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*Housing Authority of the  
City of Vineland*

*191 W. Chestnut Ave. – Vineland, NJ 08360*



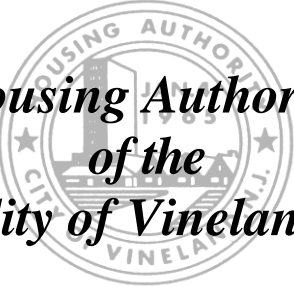
*Board of Commissioners'*

*Meeting*

*February 18, 2021*

*5 p.m.*

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



**Housing Authority  
of the  
City of Vineland**

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*

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February 11, 2021


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

Dear Commissioner:

The Regular Meeting for the Housing Authority of the City of Vineland will be held via Zoom video/tele-conference Thursday, February 18, 2021 at **5:00 p.m.**

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**

**A G E N D A**

Thursday, February 18, 2021

5:00 p.m.

Via Zoom Video/Tele-Conference

1. Open Meeting
2. Roll Call
3. Reading of the "Sunshine Law Statement"
4. Approval of Minutes of the Regular Meeting conducted on October 15, 2020  
Approval of Minutes of the Regular Meeting conducted on January 21, 2021  
Approval of Minutes of the Special Meeting conducted on February 1, 2021
5. Fee Accountant's Report
6. Executive Director's Report
7. Committee Report
8. Old Business
9. New Business
10. Resolutions:
  - # 2021-10 Monthly Expenses (*revised*)
  - # 2021-11 Approving Change Order for Olivio Tower's Roof (*revised*)
  - # 2021-12 Dispose of Furniture & Equipment Utilizing the Disposition Policy
  - # 2021-13 Board Resolution Authorizing Sell of Scattered Site Homes
- Executive Session if required*
11. Comments from the press and/or public (*limited to 5 minutes for each speaker*)
12. Comments from Board Members
13. Adjournment

# Housing Authority of the City of Vineland

*REGULAR MEETING*  
**Thursday, January 21, 2021**  
**5:00 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order via video teleconference by Chairman Ruiz-Mesa on Thursday, January 21, 2021 at 5:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

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

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomaes Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on October 15, 2020. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on December 17, 2020. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the three months ending December 31, 2020.

## **Executive Director's Report:**

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones provided an update to her written report. A couple of months ago the VHA finished the "COVID room" where the VHA staff can meet with residents without having to be in the same room. It is two offices with a glass window in the middle with an outside entrance for residents to enter. This room is now being used purposes such as initiating repayment agreements with residents who have outstanding balances. The room was a good investment to be able to meet with residents face-to-face.

The RAD conversion for Kidston and Olivio was effective for December 1, 2020. There are renovations to be completed at Kidston and Olivio but are being held off inside the building until the VHA sees what happens with COVID as we are trying to minimize contact with residents at this time. The VHA has begun to work on the roof that was awarded. The roofs at both Kidston and Olivio will be replaced and is in process.

The other activity beginning at Kidston will be the relocation of some of the residents of Kidston to some of the vacant units at Tarkiln, Olivio or D'Orazio. In the resolution section of today's meeting there is a Relocation Plan for Kidston and Olivio Towers for consideration. It details the relocation benefits the VHA will provide the residents to move and to help them move. This includes anything from transferring all utilities to hiring a mover to help with packing, moving and unpack. Some of the major work at Kidston consists of replacing all the pipes internally. This will begin with two of the risers. Both of those risers, which consists of about 20 residents will be vacated as well as the ground floor of Kidston. The VHA has enough vacancies at Tarkiln, Olivio and D'Orazio to move the residents. The first 20 or so will be offered Tarkiln, Olivio or D'Orazio. This will begin sometime in February or March. Once those two risers are completed, the VHA will use those units as "hotel" units to move other residents in and out as work is being done on their units in other risers. This is expected to take approximately 18 months.

The VHA has been working with the Special Application Center (SAC) of HUD on the disposition plan for the VHA's Scattered Sites. The Authority has been working with SAC for about 1 year on this disposition plan. It has been a challenge to have the VHA plan approved as it relates to the selling of the home. The VHA wrote a letter to HUD about 2 weeks ago stipulating what the VHA was told could not be done in the plan. The plan was to enable us to sell the homes to the VHA's public housing residents who are able and qualified. The HUD employee stated we were not allowed to do that. The VHA's letter mentioned that it felt this was a Fair Housing issue. The VHA had a meeting with HUD and there were HUD employees on the call from HUD headquarters and from the Special Application Center in Chicago. HUD stated that we can do what we wanted to do in our plan. The good news is the VHA has an approved plan which was discussed a couple of months. The VHA can start to sell the vacant homes and in the next few weeks the VHA will start Zoom calls with residents to engage in conversation again about buying or not buying a house process. It will be a little more difficult to do and communicate with everyone because of doing it through Zoom. The VHA expects it will have a certain number of residents who will want to buy a house. Pre-qualifications will be conducted with them. If it appears that they may qualify then they will be set up with a homeownership plan. If it appears they do not qualify or are not interested in purchasing a home they will be issued a voucher. They can relocate with that voucher or it is possible that whoever purchases the home may keep them as a tenant. There are also some homes that the VHA will not be able to sell. Those are the homes that are involved in the environmental issues along West Avenue. The VHA will keep them, possibly transfer them to the VHDC and obtain vouchers for them. The residents will have the vouchers and the VHDC can collect the rent and manage the homes. As homes are becoming vacant the VHA will place them on the market. They must be sold at fair market value. The VHA currently has a homeownership policy that is active with the Section 8 program. This policy will be updated and brought back to the Board for review before it is implemented. The Request for Proposals (RFP) for realtors to sell the homes is being finalized and will be sent to Mr. Gabage for review before it is advertised. The general idea is to find 2-3 realtors to go through this process. The VHA is finally making some headway and can see some movement in disposing of the scattered sites. With the income of disposing this program, the Authority can move to the redevelopment of D'Orazio.

As of yesterday, with the new Biden Administration, the eviction moratorium was extended to March 31, 2021. This has affected the VHA with some residents, mostly families, that have some balances. The VHA staff continues to communicate with residents with balances to encourage repayment agreements.

Commissioner Forosisky asked in reference to the high-rises if there was any type of seniority with the relocation of the residents. The Authority is starting with these risers (G & H) for a technical reason. Additionally, if a resident is in a 1 bedroom they will be relocated to a 1-bedroom unit if they are in a 0 bedroom they will be relocated to a 0. Commissioner Forosisky asked since the garden style seem to be the preferred units is there a list for residents to move there. Mrs. Jones stated that is called a transfer list, but as a rule and policy the VHA does not allow transfers because then everyone would always be wanting to move. The VHA does allow transfers for reasonable accommodations. Mrs. Jones explained possible reasonable accommodations.

Commissioner Forosisky asked regarding the scattered sites if there were any lots that can be subdivided and be able to utilize more revenue by selling the lot individually. Mrs. Jones does not believe any of the lots are that large to be subdivided and all have a single-family home or duplex on them.

**Committee Report:** None.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2021-01**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$2,042,754.27. Mrs. Jones explained about \$900,000 of the expenses is due the Kidston and Olivio conversion. The \$900,000 amount was taken out of one account and placed into a construction account. This month there was also the insurance payment. January was also the first month that Kidston and Olivio is under housing assistance payment (HAP) that comes from Section 8 at approximately \$88,000, so the total HAP payments will now be at about \$88,000 higher per month. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-02**

**Designating Official Newspaper for Business Related Matters and Contracting Purposes**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-02. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-03**

**Authorizing the Execution of a Sub-Grantee Agreement with the City of Vineland for the Computer Learning Center**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-03. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2021-04**

**Authorizing Purchase of Authority Vehicle (Section 8)**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-04. Mrs. Jones stated a Chevy Traverse will be purchased for the Section 8 Program. The Authority has one Chevy Impala that is about 13 years old that will be replaced. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-05**  
**Authorizing Shared Services Agreement with the Bridgeton Housing Authority for Landscaping Services**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-05. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2021-06**  
**Approving Relocation Plan for Kidston and Olivio Towers**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-06. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2021-07**  
**Award As-Needed Electrical Services**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-07. Mrs. Jones stated Ron Miller who oversees the VHA maintenance department and requested this resolution. He is a qualified purchasing agent and therefore the Authority can spend up to \$44,000 per vendor if needed. This will allow the VHA to go over the \$17,500 without going out for bid. Commissioner Forosisky asked if this was prevailing wage. Mrs. Jones stated if a job is over \$2,000 and there are employees involved it would be prevailing wage. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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



**Resolution #2021-08**  
**Authorizing Conditional Payment of Additional Compensation from the Ocean City  
Housing Authority to the Vineland Housing Authority**

Mr. Gabage explained he received a phone call from the Chairman of the Ocean City Housing Authority stating that because the VHA has done such an outstanding job in the operation of OCHA that the Board would like to make an additional payment to the VHA to acknowledge the great job that was done by the VHA. Mr. Gabage stated he will not go over the numbers, but based upon what was going on at the OCHA before the VHA took over comparing it to the numbers that are being done now that VHA has taken over the difference is absolutely astounding and extraordinary. The OCHA acknowledges this and wanted to make sure that it was just not a payment that would go to the VHA but that it would be targeted to those people that that are working from the VHA on the OCHA operation. The OCHA board wanted to designate \$5,000 to Jackie Jones and the remaining \$5,000 to be divided by Jackie Jones among those people at her discretion that were working on the OCHA project. Mr. Gabage stated he put together a resolution for the OCHA, which was passed. Mr. Gabage was concerned that the VHA would get the money and then it might be a forgotten issue on where it is supposed to go. Mr. Gabage stated he suggest the VHA have a resolution whereby the VHA would agree to the \$5,000 of the \$10,000 being paid to Jackie and the remaining \$5,000 to be divided among the other employees at the VHA that worked on OCHA at the discretion of the Executive Director. Commissioner Chapman just wanted to say "Wow". Chairman Ruiz-Mesa stated the Executive Director and the employees should be congratulated for their outstanding work that merits this bonus. Mr. Gabage stated the numbers are unbelievable. Commissioner Chapman stated he was familiar when OCHA came to the VHA and it was literally dropped on the VHA's lap and for them to be at a point where they feel not only that they have the ability to do this he has no doubt in their desire to want to do it. He stated this is truly a testament to the fact that if you want something right and make good decisions, he does not see it as much as an award as much as it is an acknowledgement that things would be done fast and accurate. It is less about the monetary and more about good decisions around the Executive Director. Mrs. Jones thanked everyone for their comments. She acknowledged to hard work of the VHA staff on the OCHA project. It has been a little over 3 years that the VHA has been at OCHA and it has been transformed. There is still more to do. The OCHA is a very supportive Board, Mayor and Council. It is more about the recognition and then it is the money. Commissioner Forosisky stated this is a great acknowledgement and for them to memorialize it into a document. He asked about the other \$5,000 and if the VHA had employees who worked at the OCHA full-time or how the structure is designed. Mrs. Jones stated there are quite a few people that have something to do with the operations of the OCHA, but there are really three individuals that go above and beyond with additional duties at Vineland and they are Wendy, Gloria and Ron. Those are three that have made it happen from the very beginning and continue to make it happen. They are the three that will be recognized. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-08. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

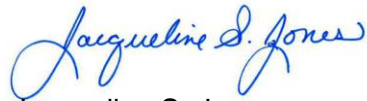
Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session.

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

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:35 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

# Housing Authority of the City of Vineland

## *SPECIAL MEETING*

Monday, February 1, 2021

5:00 p.m.

The Special Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Ruiz-Mesa on Monday, February 1, 2021 at 5:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

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

Also present were Jacqueline Jones, Executive Director, Linda Cavallo – Accountant, and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa stated notice of this Special Meeting was delivered to each member of the Board at least 48 hours prior to the date of this meeting per the By Laws of the Vineland Housing Authority.

**New Business:** Mrs. Jones reported the Cape May Housing Authority Chairman (CMHA) reached out and asked for assistance with Executive Director services. This is the purpose of this meeting tonight to see if the VHA board would approve a Shared Services Agreement with CMHA for these services. The CMHA is a small agency with 85 units consisting of mostly Seniors with a few family units. They have one person in the office and two maintenance staff members. They have no debt and are a high performer. CMHA has some cash. They are approved for a RAD conversion but there currently is not a lot of movement on that. The resolution tonight includes the Executive Director services and the Shared Services Agreement attached includes additional services as needed, if needed, on Attachment A with a range of hourly rates.

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

### **Resolution #2021-09**

#### **Resolution Authorizing the Executive Director to Enter into a Shared Services Agreement with the Cape May Housing Authority**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-09. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

No need for Executive Session.

Chairman Ruiz-Mesa asked for comments from the Board. Commissioner Forosisky stated now that the VHA is going to assist Cape May Housing Authority as well he would like to see for each of the entities we provide these services for is that just the revenue is accounted for because he is aware bonuses are provided at the end of the year. Mrs. Jones stated this information can be provided to the Board.

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Special Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. The Special Meeting of the Board of Commissioners was adjourned at 5:04 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FOUR MONTHS ENDED JANUARY 31, 2021**

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU JAN</u>	<u>ACTUAL THRU JAN</u>	<u>FROM BUDGET (+OVER/-UNDER)</u>
<b><u>INCOME</u></b>				
TENANT RENT	964,500	395,367	379,977	(15,390)
UTILITY REIMB.	(1,000)	(333)	(616)	(283)
EXCESS UTILITIES	600	600	555	(45)
LAUNDRY AND VENDING	3,550	2,917	4,275	1,358
OTHER INCOME MISC.	7,560	3,147	(609)	(3,756)
PHA OPERATING SUBSIDY	458,020	236,887	268,279	31,392
SECTION 8 ADMIN. FEE INCOME	790,000	263,333	204,209	(59,124)
CAPITAL FUNDS	324,990	108,331	0	(108,331)
ROSS GRANT	90,000	30,000	0	(30,000)
FSS GRANT-PH	70,000	23,333	23,333	0
CSP-CONGREGATE SERVICES INCOME	87,070	29,923	31,441	1,518
INVESTMENT INCOME	12,760	4,627	2,144	(2,483)
CF MANAGEMENT FEE	155,430	51,810	0	(51,810)
MGMT FEE-PH	301,000	100,333	76,019	(24,314)
MGMT FEE-SEC 8	133,200	44,400	36,348	(8,052)
MGMT FEE-MELROSE	12,000	4,000	4,020	20
MGMT FEE-RAD	106,000	35,333	69,698	34,365
BOOKKEEPING FEE	33,330	11,110	7,672	(3,438)
BOOKKEEPING FEE-SEC 8	83,250	27,750	22,718	(5,032)
ASSET MGMT FEE	45,000	15,000	10,940	(4,060)
ROOFTOP RENTALS	9,000	9,000	9,115	115
SHOP RENT	64,800	21,600	21,600	0
INCOME FROM OTHER AUTHORITIES	241,910	80,637	78,911	(1,726)
SERVICE INCOME FROM MELROSE	34,000	11,333	11,382	49
MISCELLANEOUS INCOME	200	65	10,040	9,975
TRANSFERS IN	1,680	560	0	(560)
<b>TOTAL INCOME</b>	<b>4,028,850</b>	<b>1,511,063</b>	<b>1,271,451</b>	<b>(239,612)</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATION:</b>				
ADMINISTRATIVE SALARIES	836,050	289,797	258,255	(31,542)
PAYROLL TAXES	140,490	48,697	15,849	(32,848)
HEALTH BENEFITS	273,960	95,213	70,877	(24,336)
PENSION EXPENSE	56,530	19,790	28,182	8,392
CRIMINAL BACKGROUND CHECKS	6,000	2,000	0	(2,000)
TNT/EMPL SCREENING	1,000	333	3,384	3,051
LEGAL-GABAGE	25,830	8,830	5,567	(3,263)
LEGAL-OTHER	5,000	1,667	1,505	(162)
STAFF TRAINING	17,500	6,167	696	(5,471)
TRAVEL	3,420	1,253	0	(1,253)
ACCOUNTING	85,000	28,333	28,333	0

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FOUR MONTHS ENDED JANUARY 31, 2021**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU JAN</b>	<b>ACTUAL THRU JAN</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>AUDITING</b>	32,900	11,967	11,967	0
<b>PORT OUT ADMIN FEES</b>	4,000	1,333	876	(457)
<b>MANAGEMENT FEES</b>	297,380	117,373	112,367	(5,006)
<b>BOOKKEEPING FEES</b>	105,580	37,860	30,390	(7,470)
<b>ASSET MGMT FEES</b>	20,640	8,880	10,940	2,060
<b>CONSULTANTS</b>	8,000	2,667	1,006	(1,661)
<b>IT CONSULTANTS</b>	90,670	31,337	14,114	(17,223)
<b>CONSULTANTS-RAD</b>	8,000	2,667	0	(2,667)
<b>RAD CONVERSION EXPENSES</b>	6,000	2,000	0	(2,000)
<b>MEMBERSHIP DUES/FEES</b>	7,370	2,570	1,188	(1,382)
<b>PUBLICATIONS</b>	2,470	937	0	(937)
<b>ADVERTISING</b>	5,030	1,897	736	(1,161)
<b>OFFICE SUPPLIES</b>	9,920	3,587	871	(2,716)
<b>COMPUTER &amp; SOFTWARE EXPENSES</b>	110,170	37,503	49,470	11,967
<b>FUEL-ADMIN</b>	4,670	1,670	0	(1,670)
<b>PHONE AND INTERNET</b>	44,870	15,403	11,174	(4,229)
<b>POSTAGE</b>	9,800	3,600	3,297	(303)
<b>COPIER SUPPLIES</b>	6,170	2,503	2,205	(298)
<b>SMALL OFFICE EQUIPMENT</b>	2,000	667	2,200	1,533
<b>APPLICATION FEES</b>	1,000	333	0	(333)
<b>INSPECTION FEES</b>	17,710	7,597	7,520	(77)
<b>MISCELLANEOUS EXPENSES</b>	59,350	20,283	6,105	(14,178)
<b>TOTAL ADMINISTRATION EXPENSES</b>	2,304,480	816,714	679,074	(137,640)
<b>TENANT SERVICES:</b>				
<b>SALARIES-CONGREGATE SERVICES</b>	45,600	15,200	11,893	(3,307)
<b>PAYROLL TAXES</b>	3,650	1,217	875	(342)
<b>MEALS</b>	44,000	14,666	12,644	(2,022)
<b>FSS ESCROWS-PH</b>	4,800	1,600	1,433	(167)
<b>OTHER</b>	11,370	3,790	1,918	(1,872)
<b>TOTAL TENANT SERVICES</b>	109,420	36,473	28,763	(7,710)
<b>UTILITIES:</b>				
<b>WATER</b>	39,630	16,263	16,328	65
<b>ELECTRIC</b>	182,940	75,873	66,187	(9,686)
<b>GAS</b>	48,400	29,800	15,334	(14,466)
<b>GARBAGAE/TRASH REMOVAL</b>	19,870	6,623	6,336	(287)
<b>SEWER</b>	73,530	33,397	31,667	(1,730)
<b>TOTAL UTILITIES EXPENSE</b>	364,370	161,956	135,852	(26,104)
<b>ORDINARY MAINTENANCE AND OPERATIONS:</b>				
<b>MAINTENANCE LABOR</b>	242,870	95,890	81,012	(14,878)

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FOUR MONTHS ENDED JANUARY 31, 2021**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU JAN</b>	<b>ACTUAL THRU JAN</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
PAYROLL TAXES	28,900	12,147	5,884	(6,263)
HEALTH BENEFITS	60,190	25,290	24,065	(1,225)
PENSION EXPENSE	31,280	12,153	6,496	(5,657)
MAINT. TRAVEL/TRAINING	200	67	0	(67)
VEHICLE GAS, OIL, GREASE	13,300	4,433	3,277	(1,156)
VEHICLE PURCHASES	35,000	11,667	0	(11,667)
MATERIALS	163,370	68,530	25,688	(42,842)
CONTRACT-COSTS	206,820	83,100	45,558	(37,542)
REPAIRS-VEHICLES	3,410	1,303	3,419	2,116
RENT EXPENSE	22,230	9,843	9,846	3
EXTERMINATION	10,680	4,680	2,016	(2,664)
TRASH REMOVAL	8,770	4,370	5,050	680
<b>TOTAL ORDINARY MAINT. &amp; OPERATIONS EXP.</b>	<b>827,020</b>	<b>333,473</b>	<b>212,311</b>	<b>(121,162)</b>
<b>GENERAL EXPENSES:</b>				
BAD DEBTS	2,000	667	667	0
COMPENSATED ABSENCES	28,480	10,207	9,720	(487)
FSS ESCROWS-SEC 8	19,350	6,450	9,086	2,636
INSURANCE	103,050	42,643	43,366	723
INTEREST EXPENSE	15,000	5,000	0	(5,000)
OTHER GENERAL EXPENSES	1,500	500	500	0
PAYMENTS IN LIEU OF TAXES	64,800	24,933	26,343	1,410
PORT-IN HAP EXPENSE	500	167	0	(167)
REPLACEMENT RESERVES	95,000	31,667	31,668	1
RETIREE HEALTH BENEFITS	63,240	23,413	18,657	(4,756)
<b>TOTAL GENERAL EXPENSES</b>	<b>392,920</b>	<b>145,647</b>	<b>140,007</b>	<b>(5,640)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>3,998,210</b>	<b>1,494,263</b>	<b>1,196,007</b>	<b>(298,256)</b>
<b>PROFIT (LOSS) EXCLUDING HAP</b>	<b>30,640</b>	<b>16,800</b>	<b>75,444</b>	<b>58,644</b>
		0		
HAP REVENUES	6,026,990	2,008,997	1,914,284	(94,713)
HAP EXPENSES	6,007,640	2,002,547	1,845,159	(157,388)
<b>NET HAP (LOSS)</b>	<b>19,350</b>	<b>6,450</b>	<b>69,125</b>	<b>62,675</b>
<b>GRAND TOTAL PROFIT (LOSS)</b>	<b>49,990</b>	<b>23,250</b>	<b>144,569</b>	<b>121,319</b>

# Housing Authority of the City of Vineland

## Administrative Report

**DATE:** February 11, 2021

**TO:** Board of Commissioners, Vineland Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for January 2021)

**PERIOD:** January 15, 2021 to February 10, 2021

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### COVID-19 Pandemic – Operating Status

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

### 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.

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



## **Kidston & Olivio Towers – Renovation Projects**

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

### **Scope of Work**

- a. Replacement of Roofs - Kidston & Olivio Towers**
  - **Contract awarded;**
- b. Kidston Towers**
  - a. New lobby windows; stair tower window;
  - b. Façade caulking/sealing & selective repointing;
    - i. Request for Bids about to be published with a possible April 2021 award.**
  - c. Interior plumbing renovations
    - i. Phased replacement of plumbing stacks;
    - ii. Domestic water filtration system;
    - iii. New fire-rated plumbing access panels;
    - iv. Complete bathroom replacements;
    - v. Accessibility upgrades to common area restrooms;
    - vi. HVAC circulation pumps replaced;
      - 1. Request for Bids about to be published with a possible May 2021 award.**

## **Kidston & Olivio Towers – Renovation Projects – (continued)**

### **Scope of Work**

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

***Update: The request for bids is about to be published seeking a moving company to relocate residents from Kidston Towers.***

## **D’Orazio Terrace - Redevelopment**

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

## **Scattered Site Disposition - Status**

*Update: The Scattered Site disposition application was approved; An RFP for Realtors is being published shortly; Award for Realtors is anticipated for March 2021 to begin to sell the Scattered Site homes.*

*Zoom meetings are being scheduled with the Scattered Site residents to update all on the status of the disposition and their options under this disposition plan.*

## **Melrose Court**

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

**Board of Commissioners**  
**NJ Local Housing Authority Training Program Status**

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

- **The Spring 2021 Schedule for the NJ Local Housing Authority and Redevelopment Training Program classes should be published in January or February 2021. The Spring 2021 schedule will be provided when it becomes available. Please contact Gloria Pomales at (856) 691-4099 x 106 to Register for these courses.**

**Program Statistics Report**

**10/2020 - 10/2021**

Jan2021

Dec2020

Nov2020

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	0	17	0
<b>Tenant Relations</b>			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	0	9	0
Total number of units inspected year-to-date - all sites	220	220	211
City Inspections	0	0	0
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	N/A	N/A	N/A
Annual Unit Turnaround Time (For Fiscal Year)	214	214	214
Monthly - Number of Vacancies Filled (this month)	0	0	0
Monthly - Average unit turnaround time in days for lease up	36	36	36
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	16	16	16
PIC Score	97.47	86.34%	98.14%
Occupancy Rate	91.67%	92.83%	93.50%
<b>Public Housing Waiting List Applicants</b>			
Families - <b>OPEN FOR 3,4,5 &amp; 6 Bedrooms; 2 Bedroom List Remains Closed;</b>	379	487	434
Elderly (Seniors - 62+)/Disabled - <b>OPEN FOR 0 &amp; 1 Bedrooms</b>	443	1,358	595
Average work order turnaround time in days - Tenant Generated	0.24	0.21	0.27
Number of routine work orders written this month	401	378	407
Number of outstanding work orders from previous month	40	62	45
Total number of work orders to be addressed this month	441	440	452
Total number of work orders completed this month	441	440	434
Total number of work orders left outstanding	0	0	18
Number of emergency work orders written this month	0	2	3
Total number of work orders written year-to-date	756	756	756
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	4	8	5
<b>Section 8</b>			
Level of leased units of previous month was:	694	704	697
Level of leased units this month is:	711	694	704
Number of increased leased-units over last month	17	-10	7
Total number of units inspected this month	0	3	3
<b>Programs (Voucher):</b>			
ABA Utilization %	98%	106%	90.26%
Repayment Agreements	7	7	6
Total repayments due YTD	\$ 21,745	\$ 21,745	\$ 19,538
Total repayments received YTD	\$ 10	\$ 10	\$ -
PIC Score (Oakview added 10/13)	95.89%	95.89%	97.84%
Section 8 Housing Choice Voucher Waiting List Applicants - <b>CLOSED</b>	4132	4,131	4,129
Section 8 Project Based Waiting List Applicants- <b>Oakview - OPEN</b>	276	385	160
Section 8 Project Based Waiting List Applicants- <b>Buena HA - OPEN - to Close 12/31/19</b>	176	178	180
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	71%/29%	71%/29%	67%/33%
<b>Department of Social Services - FSS</b>			
<b>Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined</b>			
The number of residents that received "outreach" information about FSS	8	7	6
The number of residents signed on to the program. (FSS Contracts).	31	26	27
The number of FSS Participants with established escrow accounts.	13	14	14
Number of residents in need of employment skills (GED, DL, Job Training.)	2	3	5
The number of meetings, workshops and case management services	4	0	7
<b>Congregate Services</b>			
Number of Clients in the Congregate Program	31	32	34
Number of clients on Meal Program	18	17	17
Number of clients on Homemaking Program	22	22	23
Number of clients on Laundry Services (This service is included in housekeeping)	13	10	13

**Program Statistics Report**

**10/2020 - 10/2021**

Jan2021

Dec2020

Nov2020

Number of clients on Shopping Services (This service is included in housekeeping)	7	5	7
<b>Registered Nurse</b>			
Number of clients served this month	128	122	93
Blood Pressure Clinics ( clinics) # of residents attending	0	0	0
Health Assessments/re-assessments	8	9	9
Meds Supervision	43	41	28
<b>VHA - ROSS (FAMILY)</b>			
Number of Resident on ROSS (Family)	42	43	43
Number of residents that received case management services	14	6	19
Number of Meetings	0	0	10
Number of residents enrolled in academic/employment workshops (FSS)	2	3	5
<b>VHA - ROSS (MEDICAL)</b>			
Number of residents received health assessments for the month	8	0	9
Number of residents - health activities of daily living assessments	2	0	1
ROSS - residents medical monitoring for the month	13	41	28
ROSS / self-sufficiency - improve living conditions	1	2	4
<b>Community Development Block Grant Program</b>			
<b>Clients Served</b>			
Number of new clients served	2	2	0
Number of ongoing clients	72	72	71
Total clients currently being served this month	4	50	10
<b>Income</b>			
Median Family Income (MFI)	0	0	0
Moderate 80%-51% (MFI)	29%	29%	28%
Low 50%-31% (MFI)	23%	23%	23%
Very Low 30%-0% (MFI)	20%	20%	20%
<b>Client Demographics</b>			
White	9	9	8
Black	6	6	6
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	57	57	57
Non-Hispanic	15	15	14

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

**RESOLUTION #2021-10**

**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 **\$957,879.62**.

**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:** February 18, 2021

**MOVED/SECONDED:**

**Resolution moved by Commissioner**

**Resolution seconded by Commissioner**

**VOTE:**

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

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa – Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on February 18, 2021 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND  
 BOARD MEETING  
**LIST OF CHECKS**  
 02/18/21

<u>CHECK NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
	<b>SECTION 8 HAP PROGRAM</b>	
2970 - 2991	LANDLORD/TENANT CHECKS AND OTHER	\$ 7,758.00
15345 - 15486	DIRECT DEPOSITS-LANDLORDS HAPS	516,146.00
	<b>SECTION 8 ADM FEE ACCOUNT</b>	
551 - 556	LANDLORD/TENANT CHECKS AND OTHER- Ocean First	84,969.12
-	LANDLORD/TENANT CHECKS AND OTHER- BB&T	0.00
	<b>SECTION 8 NHOP</b>	
-	COMPUTER CHECKS	0.00
	<b>NHOP INVESTMENTS</b>	
-	COMPUTER CHECKS- Ocean First	0.00
-	COMPUTER CHECKS- BB&T	0.00
	<b>CAPITAL BANK SECURITY DEPOSIT</b>	
-	COMPUTER CHECKS	0.00
	<b>CAPITAL BANK FSS ESCROW</b>	
-	COMPUTER CHECKS	0.00
	<b>CAPITAL BANK GEN/FUND PH</b>	
2212 - 2224	COMPUTER CHECKS	135,417.97
	<b>COCC CASH ACCOUNT</b>	
9209- 9308	COMPUTER CHECKS	120,249.85
	<b>COCC EXPENDITURES</b>	
	PAYROLL/PAYCHEX INVOICES	721.00
	PAYROLL TAX LIABILITY	34,072.29
	HEALTH BENEFITS PAID	49,508.59
	PENSION PAYMENTS	9,036.80
	<b>TOTAL</b>	<b>\$ 957,879.62</b>

## Payment Summary

rty=.all AND Bank=sec8hap AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	2970	0caguas - CAGUAS OF MUNICIPALITY	2/1/2021	02-2021	739.00	
sec8hap - Section 8 HAP	2971	0canell - CANDELARIA	2/1/2021	02-2021	194.00	
sec8hap - Section 8 HAP	2972	0osccos8 - OSCEOLA COUNTY HOUSING	2/1/2021	02-2021	1,287.00	
sec8hap - Section 8 HAP	2973	t0000613 - ALEJANDRO	2/1/2021	02-2021	18.00	
sec8hap - Section 8 HAP	2974	t0000627 - BRAGG	2/1/2021	02-2021	47.00	
sec8hap - Section 8 HAP	2975	t0001053 - MEDINA	2/1/2021	02-2021	84.00	
sec8hap - Section 8 HAP	2976	t0001469 - RAMIREZ	2/1/2021	02-2021	49.00	
sec8hap - Section 8 HAP	2977	t0001548 - SOTO	2/1/2021	02-2021	11.00	
sec8hap - Section 8 HAP	2978	t0002922 - LANE	2/1/2021	02-2021	37.00	
sec8hap - Section 8 HAP	2979	t0005188 - MELENDEZ	2/1/2021	02-2021	45.00	
sec8hap - Section 8 HAP	2980	t0005571 - CARABALLO	2/1/2021	02-2021	126.00	
sec8hap - Section 8 HAP	2981	t0005719 - STAFFORD	2/1/2021	02-2021	70.00	
sec8hap - Section 8 HAP	2982	t0005731 - HAROLD	2/1/2021	02-2021	153.00	
sec8hap - Section 8 HAP	2983	t0008506 - HARRIS	2/1/2021	02-2021	66.00	
sec8hap - Section 8 HAP	2984	t0008553 - CARLO	2/1/2021	02-2021	77.00	
sec8hap - Section 8 HAP	2985	t0010164 - RIVERA MARTINEZ	2/1/2021	02-2021	41.00	
sec8hap - Section 8 HAP	2986	t0010166 - ORTIZ	2/1/2021	02-2021	195.00	
sec8hap - Section 8 HAP	2987	t0010665 - ORTIZ	2/1/2021	02-2021	19.00	
sec8hap - Section 8 HAP	2988	t0012395 - DAVIS	2/1/2021	02-2021	39.00	
sec8hap - Section 8 HAP	2989	vf033 - SEMINOLE COUNTY	2/1/2021	02-2021	1,148.00	
sec8hap - Section 8 HAP	2990	vf093 - ORANGE COUNTY HOUSING & C D	2/1/2021	02-2021	1,422.00	
sec8hap - Section 8 HAP	2991	0housin - VINELAND HOUSING AUTHORITY	2/11/2021	02-2021	1,891.00	
sec8hap - Section 8 HAP	15345	02llbtw - BTW 2 LLC	2/2/2021	02-2021	950.00	
sec8hap - Section 8 HAP	15346	0537grap - 529-537 GRAPE STREET,LLC	2/2/2021	02-2021	517.00	
sec8hap - Section 8 HAP	15347	0916llc - 916 LLC	2/2/2021	02-2021	937.00	
sec8hap - Section 8 HAP	15348	0abrawi - ABRAHAN & AWILDA HEREDIA	2/2/2021	02-2021	886.00	
sec8hap - Section 8 HAP	15349	0acojor - ACOSTA	2/2/2021	02-2021	1,778.00	
sec8hap - Section 8 HAP	15350	0ahcpv - AFFORDABLE HOUSING CORPORATION	2/2/2021	02-2021	10,361.00	
sec8hap - Section 8 HAP	15351	0ahctaaa - AFFORDABLE HOUSING CORPORATION	2/2/2021	02-2021	66,560.00	
sec8hap - Section 8 HAP	15352	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAND	2/2/2021	02-2021	68,182.00	
sec8hap - Section 8 HAP	15353	0albreb - REBECCA C THOMPSON-ALBERT	2/2/2021	02-2021	370.00	
sec8hap - Section 8 HAP	15354	0andcar - ANDUJAR	2/2/2021	02-2021	760.00	
sec8hap - Section 8 HAP	15355	0andron - RONALD ANDRO	2/2/2021	02-2021	838.00	
sec8hap - Section 8 HAP	15356	0aparab - AB APARTMENTS LLC	2/2/2021	02-2021	585.00	
sec8hap - Section 8 HAP	15357	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	2/2/2021	02-2021	5,154.00	
sec8hap - Section 8 HAP	15358	0barric - RICHARD BARSUGLIA	2/2/2021	02-2021	957.00	
sec8hap - Section 8 HAP	15359	0behhar - HARRY & BARBARA BEHRENS	2/2/2021	02-2021	563.00	
sec8hap - Section 8 HAP	15360	0beredw - EDWIN C & SAVALYN BERGAMO	2/2/2021	02-2021	998.00	
sec8hap - Section 8 HAP	15361	0berksh - ROSEMAR PROPERTIES IV LLC / CAMELOT AF	2/2/2021	02-2021	4,650.00	
sec8hap - Section 8 HAP	15362	0berobe - OBED BERMUDEZ	2/2/2021	02-2021	997.00	
sec8hap - Section 8 HAP	15363	0blorob - BLOUGH	2/2/2021	02-2021	960.00	
sec8hap - Section 8 HAP	15364	0bretow - BRENTWOOD TOWERS HOLDINGS, LLC	2/2/2021	02-2021	2,066.00	
sec8hap - Section 8 HAP	15365	0brewst - BREWSTER GARDEN APARTMENTS LLC	2/2/2021	02-2021	1,100.00	
sec8hap - Section 8 HAP	15366	0buebor - BOROUGH OF BUENA HOUSING AUTHORITY	2/2/2021	02-2021	14,808.00	
sec8hap - Section 8 HAP	15367	0camnil - NILZA R CAMACHO	2/2/2021	02-2021	783.00	
sec8hap - Section 8 HAP	15368	0carjas - CARRIS	2/2/2021	02-2021	367.00	
sec8hap - Section 8 HAP	15369	0carjos - CARVALHO	2/2/2021	02-2021	465.00	
sec8hap - Section 8 HAP	15370	0carmar - SIMOES	2/2/2021	02-2021	1,657.00	



## Payment Summary

rty=.all AND Bank=sec8hap AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	15371	Ocasros - CASTILLO	2/2/2021	02-2021	567.00	
sec8hap - Section 8 HAP	15372	Ocdgard - CD GARDENS INC.	2/2/2021	02-2021	2,076.00	
sec8hap - Section 8 HAP	15373	Ochainv - CHAAD INVESTMENTS LLC	2/2/2021	02-2021	1,007.00	
sec8hap - Section 8 HAP	15374	Ochajos - JOSEPH T CHAMBERS	2/2/2021	02-2021	950.00	
sec8hap - Section 8 HAP	15375	Ocheshol - CHESTNUT SQUARE HOLDINGS LLC	2/2/2021	02-2021	2,929.00	
sec8hap - Section 8 HAP	15376	Ocorjua - CORTES	2/2/2021	02-2021	325.00	
sec8hap - Section 8 HAP	15377	Ocridan - DANA CRISS	2/2/2021	02-2021	657.00	
sec8hap - Section 8 HAP	15378	Ocruoma - OMAR CRUZ/KIARA Y CRUZ	2/2/2021	02-2021	1,117.00	
sec8hap - Section 8 HAP	15379	Odamjos - DAMATO	2/2/2021	02-2021	720.00	
sec8hap - Section 8 HAP	15380	Odelsia - SIAN DELUCA	2/2/2021	02-2021	398.00	
sec8hap - Section 8 HAP	15381	Odevhub - HUB DEVELOPERS	2/2/2021	02-2021	303.00	
sec8hap - Section 8 HAP	15382	Odocmar - MARTINS DOCK LTD LIABILITY CO	2/2/2021	02-2021	1,198.00	
sec8hap - Section 8 HAP	15383	Odondel - DELROY T DONALDSON	2/2/2021	02-2021	780.00	
sec8hap - Section 8 HAP	15384	Odouale - DOUKHNAI	2/2/2021	02-2021	332.00	
sec8hap - Section 8 HAP	15385	Oeas710 - 710 EAST ALMOND STREET ASSOCIATES LLC	2/2/2021	02-2021	383.00	
sec8hap - Section 8 HAP	15386	Oedwdip - EDWARD DIPALMA	2/2/2021	02-2021	800.00	
sec8hap - Section 8 HAP	15387	Oegbjos - JOSEPH C EGBEH	2/2/2021	02-2021	488.00	
sec8hap - Section 8 HAP	15388	Oeinmar - MARTIN JAY EINSTEIN	2/2/2021	02-2021	616.00	
sec8hap - Section 8 HAP	15389	Oestros - ESTATE OF LUIS A ROSADO-TORRES	2/2/2021	02-2021	532.00	
sec8hap - Section 8 HAP	15390	Ofarmay - MAYERFELD FARMS MANAGEMENT LLC	2/2/2021	02-2021	277.00	
sec8hap - Section 8 HAP	15391	Ofeleus - FELICIANO	2/2/2021	02-2021	718.00	
sec8hap - Section 8 HAP	15392	Ofeljoh - JOHNY FELICIANO	2/2/2021	02-2021	1,031.00	
sec8hap - Section 8 HAP	15393	Oflodor - FLOWERS	2/2/2021	02-2021	925.00	
sec8hap - Section 8 HAP	15394	Ogarabn - ABNER GARCIA	2/2/2021	02-2021	69.00	
sec8hap - Section 8 HAP	15395	Ogaritz - ITZAMAR GARCIA	2/2/2021	02-2021	1,292.00	
sec8hap - Section 8 HAP	15396	Ogarsal - GARCIA	2/2/2021	02-2021	2,001.00	
sec8hap - Section 8 HAP	15397	Oglejam - JAMAL GLENN	2/2/2021	02-2021	639.00	
sec8hap - Section 8 HAP	15398	Ohcrealt - H & C REALTY LLC	2/2/2021	02-2021	654.00	
sec8hap - Section 8 HAP	15399	Ohemtom - BTW 4 LLC	2/2/2021	02-2021	1,058.00	
sec8hap - Section 8 HAP	15400	Ohereri - 123 SOUTH 4TH STREET LLC	2/2/2021	02-2021	824.00	
sec8hap - Section 8 HAP	15401	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TORRE	2/2/2021	02-2021	1,100.00	
sec8hap - Section 8 HAP	15402	Ohfprop - HF PROPERTY MANAGEMENT	2/2/2021	02-2021	3,080.00	
sec8hap - Section 8 HAP	15403	Ohofjoh - HOFMAN	2/2/2021	02-2021	1,145.00	
sec8hap - Section 8 HAP	15404	Oholasm - ASM HOLDINGS LLC	2/2/2021	02-2021	500.00	
sec8hap - Section 8 HAP	15405	Oholbull - BULLSEYE HOLDINGS LLC	2/2/2021	02-2021	998.00	
sec8hap - Section 8 HAP	15406	Ohomhec - HECS HOMES LLC	2/2/2021	02-2021	230.00	
sec8hap - Section 8 HAP	15407	Ohouriv - RIVERGROVE HOUSING PARTNERS LLC	2/2/2021	02-2021	763.00	
sec8hap - Section 8 HAP	15408	Ointers - VINELAND ASSOCIATES LLC	2/2/2021	02-2021	578.00	
sec8hap - Section 8 HAP	15409	Oinvegh - E. G. H. R. E. INVESTMENTS LLC	2/2/2021	02-2021	1,266.00	
sec8hap - Section 8 HAP	15410	Ojhorn - JOHN HORNER	2/2/2021	02-2021	166.00	
sec8hap - Section 8 HAP	15411	Ojosber - BERNADETTE P JOSEPH	2/2/2021	02-2021	2,269.00	
sec8hap - Section 8 HAP	15412	Okapala - PANDA REALTY GROUP LLC	2/2/2021	02-2021	1,254.00	
sec8hap - Section 8 HAP	15413	Okatjay - JAY-KAT INVESTMENTS, LLC	2/2/2021	02-2021	596.00	
sec8hap - Section 8 HAP	15414	Okcrent - K C RENTAL INC.	2/2/2021	02-2021	1,157.00	
sec8hap - Section 8 HAP	15415	Okotmir - KOTZIN	2/2/2021	02-2021	913.00	
sec8hap - Section 8 HAP	15416	Olandic - LANDICINI 566 LLC	2/2/2021	02-2021	919.00	
sec8hap - Section 8 HAP	15417	Olebzai - LEBRON	2/2/2021	02-2021	2,061.00	
sec8hap - Section 8 HAP	15418	Olhrent - L & H RENTALS	2/2/2021	02-2021	657.00	

## Payment Summary

rty=.all AND Bank=sec8hap AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	15419	0llciig - IIG-1 LLC	2/2/2021	02-2021	911.00	
sec8hap - Section 8 HAP	15420	0londav - DAVID LONGINI	2/2/2021	02-2021	549.00	
sec8hap - Section 8 HAP	15421	0lopyad - YADIRA LOPEZ	2/2/2021	02-2021	643.00	
sec8hap - Section 8 HAP	15422	0manlaw - LAWRENCE W MANN	2/2/2021	02-2021	697.00	
sec8hap - Section 8 HAP	15423	0marjoe - JOEL MARTIN	2/2/2021	02-2021	723.00	
sec8hap - Section 8 HAP	15424	0mayerf - MAYERFELD SUPPLY COMPANY	2/2/2021	02-2021	750.00	
sec8hap - Section 8 HAP	15425	0melrose - MELROSE COURT LP	2/2/2021	02-2021	17,369.00	
sec8hap - Section 8 HAP	15426	0menbre - MENDEZ	2/2/2021	02-2021	330.00	
sec8hap - Section 8 HAP	15427	0millvil - MILLVILLE REALTY CORPORATION	2/2/2021	02-2021	2,231.00	
sec8hap - Section 8 HAP	15428	0miryar - MIRANDA	2/2/2021	02-2021	1,341.00	
sec8hap - Section 8 HAP	15429	0morgen - GENESIS X MORCELO	2/2/2021	02-2021	600.00	
sec8hap - Section 8 HAP	15430	0negcar - CARLOS NEGRON JR	2/2/2021	02-2021	959.00	
sec8hap - Section 8 HAP	15431	0oakview - OAKVIEW APARTMENTS LLC	2/2/2021	02-2021	122,690.00	
sec8hap - Section 8 HAP	15432	0ochabvsp - OCEAN CITY HSING AUTH- BVM/SPEITEL	2/2/2021	02-2021	15,458.00	
sec8hap - Section 8 HAP	15433	0ochapn - OCEAN CITY HSING AUTH - PECKS NORTH	2/2/2021	02-2021	10,710.00	
sec8hap - Section 8 HAP	15434	0ortdan - DANNY ORTIZ	2/2/2021	02-2021	580.00	
sec8hap - Section 8 HAP	15435	0orteli - ELIEZER ORTIZ	2/2/2021	02-2021	1,000.00	
sec8hap - Section 8 HAP	15436	0pareas - EAST PARK APTS LLC	2/2/2021	02-2021	6,121.00	
sec8hap - Section 8 HAP	15437	0parkto - PARK TOWNE APTS LLC	2/2/2021	02-2021	12,535.00	
sec8hap - Section 8 HAP	15438	0proexc - EXCEL PROPERTY MANAGEMENT LLC	2/2/2021	02-2021	333.00	
sec8hap - Section 8 HAP	15439	0profai - FAIOLA PROPERTY MANAGEMENT AND MAINT	2/2/2021	02-2021	603.00	
sec8hap - Section 8 HAP	15440	0protim - TIMARIA PROPERTIES LLC	2/2/2021	02-2021	1,500.00	
sec8hap - Section 8 HAP	15441	0quince - QUINCE REALTY LLC	2/2/2021	02-2021	514.00	
sec8hap - Section 8 HAP	15442	0rafbar - RAFES	2/2/2021	02-2021	1,000.00	
sec8hap - Section 8 HAP	15443	0ramchr - RAMOS	2/2/2021	02-2021	850.00	
sec8hap - Section 8 HAP	15444	0ramnic - NICHOLAS P RAMBONE	2/2/2021	02-2021	1,147.00	
sec8hap - Section 8 HAP	15445	0reasar - SARA REAVES	2/2/2021	02-2021	557.00	
sec8hap - Section 8 HAP	15446	0reasun - SUNFLOWER REALTY LLC	2/2/2021	02-2021	65.00	
sec8hap - Section 8 HAP	15447	0redres - A4 RESIDENTIAL REDEVELOPMENT	2/2/2021	02-2021	951.00	
sec8hap - Section 8 HAP	15448	0regche - REGENCY CHESTNUT COURT	2/2/2021	02-2021	8,576.00	
sec8hap - Section 8 HAP	15449	0regeas - REGENCY EAST LLC	2/2/2021	02-2021	2,052.00	
sec8hap - Section 8 HAP	15450	0renaco - ACOSTA RENTAL LLC	2/2/2021	02-2021	619.00	
sec8hap - Section 8 HAP	15451	0renokg - K G RENOVATIONS LLC	2/2/2021	02-2021	1,024.00	
sec8hap - Section 8 HAP	15452	0rivdie - DIEGO A RIVERA	2/2/2021	02-2021	465.00	
sec8hap - Section 8 HAP	15453	0rivisr - ISREAL J RIVERA	2/2/2021	02-2021	956.00	
sec8hap - Section 8 HAP	15454	0rivvic - VICTORIANO RIVERA JR	2/2/2021	02-2021	584.00	
sec8hap - Section 8 HAP	15455	0roceli - ELIZABETH ROCHE	2/2/2021	02-2021	651.00	
sec8hap - Section 8 HAP	15456	0rodhen - HENRY RODRIGUEZ	2/2/2021	02-2021	837.00	
sec8hap - Section 8 HAP	15457	0rogsal - SALVATORE W ROGGIO	2/2/2021	02-2021	835.00	
sec8hap - Section 8 HAP	15458	0romvic - VICTOR M ROMAN	2/2/2021	02-2021	799.00	
sec8hap - Section 8 HAP	15459	0rpjpro - RPJ PROPERTIES LLC	2/2/2021	02-2021	10,765.00	
sec8hap - Section 8 HAP	15460	0ruppab - RUPERTO	2/2/2021	02-2021	899.00	
sec8hap - Section 8 HAP	15461	0rusnic - RUSSO JR	2/2/2021	02-2021	494.00	
sec8hap - Section 8 HAP	15462	0salasda - DAMIAN & ELAINE SALAS	2/2/2021	02-2021	795.00	
sec8hap - Section 8 HAP	15463	0schowr - W R SCHOCK LLC	2/2/2021	02-2021	1,142.00	
sec8hap - Section 8 HAP	15464	0simseb - SIMONE	2/2/2021	02-2021	572.00	
sec8hap - Section 8 HAP	15465	0skgcom - SKG & CO	2/2/2021	02-2021	2,552.00	
sec8hap - Section 8 HAP	15466	0slinco - 1890 S LINCOLN ASSOCIATES LLC	2/2/2021	02-2021	825.00	

## Payment Summary

rty=.all AND Bank=sec8hap AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total Date	
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	15467	0solpro - ASSURED PROPERTY SOLUTIONS LLC	2/2/2021	02-2021	738.00	
sec8hap - Section 8 HAP	15468	0spring - SPRING GARDENS ASSOCIATES LLC	2/2/2021	02-2021	8,992.00	
sec8hap - Section 8 HAP	15469	0squlan - LANDIS SQUARE SR APTS	2/2/2021	02-2021	1,721.00	
sec8hap - Section 8 HAP	15470	0swaway - WAYNE SWANSON	2/2/2021	02-2021	915.00	
sec8hap - Section 8 HAP	15471	0tarkpp - TARKILN PARK PARTNERS LLC	2/2/2021	02-2021	7,188.00	
sec8hap - Section 8 HAP	15472	0tayver - TAYLOR	2/2/2021	02-2021	876.00	
sec8hap - Section 8 HAP	15473	0thapau - ALBERTA A QUAIROLI ESTATE	2/2/2021	02-2021	1,054.00	
sec8hap - Section 8 HAP	15474	0timsus - SUSAN V TIMMRECK	2/2/2021	02-2021	726.00	
sec8hap - Section 8 HAP	15475	0vasdap - DAPHNE VASSALOTTI	2/2/2021	02-2021	803.00	
sec8hap - Section 8 HAP	15476	0vinlan - VINELAND VILLAGE APTS	2/2/2021	02-2021	5,818.00	
sec8hap - Section 8 HAP	15477	0vitdor - VITALO	2/2/2021	02-2021	952.00	
sec8hap - Section 8 HAP	15478	0waca - WACA INVESTMENTS LLC	2/2/2021	02-2021	1,045.00	
sec8hap - Section 8 HAP	15479	0walnut - WALNUT REALTY ASSOCIATES LLC	2/2/2021	02-2021	7,355.00	
sec8hap - Section 8 HAP	15480	0wassey - SEYMOUR WASSERSTRUM	2/2/2021	02-2021	983.00	
sec8hap - Section 8 HAP	15481	0watrob - ROBERT H WATSON	2/2/2021	02-2021	1,350.00	
sec8hap - Section 8 HAP	15482	0wayest - ESTATE OF WAYNE F ST AUBYN	2/2/2021	02-2021	976.00	
sec8hap - Section 8 HAP	15483	0webdia - DIANN WEBBER	2/2/2021	02-2021	475.00	
sec8hap - Section 8 HAP	15484	0whejon - WHEELER	2/2/2021	02-2021	512.00	
sec8hap - Section 8 HAP	15485	0wrialf - ALFRED WRIGHT	2/2/2021	02-2021	720.00	
sec8hap - Section 8 HAP	15486	0yangli - LI YING YANG	2/2/2021	02-2021	221.00	

523,904.00

## Payment Summary

ty=.all AND Bank=sec8admn AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total Date	
			Date	Month	Amount	Reconciled
sec8admn - Section 8 Admi	551	vha - HOUSING AUTHORITY CITY OF VINELAND	1/22/2021	01-2021	56,950.00	1/31/2021
sec8admn - Section 8 Admi	552	0caguas - CAGUAS OF MUNICIPALITY	2/1/2021	02-2021	54.78	
sec8admn - Section 8 Admi	553	0osccos8 - OSCEOLA COUNTY HOUSING	2/1/2021	02-2021	54.78	
sec8admn - Section 8 Admi	554	vf1033 - SEMINOLE COUNTY	2/1/2021	02-2021	54.78	
sec8admn - Section 8 Admi	555	vf1093 - ORANGE COUNTY HOUSING & C D	2/1/2021	02-2021	54.78	
sec8admn - Section 8 Admi	556	vha - HOUSING AUTHORITY CITY OF VINELAND	2/5/2021	02-2021	27,800.00	

84,969.12

## Payment Summary

ty=.all AND Bank=capgenfd AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total Date	
			Date	Month	Amount	Reconciled
capgenfd - Public Housing (	2212	landis - Landis Sewerage Authority	1/22/2021	01-2021	1,170.00	
capgenfd - Public Housing (	2213	sjgas - South Jersey Gas Company	1/22/2021	01-2021	1,356.58	
capgenfd - Public Housing (	2214	vmu - Vineland Municipal Utilities	1/22/2021	01-2021	15,925.73	
capgenfd - Public Housing (	2215	vha - HOUSING AUTHORITY CITY OF VINELAND	1/22/2021	01-2021	57,600.00	
capgenfd - Public Housing (	2216	vmu - Vineland Municipal Utilities	1/25/2021	01-2021	1,578.65	
capgenfd - Public Housing (	2217	vmu - Vineland Municipal Utilities	1/29/2021	01-2021	545.12	
capgenfd - Public Housing (	2218	t0005001 - CALDERON	2/1/2021	02-2021	154.00	
capgenfd - Public Housing (	2219	sjgas - South Jersey Gas Company	2/5/2021	02-2021	240.73	
capgenfd - Public Housing (	2220	vmu - Vineland Municipal Utilities	2/5/2021	02-2021	730.10	
capgenfd - Public Housing (	2221	vha - HOUSING AUTHORITY CITY OF VINELAND	2/5/2021	02-2021	54,400.00	
capgenfd - Public Housing (	2222	vmu - Vineland Municipal Utilities	2/11/2021	02-2021	732.08	
capgenfd - Public Housing (	2223	t0011078 - RAMOS	2/11/2021	02-2021	727.98	
capgenfd - Public Housing (	2224	vha - HOUSING AUTHORITY CITY OF VINELAND	2/11/2021	02-2021	257.00	

135,417.97

## Payment Summary

rty=.all AND Bank=sec8hap AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
cooc - Central Office Cost	9209	axaequ - Equitable	1/22/2021	01-2021	2,225.00	
cooc - Central Office Cost	9210	browco - Robert M Browne Court Officer	1/22/2021	01-2021	27.68	
cooc - Central Office Cost	9211	browco - Robert M Browne Court Officer	1/22/2021	01-2021	122.29	
cooc - Central Office Cost	9212	cwa - Communications Workers of America	1/22/2021	01-2021	273.12	
cooc - Central Office Cost	9213	njfamb - NJ FAMILY SUPPORT PAYMENT CENTER	1/22/2021	01-2021	228.00	
cooc - Central Office Cost	9214	sjgas - South Jersey Gas Company	1/22/2021	01-2021	1,407.22	
cooc - Central Office Cost	9215	vmu - Vineland Municipal Utilities	1/22/2021	01-2021	4,264.32	
cooc - Central Office Cost	9216	aflac - AFLAC	1/29/2021	01-2021	445.06	
cooc - Central Office Cost	9217	amacap - Amazon Capital Services Inc	1/29/2021	01-2021	755.65	
cooc - Central Office Cost	9218	bdousa - BDO	1/29/2021	01-2021	596.00	
cooc - Central Office Cost	9219	benspro - Ben's ProServ	1/29/2021	01-2021	545.00	
cooc - Central Office Cost	9220	brewin - Brewin Flooring	1/29/2021	01-2021	1,964.88	
cooc - Central Office Cost	9221	brownc - Brown and Connery	1/29/2021	01-2021	520.00	
cooc - Central Office Cost	9222	ccia - Cumberland Co Improvement Auth	1/29/2021	01-2021	3,078.87	
cooc - Central Office Cost	9223	cdwgov - CDW Government Inc	1/29/2021	01-2021	1,220.88	
cooc - Central Office Cost	9224	centur - Century Water Conditioning	1/29/2021	01-2021	1,476.50	
cooc - Central Office Cost	9225	combus - COMCAST	1/29/2021	01-2021	243.35	
cooc - Central Office Cost	9226	cullig - South Jersey Culligan Water	1/29/2021	01-2021	87.20	
cooc - Central Office Cost	9227	genelec - Gen X Electrical Contractors LLC	1/29/2021	01-2021	360.00	
cooc - Central Office Cost	9228	homede - Home Depot Credit Services	1/29/2021	01-2021	213.74	
cooc - Central Office Cost	9229	hompro - The Home Depot Pro - SupplyWorks	1/29/2021	01-2021	515.85	
cooc - Central Office Cost	9230	miles - Miles Technologies	1/29/2021	01-2021	909.93	
cooc - Central Office Cost	9231	mjroof - M & J ROOFING LLC	1/29/2021	01-2021	600.00	
cooc - Central Office Cost	9232	sherwi - Sherwin Williams Company	1/29/2021	01-2021	194.40	
cooc - Central Office Cost	9233	sirspe - Sir Speedy Printing	1/29/2021	01-2021	168.00	
cooc - Central Office Cost	9234	standard - Standard Elevator Corporation	1/29/2021	01-2021	2,348.00	
cooc - Central Office Cost	9235	tricit - Tri City Products	1/29/2021	01-2021	353.25	
cooc - Central Office Cost	9236	aulffo - Wade Aulffo Roofing	1/29/2021	01-2021	1,025.00	
cooc - Central Office Cost	9237	axaequ - Equitable	2/5/2021	02-2021	2,225.00	
cooc - Central Office Cost	9238	browco - Robert M Browne Court Officer	2/5/2021	02-2021	122.29	
cooc - Central Office Cost	9239	browco - Robert M Browne Court Officer	2/5/2021	02-2021	27.68	
cooc - Central Office Cost	9240	njfamb - NJ FAMILY SUPPORT PAYMENT CENTER	2/5/2021	02-2021	228.00	
cooc - Central Office Cost	9241	acehar - Vineland Ace Hardware East	2/5/2021	02-2021	85.25	
cooc - Central Office Cost	9242	barret - Barretta Plumbing Heating Cooling	2/5/2021	02-2021	2,173.78	
cooc - Central Office Cost	9243	bulbwor - Bulb World Electrical Supply	2/5/2021	02-2021	319.80	
cooc - Central Office Cost	9244	canbus - Canon Solutions America Inc	2/5/2021	02-2021	76.40	
cooc - Central Office Cost	9245	canfin - Canon Financial Services Inc	2/5/2021	02-2021	313.00	
cooc - Central Office Cost	9246	carahsoft - Carahsoft Technology Corporation	2/5/2021	02-2021	199.39	
cooc - Central Office Cost	9247	ccia - Cumberland Co Improvement Auth	2/5/2021	02-2021	458.38	
cooc - Central Office Cost	9248	drainv - Copperwood Capital	2/5/2021	02-2021	925.00	
cooc - Central Office Cost	9249	inspro - Institute for Professional Development	2/5/2021	02-2021	50.00	
cooc - Central Office Cost	9250	lilfor - LILLISTON FORD, INC.	2/5/2021	02-2021	40.42	
cooc - Central Office Cost	9251	mason - W B Mason Co Inc	2/5/2021	02-2021	69.36	
cooc - Central Office Cost	9252	mjroof - M & J ROOFING LLC	2/5/2021	02-2021	6,240.00	
cooc - Central Office Cost	9253	pdq - PDQ Supply Inc	2/5/2021	02-2021	685.26	
cooc - Central Office Cost	9254	sherwi - Sherwin Williams Company	2/5/2021	02-2021	641.01	
cooc - Central Office Cost	9255	sirspe - Sir Speedy Printing	2/5/2021	02-2021	176.69	
cooc - Central Office Cost	9256	tricit - Tri City Products	2/5/2021	02-2021	41.80	
cooc - Central Office Cost	9257	carahsoft - Carahsoft Technology Corporation	2/5/2021	02-2021	854.65	
cooc - Central Office Cost	9258	sirspe - Sir Speedy Printing	2/5/2021	02-2021	448.03	
cooc - Central Office Cost	9259	avena - Linda M Avena CPA	2/11/2021	02-2021	7,083.37	

## Payment Summary

rty=.all AND Bank=sec8hap AND mm/yy=01/2021-02/2021 AND Check Date=01/22/2021-02/18/2021 AND All Checks=Yes AND Include Voids=All C

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
cocc - Central Office Cost	9260	barret - Barretta Plumbing Heating Cooling	2/11/2021	02-2021	2,298.15	
cocc - Central Office Cost	9261	drainv - Copperwood Capital	2/11/2021	02-2021	925.00	
cocc - Central Office Cost	9262	miles - Miles Technologies	2/11/2021	02-2021	3,053.00	
cocc - Central Office Cost	9263	purewa - Pure Water Solutions Inc	2/11/2021	02-2021	76.50	
cocc - Central Office Cost	9264	sirspe - Sir Speedy Printing	2/11/2021	02-2021	521.10	
cocc - Central Office Cost	9265	veriw - Verizon Wireless	2/11/2021	02-2021	1,733.19	
cocc - Central Office Cost	9266	wex - WEX Bank	2/11/2021	02-2021	1,619.07	
cocc - Central Office Cost	9267	acehar - Vineland Ace Hardware East	2/18/2021	02-2021	71.93	
cocc - Central Office Cost	9268	aceplu - Ace Plumbing and Electrical Supplies Inc	2/18/2021	02-2021	531.51	
cocc - Central Office Cost	9269	adcass - Advanced Cabinetry & Storage Systems LLC	2/18/2021	02-2021	393.75	
cocc - Central Office Cost	9270	aei - AEI Consultants	2/18/2021	02-2021	1,875.00	
cocc - Central Office Cost	9271	ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAND	2/18/2021	02-2021	9,724.91	
cocc - Central Office Cost	9272	amacap - Amazon Capital Services Inc	2/18/2021	02-2021	140.28	
cocc - Central Office Cost	9273	avena - Linda M Avena CPA	2/18/2021	02-2021	7,083.33	
cocc - Central Office Cost	9274	benspro - Ben's ProServ	2/18/2021	02-2021	305.00	
cocc - Central Office Cost	9275	blocklsi - BLOCK LINE SYSTEMS, LLC	2/18/2021	02-2021	1,653.39	
cocc - Central Office Cost	9276	bobaut - BOB'S AUTO SUPPLY, INC	2/18/2021	02-2021	167.76	
cocc - Central Office Cost	9277	bowman - BOWMAN & COMPANY, LLP	2/18/2021	02-2021	12,000.00	
cocc - Central Office Cost	9278	callexp - Call Experts New Jersey	2/18/2021	02-2021	507.64	
cocc - Central Office Cost	9279	canbus - Canon Solutions America Inc	2/18/2021	02-2021	92.90	
cocc - Central Office Cost	9280	ccia - Cumberland Co Improvement Auth	2/18/2021	02-2021	3,152.76	
cocc - Central Office Cost	9281	cintas - Cintas Corporation #100	2/18/2021	02-2021	459.72	
cocc - Central Office Cost	9282	coloni - Colonial Electrical Supply	2/18/2021	02-2021	292.06	
cocc - Central Office Cost	9283	cullig - South Jersey Culligan Water	2/18/2021	02-2021	24.00	
cocc - Central Office Cost	9284	gabage - Eisenstat Gabage and Furman PC	2/18/2021	02-2021	1,526.67	
cocc - Central Office Cost	9285	graing - Grainger	2/18/2021	02-2021	817.19	
cocc - Central Office Cost	9286	hdsupp - HD Supply Facilities Maintenance LTD	2/18/2021	02-2021	1,154.13	
cocc - Central Office Cost	9287	hill - Ronald Hill	2/18/2021	02-2021	1,125.00	
cocc - Central Office Cost	9288	himina - H I MINHAS LLC	2/18/2021	02-2021	362.50	
cocc - Central Office Cost	9289	hompro - The Home Depot Pro - SupplyWorks	2/18/2021	02-2021	3,427.15	
cocc - Central Office Cost	9290	jottan - Jottan Inc	2/18/2021	02-2021	930.65	
cocc - Central Office Cost	9291	maxcom - Max Communications Inc	2/18/2021	02-2021	334.29	
cocc - Central Office Cost	9292	miles - Miles Technologies	2/18/2021	02-2021	150.00	
cocc - Central Office Cost	9293	millgla - Millville Glass Center, LLC.	2/18/2021	02-2021	200.00	
cocc - Central Office Cost	9294	nanmck - Nan McKay and Associates Inc	2/18/2021	02-2021	419.00	
cocc - Central Office Cost	9295	natten - National Tenant Network	2/18/2021	02-2021	27.00	
cocc - Central Office Cost	9296	omega - Omega Pest Management LLC	2/18/2021	02-2021	1,581.50	
cocc - Central Office Cost	9297	pitney - Pitney Bowes Inc	2/18/2021	02-2021	157.98	
cocc - Central Office Cost	9298	presso - The Press of Atlantic City	2/18/2021	02-2021	99.88	
cocc - Central Office Cost	9299	sherwi - Sherwin Williams Company	2/18/2021	02-2021	232.67	
cocc - Central Office Cost	9300	shred - Shred-It USA LLC	2/18/2021	02-2021	52.20	
cocc - Central Office Cost	9301	sirspe - Sir Speedy Printing	2/18/2021	02-2021	1,684.41	
cocc - Central Office Cost	9302	sjglas - South Jersey Glass & Door Company	2/18/2021	02-2021	132.00	
cocc - Central Office Cost	9303	sjover - South Jersey Overhead Door, Inc.	2/18/2021	02-2021	215.00	
cocc - Central Office Cost	9304	smigre - GREG SMITH TREE SERVICE LLC	2/18/2021	02-2021	1,000.00	
cocc - Central Office Cost	9305	staadv - Staples, Inc.	2/18/2021	02-2021	827.73	
cocc - Central Office Cost	9306	totsec - Total Security Alarms, LLC.	2/18/2021	02-2021	1,416.84	
cocc - Central Office Cost	9307	wallac - Wallace Supply Co	2/18/2021	02-2021	807.36	
cocc - Central Office Cost	9308	wheat - Wheat Road Cold Cuts	2/18/2021	02-2021	3,213.00	

120,249.85

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

**RESOLUTION #2021-11**

**Approving Change Order for Olivio Tower's Roof**

**WHEREAS**, the Vineland Housing Authority solicited an Invitation for Bids for the replacement of the roof at Olivio and Kidston Towers; and

**WHEREAS**, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

**WHEREAS**, the lowest responsible bidder for this project was **Jottan, Inc. – 1 Underwood Court; Delran, NJ 08075** with a bid amount of **\$520,664**; and

**WHEREAS**, the contract for construction was awarded to **Jottan, Inc. – 1 Underwood Court; Delran, NJ 08075** with Resolution 2020-73 at the December 17, 2020 board meeting; and

**WHEREAS**, due to a windstorm the Olivio Tower roof membrane is detaching from the structure; and

**WHEREAS**, change order 001 is necessary to prevent further damage by providing temporary ballast on the existing damaged roof membrane; and

**WHEREAS**, change order 002 is necessary to replace the lightning protection systems on Kidston and Olivio Towers and remove damaged roof membrane from Olivio Towers; and

**WHEREAS**, the aforementioned change order number 001 and 002 total **(\$31,487.00)** and are described and attached herein; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby accepts the change orders of **(\$31,487.00)** for the replacement of the roof at Olivio and Kidston Towers.

**ADOPTED:** February 18, 2021

**MOVED/SECONDED:**

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE:**

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

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa – Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on February 18, 2021 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer



# AIA Document G701™ – 2017

## Change Order

**PROJECT:** (Name and address)  
18-036 Kidston and Olivio Towers  
1044 E Landis Ave.  
Vineland, NJ 08360

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: 01/22/2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: 01/22/2021

**OWNER:** (Name and address)  
Vineland Housing Authority  
191 W. Chestnut Ave.  
Vineland, NJ 08360

**ARCHITECT:** (Name and address)  
Haley Donovan, LLC  
9 Tanner Street, Suite 20  
Haddonfield, NJ 08033

**CONTRACTOR:** (Name and address)  
Jottan Inc.  
1 Underwood Court  
Delran, NJ 08075

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


01/22/2021 - Due to windstorm Olivio Tower roof membrane blew and is detaching from the structure. 50 sand bags will be provided and loaded to provide temporary weight on the existing damaged roof membrane. To be able to perform this work Jottan is requesting 1 building elevator during 1 hour.


The original Contract Sum was	\$	520,664.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	520,664.00
The Contract Sum will be increased by this Change Order in the amount of	\$	3,047.00
The new Contract Sum including this Change Order will be	\$	523,711.00

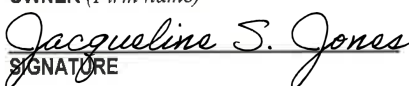
The Contract Time will be unchanged by 0 (zero) days.  
The new date of Substantial Completion will be

~~NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.~~

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Haley Donovan, LLC  
 ARCHITECT (Firm name)  
  
 SIGNATURE  
 Michael Donovan AIA, Principal  
 PRINTED NAME AND TITLE  
 01/28/2021  
 DATE

Jottan, Inc.  
 CONTRACTOR (Firm name)  
  
 SIGNATURE  
 Joshua Grossman  
 PRINTED NAME AND TITLE  
 1/28/21  
 DATE

Vineland Housing Authority  
 OWNER (Firm name)  
  
 SIGNATURE  
 Jacqueline S. Jones, Executive Director  
 PRINTED NAME AND TITLE  
 1/28/2021  
 DATE





# PROPOSAL FOR ROOFING SERVICES

Dated: January 22, 2021

**Property Owner:**  
Vineland Housing Authority  
191 Chestnut Ave  
Vineland, NJ 08360

**Project Address/Location:**  
VHA-Olivo Tower Roof  
1044 E Landis Ave  
Vineland, NJ 08360

### Scope of Work to be Performed

A description of the work to be performed and materials to be used on the Project is set forth in Jottan's Scope of Work below:

- Provide and Load fifty (50) sand bags to the roof to provide temporary weight on top of the existing delaminated EPDM roof membrane.
- The sand bags will be delivered via a Jottan truck and will need to be loaded to the roof by one (1) elevator. We would need the elevator for approx. (1) hour to load the material.

### Price

Jottan, Inc. will perform the Scope of Work described herein for the sum denoted below, which pricing remains valid for a period of thirty (30) days. If you are choosing an Alternate (if applicable), please separately initial besides those alternates you are accepting.

<b>Base Scope of Work</b>	<b>\$3,047.00</b>
<b>Price Breakdown</b>	
<b>Labor: \$2,300.00</b>	
<b>Material: \$350.00</b>	
<b>O/H and Profit: \$397.00</b>	

Proposal Prepared By:

**Project Manager/Joshua Grossman**

I hereby acknowledge that I have read, understand and fully agree to this Proposal, the terms set forth on the reverse side of this Proposal, and any documents attached hereto or referenced herein (which collectively form the Contract once signed). By signing this Proposal I represent that I am the Owner of the property where work will be performed or that I am a representative of Owner and duly authorized to execute this document on behalf of Owner and to bind Owner to the terms denoted herein. I further understand that this Proposal, once signed, shall supersede all prior representations, negotiations, agreements, warranties and/or understandings between the Parties, written or oral.

Accepted by Owner (Signature): \_\_\_\_\_

Name/Title of Owner Signatory: \_\_\_\_\_

Dated: \_\_\_\_\_

Owner understands and agrees that all information contained in this Proposal and the accompanying documents/Scope of Work is proprietary and confidential. Owner agrees not to distribute or show same to any third-party without the express written consent of Jottan; failure to adhere to the confidentiality provision denoted herein will subject Owner to damages.



## Terms and Conditions

1. **Scope of Work:** The Scope of Work ("SOW") specified in this Proposal is incorporated by reference and is made an integral part of this Proposal ("Contract" once signed). The SOW governs Jottan's responsibilities in relation to the Work; any other documents or punch lists created by Owner, unless separately enumerated in this Contract, have no legal effect. The terms and conditions of this Proposal (once signed), and all referenced documents, govern, take precedence and override any terms/conditions in any Purchase Order or other documents issued by Owner for the Project.
2. **Payments:** Owner expressly agrees to pay Jottan in accordance with the following terms: (1) 60% of the total Contract Sum, including selected alternates, is due upon delivery of material to the Project; (2) 30% of the Contract Sum is due at 70% completion of the Project; and (3) the balance of the Contract Sum (10%) is due at final completion. Payment of all sums due under this Contract, including change order work, is a condition precedent to Jottan's obligation to supply any warranties for the work. Owner agrees that it may not withhold payment pending any inspection, manufacturer or otherwise, or resolution of any disputes between the Parties. Owner's rendering of final payment shall constitute a full and final release of any and all existing or future claims against Jottan (excluding warranty claims as set forth herein). If the Owner does not pay any amount due under the Contract, Jottan reserves the right to stop work until payment of all outstanding sums is received and/or pursue all available legal remedies, including the filing of a construction lien. Interest, at the rate of 1.5% per month (18% per annum), shall accrue on all unpaid balances. Warranties issued for the work are not effective until all amounts due under the Contract are paid and Jottan reserves the right to rescind/cancel any warranties based upon non-payment. In the event Jottan has to pursue Owner for outstanding sums, Owner agrees to be responsible for all costs of collection incurred by Jottan, including attorney's fees and costs.
3. **Claims:** The type of warranty shall be as stated herein, and in the event the manufacturer/supplier of any material installed provides a written guarantee/warranty for such material, in accordance with any such written guarantee/warranty. It is expressly agreed that in the event of alleged defects in materials furnished, Owner shall have recourse only against the manufacturer of such material, not Jottan. Jottan does not guarantee any material provided for the Project. In the absence of a manufacturer warranty, Jottan guarantees its workmanship for a period of one (1) year following Jottan's completion of work, with its liability at any point of the process being expressly limited to the repair of established faulty workmanship performed by Jottan and excluding any resulting or consequential damage to the Project building, its contents or surrounding areas. Due to the nature of the work being performed, Jottan shall not be liable at any time (before, during or after the conclusion of the work), and in any manner whatsoever, for damage to rooftop equipment or areas adjacent to the work being performed and/or for any water related damage (consequential or otherwise) that occurs. Jottan is not responsible for any damage to installed product caused after the work is performed unless it can be shown with certainty that said damage is due solely to the faulty workmanship of Jottan. Owner agrees that its sole and exclusive remedy against Jottan is to make a claim under this paragraph for repair of established faulty workmanship only. Except for the warranty and remedies provided herein, Jottan shall have no liability or obligation whatsoever to Owner. Jottan hereby specifically excludes any other warranties, express or implied. Owner agrees that in no event, regardless of the claim or cause of action being asserted, shall Jottan be liable for lost income, injuries or damages to persons or property, any incidental, consequential or special damages, water related damages, statutory damages, treble damages, or attorney's fees/costs. Owner also agrees that no owner, shareholder, member, officer, or employee of Jottan shall have any personal liability in relation to this Contract or the Project work. All claims must be submitted to Jottan in writing (with proof of delivery), at the address located on the front of this Contract, and received within one year of Jottan's substantial completion of work (Owner agrees that its failure to bring any claims within one year acts as a waiver/bar of any such claim against Jottan; Owner further understands that it must give Jottan notice of any claims, and an opportunity to cure, before repairs are made by others).
4. **Termination:** Jottan may suspend or terminate this Contract if Owner does not perform its obligations. In such event, Jottan shall be entitled to payment for all work, labor and materials provided or purchased by Jottan for the Project as of the date of termination. In addition, if unforeseen conditions/developments are encountered after execution of the Contract, and Jottan is unable to perform its obligations due to Owner's decision to (a) not correct said conditions/developments, or (b) pay any necessary additional costs associated with same, Jottan can cease work and treat the Contract as repudiated. In such event, Owner agrees to pay Jottan for all work provided/performed up to the time of repudiation. Owner may terminate the contract at any time for convenience. If the Contract is terminated before material is delivered to the Project, then the Parties expressly agree that Jottan shall be entitled to payment of all costs incurred in relation to the Project as well as the sum of five (5) percent of the total Contract Sum (including accepted alternates). If the Contract is terminated by the Owner after material is delivered to the Project, then the Parties agree that Jottan shall be entitled to payment for all work, labor and materials provided as of the date of termination along with reasonable overhead and profit on the work not performed.
5. **Building Structure:** In determining the fee for the Work, Jottan has relied upon its visual inspection of the Project as well as information relayed to Jottan by Owner; unless otherwise set forth, Jottan has not conducted any calculations or testing, destructive or otherwise, and/or an independent evaluation of any existing structures, including concealed or subsurface conditions. Therefore, Jottan is not responsible for the construction, moisture content, undulations or structural sufficiency of the existing structure, building, roof deck or the effect the new roof is to be installed over a concrete or other wet deck or substrate, the determination as to when the concrete or wet substrate is sufficiently cured and dried so that roofing materials can be installed shall be made by the Owner, not Jottan. Jottan is not responsible for failure of any component of the roof system as a result of wet or moisture impregnated substrate, including that of lightweight concrete. Owner is solely responsible for determining the effect, if any, of the roofing work on the structural integrity of the building, including any existing wood blocking and/or masonry and Jottan is not responsible for the failure of same. Preexisting interior or exterior damage, subsurface conditions or defects, asbestos or asbestos containing products and/or cutting, patching or otherwise handling of hazardous materials are not included in this Contract unless specifically stated. If adhesion or fastener pullout tests reveal that the substrate does not have the structural integrity to meet manufacturer minimum requirements, additional methods of attachment may need to be utilized. Under such circumstances, any additional work/material is not included in this Contract and a change order must be executed for same.

### Additional Provisions:

- a. Unless specified in this Contract, the procurement/scheduling, cost and expense of all permits, inspections and/or approvals is Owner's responsibility, not Jottan's.
- b. Jottan is not liable to Owner for matters outside its control including, but not limited to, fire or other casualty or accident, acts of God, labor stoppages, acts by governmental authorities, unavailability of materials, changes to the Contract requested by Owner, delays caused by Owner, unavoidable casualties or natural disasters, unfavorable weather conditions, war or other violence, delays in obtaining permits/approvals, and/or delays resulting from inaccuracies in information provided by Owner. Owner agrees to reimburse Jottan for any loss, damage or expense incurred as a result of Owner's actions which delay the work.
- c. Owner hereby warrants that structures which Jottan will access are in sound condition and capable of withstanding construction, equipment and personnel.
- d. Jottan is not a design professional, architect or engineering firm and does not provide those services. The SOW attached hereto is for informational purposes only. The Owner, and not Jottan, is responsible for retaining a licensed professional to provide any required sealed drawings, determine proper system design and code compliance, including compliance with any applicable wind speed or FMG criteria, and the effect the roof system will have on the building. Jottan is not responsible for calculation or verification of wind-load design. To the extent minimum wind loads or uplift pressures are required, Jottan's bid is based solely on manufacturer's printed test results. Jottan makes no representation regarding wind uplift capacity and assumes no liability for wind uplift. Jottan is not responsible for loss, damage or expense due to defects in plans or specifications or building code violations. All decisions pertaining to material/manufacturer selection and roof system type are Owner's responsibility.
- e. The SOW or other technical representations included with this Proposal are for information purposes only and do not necessarily represent the installation method(s) that will be employed. Hidden conditions, field conditions, impracticality or other variables may dictate a change to the proposed SOW, details or installation method.
- f. Repair of damage to Jottan's work caused by others & any labor required at times other than during regular work hours shall be considered an addition to the Contract.
- g. Jottan is not responsible for condensation, moisture migration from the building interior/components, location, size or adequacy of roof drains/drainage, separation of roof drain piping or ponding water on the roof surface. Owner understands that Jottan is not responsible for blemishes on and/or discolorations in the final roof product.
- h. Owner acknowledges that roofing work may cause disturbance, dust or debris to enter the interior of the building. Owner agrees to remove or protect individuals and property below the roof in order to minimize potential damage/injury. Jottan is not responsible for personal injury and/or disturbance, damage, water damage, clean up or loss to interior property, including any consequential damages asserted by Owner's tenants. Owner agrees to defend and hold Jottan harmless for any and all such claims.
- i. The Parties agree that Jottan is not responsible for indoor air quality, including fumes and odors emitted during the roofing process, or growth/presence of mold or other organisms. Owner is responsible for controlling mechanical equipment, HVAC units, intake vents and other openings to prevent fumes/odors from entering the building.
- j. Owner expressly agrees to waive all rights of subrogation against Jottan and its insurers for any damages that relate to, arise out of or result from the Contract Work. Owner agrees that its insurance policies are primary or, if they do not have insurance, that they are personally liable for any and all claims, not Jottan or its insurers.
- k. By signing this Contract, the Owner hereby agrees to defend, hold harmless and indemnify Jottan and its insurance carriers from any and all claims, damages, losses and expenses, including claims by the Owner (if this proposal is signed by the Owner's representative), tenants and/or other third-parties, asserted and/or alleged against Jottan relating to, arising out of or resulting from the performance of the Work or this Contract.
- l. All disconnects, reconnects and/or movement of rooftop equipment/obstructions necessary for the work to proceed, including but not limited to mechanical equipment, electrical, plumbing, satellite, cell phone tower, microwave dish, lightning protection & HVAC connections, are not part of this Contract and must be done by others. Jottan is not trained in those areas and is not responsible for damage to any such items or conduits damaged, penetrated and/or punctured during the work.



# AIA Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
18-036 Kidston and Olivio Towers  
1044 E Landis Ave.  
Vineland, NJ 08360

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: 02/11/2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002  
Date: 02/11/2021

**OWNER:** *(Name and address)*  
Vineland Housing Authority  
191 W. Chestnut Ave.  
Vineland, NJ 08360

**ARCHITECT:** *(Name and address)*  
Haley Donovan, LLC  
9 Tanner Street, Suite 20  
Haddonfield, NJ 08033

**CONTRACTOR:** *(Name and address)*  
Jottan Inc.  
1 Underwood Court  
Delran, NJ 08075

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

02/11/2021 - Remove the existing delaminated EPDM roof membrane from the main roof only at the Olivio Tower. Removed EPDM membrane will be stored and secure on the roof to be removed via a crane upon completion of the roof at Olivio Tower. Add \$1,500.00.

Remove and dispose of the existing lightning protection at the Kidston and Ilivio Towers. Install a new exposed aluminum lightning system where previously removed reuse existing downloads and grounding. Provide UL Master Label Certification. Add \$26,940.00.

Total = \$28,440.00

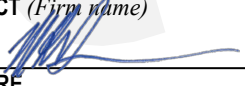
The original Contract Sum was	\$	520,664.00
The net change by previously authorized Change Orders	\$	3,047.00
The Contract Sum prior to this Change Order was	\$	523,711.00
The Contract Sum will be increased by this Change Order in the amount of	\$	28,440.00
The new Contract Sum including this Change Order will be	\$	552,151.00

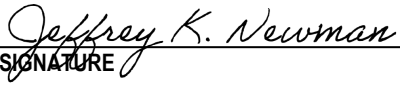
The Contract Time will be unchanged by 0 (zero) days.

The new date of Substantial Completion will be

~~NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.~~

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Haley Donovan, LLC  
**ARCHITECT** *(Firm name)*  
  
**SIGNATURE**  
Michael Donovan AIA, Principal  
**PRINTED NAME AND TITLE**  
02/12/2021  
**DATE**

Jottan, Inc.  
**CONTRACTOR** *(Firm name)*  
  
**SIGNATURE**  
Jeffrey K. Newman / Vice President  
**PRINTED NAME AND TITLE**  
02/12/2021  
**DATE**

Vineland Housing Authority  
**OWNER** *(Firm name)*  
**SIGNATURE**  
**PRINTED NAME AND TITLE**  
**DATE**

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

**RESOLUTION #2021-12**

**Resolution to Dispose of Furniture and Equipment  
Utilizing the Disposition Policy**

**WHEREAS**, it is necessary from time to time for the Housing Authority of the City of Vineland to dispose of surplus property; and

**WHEREAS**, the Authority owns furniture and equipment (a complete list of same is attached as **Exhibit "A"**), which is obsolete; and

**WHEREAS**, the Authority no longer has use for the aforesaid furniture and equipment; and

**WHEREAS**, the Authority wishes to dispose of the aforesaid furniture and equipment by public sale utilizing the Authority's Disposition Policy; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Vineland that the Executive Director is directed to dispose of the aforesaid furniture and equipment by public sale utilizing the Authority's Disposition Policy.

**ADOPTED:** February 18, 2021

**MOVED/SECONDED:**

**Resolution moved by Commissioner**

**Resolution seconded by Commissioner**

**VOTE:**

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

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa – Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on February 18, 2021 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**February 2021 GovDeals.com Inventory Disposition Listing**

<u>Item</u>	<u>Quantity</u>	<u>Serial #</u>	<u>VIN</u>	<u>Asset ID</u>
Various Scrap Metal	1			LOT 021021-1
Scrap Appliances	20			LOT 021021-1
Global walk behind spreaders (need repair)	3			LOT 021021-2

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

**RESOLUTION #2021-13**

**Resolution of the Housing Authority of the City of Vineland Approving the Executive Director to Take All Actions Necessary to Bring up to Code, Market and Sell the Scattered Site Homes consistent with the U.S. Department of Housing and Urban Development (HUD) Approved Inventory Removal Application**

**WHEREAS**, the Vineland Housing Authority (VHA) owns a family housing site known as the Scattered Site Project with the Project number NJ063000004 (the Project); and

**WHEREAS**, the Project is a scattered site project consisting of 72 housing units located throughout the City of Vineland, New Jersey 08360; and

**WHEREAS**, the VHA submitted an Inventory Removal Application to HUD to receive approval to dispose of the units; and

**WHEREAS**, HUD approved the application on February 18, 2020; and

**WHEREAS**, to sell the units through a competitive process the VHA will need to have the units pass certain inspections, market the homes, enter into various agreements with potential homebuyers and execute documents to transfer the homes such as but not limited to deeds and affidavits of title; and

**NOW, THEREFORE BE IT RESOLVED ON THE 18<sup>th</sup> day of February 2021**, by the Board of Commissioners of the Vineland Housing Authority that the Executive Director is Authorized to take all actions necessary to bring up to code, market and sell the Scattered Site Homes consistent with the HUD approved Inventory Removal Application.

**ADOPTED** at the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Vineland held on the 18<sup>th</sup> day of February 2021.

**ADOPTED:** February 18, 2021

**MOVED/SECONDED:**

**Resolution moved by Commissioner**

**Resolution seconded by Commissioner**

**VOTE:**

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

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa – Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on February 18, 2021 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

2/10/21

**HOUSING AUTHORITY OF VINELAND - FEBRUARY, 2021 - EVICTIONS**

**1. ROSA ROSADO**

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

**2. JOSEPH BARBOSA**

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

**3. FERDINAN CUEVAS-RUIZ**

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

**4. HERIBERTO AFANADOR**

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

**5. MELISSA DEJESUS**

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

**6. IRIS RODRIGUEZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

**7. JEMECIA WAINWRIGHT**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

**8. JENNIFER RIVERA**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

**9. PORSHA ROSARIO**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

**10. DAWN DAYTON**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

**11. MELINDA RODRIGUEZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

**12. ADRIANA DELGADO**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

13. IVELISSE RIVERA

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.