/2025	05-2025	483.00
ec8hap - Secti	ion 8 HAP	24164	0invegh - E. G. H. R. E. INVESTMENTS LLC	5/6/2025	05-2025	3,950.00
ec8hap - Secti	ion 8 HAP	24165	Oinvens - EMSIG INVESTMENTS LLC	5/6/2025	05-2025	951.00
ec8hap - Secti	ion 8 HAP	24166	Oinvtra - T-RAY INVESTMENTS LLC	5/6/2025	05-2025	2,220.00
ec8hap - Sect	ion 8 HAP	24167	0invweb - WEBER INVESTMENT GROUP LLC	5/6/2025	05-2025	6,110.00
ec8hap - Sect	ion 8 HAP	24168	0invweb2 - WEBER INVESTMENT GROUP 2 LLC	5/6/2025	05-2025	1,672.00
ec8hap - Sect	ion 8 HAP	24169	0jacgar - W JACK	5/6/2025	05-2025	1,768.00
ec8hap - Sect	ion 8 HAP	24170	Ojerpri - PRIME JERSEY ESTATES	5/6/2025	05-2025	10,512.00
ec8hap - Sect	ion 8 HAP	24171	0jrljjr - JJR JR LLC	5/6/2025	05-2025	926.00
ec8hap - Sect	ion 8 HAP	24172	Okatjay - JAY-KAT INVESTMENTS, LLC	5/6/2025	05-2025	589.00
ec8hap - Sect	ion 8 HAP	24173	0klc1llc - KLC1 LLC	5/6/2025	05-2025	1,728.00
ec8hap - Sect	ion 8 HAP	24174	0korcou - COURTER-KORFF LLC	5/6/2025	05-2025	715.00
ec8hap - Sect	ion 8 HAP	24175	Olabfel - LABOY	5/6/2025	05-2025	1,740.00
ec8hap - Sect	ion 8 HAP	24176	Olandic - LANDICINI 566 LLC	5/6/2025	05-2025	734.00
ec8hap - Sect	tion 8 HAP	24177	Olanedw - EDWARD J LANG	5/6/2025	05-2025	1,121.00
ec8hap - Sect	tion 8 HAP	24178	Olebzai - LEBRON	5/6/2025	05-2025	2,844.00
ec8hap - Sect	tion 8 HAP	24179	Olegmay - MAYERFELD LEGACY TRUST	5/6/2025	05-2025	152.00
ec8hap - Sect	tion 8 HAP	24180	0levgab - GABRIELLE LEVITT	5/6/2025	05-2025	473.00
ec8hap - Sect	tion 8 HAP	24181	Olhrent - L & H RENTALS	5/6/2025	05-2025	798.00
ec8hap - Sect	tion 8 HAP	24182	Olinkar - KAREN LINDNER	5/6/2025	05-2025	449.00
ec8hap - Sect	tion 8 HAP	24183	Olickoo - KOONER LLC	5/6/2025	05-2025	1,694.00
ec8hap - Sect	tion 8 HAP	24184	Ollcsn2 - SN 22 LLC	5/6/2025	05-2025	2,041.00
sec8hap - Sect	tion 8 HAP	24185	Olocloc - LOCATION LOCATION & TIMING LLC	5/6/2025	05-2025	1,068.00
ec8hap - Sect	tion 8 HAP	24186	Olondav - DAVID LONGINI	5/6/2025	05-2025	473.00
ec8hap - Sect	tion 8 HAP	24187	Olopyad - YADIRA LOPEZ	5/6/2025	05-2025	702.00
ec8hap - Sect	tion 8 HAP	24188	Olospro - LOST PROPERTIES LLC	5/6/2025	05-2025	2,946.00
sec8hap - Sect	tion 8 HAP	24189	Omalaug - MIKLAVCIC JR	5/6/2025	05-2025	1,081.00
ec8hap - Sec	tion 8 HAP	24190	0manarc - MANAGEMENT LLC	5/6/2025	05-2025	378.00
sec8hap - Sec	tion 8 HAP	24191	0manrub - RUBY MANAGEMENT	5/6/2025	05-2025	2,350.00
ec8hap - Sec	tion 8 HAP	24192	0mapgre - GREENWOOD MAPLE JAY LLC	5/6/2025	05-2025	1,533.00
sec8hap - Sec	tion 8 HAP	24193	0melrose - MELROSE COURT LP	5/6/2025	05-2025	18,978.00
sec8hap - Sec		24194	0menbre - MENDEZ	5/6/2025	05-2025	278.00
sec8hap - Sec		24195	Omillvil - MILLVILLE REALTY CORPORATION	5/6/2025	05-2025	2,295.00
sec8hap - Sec		24196	Omiryar - MIRANDA	5/6/2025	05-2025	2,386.00
sec8hap - Sec		24197	Omonbry - BRYAN P MONTEMURRO	5/6/2025	05-2025	618.00
sec8hap - Sec		24198	Omriang - RIVERA	5/6/2025	05-2025	846.00
sec8hap - Sec		24199	Omulqua - QUALITY MULTI BR RENTALS LLC	5/6/2025	05-2025	1,264.00
sec8hap - Sec		24200	Oneddav - NEDER	5/6/2025	05-2025	1,341.00
July				• •		

				Check	Post	Total Date
Bank		Check#	Vendor	Date	Month	Amount Reconciled
sec8hap	- Section 8 HAP	24201	Onegcar - CARLOS NEGRON JR	5/6/2025	05-2025	774.00
sec8hap	- Section 8 HAP	24202	Onottop - TOP NOTCH REAL ESTATE LLC	5/6/2025	05-2025	498.00
sec8hap	- Section 8 HAP	24203	Oochabvsp - OCEAN CITY HSING AUTH- BVM/SPEITEL	5/6/2025	05-2025	32,269.00
sec8hap	- Section 8 HAP	24204	Opaeast - EAST PARK APARTMENTS	5/6/2025	05-2025	8,241.00
sec8hap	- Section 8 HAP	24205	Opanpar - PARESH PANCHAL	5/6/2025	05-2025	1,940.00
sec8hap	- Section 8 HAP	24206	Oparest - PARVIN ESTATES LLC	5/6/2025	05-2025	68.00
sec8hap	- Section 8 HAP	24207	Opasmar - PASTORE	5/6/2025	05-2025	1,282.00
sec8hap	- Section 8 HAP	24208	Oplacam - PHILLIP BLACK & KATHLEEN BLACK IRA	5/6/2025	05-2025	3,948.00
sec8hap	- Section 8 HAP	24209	Opoisil - SILVER POINT MANAGEMENT LLC	5/6/2025	05-2025	1,085.00
sec8hap	- Section 8 HAP	24210	Oproall - ALL PRO GROUP LLC	5/6/2025	05-2025	1,515.00
sec8hap	- Section 8 HAP	24211	Oproexc - EXCEL PROPERTY MANAGEMENT LLC	5/6/2025	05-2025	523.00
sec8hap	- Section 8 HAP	24212	Oprolha - LHA PROPERTIES LLC	5/6/2025	05-2025	1,618.00
sec8hap	- Section 8 HAP	24213	Opropar - PARTNERS PROPERTY MANAGEMENT LLC	5/6/2025	05-2025	729.00
sec8hap	- Section 8 HAP	24214	Oproter - TERRAVESTRA PROPERTY MANAGEMENT LLC	5/6/2025	05-2025	16,230.00
sec8hap	- Section 8 HAP	24215	Oprotim - TIMARIA PROPERTIES LLC	5/6/2025	05-2025	1,950.00
sec8hap	- Section 8 HAP	24216	0quilou - QUILES	5/6/2025	05-2025	336.00
sec8hap	- Section 8 HAP	24217	Oradoak - RADIANT OAKVIEW APARTMENTS LLC	5/6/2025	05-2025	171,535.00
sec8hap	- Section 8 HAP	24218	Oraymar - RAYMOND HOLDINGS LLP	5/6/2025	05-2025	1,499.00
sec8hap	- Section 8 HAP	24219	Oreabrt - BRT REAL ESTATE LLC	5/6/2025	05-2025	728.00
sec8hap	- Section 8 HAP	24220	Oreadcb - Realty LLC	5/6/2025	05-2025	1,174.00
sec8hap	- Section 8 HAP	24221	Orealbf - B & F REAL ESTATE HOLDINGS LLC	5/6/2025	05-2025	2,000.00
sec8hap	- Section 8 HAP	24222	Orealsa - S & A REALTY ENTERPRISES LLC	5/6/2025	05-2025	638.00
sec8hap	- Section 8 HAP	24223	Oreamat - MATURO REALTY INC	5/6/2025	05-2025	2,331.00
sec8hap	- Section 8 HAP	24224	Oreamil - MILLVILLE REALTY CORP	5/6/2025	05-2025	1,068.00
sec8hap	- Section 8 HAP	24225	Oreasar - SARA REAVES	5/6/2025	05-2025	17.00
sec8hap	- Section 8 HAP	24226	Oregche - REGENCY CHESTNUT COURT	5/6/2025	05-2025	12,195.00
sec8hap	- Section 8 HAP	24227	Oregeas - REGENCY EAST LLC	5/6/2025	05-2025	3,239.00
•	- Section 8 HAP	24228	Oreisup - SUPERIOR RE INVESTMENTS LLC	5/6/2025	05-2025	1,889.00
sec8hap	- Section 8 HAP	24229	Orenaco - ACOSTA RENTAL LLC	5/6/2025	05-2025	2,049.00
•	- Section 8 HAP	24230	Orensup - SUPERIOR RENTALS LLC	5/6/2025	05-2025	1,417.00
•	- Section 8 HAP	24231	Orivdie - RIVERA	5/6/2025	05-2025	2,409.00
•	- Section 8 HAP	24232	Oriviri - RIVERA	5/6/2025	05-2025	1,293.00
•	- Section 8 HAP	24233	Orodhen - HENRY RODRIGUEZ	5/6/2025	05-2025	885.00
•	- Section 8 HAP	24234	Orogluc - ROGERS	5/6/2025	05-2025	795.00
sec8hap	- Section 8 HAP	24235	Orogsal - SALVATORE W ROGGIO	5/6/2025	05-2025	1,082.00
•	- Section 8 HAP	24236	Orpjpro - RPJ PROPERTIES LLC	5/6/2025	05-2025	11,246.00
	- Section 8 HAP	24237	Orunind - INDIAN RUN APARTMENTS LP	5/6/2025	05-2025	820.00
	- Section 8 HAP	24238	Oruppab - RUPERTO	5/6/2025	05-2025	1,233.00
•	- Section 8 HAP	24239	Osaiger - GERALD M SAINSOT JR	5/6/2025	05-2025	807.00
-	- Section 8 HAP	24240	Osalasda - DAMIAN & ELAINE SALAS	5/6/2025	05-2025	2,322.00
	- Section 8 HAP	24241	Osauaud - SAUNDERS	5/6/2025	05-2025	1,800.00
	- Section 8 HAP	24242	Osaumar - SAUDERS	5/6/2025	05-2025	652.00
	- Section 8 HAP	24243	Oschdan - SCHWARTZ	5/6/2025	05-2025	2,000.00
	- Section 8 HAP	24244	Oseaves - VESTA-SEABROOK URBAN RENEWAL III LLC		05-2025	743.00
acconap	JECTION O HAP	27277	OBCOVED AFRITA DESCRICTOR OFFICE LITTERS	, -,		· ·-·-

Bank=sec8hap AND mm/yy=04/2025-05/2025 AND Check Date=04/18/2025-05/15/2025 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	24245	0senbri - HOUSING PARTNERS LLC	5/6/2025	05-2025	2,307.00
sec8hap - Section 8 HAP	24246	Osennew - NEWCOMB SENIOR APARTMENTS URBAN	N RE 5/6/2025	05-2025	157.00
sec8hap - Section 8 HAP	24247	0shabru - BRUCE D SHAW	5/6/2025	05-2025	1,420.00
sec8hap - Section 8 HAP	24248	0slinco - 1890 S LINCOLN ASSOCIATES LLC	5/6/2025	05-2025	2,265.00
sec8hap - Section 8 HAP	24249	Osolfin - FINANCIAL SOLUTIONS INVESTMENT GRO	UP I 5/6/2025	05-2025	1,048.00
sec8hap - Section 8 HAP	24250	0solmay - MAY SOLUTIONS LLC	5/6/2025	05-2025	876.00
sec8hap - Section 8 HAP	24251	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	5/6/2025	05-2025	4,969.00
sec8hap - Section 8 HAP	24252	Osotalb - ALBERTO SOTO	5/6/2025	05-2025	1,090.00
sec8hap - Section 8 HAP	24253	Osqulan - LANDIS SR URBAN RENEWAL PARTNERS I	LLC 5/6/2025	05-2025	2,180.00
sec8hap - Section 8 HAP	24254	Ostrassoc - STREAMWOOD ASSOCIATES/VINELAND	LLC 5/6/2025	05-2025	1,283.00
sec8hap - Section 8 HAP	24255	0swaway - WAYNE SWANSON	5/6/2025	05-2025	1,222.00
sec8hap - Section 8 HAP	24256	0swe101 - 101 S WEST LLC	5/6/2025	05-2025	1,898.00
sec8hap - Section 8 HAP	24257	0tayver - TAYLOR	5/6/2025	05-2025	733.00
sec8hap - Section 8 HAP	24258	Othapau - LETITIA D SYNDER	5/6/2025	05-2025	1,341.00
sec8hap - Section 8 HAP	24259	Otorism - TORRES	5/6/2025	05-2025	1,548.00
sec8hap - Section 8 HAP	24260	Otowpar - PARK TOWNE APARTMENTS LLC	5/6/2025	05-2025	12,884.00
sec8hap - Section 8 HAP	24261	0vasdap - DAPHNE VASSALOTTI	5/6/2025	05-2025	973.00
sec8hap - Section 8 HAP	24262	0vashen - VASQUEZ	5/6/2025	05-2025	979.00
sec8hap - Section 8 HAP	24263	0vhosri - SRI VHOMES LLC	5/6/2025	05-2025	1,650.00
sec8hap - Section 8 HAP	24264	Ovinlan - VINELAND VILLAGE APTS	5/6/2025	05-2025	3,493.00
sec8hap - Section 8 HAP	24265	Ovirulou - LOUIS A VIRUET	5/6/2025	05-2025	1,056.00
sec8hap - Section 8 HAP	24266	Owalnut - WALNUT REALTY ASSOCIATES LLC	5/6/2025	05-2025	7,925.00
sec8hap - Section 8 HAP	24267	Owassey - SEYMOUR WASSERSTRUM	5/6/2025	05-2025	1,309.00
sec8hap - Section 8 HAP	24268	0webric - WEBER	5/6/2025	05-2025	2,000.00
sec8hap - Section 8 HAP	24269	0whihen - WHITE III	5/6/2025	05-2025	914.00
sec8hap - Section 8 HAP	24270	Owolpro - WOLF PROPERTY HOLDINGS LLC	5/6/2025	05-2025	1,661.00
sec8hap - Section 8 HAP	24271	Owrialf - WRIGHT	5/6/2025	05-2025	1,586.00
sec8hap - Section 8 HAP	24272	Oyasmia - YASMIA 3 LLC	5/6/2025	05-2025	1,503.00
sec8hap - Section 8 HAP	500073	Ocackim - KIMBERLY A CACCHIOLI	5/6/2025	05-2025	0.00
					829,010.00

			Check	Post	Total Date
Bank CI	heck#	Vendor	Date	Month	Amount Reconciled
sec8admn - Section 8 Admi	792	0osccos8 - OSCEOLA COUNTY HOUSING	5/1/2025	05-2025	71.38
sec8admn - Section 8 Admii	793	vf1093 - ORANGE COUNTY HOUSING & C D	5/1/2025	05-2025	71.38
sec8admn - Section 8 Admi	794	vnj058 - SALEM HOUSING AUTHORITY	5/1/2025	05-2025	71.38
sec8admn - Section 8 Admii	795	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	5/1/2025	05-2025	214.14
sec8admn - Section 8 Admii 2	0251220372	vha - HOUSING AUTHORITY CITY OF VINELAND	5/2/2025	05-2025	3,562.25
sec8admn - Section 8 Admii 2	0251220387	vha - HOUSING AUTHORITY CITY OF VINELAND	5/2/2025	05-2025	2,190.70
sec8admn - Section 8 Admii 2	0251290362	vha - HOUSING AUTHORITY CITY OF VINELAND	5/9/2025	05-2025	961.00
					7,142.23

Bank=sec8hap AND mm/yy=04/2025-05/2025 AND Check Date=04/18/2025-05/15/2025 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
nhopbbt - New HOP Inv - E	3 135	rmslan - RMS Land Surveying Limited Liability Company	5/2/2025	05-2025	1,440.00
					1,440.00

Payment Summary

Bank=capsecdp AND mm/yy=04/2025-05/2025 AND Check Date=04/18/2025-05/15/2025 AND All Checks=Yes AND Include Voids=All Checks

L. Line	XIIII VIII SIN		Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
capsecdp - PH Se	c Dep Acc 20251190543	vha - HOUSING AUTHORITY CITY OF VINELAND	4/29/2025	04-2025	280.04 4/30/2025
					290.04

Payment Summary

Bank=capgenfd AND mm/yy=04/2025-05/2025 AND Check Date=04/18/2025-05/15/2025 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
capgenfd - Public Housing	(2662	t0004181 - CABRET	4/24/2025	04-2025	202.34
capgenfd - Public Housing	(2663	vmu - Vineland Municipal Utilities	4/24/2025	04-2025	0.00
capgenfd - Public Housing	(2664	vmu - Vineland Municipal Utilities	5/13/2025	05-2025	14,284.21
capgenfd - Public Housing	C 5465270829	sjgas - South Jersey Gas Company	4/25/2025	04-2025	1,807.05 4/30/2025
capgenfd - Public Housing	(20251220371	vha - HOUSING AUTHORITY CITY OF VINELAND	5/2/2025	05-2025	14,158.34
capgenfd - Public Housing	(20251220386	vha - HOUSING AUTHORITY CITY OF VINELAND	5/2/2025	05-2025	2,309.15
capgenfd - Public Housing	(20251290361	vha - HOUSING AUTHORITY CITY OF VINELAND	5/9/2025	05-2025	3,020.78
					35.781.87

Payment Summary

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
cocc - Central Office Cost	14066	aprsup - APR SUPPLY CO	5/2/2025	05-2025	257.15
cocc - Central Office Cost	14067	babbit - Babbitt Manufacturing Co, Inc.	5/2/2025	05-2025	120.00
cocc - Central Office Cost	14068	barret - Barretta Plumbing Heating Cooling	5/2/2025	05-2025	713.37
cocc - Central Office Cost	14069	brooke - The Brooke Group LLC	5/2/2025	05-2025	1,690.50
cocc - Central Office Cost	14070	brownc - Brown & Connery LLP	5/2/2025	05-2025	1,763.00
cocc - Central Office Cost	14071	carahsoft - Carahsoft Technology Corporation	5/2/2025	05-2025	3,561.24
cocc - Central Office Cost	14072	cintas - Cintas Corporation #100	5/2/2025	05-2025	188.53
cocc - Central Office Cost	14073	conser - County Conservation Company LLC	5/2/2025	05-2025	430.00
cocc - Central Office Cost	14074	culligan2 - Culligan of South Jersey	5/2/2025	05-2025	127.50
cocc - Central Office Cost	14075	fragri - Yale Electric Supply Co	5/2/2025	05-2025	2,099.00
cocc - Central Office Cost	14076	gloequ - Global Industrial	5/2/2025	05-2025	15,544.04
cocc - Central Office Cost	14077	gloind - Global Industries Inc	5/2/2025	05-2025	42,962.40
cocc - Central Office Cost	14078	gogogen - GOGO Generator LLC	5/2/2025	05-2025	24,299.44
cocc - Central Office Cost	14079	homest - HP Homestead Plumbing and Heating Inc	5/2/2025	05-2025	627.59
cocc - Central Office Cost	14080	hompro - HD SUPPLY formerly Home Depot Pro	5/2/2025	05-2025	1,171.57
cocc - Central Office Cost	14081	lowes - Lowes Business Account	5/2/2025	05-2025	152.89
cocc - Central Office Cost	14082	mason - W B Mason Co Inc	5/2/2025	05-2025	13.18
cocc - Central Office Cost	14083	semper - Semper Secure , LLC	5/2/2025	05-2025	919.15
cocc - Central Office Cost	14084	veriwi - Verizon Wireless	5/2/2025	05-2025	1,164.81
cocc - Central Office Cost	14085	vidauto - VINELAND DODGE CHRYSLER JEEP RAM	5/2/2025	05-2025	126.39
cocc - Central Office Cost	14086	cwa - Communications Workers of America	5/9/2025	05-2025	187.04
cocc - Central Office Cost	14087	amacap - Amazon Capital Services Inc	5/9/2025	05-2025	248.36
cocc - Central Office Cost	14088	aprsup - APR SUPPLY CO	5/9/2025	05-2025	484.11

	- 15/14/1		Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
cocc - Central Office Cost	14089	blocklsi - TELESYSTEM	5/9/2025	05-2025	2,078.75
cocc - Central Office Cost	14090	bottin - Bottinos Supermarkets Inc	5/9/2025	05-2025	560.14
cocc - Central Office Cost	14091	brooke - The Brooke Group LLC	5/9/2025	05-2025	588.00
cocc - Central Office Cost	14092	diamor - Diana Morales	5/9/2025	05-2025	150.00
cocc - Central Office Cost	14093	eldpes - ELDER PEST CONTROL, INC.	5/9/2025	05-2025	801.00
cocc - Central Office Cost	14094	flowho - The Flower Shoppe	5/9/2025	05-2025	169.00
cocc - Central Office Cost	14095	jccupa - JC'S Custom Painting	5/9/2025	05-2025	706.25
cocc - Central Office Cost	14096	joskel - JOSEPH KELLY	5/9/2025	05-2025	60.00
cocc - Central Office Cost	14097	miles - Miles IT Company	5/9/2025	05-2025	355.00
cocc - Central Office Cost	14098	natten - National Tenant Network	5/9/2025	05-2025	677.00
cocc - Central Office Cost	14099	pbrese - Reserve Account	5/9/2025	05-2025	2,000.00
cocc - Central Office Cost	14100	riggin - Riggins Inc	5/9/2025	05-2025	46.01
cocc - Central Office Cost	14101	rpmlan - RPM Landscape Contractor LLC	5/9/2025	05-2025	1,050.00
cocc - Central Office Cost	14102	siglas - South Jersey Glass & Door Company	5/9/2025	05-2025	99.80
cocc - Central Office Cost	14103	smigre - GREG SMITH TREE SERVICE LLC	5/9/2025	05-2025	1,650.00
cocc - Central Office Cost	14104	vhapet - Gloria Pomales	5/9/2025	05-2025	311.72
cocc - Central Office Cost	14105	weaegu - Weaver Equipment Sales & Service LLC	5/9/2025	05-2025	294.16
cocc - Central Office Cost	14106	adcass - Advanced Cabinetry & Storage Systems LLC	5/15/2025	05-2025	385.50
cocc - Central Office Cost	14107	adveny - Advanced Enviro Systems	5/15/2025	05-2025	1,448.13
cocc - Central Office Cost	14108	allris - All Risk Inc	5/15/2025	05-2025	18,215.95
cocc - Central Office Cost	14109	amacap - Amazon Capital Services Inc	5/15/2025	05-2025	637.86
cocc - Central Office Cost	14110	ampli - Amplified Protection LLC	5/15/2025	05-2025	2,340.00
cocc - Central Office Cost	14111	anchor - Anchor Moving & Storage	5/15/2025	05-2025	826.00
cocc - Central Office Cost	14112	aprsup - APR SUPPLY CO	5/15/2025		107.58
cocc - Central Office Cost	14113	avena - Linda M Avena CPA	5/15/2025	05-2025	7,295.83
cocc - Central Office Cost	14114	bolste - Bolster Hardware II LLC	5/15/2025	05-2025	322.14
cocc - Central Office Cost	14115	browni - Browns Integrated Pest Management	5/15/2025		125.00
cocc - Central Office Cost	14116	callexp - Call Experts New Jersey	5/15/2025		364.26
cocc - Central Office Cost	14117	canbus2 - CANON U.S.A., INC.	5/15/2025		263.54
cocc - Central Office Cost	14118	ccia - Cumberland Co Improvement Auth	5/15/2025		3,521.38
cocc - Central Office Cost	14119	cintas - Cintas Corporation #100	5/15/2025		565.65
cocc - Central Office Cost	14120	coloni - Colonial Electrical Supply	5/15/2025		414.34
cocc - Central Office Cost	14121	conser - County Conservation Company LLC	5/15/2025		100.00
cocc - Central Office Cost	14122	culligan2 - Culligan of South Jersey	5/15/2025		127.50
cocc - Central Office Cost	14123	daily - The Daily Journal #1106	5/15/2025		218.54
cocc - Central Office Cost		eldpes - ELDER PEST CONTROL, INC.	5/15/2025		1,199.00
cocc - Central Office Cost		fedex - Federal Express	5/15/2025		25.05
cocc - Central Office Cost		genelec - Gen X Electrical Contractors LLC	5/15/2025		2,521.88
cocc - Central Office Cost		hdsupp - HD Supply Facilities Maintenance LTD	5/15/2025		1,321.92
cocc - Central Office Cost		hill - Ronald Hill	5/15/2025		1,125.00
cocc - Central Office Cost		himinha - DELSEA LAUNDROMAT	5/15/2025		1,285.00
cocc - Central Office Cost		hompro - HD SUPPLY formerly Home Depot Pro	5/15/2025		2,037.40
		inspira - Inspira Health Network Urgent Care, PC		05-2025	85.00
cocc - Central Office Cost		iccupa - JC'S Custom Painting		05-2025	1,800.00
cocc - Central Office Cost		mason - W B Mason Co Inc	5/15/2025		90.02
cocc - Central Office Cost		mason - W B Mason Co Inc maxcom - Max Communications Inc	5/15/2025		185.00
cocc - Central Office Cost			5/15/2025		8,001.00
cocc - Central Office Cost		miles - Miles IT Company pcrich - P C Richard and Son Builders Division	5/15/2025		1,657.00
cocc - Central Office Cost			5/15/2025		9.00
cocc - Central Office Cost		rengro - Rentgrow, Inc.			35.00
cocc - Central Office Cost	14138	ronmil - Ronald Miller	5/15/2025	05-2025	33.00

Payment Summary

Bank=sec8hap AND mm/yy=04/2025-05/2025 AND Check Date=04/18/2025-05/15/2025 AND All Checks=Yes AND Include Voids=All Checks

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Bank	Check#	Vendor	Date	Month	Amount Reconciled
cocc - Central Office Cost	14139	secgcs - GCSI Security Group	5/15/2025	05-2025	408.00
cocc - Central Office Cost	14140	sherwi - Sherwin Williams Company	5/15/2025	05-2025	359.83
cocc - Central Office Cost	14141	shred - STERICYCLE, INC.	5/15/2025	05-2025	158.34
cocc - Central Office Cost	14142	sjglas - South Jersey Glass & Door Company	5/15/2025	05-2025	99.80
cocc - Central Office Cost	14143	smigre - GREG SMITH TREE SERVICE LLC	5/15/2025	05-2025	950.00
cocc - Central Office Cost	14144	staadv - Staples, Inc.	5/15/2025	05-2025	959.83
cocc - Central Office Cost	14145	vercon - Verizon Connect Fleet USA LLC	5/15/2025	05-2025	414.85
cocc - Central Office Cost	14146	weaequ - Weaver Equipment Sales & Service LLC	5/15/2025	05-2025	2,705.14
cocc - Central Office Cost	14147	wex - WEX Bank	5/15/2025	05-2025	2,426.72
cocc - Central Office Cost	14148	xpress - Xpress Electronic Services, Inc.	5/15/2025	05-2025	80.00
cocc - Central Office Cost	14149	yardi - Yardi Systems Inc	5/15/2025	05-2025	71.00
cocc - Central Office Cost	263611	vmu - Vineland Municipal Utilities	4/28/2025	04-2025	2,626.98
cocc - Central Office Cost	1437987	axaequ - Equitable	5/9/2025	05-2025	2,035.00
cocc - Central Office Cost	4182025	paychex - Paychex of New York LLC	4/18/2025	04-2025	346.76
cocc - Central Office Cost	13440683	pers - Public Employees Retirement System	5/15/2025	05-2025	16,717.00
cocc - Central Office Cost	5462456916	sjgas - South Jersey Gas Company	4/25/2025	04-2025	1,820.93
cocc - Central Office Cost	20251210235	vha - HOUSING AUTHORITY CITY OF VINELAND	5/1/2025	05-2025	7,917.00
					200 204 74

RESOLUTION #2025-21

A Resolution Authorizing Execution of Standard Board Resolution for the Congregate Housing Services Program

WHEREAS, the Housing Authority of the City of Vineland is the process of applying for the Congregate Housing Services Program Grant through the State of New Jersey Department of Human Services (DHS); and,

WHEREAS, the DHS requires Contract Providers to complete and file the attached standard board resolution when executing a DHS Third Party Social Service Contract; and,

WHEREAS, in said resolution the Housing Authority of the City of Vineland (VHA) endorses the following commitments:

- 1. Specific to HIPPA (Health Insurance Portability and Accountability Act), the VHA is non-covered entity that will not be receiving or sharing personal health information.
- 2. The VHA acknowledges that the DHS does not and will not provide legal advice regarding the contract and acknowledges that all legal advice must be sought from the VHA's attorneys.

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Vineland authorizes the Chairperson and Executive Director to execute said standard board resolution attached hereunto.

ADOPTED: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner Assetta

Resolution seconded by Commissioner Chapman

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
Elizabeth Viera				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on May 15, 2025 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 #2025-22

Resolution of the Housing Authority of the City of Vineland Granting an Official Leave of Absence (FMLA)

WHEREAS, employee Migdalia Cintron applied for Family and Medical Leave Act (FMLA) and was approved to use FMLA leave intermittently on December 4, 2024; and

WHEREAS, said employee has been under physician care as of February 2022; and

WHEREAS, said employee has been under able to work as of April 26, 2025; and

WHEREAS, it is recommended the Board of Commissioners of the City of Vineland grant an official leave of absence under FMLA to Migdalia Cintron; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioner of the City of Vineland grants Migdalia Cintron an official leave of absence until released to full active duty with no restrictions by her physician.

ADOPTED: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman - Vice Chairperson	V			
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
Elizabeth Viera	V			
Mario Ruiz-Mesa – Chairperson	V			

VINELAND HOUSING AUTHORITY

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on May 15, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline St. Jones, Executive Director Secretary/Treasurer

RESOLUTION #2025-23 Resolution Authorizing Contract RFP#FY23-02

WHEREAS, it is necessary for the proper conduct of the order of business that the Housing Authority of the City of Vineland enter into contract agreement with Indoor Environmental Concepts; and,

WHEREAS, it is necessary for the Housing Authority of the City of Vineland to procure Lead Based Paint and ACM testing; and,

WHEREAS, funds are available for the purpose of entering into a contract agreement with Indoor Environmental Concepts; and,

WHERES, pursuant to N.J.S.A. 40A:11-5 – the Camden County Educational Services Commission of New Jersey is registered as Lead Cooperative agency NJ System Identifier #66CCEPS; and,

WHEREAS, the Camden County Educational Services Commission of New Jersey awarded Bid # RFP#FY23-02 to Indoor Environmental Concepts on November 1, 2023; and,

WHEREAS, the Vineland Housing Authority may through the use of the aforementioned contract purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Vineland Housing Authority authorizes the Purchasing Agent to purchase certain goods or services utilizing national cooperative contract with Indoor Environmental Concepts (RFP#FY23-02), in excess of the bid threshold pursuant to all conditions of the contract; and

ADOPTED: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Brian Asselta	1			
Albert Porter				
Iris Acosta-Jimenez				
Elizabeth Viera	V			
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 May 15, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

lacqueline S. Jones, Executive Director

Secretary 7reasurer

RESOLUTION #2025-24 Resolution Authorizing Contract #001299 University of Nebraska - Cintas

WHEREAS, the Vineland Housing Authority, pursuant to N.J.S.A. 52:34-6.2(b)(3), may by resolution and without advertising for bids, join national cooperative purchasing agreements; and

WHEREAS, the Vineland Housing Authority has the need on a timely basis to purchase goods or services utilizing national cooperative contracts; and

WHEREAS, the Vineland Housing Authority is a registered member agency with OMNIA Partners; and

WHEREAS, the Vineland Housing Authority intends to award OMNIA Cooperative Contract #001299 to University of Nebraska - Cintas through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts; and

WHEREAS, the Vineland Housing Authority may through the use of the aforementioned contract purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Vineland Housing Authority authorizes the Purchasing Agent to purchase certain goods or services utilizing national cooperative contract with University of Nebraska - Cintas #001299, in excess of the bid threshold pursuant to all conditions of the contract; and

ADOPTED: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
Elizabeth Viera	V			
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 May 15, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

eline S. Jones, Executive Director ary Preasurer

Secretary Treasurer

RESOLUTION #2025-25

A Resolution Approving Job Descriptions / Revised Organizational Chart

WHEREAS, it has become necessary to review, revise, and update Job Descriptions of employee positions as well as the Housing Authority of the City of Vineland's Organizational Chart; and

WHEREAS, the changes include the following positions:

Full Time Social Services Administrator

Full Time Registered Nurse

Full Time Operations Manager

Full Time Operations Assistant

Full Time Assistant Maintenance Supervisor

NOW, THERFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Vineland approves the housing authority's job description for the position listed above as well as the revised housing authority's Organizational Chart.

ADOPTED: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman - Vice Chairperson	1/			
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
Elizabeth Viera	V.			
Mario Ruiz-Mesa – Chairperson				

VINELAND HOUSING AUTHORITY

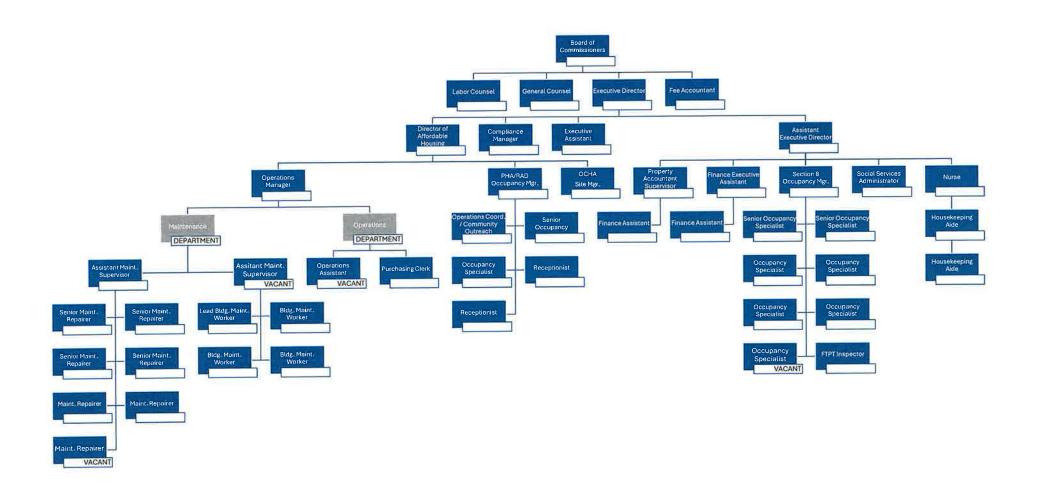
ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on May 15, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director Secretary/Treasurer

Vineland Housing Authority - Organizational Chart - May 15, 2025



05/2025 Update

Job No.	
T.O. No.	
Employee	

HOUSING AUTHORITY OF THE CITY OF VINELAND HOUSING SPECIAL PROGRAMS SOCIAL SERVICES ADMINISTRATOR Job Description

DEFINITION:

Under direction (1) administers various social service programs engaged in providing a wide variety and type of social services provided to low-moderate income families, elderly and disabled and youths, assures program compliance with state, federal, and local rules and regulations. In addition (2) facilitates the Family Self-Sufficiency (FSS) program, monitors and evaluates FSS program while reporting FSS activities to Assistant Executive Director and (3) provides direct services to any resident with special need for a credentialed Social Worker, and (4) includes providing services to all Housing Authorities under contract with a Shared Services Agreement on an as needed basis.

REPORTS TO:

Assistant Executive Director

WORKS WITH:

Nurse

Congregate Services Staff Property Management Staff

Occupancy Staff

Community Outreach Coordinator

Finance Staff

Housing Inspector/Lease Enforcement

All Housing Authorities under contract with a Shared Services Agreement

RESPONSIBILITIES:

FAMILY SELF-SUFFICIENCY -

Administers Family Self-Sufficiency Program (FSS) by:

- 1. Supervising selection process of FSS program.
- 2. Completing detailed needs assessment of FSS participants
- 3. Completing individual action plans for FSS participants
- 4. Negotiating Contracts of Participation with FSS families
- 5. Providing case management services for FSS families
- 6. Gathering information on courses offered at area schools and making this information available to FSS families
- 7. Coordinating with Cumberland County Workforce Development Board, Rowan University of South Jersey Education Opportunity Fund Program, Vocational & Technical (Vo-Tech) sites and other community resources to provide assessment and financial help for further education of FSS participants

- 8. Promoting and developing employment opportunities for FSS participants
- 9. Designing and implementing life skills training
- 10. Coordinating and scheduling teachers/presenters for life-skills classes and other classes/seminars/workshops, as may be applicable.
- 11. Working closely with area service providers to address the needs of FSS families
- 12. Acts as VHA representative on the Cumberland County Division of Employment & Training Advisory Committee.
- 13. Performs regular progress reviews of FSS families
- 14. Revies escrow accounts for eligible FSS participants
- 15. Promotes community awareness of programs through Cumberland County Division of Employment & Training Advisory Committee.
- 16. Prepares newsletter for FSS participants.
- 17. Attends meetings of Cumberland County Chamber of Commerce, Cumberland County Workforce Development Board, Cumberland County Public Safety Reform committee and other community organizations, as assigned.
- 18. Maintains files and records, as required for FSS program
- 19. Completes annual FSS program review
- 20. Pursues additional programs and funding for housing special programs, as directed
- 21. Attend HUD training, as required.
- 22. Promote and market the FSS program on at least a semi-annual basis to maintain and increase program participation.
- 23. Other duties as related to the FSS Program

CONGREGATE HOUSING SERVICES PROGRAM – PUBLIC HOUSING

Administers Congregate Housing Services Program (CHSP) by:

- 1. Monitoring the distribution of activities
- 2. Attend CHSP Coordinator meeting conducted by NJ Department of Human Services, Division on Aging
- 3. Communicate with CHSP staff on a variety of subjects.
- 4. Assisting CHSP staff with special cases requiring social work assistance
- 5. Reviewing CHSP case management files
- 6. Compiling and submitting CHSP monthly reports for the State of NJ and VHA
- 7. Preparing monthly billing for CHSP clients
- 8. Monitoring CHSP client ledgers monthly for collection of outstanding balances
- 9. Approving CHSP supply requests and forwarding to the purchasing department
- 10. Monitoring CHSP monthly activity to ensure budget compliance.
- 11. Assist with annual budget preparation

RESIDENT PROGRAMS - RAD/PUBLIC HOUSING/SECTION 8

Monitors various programs/initiatives by:

- 1. Monitoring/assisting Resident Councils at each VHA site
- 2. Responsible for coordinating resident group activities with the assistance of the Community Outreach Coordinator and other staff
- 3. Responsible for administering food distribution activities through the Rural Development Cooperation Food Distribution program at all sites
- 4. Performing regular progress reviews on Emergency Housing Voucher holders
- 5. Providing supervision of interns in the field of social work

- 6. Responsible for preparing the City of Vineland Community Development Block Grant (CDBG) program application
- 7. Responsible for coordinating and scheduling activities funded by the CDBG program

REPORTING PROCESS FOR SOCIAL SERVICES PROGRAMS

- Director of Social Services will provide the Assistant Executive Director and Compliance Manager with comprehensive monthly reports that document all levels of social services provided for each of the programs and all housing authorities.
- 2. Monthly reports may be comprised of detailed individual reports for all social service programs and submitting these reports with a summary sheet of all activities.

REQUIREMENTS:

- Graduation from an accredited college or university and possess and maintain a degree in Masters in Social Work (MSW) with course work in counseling, social work, sociology and psychology. (1 year of relevant experience is preferred but not required) or Bachelor of Science in Social Work or Human Services with three (3) years of experience in social work.
- Must Possess and maintain a valid New Jersey driver's license and be willing to drive throughout the City of Vineland and surrounding areas daily in the performance of assigned duties. This includes areas of other managed properties and other managed Housing Authorities.
- Ability to read, write, speak, and understand English sufficiently to perform the duties of this position and to communicate effectively both orally and in writing, using correct spelling and punctuation.
- 4. Has demonstrated satisfactory skills in the preparation of written reports.
- 5. Has demonstrated skills at reading, interpreting and implementing federal regulations.
- 6. Has demonstrated self-motivation, the capability of working independently, the ability to supervise and develop staff and the desire to work in a team atmosphere.
- 7. Ability to express him/herself clearly and concisely, orally and in writing. Has demonstrated ability to establish and maintain effective working relationships with others and the ability to plan, develop and coordinate the analysis of policy and policy revisions as policy relates to housing law and regulation.
- 8. Has demonstrated skills in effective techniques of administration, in the preparation of concise and objective reports, and in effective communication and public presentations.
- 9. Knowledge of standard office computer programs Microsoft Office, Adobe Acrobat, FileVision, Yardi Systems or equal and knowledge to utilize these programs in performance of duties.
- 10. Knowledge of modern office methods, practices, and equipment used in the keeping of various records and files.
- 11. Willingness to attend periodic professional training seminars at the expense of the Authority.
- 12. Ability to communicate with and work harmoniously and effectively with staff and resident individuals of varied backgrounds.
- 13. Has demonstrated willingness to assume other responsibilities and duties as directed by the Assistant Executive Director.

14. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made in their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Note: This job description does not include a complete description of all job duties. These are mere examples. Employees may not be limited to the specific examples listed above.

Job No.	
T.O. No.	
Employee	

05/2025 Update

HOUSING AUTHORITY OF CITY OF VINELAND REGISTERED NURSE, SOCIAL SERVICES Job Description

DEFINITION:

Under direction, provides a variety of professional nursing services and health-related services. This also includes providing supervision for the Congregate Services staff, providing social services for elderly, disabled, and handicapped residents of assisted housing developments operated/managed by the Vineland Housing Authority.

REPORTS TO: Assistant Executive Director

SUPERVISES: Congregate Services staff

WORKS WITH: Social Services Administrator

Occupancy Staff

Community Outreach Coordinator Housing Inspector/Lease Enforcement

RESPONSIBILITIES:

1. Supervises congregate staff.

- 2. Performs annual employee evaluations of congregate staff.
- Refers residents to Congregate Services if appropriate.
- Creates/monitors monthly congregate staff schedules for housekeeping, shopping & laundry services.
- 5. Other duties as related to nursing and/or congregate services.
- 6. Conducts home visits with elderly, disabled and handicapped residents, performing initial and follow up health assessments, and preparing a care plan, where applicable.
- 7. Refers residents to Community Resources, as needed, with the goal of residents remaining safe and living independently in their apartment for as long as possible. (Ex: Congregate services, Day Care Programs, Long Term Home Health Programs, Medical Alert Systems, Meals on Wheels and Physical Therapy Services.)
- 8. Arranges for residents' medical appointments; and if necessary, arranges transportation to/from medical care through C.A.T.S. or other such entities.
- 9. Coordinates care with multiple Community Agencies, including but not limited to hospital social workers, insurance company care managers, the Inspira LIFE Program, home health agencies, the Office of Aging & Disabled, Adult Protective Services, the Board of Social Services, Medical Day Care, etc.
- 10. Administers first aid to residents and staff and maintains first aid supplies. The RN also notifies proper authorities for client emergencies.
- 11. Conducts one-to-one counseling sessions with residents on nutrition and personal health-related matters. The RN also instructs each client in the management of their individual health issues and disease processes.
- 12. Assists residents with the preparation and completion of medical forms or applications for Community Resources. (Ex.: JACC Program, SLMB, Medicare & Medicaid Programs, PAAD & Lifeline, and similar forms).

- 13. Conducts group therapeutic programs on a regularly scheduled basis at Senior Citizen Complexes which includes blood pressure clinics, vaccine clinics, etc.
- 14. Administers and monitors certain medications prescribed by licensed medical doctors including: B12 injections and pre-filled insulin syringes and attends to medical matters.
- 15. Assists clients with medicine management, if needed.
- 16. Maintains individual files on each resident visit and the interaction with nurse regarding care plan and services
- 17. Conducts and/or refers in-service seminars for residents on subjects such as diabetes, hypertension, living wills, mental health, avoidance of scams, or insurance issues. Also refers to non-profit agencies that may be able to assist clients.
- 18. Provides care coordination with family members concerning the aging process, supportive services and related medical and safety concerns.

REQUIREMENTS:

- 1. Must possess and maintain current license in good standing as a NJ Registered Nurse and be a graduate of a recognized nursing school.
- Must possess and maintain a valid New Jersey driver's license and be willing to drive throughout the City of Vineland and surrounding areas daily in the performance of assigned duties. This includes areas of other managed properties and other managed Housing Authorities.
- Maintain current Red Cross Certificate in First Aid and CPR.
- 4. Knowledge and experience in acceptable professional nursing practices.
- 5. Willingness to attend training sessions related to professional improvement.
- 6. Ability to read, write, speak, and understand English sufficiently to perform the duties of this position and to communicate effectively both orally and in writing, using correct spelling and punctuation.
- 7. Has demonstrated satisfactory skills in the preparation of written reports.
- 8. Has demonstrated skills at reading, interpreting and implementing federal regulations.
- 9. Has demonstrated self-motivation, the capability of working independently, the ability to supervise and develop staff and the desire to work in a team atmosphere.
- 10. Ability to express him/herself clearly and concisely, orally and in writing. Has demonstrated ability to establish and maintain effective working relationships with others and the ability to plan, develop and coordinate the analysis of policy and policy revisions as policy relates to housing law and regulation.
- 11. Has demonstrated skills in effective techniques of administration, in the preparation of concise and objective reports, and in effective communication and public presentations.
- 12. Knowledge of standard office computer programs Microsoft Office, Adobe Acrobat, FileVision, Yardi Systems or equal and knowledge to utilize these programs in performance of duties.
- 13. Knowledge of modern office methods, practices, and equipment used in the keeping of various records and files.
- 14. Willingness to attend periodic professional training seminars at the expense of the Authority.
- 15. Ability to communicate with and work harmoniously and effectively with staff and resident individuals of varied backgrounds.
- 16. Has demonstrated willingness to assume other responsibilities and duties as directed by the Assistant Executive Director.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made in their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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Job No.	<u> </u>	
T.O. No.		
Employee		¥

HOUSING AUTHORITY OF THE CITY OF VINELAND OPERATIONS MANAGER

DEFINITION

Supervises and works with the Maintenance and Operations Departments in the performance of a variety of maintenance and repair tasks such as those involved in electrical work, masonry, painting, plastering, carpentry, plumbing, roofing and other work of a similar nature entailed in the upkeep of buildings and grounds or similar structures; does related work as required. Supervises or directs maintenance warehouse operations, inventory management, written or electronic work order system, with departmental budgeting and performs related functions. Prepares and files detailed reports and other related materials.

Provides resident population and the VHA sites with a "24 Hour" on call maintenance service to handle emergency call situations after-hours. Shall be listed on-call, receive, and distribute after-hour service calls to maintenance staff. Must acknowledge calls within 15-minutes of receipt and shall evaluate the need for a response and dispatch calls accordingly.

Assist administration in planning and coordinating the Agency's efforts in operational areas of need. Act as a liaison to resolve technical problems, operating problems as well as problems with specific programs. Work with various vendors, act as liaison with housing assisted operating programs such as the YARDI Systems and related duties.

Develops and implements within the organization's risk management program in a manner that fulfills the mission and strategic goals of the organization while complying with state and federal laws and accreditation standards related to safety and risk management. Actively participates in or facilitate committees related to risk management, safety, and quality improvement. Coordinates with the agency insurance provider to assure the authority complies with NJ MEL rules, NJ Right to Know (RTK), and other related regulations. Manages and coordinates with the local OEM and EMS structure in the event of an emergency or other threatening situation, may act as the liaison between the authorities in charge and the Housing Authority.

Works directly with the development of Affordable Housing Projects and LIHTC projects, assists the Executive Director and management consultants in the planning, budgeting, and construction of said projects.

Manages aspects of HUD Capital funded projects, works directly with the Authority Architect to develop and review plans and specifications. Makes recommendations based on the availability of funds for project award to Executive Director and Board of Commissioners.

Plans, organizes, and oversee the purchase, bidding, and disposition of surplus material. Purchases items and services economically, efficiently and in accordance with established policies, procedures, guidelines, and maintains purchasing related records. Act as main contact to resolve

purchasing problems with specific programs. Manage aspects of HUD Capital-funded projects. Work with various vendors, act as liaison with VHA. Duties may be shared with other PHAs or a managed PHA.

May be designated as the Authority "Purchasing-Agent" pursuant to the definition found in N.J.S.A. 40A:11-2(30). Authorized by Board Resolution to act in this manner with the powers assigned to the New Jersey Qualified Purchasing Agent (QPA) found in N.J.S.A 40A:11-9. Required to obtain a QPA license within 24 months of employment. All work must be done while maintaining confidentiality, working as part of a team and communicating with diverse groups.

REPORTS TO:

Director of Affordable Housing

WORKS WITH:

Executive Director

Assistant Executive Director

Executive Assistant

Maintenance

Occupancy Managers

Finance

Staff in general

SUPERVISES:

- 1. Assistant Maintenance Supervisor
 - a. Building Maintenance Workers(s)
 - b. Maintenance Repairers
 - c. Senior Maintenance Repairers
- 2. Operations Assistant
- 3. Purchasing Clerk

ADMINISTRATION:

Schedules and approves leave requests of subordinates, sets performance expected of subordinates, and makes formal appraisals of their work performance, and determines training needs. Initiates recommendations for promotion or reassignment of subordinates. Counsels employees, addresses informal complaints and grievances through discussion with employees, and initiates disciplinary actions as needed. Sees to it that employees observe regulations and rules on housekeeping, conduct and safety; maintains production reports and records; prepares and files monthly reports.

PLANNING:

Plans weekly, monthly and annual work schedules and sequence of operations for subordinates. Establishes deadlines and priorities, on the basis of general work schedules, methods, and policies established by higher levels of supervision. Determines how assignments can be done concurrently or which must be delayed, the number and types of employees needed, considering skills, and personnel available to do the work, and the availability of materials and equipment required.

ABILITY & EXAMPLES OF WORK:

Note: The examples of work for this title are for illustrative purposes only. Duties are not limited to the following examples:

1. Purchasing

- a. Effectively purchase a variety of supplies, equipment and materials.
- b. Interpret laws, rules and regulations as they affect the purchase of VHA supplies, equipment & contracts.
- c. Work with incomplete or conflicting data.
- d. Prepare clear and concise specifications.
- e. Evaluate prices, terms, discounts and quantities to purchase items cost effectively.
- f. Operate office equipment including computers and supporting software applications.
- g. Understand and carry out oral and written directions.
- h. Analyze situations accurately and adopt an effective course of action.
- i. Plan and organize work to meet changing priorities and deadlines.
- j. Maintain accurate records and files.
- k. Manage computerized purchase order system, maintain associated records.
- 1. Supervise purchasing process and employees assigned to the purchasing process.
- m. Stay current with cooperative purchasing trends (local and national) and how to participate in these contracts.
- n. Stay current with NJ State Contracts and how to participate in these contracts.
- o. Make arithmetic calculations quickly and accurately.
- p. Work independently in the absence of supervision.
- q. Manage the purchasing cycle from start to finish
- r. Meets and works with Auditor at the direction of supervisor.
- s. Prepare bid packages, Professional RFP's, and formal quotations
- t. Establish and maintain effective working relationships with those contacted in the course of work

2. Information Technology

- a. Maintain access control systems throughout properties, update such systems as to keep them in good operational order.
- b. Knowledge of current computer operating systems.
- c. Must have the ability to identify causes of computer malfunctioning and confer with appropriate individuals for resolution.
- d. Ability to work harmoniously with staff members and others to resolve technical issues.
- e. Ability to communicate effectively in writing and in oral communications with ability to clearly instruct staff in computer operation and convey information to others on their level of understanding of computer/program operation.
- f. Ability to work with computer hardware application vendors to resolve on-site problems.
- g. Act as a point of contact for Housing Authority hardware and software systems.
- h. Assist with the procurement, management, and setup of mobile technology including but not limited to cellular phones, tablets, and laptop computers.

3. Maintenance

- a. Provides oversight of the maintenance department.
- b. Maintains VHA buildings and Assets.
- c. Supervises workers engaged with maintenance of buildings and similar structures.
- d. Supervises workers engaged in maintaining and repairing plumbing systems, mechanical systems, electrical systems
- e. Plans and supervises maintenance and repair programs.
- f. Assigns workers to specific tasks, and checks work during progress
- g. Reviews completed assignments for conformance with efficient and economical trade practices and Architectural\Engineering prints and other specifications.
- h. Supervises the maintenance and repair of the central heating plant, mechanical equipment, gas, electric, plumbing and/or sewage lines, pipes and fixtures, appliances and other equipment or accessories
- i. Prepares and maintains work orders.
 - i. Maintains records of materials and supplies utilized, employee's time, and nature and type of work performed
 - Plans work to meet deadlines and priorities set by higher levels of supervision in order to complete work assignments
 - iii. Assigns workers from one work detail to another in order to meet emergency situations, and varying workloads and schedules
 - iv. Supervises workers engaged in maintenance and repair assignments
 - v. Determines the need for special equipment and materials for specific projects in order to assure availability of materials at time of work or to prepare necessary requisitions.
- j. Plans work projects, by writing or suggesting material specifications, establishing work schedules and material needs in order to carry out needed maintenance repair or renovation work.
- k. May personally perform general maintenance repair tasks.
- I. Prepares evaluations, special reports and maintains records in order to give superiors information on repairs, renovations and custodial work activities.
- m. Maintains cost records on various repair jobs in order to provide a factual basis for future work or for budget control purposes
- n. Maintains a schedule for vacant unit "turn-around" for re-renting and for prompt resolution of classified emergencies.
- o. Monitors work progress and timeliness of outside contractors.
- p. As assigned, carries cellular phone provided by the VHA and conducts emergency "on-call" functions relating to fire alarms, security breach, elevator emergencies, waste water emergency, rainwater penetration, electrical failure, windstorm damage, heat/hot water failure, snow removal, civil commotion and unattended deaths of tenants/guests
- q. Administers "after hours: service request program." "On-call"
- r. Supervises the management of maintenance warehouse operations, inventory control and equipment control systems.
- s. Conducts oral and written employee evaluations.

REQUIREMENTS:

EDUCATION

Two or Four year college degree. Completion of mandatory Rutgers Public Purchasing classes including: introduction to Public Purchasing, Municipal Finance, Public Purchasing I, II, II, and Green Purchasing. Has passed the New Jersey Qualified Purchasing Agent (QPA) Exam (or has the ability to pass the exam within 24 months) and obtained a license from the State of New Jersey Division of Local Government Services. Shall meet all requirements of NJSA 40A:11-9 et seq. QPA shall complete the required CEU's as required by State Law.

Possess and maintain a valid New Jersey driver's license.

KNOWLEDGE AND ABILITIES

- Performs a variety of duties involved in the acquisition of supplies, equipment, materials, and services for VHA departments and operations; assists and make recommendations on products and services; ensures all purchasing activities comply with policies, procedures, rules, laws, and regulations.
- 2. Conduct purchasing in accordance with HUD prescribed procedures, State of NJ purchasing laws, and procedures established by the VHA.
- 3. Prepare purchase orders.
- 4. Develops bid documents and specifications for supplies, equipment and services; establishes dates for legal advertisement of bid openings, job walks, pre-bid conferences and preconstruction job walks; receives and reviews bids; makes recommendation for award of bid; maintains bid documents for compliance with legal and audit requirements
- 5. Provides information and assistance to staff regarding purchase of materials, equipment, and supplies; resolves problems or complaints between suppliers, manufacturers, and the VHA.
- 6. Reviews requisitions for proper budget and audits for proper coding; determines if requests are in compliance with VHA policy and other legal requirements.
- 7. Explores alternative sources where major cost savings can be obtained.
- 8. Prepares agenda items recommending award of bid and summary of bidders.
- 9. Supervises the sale of surplus property; reports the surplus of equipment for all sites for Board approval.
- 10. Conducts interviews with vendors regarding purchasing materials, and review specifications.
- 11. Maintains necessary records and reports.
- 12. Supervise staff necessary to complete job function.
- 13. Performs related duties as required.
- 14. Knowledge of Fire Department procedures and protocols.
- 15. Knowledge of safe working conditions.

- 16. Knowledge of OSHA and PEOSHA regulations.
- 17. Knowledge of building and construction codes, the ability to read blue prints and specifications.
- 18. Knowledge of the PHA's dealings with residents including all aspects relating to their safety while living on PHA property.
- 19. Knowledge of report and policy writing.
- 20. Ability to work harmoniously with staff members and others.
- 21. Ability to communicate effectively in writing and in oral communications with ability to clearly instruct staff on safe working conditions and convey information to others on their level of understanding of safety procedures.
- 22. Ability to work with vendors to resolve on-site problems.
- 23. Ability to establish and maintain records and files on incidents reported to the office.
- 24. Manages aspects of Capital Funded projects
- 25. Works directly with Authority Architect
- 26. Assists with the development of Affordable Housing Projects and LIHTC Projects
- 27. Ability to read, writes, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- 28. Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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Job No.	
T.O. No.	A
Employee	

HOUSING AUTHORITY OF THE CITY OF VINELAND Operations Assistant

DEFINITION:

Works under the direction of the Operations Manager to provide a wide variety of administrative functions for the Operations/Maintenance and Purchasing Department(s). These functions include performing requested clerical support for all departments of the VHA. All work must be done while maintaining confidentiality, working as part of a team and communicating with diverse groups.

Works with the Maintenance and Operations Departments in the performance of a variety of maintenance and repair tasks such as those involved in electrical work, masonry, painting, plastering, carpentry, plumbing, roofing and other work of a similar nature included in the upkeep of buildings and grounds or similar structures. Orders and coordinates uniforms for maintenance and other staff.

Plans, organizes, and works within the purchase, bidding, and disposition of surplus material. Purchases items and services economically, efficiently and in accordance with established policies, procedures, guidelines, and maintains purchasing related records. Obtains proposals for various contracting or procurement needs. Complies and works within the Davis Bacon Act. Act as a contact to resolve purchasing problems with specific programs. Works with aspects of HUD Capital funded projects. Work with various vendors, act as liaison with VHA. Duties may be shared with other PHAs or a managed PHA.

Receive and processes bills of lading, packing slips, invoices, credit memos, and other related procurement documents. Orders and organizes office supplies as needed and withing budgetary constraints. Works with the Operations/Maintenance and Purchasing Department to gather needed documentation, gather vendor information, create purchase orders, work orders, and coordinate the efficient procurement of goods and services. Works along with the finance department to electronically process payments and financial batches within the authority housing software.

Works as a liaison between employees and vendors to support printers and copiers throughout the Authority.

Completes housing inspections as needed, files, organizes, and ensures inspections are completed within guidelines and on-time. Complies with NSPIRE inspection requirements and prepares documentation as required.

REPORTS TO: Operations Manager

SUPERVISES: N/A

WORKS WITH: Assistant Executive Director

Director of Affordable Housing

Executive Assistant

Maintenance

Occupancy Managers

Finance

Staff in general

EXAMPLES OF WORK:

- 1. Distributes oral and written information, as directed.
- 2. Performs administrative duties for the Operations/Maintenance and Purchasing Department.
- 3. Assists with scanning and electronic filing of various documents, copying material and mailings.
- 4. Assist the Manager with daily operational issues.
- 5. Compiles and generates reports.
- 6. Scheduling meetings and team building activities.
- 7. Coordinates relationships with vendors and complete assigned tasks including follow-up.
- 8. Coordinates pest control services.
- 9. Assists in preparing bid packages, professional request for proposals and formal quotations.
- 10. Assists with the distribution and management of all procurement functions.
- 11. Preparation and distribution of tenant notices at property sites.
- 12. Assists with Project Management tasks including but not limited to relocation, tenant notifications, etc.
- 13. Assists with accounts payable.
- 14. Assists with Information Technology tasks including support ticketing, projects, etc.
- 15. Analyzes data and suggest areas in need of improvement
- 16. Responds to and coordinates tenant complaints\requests
- 17. Creates purchase orders
- 18. Processes financials through PayScan and the completion of financial batches
- 19. Maintains work order logs, creates work orders, links appropriate documents
- 20. Performs various inspections, including but not limited to housing inspections, pest control, fire, etc.
- 21. Fill in for front desk, as needed.
- 22. Assigned special projects, as needed.

REQUIREMENTS:

- 1. High School or Vocational/Technical School Diploma or possession of an approved high school equivalency certificate.
- 2. Ability to read, write, speak, and understand English sufficiently to perform the duties of this position and to communicate effectively both orally and in writing, using correct spelling and punctuation.
- 3. Ability to understand, remember, and carry out oral and written instructions, to learn quickly from oral and written explanations and from demonstrations, to take needed safety precautions in performing duties, and to take care of equipment, materials and supplies.
- 4. Ability to read and implement policy, regulations, and laws as they relate to rental housing management and assisted housing.
- 5. Detail oriented and familiar with editing and creating documents in Microsoft Office, Adobe Acrobat, etc.
- 6. Must possess a high level of organizational and filing skills
- 7. Exceptional analytical skills to sift through a large amount of information daily
- 8. The ability to multi-task numerous assignments and projects simultaneously
- 9. Ability to communicate with and work harmoniously and effectively with resident individuals of varied backgrounds.

- 10. Ability to prepare reports containing findings of fact, conclusions, and recommendations.
- 11. Willingness to act as a temporary "fill-in" employee for various positions, including performance of functions not listed herein, during the temporary absence of employees. Willingness to cover various positions on an as-needed basis as needed and as requested. This may include coverage at the Receptionist Desk to greet walk-in customers and/or to answer the telephone.
- 12. Willingness to attend periodic professional training seminars at the expense of the Authority.
- 13. Knowledge of HUD regulations and procedures governing eligibility for public housing.
- 14. Knowledge of problems involved in public housing management in the areas of tenant-management relationships.
- 15. Knowledge of accepted methods of information gathering, editing, and composition.
- 16. Knowledge of modern office methods, practices, and equipment used in the keeping of various records and files.
- 17. Ability to perform clerical tasks and data-entry machine tasks including the operation of a personal computer, ability to operate a computer-driven printer, ability to operate desk-top calculator, ability to use telephone, photocopy machine and similar machines found in the office. All equipment must be used with accuracy and dependability with care for equipment and protection of data stored.
- 18. Knowledge and use of standard office computer programs i.e., Microsoft Office, Adobe Acrobat, FileVision, Yardi Systems or equal, and knowledge to utilize programs in performance of duties.
- 19. Maintain confidentiality for staff related tasks.
- 20. Possess and maintain a valid New Jersey driver's license and be willing to drive throughout the City of Vineland and surrounding areas daily in the performance of assigned duties.
- 21. Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such persons may not be eligible.
- 22. Knowledge of accepted methods and procedures to be used in establishing and maintaining a close working relationship with other housing and social service agencies for referrals.

Note: This job description does not include a complete description of all job duties as other duties may be assigned. Rather these are mere examples. Employees may not be limited to the specific examples listed above.

Rev: 5/2025

Job No.	
T.O. No.	**************************************
Employee.	

HOUSING AUTHORITY OF THE CITY OF VINELAND ASSISTANT MAINTENANCE SUPERVISOR

DEFINITION:

Under direction of the Operations Manager, supervises and works with a group of employees in the performance of a variety of maintenance and repair tasks such as those involved in electrical work, masonry, painting, plastering, carpentry, plumbing, roofing, and other work of a similar nature entailed in the upkeep of buildings and grounds or similar structures; does related work as required. Supervise and work with property maintenance employees involved in maintenance and re-occupancy preparation of vacant dwelling units. Will be principally engaged in the upkeep of buildings and grounds. Completes related work, as required.

Sets performance expectations of subordinates, and makes formal appraisals of their work performance, and determines training needs. Counsels' employees, addresses informal complaints and grievances through discussion with employees, and initiates disciplinary actions as needed. Sees to it that employees observe regulations and rules on housekeeping, conduct and safety; maintains production reports and records; prepares and files monthly reports;

Establishes deadlines and priorities, based on general work schedules, methods, and policies established by higher level of supervision. Determines how assignments can be done concurrently or which must be delayed, the number and types of employees needed, considering skills, and personnel available to do the work, and the availability of materials and equipment required.

Provides resident population and the VHA sites with a "24 Hour" on call maintenance service to handle emergency call situations during the hours of 5:00 pm to 8:00 am. Shall be listed first on call, receives and distributes after hours services calls to Maintenance Repairs and other maintenance staff as assigned. Must acknowledge calls within 15 minutes of receipt and shall evaluate the need for a response and dispatch calls accordingly.

Maintains and operates warehouse functions for the maintenance and operation of Authority properties, equipment, tooling, and supplies. Maintains equipment ledger, inventory control records for equipment tooling and supplies, issues, and distributes equipment, tooling and supplies valid work orders. Receives, stores, and secures equipment, tooling, and supplies.

REPORTS TO: Operations Manager

SUPERVISES: Maintenance Employees

Works with: Executive Director

Assistant Executive Director
Director of Affordable Housing

Executive Assistant

Maintenance

Occupancy Managers

Staff in general

ADMINISTRATION:

Schedules and approves leave requests of subordinates, sets performance expectations of subordinates, and makes formal appraisals of their work performance, and determines training needs. Initiates recommendations for promotion or reassignment of subordinates. Counsels' employees, addresses informal complaints and grievances through discussion with employees, and initiates disciplinary actions as needed. Ensures employees observe regulations and rules on housekeeping, conduct and safety; maintains production reports and records; prepares and files monthly reports.

DISTINGUISHING CHARACTERISTICS:

Positions in this class have less than the full range of supervisory responsibilities and prescribed methods and procedures.

The Assistant Maintenance Supervisor usually:

- > Operates within the limits of specific assignments, specified time requirements and prescribed methods and procedures.
- > Discusses changes in procedures and sequence of work operations with his superior to obtain approval.
- > Positions in this class supervise a group of workers who are engaged in the performance of a variety of repair tasks involved in maintaining the physical structure of buildings.
- > The Assistant Maintenance Supervisor will supervise the cleaning of buildings and grounds and the maintenance of heating, air conditioning and similar utilities.
- ➤ Generally, the responsibility for supervising the activities of the workers and in the absence of the Operations Manager assumes all of the duties, responsibilities, and authority of that position. Generally, the decisions made by the Assistant carry the same "weight" or authority as those made by the Manager. In the absence of the Operations Manager from duty (vacation, sick leave or other official leave time away from the workplace), the Assistant Maintenance Supervisor shall assume the day-to-day maintenance supervisory duties as described in the Job Description for Operations Manager.

- > The Assistant Maintenance Supervisor will be responsible for the operation, inventory control, security and records of the warehouse operations. The Assistant Maintenance Supervisor will prepare and review work orders, issue work orders and corresponding materials and equipment, account for materials and equipment usage, maintain a variety of written records, review costs with financial management administrators and Asset Managers. The Assistant Maintenance Supervisor will, at direction, recommend purchase orders and contracts, supervise receipt of supplies, equipment and services, maintain accurate records and meet and review inventory and vendor/procurement matters with the Operations Manager.
- > The employees in the class perform duties representative of those performed by subordinates, while supervising workers performing a variety of maintenance tasks.
- Works on various projects with employees in order to complete assignments in accordance with standards and within previously set work schedules.
- ➤ Will personally perform general maintenance repair tasks. Routine, Tenant Generated, High Priority, Emergency, and\or Inspection Work Orders
- > Will prepare maintenance records in order to give superiors information on repairs, renovations and custodial work activities.

EXAMPLES OF WORK:

- 1. Maintains daily warehouse functions.
- 2. Supervises workers engaged in painting and making repairs to masonry, woodwork, and similar components of buildings and similar structures.
- Operates and/or supervises workers engaged in operating, maintaining, and repairing building utility systems, such as electrical wiring and controls, heating, cooling, and ventilating.
- 4. Supervises workers engaged in maintaining and repairing plumbing systems.
- 5. Supervises workers engaged in mowing lawns, trimming shrubbery, raking leaves, and cleaning the interior of the building.
- 6. Supervises workers engaged in installing, servicing, and repairing mechanical equipment.
- 7. Plans and supervises maintenance and repair programs. Creates and oversees work orders, all tasks require work order logging.
- 8. Assigns workers to specific tasks, and checks work during progress. Ensures work orders are updated daily, enforces staff work order requirements, including notes, pictures, labor hours, etc...

- 9. Reviews completed assignments for conformance with efficient and economical trade practices and blueprints and other specifications.
- 10. Supervises the maintenance and repair of the central heating plant, mechanical equipment, gas, electric, plumbing and/or sewage lines, pipes and fixtures, kitchen ranges and refrigerators and other equipment or accessories.
- 11. Maintains records of materials and supplies utilized, employee's time, and nature and type of work performed.
- 12. Prepares and maintains work orders on a daily basis.
- 13. Plans work to meet deadlines and priorities set by higher levels of supervision in order to complete work assignments.
- 14. Assigns workers from one work detail to another in order to meet emergency situations, and varying workloads and schedules.
- 15. Supervises workers engaged in maintenance and repair assignments.
- 16. Disciplines workers and resolves minor complaints.
- 17. Inspects work in progress to ensure that workmanship conforms to work schedules, specifications, contracts or to determine needed work or to verify that discrepancies in work orders are corrected.
- 18. Determines the need for special equipment and materials for specific projects in order to assure availability of materials at time of work or to prepare necessary requisitions.
- 19. Plans work projects, by writing or suggesting material specifications, establishing work schedules and material needs in order to carry out needed maintenance repair or renovation work.
- 20. Works on various projects with employees in order to complete assignments in accordance with standards and within previously set work schedules.
- 21. May personally perform general maintenance repair tasks.
- 22. Prepares evaluations, special reports and maintains records in order to give superiors information on repairs, renovations and custodial work activities.
- 23. Informs Operations Manager related to procurement/quotations for supplies, materials and equipment.
- 24. Participates in issuing work orders.
- 25. Issues materials and supplies for work orders.

- 26. Delivers supplies and materials for work orders to job site.
- 27. Receives, secures and stores orders received.
- 28. Will survey vacant housing and prepare vacant unit repair lists with materials and equipment required.
- 29. Meets with outside contractors to coordinate maintenance activities.
- 30. Receives certain maintenance call requests and takes action.
- 31. Assumes responsibilities of Operations Manager during absence from duty.
- 32. Conducts property maintenance functions including Inspections.
- 33. Maintains maintenance equipment and tooling.
- 34. Manages snow removal tasks including with other Housing Authorities as necessary.
- 35. Receives and accepts all items purchased and delivers merchandise to job sites, as needed.
- 36. Maintains, repairs and reconditions (as needed) all "out of season" equipment.
- 37. Maintains monthly log on all motor vehicles; provides monthly report to Operations Manager.
- 38. Position may be shared with other Housing Authorities as necessary.
- 39. Maintains a valid fork truck operators license.
- 40. Other duties as assigned.

REQUIREMENTS:

Graduation from High School or Vocational-Technical High School or possession of an approved High School Equivalency Certificate.

Experience

1. Five (5) years of experience in work involving a variety of building maintenance and repair tasks.

License

1. Possesses and maintains a valid New Jersey driver's license.

Knowledge

1. Thorough knowledge of the standard tools, materials, practices and safety precautions used in maintenance and repair of buildings, grounds, related structures and utility systems.

Ability

- 1. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.
- 2. Ability to read and interpret blueprints and specifications.
- 3. Ability to understand the technical terminology common to the various trades.
- 4. Ability to organize a working crew, give them suitable instructions, assist them when difficult and unusual problems, arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are observed, and that desired objectives are achieved.
- 5. Ability to prepare material reports, accident and property damage reports, and employees efficiency reports.
- 6. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

RESOLUTION #2025-26

Resolution of the Housing Authority of the City of Vineland Authorizing Immediate Repair of Damaged Building Components at D'Orazio Terrace – Buildings #2 & #4

WHEREAS, it is necessary for immediate emergency repair and replacement of damaged building components at D'Orazio Terrace – 84 S West Avenue, Vineland, NJ – Buildings #2 & #4; and.

WHEREAS, it is necessary for the Housing Authority of the City of Vineland to repair D'Orazio Terrace – 84 S West Avenue, Vineland, NJ – Buildings #2 & #4 due to storm related tree damage; and,

WHEREAS, the Purchasing Agent has declared the need to enter into emergency contract with Greg Smith Tree Service, 2180 North East Avenue, Vineland, NJ 08360 to complete emergency tree removal services; and,

WHEREAS, the Purchasing Agent has declared the need to enter into emergency contract with All Risk, Inc. – 801 E. Clements Bridge Rd., Runnemede, NJ 08078 to complete emergency building repairs; and,

WHERES, pursuant to N.J.S.A. 40A:11-6, — Any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners to the Housing Authority of the City of Vineland authorizes the Purchasing Agent to enter into such contracts with Greg Smith Tree Service, 2180 North East Avenue, Vineland, NJ 08360 and All Risk, Inc. – 801 E. Clements Bridge Rd., Runnemede, NJ 08078 as to take immediate action to protect the property located at D'Orazio Terrace– 84 S West Avenue, Vineland, NJ – Buildings #2 & #4.

ADOPTED: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

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VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez	V.			
Elizabeth Viera	V			
Mario Ruiz-Mesa – Chairman	1/			

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 May 15, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline & Jones, Executive Director

Secretary/treasurer

RESOLUTION #2025-27 Resolution Authorizing the Termination of Participation in the State Health Benefits Program (SHBP)

WHEREAS, the Vineland Housing Authority hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan and Dental Plan Coverages) hereby canceling coverage provided by the SHBP (N.J.S.A. 52:14-17.25 et seq.) for all its active and retired employees; and

WHEREAS, the Vineland Housing Authority shall notify all active employees of the date of their termination of coverage under the Program, and

WHEREAS, the Vineland Housing Authority understands that the New Jersey Division of Pensions and Benefits (NJDPB) will notify retired employees of the cancellation of their coverage; and

WHEREAS, the Vineland Housing Authority understands that all COBRA participants will be notified by the NJDPB and advised to contact our office concerning a possible alternative health, prescription drug and dental plan; and

WHEREAS, the termination of participation in the SHBP shall take effective September 1, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby authorizes its executive director or his designee to terminate participation in the SHBP for its Medical Plan, Prescription Drug Plan and Dental Plan Coverage effective September 1, 2025.

ADOPTED: May 15, 2025

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes_	No	Abstain	Absent
Chris Chapman				
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
Elizabeth Viera				
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 May 15, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline/S. Jones, Executive Director Secretary/Treasurer