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*Housing Authority of the  
City of Vineland*

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



*Board of Commissioners'*

*Meeting*

*November 18, 2021*

*6 p.m.*

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



***Housing Authority  
of the  
City of Vineland***

Administration Building  
191 W. Chestnut Avenue  
Vineland, New Jersey 08360  
  
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TTY: 800-852-7899

*Jacqueline S. Jones, Executive Director*

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November 12, 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 in person on Thursday, November 18, 2021 at **6:00 p.m.** at the Brown Community Center, 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Sincerely,



Jacqueline S. Jones  
Executive Director

JSJ:gp

Enclosures

**REVISED**  
**Housing Authority *of the* City of Vineland**

**A G E N D A**

Thursday, November 18, 2021  
6:00 p.m.

1. Open Meeting
2. Roll Call
3. Reading of the "Sunshine Law Statement"
4. Approval of Minutes of the Regular Meeting conducted on October 28, 2021
5. Fee Accountant's Report
6. Executive Director's Report
7. Committee Report – Appoint Re-organization Committee
8. Old Business
9. New Business
10. Resolutions:
  - # 2021-81 Monthly Expenses (**updated**)
  - # 2021-82 Awarding Information Technology Services Contract
  - # 2021-83 Adopting Revisions to Section 8 Administrative Plan
  - # 2021-84 Shared Services Agreement with Cape May Housing Authority (maintenance services)
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, October 28, 2021**  
**6:00 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, October 28, 2021, at 6 p.m. at the Brown Community Center located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

Commissioner Chris Chapman  
Commissioner Rudolph Luisi **(Absent)**  
Commissioner Daniel Peretti  
Commissioner Brian Asselta  
Chairman Mario Ruiz-Mesa

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Michael J. Watson, Esq. – Brown and Connery, LLP, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on August 5, 2021. The August 5, 2021, minutes will not be approved as one of the Board Members needed to approve these minutes is no longer an acting member of the Board.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on September 16, 2021. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Executive Session held on September 16, 2021. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Absent)
Commissioner Daniel Peretti	(Yes)
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 twelve months ending September 30, 2021.

**Executive Director’s Report:**

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated there were no updates to her written report. She stated all the active projects the Housing Authority has in progress are in motion. There is a resolution tonight for the Asselta Camera project as well as the exterior contract for Kidston and Olivio Towers. The scattered site project is moving along but there are no other additions to the written report.

Mrs. Jones indicated there are many resolutions this evening and she will explain each as they come up during the resolution section of the meeting.

**Committee Report:** None.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2021-60**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$904,291.78. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-61**  
**Approval to Amend Personnel Policy and Employee Manual**

Michael J. Watson of Brown and Connery, LLP (Labor Attorney) explained and reviewed the key areas of the revisions made to the Authority’s Personnel Policy and Employee Manual. Mr. Watson stated most of the changes were made as a requirement from the NJ MEL’s required Employment Practices Liability Program, which comes around every 2 years, but in this case 3 years due to COVID. Every municipality and local housing authority are required to comply with the program in its entirety. Part of the program is revising and updating personnel policies with some required language by NJ MEL and some recommended language from his office or through input from the Vineland Housing Authority. The Authority can complete its compliance as the deadline is November 1<sup>st</sup>. His office will certify to the NJ MEL that the Authority complies and by doing that, the Authority will be able to maintain the low deductible on any claims. Mr. Watson stated there were no major changes made to the policy that would substantially change the nature of employment as to what employees are entitled to and what employees are allowed to do. These areas are still the same. Some changes were made regarding updates in NJ and Federal Laws. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-61. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-62**  
**Void Checks not presented for Payment**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-62. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-63**  
**Accounts Receivable Decried as Uncollectible**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-63. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-64**  
**Authorizing Contracts with National Contract Vendors**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-64. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-65**  
**Authorizing Contracts with State Contract Vendors**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-65. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-66**  
**Approving Shared Services Agree for Life Skills Training Classes  
with the Millville Housing Authority**

Mrs. Jones stated the last couple of years the Authority has been organizing Life Skills training classes at the Corbin Center in conjunction with the Prosecutor's Office. The Prosecutors Office received a national grant with an initiative to combat gangs and gang violence. Mrs. Jones was on a committee with the Prosecutor's Office and one of the objectives was to do some community outreach and focus on housing authority children. Bridgeton, Millville, and the Vineland Housing Authority all conducted a pilot program last year once a week with different presenters discussing different topics. It was successful, but it was very difficult to coordinate the presenters. Mrs. Jones' suggestion was for all the housing authorities to get together and coordinate the program presentations for a more efficient way to all Authorities present the program. In conjunction with this, the Prosecutor's Office had suggested to the County to budget some funds for the initiative. The County has granted each housing authority \$5,000 for Life Skills classes. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-66. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-67**  
**Approving Change Order #5 and #6 for Asselta Acres Camera Project**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-67. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-68**  
**Awarding Contract for the Exterior Improvements Project at Kidston and Olivio Towers**

Mrs. Jones explained the Authority put this project out for bid in March 2021, with a due date of April 2021, and received no responses. The project went out for bid a second time and the responses were over budget and they were rejected. Based on the procurement laws, the Authority can negotiate after the second bidding process. The Authority was able to negotiate with the vendor and brought the cost down about \$200,000. The scope was not changed. The project consists of all new windows at Olivio Towers as well as some exterior work at both Towers. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-68. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-69**  
**Authorizing Revisions to Capital Expenditures for YE 2022**

Mrs. Jones reviewed and discussed the attachment to the resolution listing items for Capital Expenditures for Administration and Public Housing. The funds have been certified as available for each project. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-69. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-70**  
**Authorizing Purchase of Compact Utility Tractor (Deere & Co.)**

Mrs. Jones stated the Authority has a small utility tractor and needs a larger one. The small one will be sold on Gov Deals. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-70. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-71**  
**Authorizing Entering into a Contract Agreement with United Ford, LLC  
(2022 Ford W3X Transit Vans)**

Mrs. Jones stated this is for two (2) vans for the maintenance department. This will completely replace the fleet. Mrs. Jones mentioned Resolution #2021-72 is for outfitting the two (2) new vans with shelving, back up lights and back up warning system. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-71. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)



**Resolution #2021-72**  
**Authorizing Entering into a Contract Agreement with A & K Equipment Co.**  
**(Up-fit work Ford Transit Vans)**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-72. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-73**  
**Authorizing Entering into a Contract Agreement with A & K Equipment Co.**  
**(re-body of 2004 Ford F-450)**

Mrs. Jones stated the 2004 Ford F-50 is the Authority's stake body truck used to haul various items. The Authority would like to repurpose this truck by putting a box on the back of it and use it for the food program. The Authority picks up food at the Food Bank and rotates delivery to each of its sites on a monthly and bi-monthly basis. The Authority has been using vans, but by repurposing this truck the Authority can pick up the food with one trip rather than make several trips. Resolution #2021-75 is for a purchase of a forklift to enable the Authority to load the food on to this truck to avoid injuries as staff has been loading the food manually. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-73. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-74**  
**Authorizing Purchase of Equipment Trailer (G & E Trailer Sales)**

Mrs. Jones explained this for the maintenance department for moving furniture to dump or empty out units. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-74. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-75**  
**Authorizing Purchase of 2015 Nissan Lift Truck (MHS Lift)**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-75 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-76**  
**Authorizing Entering into a Contract Agreement with National Fleet Auto Group  
(2002 Ford Super Duty F-550 XL Reg Cab)**

Mrs. Jones this is to replace the stake body that is being converted. This will be the new stake body truck for the Authority. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-76. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-77**  
**Rescind Resolution 2021-56 (Contract with Hertrich Fleet Services, Inc.)**

Mrs. Jones explained the Authority approved Resolution #2021-56 in September for a passenger van that is no longer available. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-77. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-78**  
**Authorizing Entering into a Contract Agreement with National Fleet Auto Group  
(2022 Ford Transit Passenger Wagon)**

Mrs. Jones stated this is for the van that is anticipated to be available in 2022. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-78. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-79**  
**Authorizing Purchase of enclosed 7' x 14' Trailer (G & E Trailer Sales)**

Mrs. Jones stated this is for the landscaping equipment the Authority uses in Vineland and Ocean City as well as with the anticipation of selling the Scattered Site homes which many have garages the Authority uses to store equipment. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-79. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2021-80**  
**Authorizing Conditional Payment of Additional Compensation from the Ocean City Housing Authority to the Housing Authority of the City of Vineland**

Mrs. Jones stated the Ocean City Housing Authority passed this same resolution last year to recognize the efforts of the Vineland staff. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-80. 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 Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Chairman Ruiz Mesa wanted to congratulate Jackie and the entire staff because the Ocean City Housing recognizes the good job they are doing.

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 6:35 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE ONE MONTH ENDED OCTOBER 31, 2021**

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU OCT</u>	<u>ACTUAL THRU OCT</u>	<u>FROM BUDGET (+OVER/-UNDER)</u>
<b><u>INCOME</u></b>				
TENANT RENT	842,700	70,225	63,295	(6,930)
LAUNDRY AND VENDING	1,900	158	366	208
OTHER INCOME MISC.	11,000	917	722	(195)
PHA OPERATING SUBSIDY	409,040	34,087	33,404	(683)
HUD ASSET REPOSITIONING FEE	168,140	14,012	14,012	0
SECTION 8 ADMIN. FEE INCOME	932,600	77,717	54,486	(23,231)
CAPITAL FUNDS	231,210	19,268	0	(19,268)
FSS GRANT-PH	70,000	5,833	5,833	(0)
CSP-CONGREGATE SERVICES INCOME	103,750	8,646	7,275	(1,371)
INVESTMENT INCOME	4,540	378	143	(235)
CF MANAGEMENT FEE	47,500	3,958	0	(3,958)
MGMT FEE-PH	142,080	11,840	11,518	(322)
MGMT FEE-SEC 8	147,650	12,304	10,812	(1,492)
MGMT FEE-MELROSE	10,200	850	850	0
MGMT FEE-RAD	331,000	27,583	30,317	2,734
BOOKKEEPING FEE	13,020	1,085	1,162	77
BOOKKEEPING FEE-SEC 8	92,300	7,692	6,758	(934)
ASSET MGMT FEE	17,420	1,452	1,720	268
SHOP RENT	64,800	5,400	5,400	0
INCOME FROM OTHER AUTHORITIES	307,420	25,618	30,800	5,182
SERVICE INCOME FROM MELROSE	47,500	3,958	5,022	1,064
MISCELLANEOUS INCOME	1,540	128	3,764	3,636
<b>TOTAL INCOME</b>	<b>3,997,310</b>	<b>333,109</b>	<b>287,659</b>	<b>(45,450)</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATION:</b>				
ADMINISTRATIVE SALARIES	1,009,090	84,091	73,436	(10,655)
PAYROLL TAXES	88,860	7,405	5,508	(1,897)
HEALTH BENEFITS	265,080	22,090	21,422	(668)
PENSION EXPENSE	71,310	5,943	5,396	(547)
CRIMINAL BACKGROUND CHECKS	6,010	501	0	(501)
TNT/EMPL SCREENING	8,100	675	0	(675)
LEGAL-GENERAL	30,120	2,510	1,474	(1,036)
LEGAL-OTHER	5,000	417	0	(417)
STAFF TRAINING	15,000	1,250	0	(1,250)
TRAVEL	3,250	271	0	(271)
ACCOUNTING	85,000	7,083	7,083	(0)
AUDITING	34,400	2,867	2,867	0
PORT OUT ADMIN FEES	4,500	375	397	22
MANAGEMENT FEES	289,730	24,144	22,330	(1,814)
BOOKKEEPING FEES	90,440	7,537	7,920	383
ASSET MGMT FEES	8,640	720	1,720	1,000
CONSULTANTS	8,000	667	0	(667)
IT CONSULTANTS	70,000	5,833	6,044	211
CONSULTANTS-RAD	8,000	667	0	(667)
RAD CONVERSION EXPENSES	6,000	500	0	(500)
MEMBERSHIP DUES/FEES	7,200	600	0	(600)
PUBLICATIONS	2,300	192	0	(192)

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE ONE MONTH ENDED OCTOBER 31, 2021**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU OCT</b>	<b>ACTUAL THRU OCT</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>ADVERTISING</b>	5,200	433	0	(433)
<b>OFFICE SUPPLIES</b>	17,100	1,425	568	(857)
<b>COMPUTER &amp; SOFTWARE EXPENSES</b>	131,480	10,957	10,791	(166)
<b>FUEL-ADMIN</b>	5,000	417	0	(417)
<b>PHONE AND INTERNET</b>	51,600	4,300	2,800	(1,500)
<b>POSTAGE</b>	9,400	783	540	(243)
<b>COPIER SUPPLIES</b>	9,500	792	368	(424)
<b>INSPECTION FEES</b>	11,920	993	1,075	82
<b>MISCELLANEOUS EXPENSES</b>	23,840	1,987	791	(1,196)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<u>2,381,070</u>	<u>198,423</u>	<u>172,530</u>	<u>(25,893)</u>
<b>TENANT SERVICES:</b>				
<b>SALARIES-CONGREGATE SERVICES</b>	43,430	3,619	3,022	(597)
<b>PAYROLL TAXES</b>	3,820	318	227	(91)
<b>MEALS</b>	44,000	3,667	3,250	(417)
<b>FSS ESCROWS-PH</b>	4,800	400	257	(143)
<b>OTHER</b>	16,950	1,413	792	(621)
<b>TOTAL TENANT SERVICES</b>	<u>113,000</u>	<u>9,417</u>	<u>7,548</u>	<u>(1,869)</u>
<b>UTILITIES:</b>				
<b>WATER</b>	38,000	3,167	3,082	(85)
<b>ELECTRIC</b>	168,100	14,008	8,375	(5,633)
<b>GAS</b>	31,800	2,650	810	(1,840)
<b>GARBAGAE/TRASH REMOVAL</b>	20,200	1,683	1,020	(663)
<b>SEWER</b>	60,400	5,033	5,033	(0)
<b>TOTAL UTILITIES EXPENSE</b>	<u>318,500</u>	<u>26,542</u>	<u>18,320</u>	<u>(8,222)</u>
<b>ORDINARY MAINTENANCE AND OPERATIONS:</b>				
<b>MAINTENANCE LABOR</b>	194,170	16,181	13,415	(2,766)
<b>PAYROLL TAXES</b>	16,920	1,410	1,007	(403)
<b>HEALTH BENEFITS</b>	54,960	4,580	4,652	72
<b>PENSION EXPENSE</b>	13,370	1,114	1,332	218
<b>MAINTENANCE UNIFORMS</b>	1,680	140	137	(3)
<b>VEHICLE GAS, OIL, GREASE</b>	16,490	1,374	1,858	484
<b>MATERIALS</b>	148,800	12,400	4,260	(8,140)
<b>CONTRACT-COSTS</b>	171,870	14,323	2,750	(11,573)
<b>REPAIRS-VEHICLES</b>	9,880	823	209	(614)
<b>RENT EXPENSE</b>	18,570	1,548	1,548	1
<b>EXTERMINATION</b>	8,800	733	0	(733)
<b>TRASH REMOVAL</b>	9,200	767	577	(190)
<b>TOTAL ORDINARY MAINT. &amp; OPERATIONS EXP.</b>	<u>664,710</u>	<u>55,393</u>	<u>31,745</u>	<u>(23,648)</u>
<b>GENERAL EXPENSES:</b>				
<b>BAD DEBTS</b>	95,060	7,922	7,922	0
<b>COMPENSATED ABSENCES</b>	23,910	1,993	1,993	1
<b>FSS ESCROWS-SEC 8</b>	23,180	1,932	2,681	749
<b>INSURANCE</b>	94,160	7,847	7,914	67
<b>INTEREST EXPENSE</b>	15,000	1,250	1,250	0
<b>OTHER GENERAL EXPENSES</b>	1,500	125	125	0

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE ONE MONTH ENDED OCTOBER 31, 2021**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU OCT</b>	<b>ACTUAL THRU OCT</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>PAYMENTS IN LIEU OF TAXES</b>	57,660	4,805	4,782	(23)
<b>PORT-IN HAP EXPENSE</b>	500	42	0	(42)
<b>REPLACEMENT RESERVES</b>	95,000	7,917	7,917	0
<b>RETIREE HEALTH BENEFITS</b>	61,440	5,120	5,038	(82)
<b>TOTAL GENERAL EXPENSES</b>	<u>467,410</u>	<u>38,951</u>	<u>39,622</u>	<u>671</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>3,944,690</u>	<u>328,724</u>	<u>269,765</u>	<u>(58,959)</u>
<b>PROFIT (LOSS) EXCLUDING HAP</b>	<u>52,620</u>	<u>4,385</u>	<u>17,894</u>	<u>13,509</u>
		0		
<b>HAP REVENUES</b>	6,926,190	577,183	637,723	60,541
<b>HAP EXPENSES</b>	6,903,300	575,275	525,840	(49,435)
<b>NET HAP (LOSS)</b>	<u>22,890</u>	<u>1,908</u>	<u>111,883</u>	<u>109,976</u>
<b>GRAND TOTAL PROFIT (LOSS)</b>	<u>75,510</u>	<u>6,293</u>	<u>129,777</u>	<u>123,485</u>

# **Housing Authority of the City of Vineland**

## **Administrative Report**

**DATE:** November 12, 2021

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

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

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

**PERIOD:** October 22, 2021 to November 11, 2021

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### **COVID-19 Pandemic – Operating Status**

The Authority is implementing a process to “return to normal” Operating Status. The Maintenance Staff is now gathering in one central location as was the practice pre-COVID. The Administrative Staff are scheduled for working in the office or off-site on a week-to-week basis. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor’s updates and recommendations from the CDC. Wearing masks in the office, shop, common spaces, and resident apartments will remain in effect.

The “COVID Rooms” at the Authority’s Administrative offices is heavily being used by staff for face-to-face meetings. These rooms are designed with a window between staff and applicants or residents and is equipped with an outdoor entrance.

## **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>11/06/2020</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>



## Tarkiln & Asselta – Renovation Projects

Scope of Work	Work Status	Comments
<p style="text-align: center;"><b>Asselta Acres – New Cameras &amp; Recording System</b></p>	<p style="text-align: center;"><b>Awarded at March 2021 Meeting</b></p>	<p style="text-align: center;"><b>6/2021 – Work substantially completed, new cameras and equipment have been installed;</b>  <b>7/2021 - Working through punch list with Professional Team and Contractor</b>  <b>9/2021 – Troubleshooting equipment with Manufacturer and Contractor, contract to be extended to allow for additional time to complete the project;</b>  <b>10/2021 – Change orders 5 &amp; 6 needed to replace faulty transceivers;</b>  <i>11/2021 Update – Change orders 5 &amp;6 approved in October are in process; Work continues on this project;</i></p>
<p style="text-align: center;"><b>Tarkiln Acres – Roof Replacements</b></p>	<p style="text-align: center;"><b>In Planning Stage</b></p>	<p style="text-align: center;"><b>6/2021 – No Update;</b>  <b>9/2021 – A&amp;E proposals received and under review;</b></p>

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

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

<b>Scope of Work</b>	<b>Work Status</b>	<b>Comments</b>
<b>KT/OT Roof Replacements</b>	<b>Contract Awarded/In Progress/</b>	<p><b>5/2021</b> Change Order for Time Extension – No Cost Change  <b>6/2021</b> Work substantially completed, punch-list and project close-out currently underway;  <b>9/2021</b> Work substantially complete, project close-out currently underway;  <b>10/2021</b> – Project close-out currently underway;  <i>11/2021 Update – Project is complete and closed out;</i></p>
<p><b>KT/OT Exterior Renovations (Façade caulking/sealing &amp; selective repointing);</b></p> <p><b>KT – New elevator lobby windows; stair tower window replacement;</b></p> <p><b>OT – Complete window replacement in units &amp; common areas; painting of A/C sleeves; replace window unit stools throughout;</b></p>	<b>Contract Award Expected April 2021</b>	<p><b>5/2021 – Resolution to Reject Bids; Bids are Over Budget; Re-bidding project under consideration;</b>  <b>6/2021 – No Update;</b>  <b>7/2021 – No Update;</b>  <b>9/2021- No Update;</b>  <b>10/2021 – Contract Award recommendation via resolution for October meeting;</b>  <i>11/2021 Update: Contract was awarded in October to Gary F. Gardener, Inc.; Project meetings have begun;</i></p>

<p><b>KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades common area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to common area restrooms;</b></p>	<p><b>July-August 2021 Award Anticipated</b></p>	<p><b>Pre-bid meeting was held on site May 11, 2021, with potential contractors;</b>  <b>6/2021 - Bids Received on June 10, 2021 – under review; Resolution to Reject Bids; Bids are Over Budget;</b>  <b>7/2021- Re-bidding project; Bids are due July 15, 2021, a recommendation will be made after the bid opening;</b>  <b>7/2021 – Contract Awarded;</b>  <b>8/2021 – Kick-off meeting held with contractor;</b>  <b>9/2021 – Currently in submittals process with Professional Team;</b>  <b>10/2021 – Submittals in process;</b>  <i>11/2021 Update: Construction to begin in November;</i></p>
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**Kidston & Olivio Towers – Renovation Projects (cont.)**

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

<p><b>KT/OT – Elevator Refurbishment;</b></p>	<p><b>In Planning Stage</b></p>	<p><b>6/2021 – Project kickoff meetings scheduled with Architect;</b>  <b>8/2021 – Project scope has been determined, working with Professional Team on design documents;</b></p>
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**D’Orazio Terrace – Redevelopment**

*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 will 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**

- *Three Real Estate Sales Professionals were awarded for the sale of the homes; Walk through of three (3) homes has been completed; The suggested sales prices are over a very wide range; Update appraisals are ordered to provide a reasonable market price*
- *A questionnaire to Scattered Site residents was sent and approximately 80% of the residents have responded to the survey; These responses will indicate which families would like to purchase a home or continue to rent; Once the surveys have been reviewed, meetings with each family will be scheduled;*
- *An RFP has been issued for a credit counseling service to assist residents in purchasing a home or obtaining rental housing; No responses were received for credit counseling services; Credit counseling service agencies will be contacted to negotiate pricing;*
- *Voucher briefing classes are being scheduled for residents that are interested in using a Voucher for relocation to another rental unit;*
- *The appraiser will be engaged to appraise the three (3) homes ready for sale;*
- *As homes are vacated, they will be appraised and listed for sale;*

## **Melrose Court**

The property currently has one vacancy and is financially sound. There is one family that is in the approval process with the NJ Housing and Mortgage Finance Agency. The waiting list is strong with applicants.

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

Commissioner	Training Program Status
<b>Brian Asselta</b>	Completed
<b>Chris Chapman</b>	Completed
<b>Skip Luisi</b>	Completed
<b>Mario Ruiz-Mesa</b>	Completed
<b>Daniel J. Peretti, Jr.</b>	Completed
<b>Vacant – Resident Commissioner</b>	
<b>Vacant</b>	

- The Fall 2021 Schedule for the NJ Local Housing Authority and Redevelopment Training Program classes are available online at: <https://cgs.rutgers.edu/programs/housing> NJ Local Housing Authority and Redevelopment Agency Training Program**

**Please contact Gloria Pomales, Executive Assistant, to register for these classes – [gpomales@vha.org](mailto:gpomales@vha.org) or 856-691-4099 Ext 106**

**Program Statistics Report**

**10/2020 - 10/2021**

Oct2021

Sep2021

Aug2021

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	0	0	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	16	9	12
Total number of units inspected year-to-date - all sites	16	263	254
City Inspections	0	0	0
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	213.45	363	258
Annual Unit Turnaround Time (For Fiscal Year)	263.15	313	278
Monthly - Number of Vacancies Filled (this month)	11	14	9
Monthly - Average unit turnaround time in days for Lease Up	180.82	296	248
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	37.27	24	22
PIC Score	100%	97.32%	99.00%
Occupancy Rate	87.50%	87.33%	87.83%
<b>Public Housing &amp; RAD Waiting List Applicants</b>			
Families - <b>OPEN FOR 3,4,5 &amp; 6 Bedrooms; 2 Bedroom List Remains Closed</b>	310	310	310
Elderly (Seniors - 62+)/Disabled - <b>OPEN FOR 0 &amp; 1 Bedrooms</b>	463	463	463
Average work order turnaround time in days - Tenant Generated	0.12	0.14	0.12
Number of routine work orders written this month	527	459	539
Number of outstanding work orders from previous month	217	232	208
Total number of work orders to be addressed this month	744	691	747
Total number of work orders completed this month	534	484	517
Total number of work orders left outstanding	210	207	230
Number of emergency work orders written this month	2	0	2
Total number of work orders written year-to-date	527	3,867	3,408
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	3	8	8
<b>Section 8</b>			
Level of leased units of previous month was:	908	900	900
Level of leased units this month is:	901	908	900
Number of increased leased-units over last month	-7	8	-4
Total number of units inspected this month	2	3	6
<b>Programs (Voucher):</b>			
ABA Utilization %	84%	82%	84%
Repayment Agreements	26	8	8
Total repayments due YTD	\$83,993	\$23,307	\$23,673
Total repayments received YTD	\$1,524	\$617	\$ 251
PIC Score (Oakview added 10/13)	100.23	101.61	98.00
Section 8 Housing Choice Voucher Waiting List Applicants - <b>Open Mid-July '21</b>	793	793	793
Section 8 Project Based Waiting List Applicants- <b>Oakview - OPEN</b>	202	202	202
Section 8 Project Based Waiting List Applicants- <b>Buena HA - OPEN</b>	63	63	63
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	94%/6%	75%/25%	74%/26%
<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	5	13	20
The number of residents signed on to the program. (FSS Contracts).	29	29	29
The number of FSS Participants with established escrow accounts.	16	14	14
Number of residents in need of employment skills (GED, DL, Job Training.)	4	4	3
The number of meetings, workshops and case management services	5	2	6

**Program Statistics Report**

**10/2020 - 10/2021**

Oct2021

Sep2021

Aug2021

<b>Congregate Services</b>			
	27	27	29
Number of clients on Meal Program	17	18	19
Number of clients on Homemaking Program	19	19	20
Number of clients on Laundry Services (This service is included in	11	10	11
Number of clients on Shopping Services (This service is included in	7	7	7
<b>Registered Nurse</b>			
Number of clients served this month	108	120	109
Blood Pressure Clinics ( clinics) # of residents attending	0	0	0
Health Assessments/re-assessments	4	4	6
Meds Supervision	20	32	31
<b>VHA - ROSS (FAMILY)</b>			
Number of Residents on ROSS (Family)	40	40	40
Number of residents that received case management services	10	13	6
Number of Meetings	1	3	6
Number of residents enrolled in academic/employment workshops (FSS)	4	4	3
<b>VHA - ROSS (MEDICAL)</b>			
Number of residents received health assessments for the month	4	4	2
Number of residents - health activities of daily living assessments	4	4	6
ROSS - residents medical monitoring for the month	20	32	31
ROSS / self-sufficiency - improve living conditions	4	4	6
<b>Community Development Block Grant Program</b>			
<b>Clients Served</b>			
Number of new clients served	0	0	0
Number of ongoing clients	70	70	70
Total clients currently being served this month	10	13	6
<b>Income</b>			
Median Family Income (MFI)	0	0	0
Moderate 80%-51% (MFI)	27%	27%	27%
Low 50%-31% (MFI)	23%	23%	23%
Very Low 30%-0% (MFI)	20%	20%	20%
<b>Client Demographics</b>			
White	9	9	9
Black	6	6	6
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	55	55	55
Non-Hispanic	15	15	15

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

**RESOLUTION #2021-81**

**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 **\$883,196.58**.

**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:** November 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				
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 November 18, 2021 at the Brown Community Center – 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**  
 11/18/21

<u>CHECK NO.</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>
	<b>SECTION 8 HAP PROGRAM</b>		\$ 535,612.00
3158 - 3178	LANDLORD/TENANT CHECKS AND OTHER	\$ 11,296.00	
16611 - 16745	DIRECT DEPOSITS-LANDLORDS HAPS	\$ 524,316.00	
	<b>SECTION 8 ADM FEE ACCOUNT</b>		39,396.55
605 - 610	COMPUTER CHECKS- Ocean First	\$ 39,396.55	
-	COMPUTER CHECKS- BB&T	\$0.00	
	<b>SECTION 8 NHOP</b>		
-	COMPUTER CHECKS	\$0.00	0.00
	<b>NHOP INVESTMENTS</b>		0.00
-	COMPUTER CHECKS- Ocean First	\$0.00	
-	COMPUTER CHECKS- BB&T	\$0.00	
	<b>OCEAN FIRST BANK PH SECURITY DEPOSIT</b>		
198 - 198	COMPUTER CHECKS		236.16
	<b>OCEAN FIRST BANK FSS ESCROW</b>		
-	COMPUTER CHECKS		0.00
	<b>CAPITAL BANK GEN/FUND PH</b>		
2327 - 2334	COMPUTER CHECKS		75,936.21
	<b>COCC CASH ACCOUNT</b>		
10081 - 10146; 525188113	COMPUTER CHECKS		127,994.83
	<b>COCC EXPENDITURES</b>		
	PAYROLL/PAYCHEX INVOICES	10/29/21 -11/12/21	765.96
	PAYROLL TAX LIABILITY	10/29/21 -11/12/21	35,708.81
	HEALTH BENEFITS PAID	Nov-21	51,904.80
	PENSION PAYMENTS	Oct-21	15,641.26
	<b>TOTAL</b>		<b>\$ 883,196.58</b>

## Payment Summary

v061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_ki

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	3158	0caguas - CAGUAS OF MUNICIPALITY	11/1/2021	11-2021	714.00	
sec8hap - Section 8 HAP	3159	0canell - CANDELARIA	11/1/2021	11-2021	447.00	
sec8hap - Section 8 HAP	3160	0millif - LIFESPRING OF MILLVILLE INC	11/1/2021	11-2021	596.00	
sec8hap - Section 8 HAP	3161	ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAND	11/1/2021	11-2021	198.00	
sec8hap - Section 8 HAP	3162	t0000482 - SUAREZ	11/1/2021	11-2021	37.00	
sec8hap - Section 8 HAP	3163	t0000559 - PEREZ	11/1/2021	11-2021	24.00	
sec8hap - Section 8 HAP	3164	t0000613 - ALEJANDRO	11/1/2021	11-2021	79.00	
sec8hap - Section 8 HAP	3165	t0001469 - RAMIREZ	11/1/2021	11-2021	49.00	
sec8hap - Section 8 HAP	3166	t0003326 - DIAZ	11/1/2021	11-2021	45.00	
sec8hap - Section 8 HAP	3167	t0004508 - CRUZ	11/1/2021	11-2021	39.00	
sec8hap - Section 8 HAP	3168	t0005666 - BALDWIN	11/1/2021	11-2021	4.00	
sec8hap - Section 8 HAP	3169	t0005731 - HAROLD	11/1/2021	11-2021	153.00	
sec8hap - Section 8 HAP	3170	t0007113 - RIOS	11/1/2021	11-2021	4.00	
sec8hap - Section 8 HAP	3171	t0008517 - LUGO	11/1/2021	11-2021	4.00	
sec8hap - Section 8 HAP	3172	t0008553 - CARLO	11/1/2021	11-2021	105.00	
sec8hap - Section 8 HAP	3173	t0010164 - RIVERA MARTINEZ	11/1/2021	11-2021	32.00	
sec8hap - Section 8 HAP	3174	t0010166 - ORTIZ	11/1/2021	11-2021	195.00	
sec8hap - Section 8 HAP	3175	vf1033 - SEMINOLE COUNTY	11/1/2021	11-2021	1,165.00	
sec8hap - Section 8 HAP	3176	vf1093 - ORANGE COUNTY HOUSING & C D	11/1/2021	11-2021	1,006.00	
sec8hap - Section 8 HAP	3177	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	11/1/2021	11-2021	2,308.00	
sec8hap - Section 8 HAP	3178	0housin - VINELAND HOUSING AUTHORITY	11/12/2021	11-2021	4,092.00	
sec8hap - Section 8 HAP	16611	02llbtw - BTW 2 LLC	11/4/2021	11-2021	718.00	
sec8hap - Section 8 HAP	16612	0537grap - 529-537 GRAPE STREET,LLC	11/4/2021	11-2021	405.00	
sec8hap - Section 8 HAP	16613	0abrawi - ABRAHAN & AWILDA HEREDIA	11/4/2021	11-2021	1,036.00	
sec8hap - Section 8 HAP	16614	0acojor - ACOSTA	11/4/2021	11-2021	1,955.00	
sec8hap - Section 8 HAP	16615	0ahcpv - AFFORDABLE HOUSING CORPORATION	11/4/2021	11-2021	9,658.00	
sec8hap - Section 8 HAP	16616	0ahctaaa - AFFORDABLE HOUSING CORPORATION	11/4/2021	11-2021	69,725.00	
sec8hap - Section 8 HAP	16617	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAND	11/4/2021	11-2021	59,876.00	
sec8hap - Section 8 HAP	16618	0albreb - REBECCA C THOMPSON-ALBERT	11/4/2021	11-2021	319.00	
sec8hap - Section 8 HAP	16619	0andcar - ANDUJAR	11/4/2021	11-2021	765.00	
sec8hap - Section 8 HAP	16620	0andron - RONALD ANDRO	11/4/2021	11-2021	351.00	
sec8hap - Section 8 HAP	16621	0aparab - AB APARTMENTS LLC	11/4/2021	11-2021	585.00	
sec8hap - Section 8 HAP	16622	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	11/4/2021	11-2021	6,822.00	
sec8hap - Section 8 HAP	16623	0barric - RICHARD BARSUGLIA	11/4/2021	11-2021	870.00	
sec8hap - Section 8 HAP	16624	0behhar - HARRY & BARBARA BEHRENS	11/4/2021	11-2021	792.00	
sec8hap - Section 8 HAP	16625	0beredw - EDWIN C & SAVALYN BERGAMO	11/4/2021	11-2021	998.00	
sec8hap - Section 8 HAP	16626	0berksh - ROSEMAR PROPERTIES IV LLC / CAMELOT AF	11/4/2021	11-2021	4,092.00	
sec8hap - Section 8 HAP	16627	0berobe - OBED BERMUDEZ	11/4/2021	11-2021	997.00	
sec8hap - Section 8 HAP	16628	0blorob - BLOUGH	11/4/2021	11-2021	960.00	
sec8hap - Section 8 HAP	16629	0bretow - BRENTWOOD TOWERS HOLDINGS, LLC	11/4/2021	11-2021	1,825.00	
sec8hap - Section 8 HAP	16630	0brewst - BREWSTER GARDEN APARTMENTS LLC	11/4/2021	11-2021	1,184.00	
sec8hap - Section 8 HAP	16631	0buebor - BOROUGH OF BUENA HOUSING AUTHORITY	11/4/2021	11-2021	17,211.00	
sec8hap - Section 8 HAP	16632	0carjos - CARVALHO	11/4/2021	11-2021	465.00	
sec8hap - Section 8 HAP	16633	0carmar - SIMOES	11/4/2021	11-2021	1,719.00	

## Payment Summary

v061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_ki

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	16634	Ocasros - CASTILLO	11/4/2021	11-2021	598.00
sec8hap - Section 8 HAP	16635	Ocdgard - CD GARDENS INC.	11/4/2021	11-2021	1,722.00
sec8hap - Section 8 HAP	16636	Ochainv - CHAAD INVESTMENTS LLC	11/4/2021	11-2021	618.00
sec8hap - Section 8 HAP	16637	Ochajos - JOSEPH T CHAMBERS	11/4/2021	11-2021	950.00
sec8hap - Section 8 HAP	16638	Ocheshol - CHESTNUT SQUARE HOLDINGS LLC	11/4/2021	11-2021	3,067.00
sec8hap - Section 8 HAP	16639	Ocolmac - MACY A COLLINS	11/4/2021	11-2021	896.00
sec8hap - Section 8 HAP	16640	Ocorjua - CORTES	11/4/2021	11-2021	452.00
sec8hap - Section 8 HAP	16641	Ocridan - DANA CRISS	11/4/2021	11-2021	219.00
sec8hap - Section 8 HAP	16642	Odelsia - SIAN DELUCA	11/4/2021	11-2021	395.00
sec8hap - Section 8 HAP	16643	Odocmar - MARTINS DOCK LTD LIABILITY CO	11/4/2021	11-2021	1,209.00
sec8hap - Section 8 HAP	16644	Odondel - DELROY T DONALDSON	11/4/2021	11-2021	723.00
sec8hap - Section 8 HAP	16645	Odouale - DOUKHNAI	11/4/2021	11-2021	391.00
sec8hap - Section 8 HAP	16646	Oeas307 - 307 N EAST AVE LLC	11/4/2021	11-2021	1,191.00
sec8hap - Section 8 HAP	16647	Oeas710 - 710 EAST ALMOND STREET ASSOCIATES LLC	11/4/2021	11-2021	699.00
sec8hap - Section 8 HAP	16648	Oedwdip - EDWARD DIPALMA	11/4/2021	11-2021	800.00
sec8hap - Section 8 HAP	16649	Oeinmar - MARTIN JAY EINSTEIN	11/4/2021	11-2021	613.00
sec8hap - Section 8 HAP	16650	Oestros - ESTATE OF LUIS A ROSADO-TORRES	11/4/2021	11-2021	528.00
sec8hap - Section 8 HAP	16651	Ofeleus - FELICIANO	11/4/2021	11-2021	714.00
sec8hap - Section 8 HAP	16652	Oflodor - FLOWERS	11/4/2021	11-2021	922.00
sec8hap - Section 8 HAP	16653	Ogarabn - ABNER GARCIA	11/4/2021	11-2021	249.00
sec8hap - Section 8 HAP	16654	Ogaritz - ITZAMAR GARCIA	11/4/2021	11-2021	932.00
sec8hap - Section 8 HAP	16655	Ogarsal - GARCIA	11/4/2021	11-2021	2,290.00
sec8hap - Section 8 HAP	16656	Ogarvin - VINELAND GARDENS LLC	11/4/2021	11-2021	76.00
sec8hap - Section 8 HAP	16657	Ogibjam - GRIBBLE JR	11/4/2021	11-2021	869.00
sec8hap - Section 8 HAP	16658	Ogralam - LAMEER GRAVES	11/4/2021	11-2021	951.00
sec8hap - Section 8 HAP	16659	Oguzjos - V & V TRUCKING	11/4/2021	11-2021	926.00
sec8hap - Section 8 HAP	16660	Ohcrealt - H & C REALTY LLC	11/4/2021	11-2021	1,202.00
sec8hap - Section 8 HAP	16661	Ohemtom - BTW 4 LLC	11/4/2021	11-2021	1,058.00
sec8hap - Section 8 HAP	16662	Ohereri - 123 SOUTH 4TH STREET LLC	11/4/2021	11-2021	1,298.00
sec8hap - Section 8 HAP	16663	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TORRE	11/4/2021	11-2021	2,349.00
sec8hap - Section 8 HAP	16664	Ohfprop - HF PROPERTY MANAGEMENT	11/4/2021	11-2021	2,872.00
sec8hap - Section 8 HAP	16665	Oholasm - ASM HOLDINGS LLC	11/4/2021	11-2021	497.00
sec8hap - Section 8 HAP	16666	Oholbull - BULLSEYE HOLDINGS LLC	11/4/2021	11-2021	998.00
sec8hap - Section 8 HAP	16667	Ohomhec - HECS HOMES LLC	11/4/2021	11-2021	457.00
sec8hap - Section 8 HAP	16668	Ohomoa - O&A HOME	11/4/2021	11-2021	892.00
sec8hap - Section 8 HAP	16669	Ohomtar - TARKILN HOMES LLC	11/4/2021	11-2021	6,060.00
sec8hap - Section 8 HAP	16670	Ohouriv - RIVERGROVE HOUSING PARTNERS LLC	11/4/2021	11-2021	776.00
sec8hap - Section 8 HAP	16671	Ointers - VINELAND ASSOCIATES LLC	11/4/2021	11-2021	578.00
sec8hap - Section 8 HAP	16672	Oinvegh - E. G. H. R. E. INVESTMENTS LLC	11/4/2021	11-2021	2,227.00
sec8hap - Section 8 HAP	16673	Ojhorn - JOHN HORNER	11/4/2021	11-2021	121.00
sec8hap - Section 8 HAP	16674	Ojosber - BERNADETTE P JOSEPH	11/4/2021	11-2021	723.00
sec8hap - Section 8 HAP	16675	Okapala - PANDA REALTY GROUP LLC	11/4/2021	11-2021	1,275.00
sec8hap - Section 8 HAP	16676	Okatjay - JAY-KAT INVESTMENTS, LLC	11/4/2021	11-2021	596.00
sec8hap - Section 8 HAP	16677	Okcrent - K C RENTAL INC.	11/4/2021	11-2021	1,036.00

## Payment Summary

v061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_ki

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sec8hap - Section 8 HAP	16678	Okotmir - KOTZIN	11/4/2021	11-2021	872.00	
sec8hap - Section 8 HAP	16679	Olandic - LANDICINI 566 LLC	11/4/2021	11-2021	1,029.00	
sec8hap - Section 8 HAP	16680	Olebzai - LEBRON	11/4/2021	11-2021	3,108.00	
sec8hap - Section 8 HAP	16681	Olegmay - MAYERFELD LEGACY TRUST	11/4/2021	11-2021	1,521.00	
sec8hap - Section 8 HAP	16682	Olhrent - L & H RENTALS	11/4/2021	11-2021	689.00	
sec8hap - Section 8 HAP	16683	Olliciig - IIG-1 LLC	11/4/2021	11-2021	907.00	
sec8hap - Section 8 HAP	16684	Olondav - DAVID LONGINI	11/4/2021	11-2021	543.00	
sec8hap - Section 8 HAP	16685	Olopyad - YADIRA LOPEZ	11/4/2021	11-2021	639.00	
sec8hap - Section 8 HAP	16686	Omanlaw - LAWRENCE W MANN	11/4/2021	11-2021	306.00	
sec8hap - Section 8 HAP	16687	Omanmil - MILLVILLE MANOR LLC	11/4/2021	11-2021	1,086.00	
sec8hap - Section 8 HAP	16688	Omarjoe - JOEL MARTIN	11/4/2021	11-2021	752.00	
sec8hap - Section 8 HAP	16689	Omelrose - MELROSE COURT LP	11/4/2021	11-2021	18,581.00	
sec8hap - Section 8 HAP	16690	Omenbre - MENDEZ	11/4/2021	11-2021	330.00	
sec8hap - Section 8 HAP	16691	Omillvil - MILLVILLE REALTY CORPORATION	11/4/2021	11-2021	2,069.00	
sec8hap - Section 8 HAP	16692	Omiryar - MIRANDA	11/4/2021	11-2021	1,334.00	
sec8hap - Section 8 HAP	16693	Ooakview - OAKVIEW APARTMENTS LLC	11/4/2021	11-2021	133,643.00	
sec8hap - Section 8 HAP	16694	Oochabvsp - OCEAN CITY HSING AUTH- BVM/SPEITEL	11/4/2021	11-2021	28,536.00	
sec8hap - Section 8 HAP	16695	Oolilui - LUIS A OLIVERAS	11/4/2021	11-2021	684.00	
sec8hap - Section 8 HAP	16696	Opaeast - EAST PARK APARTMENTS	11/4/2021	11-2021	4,979.00	
sec8hap - Section 8 HAP	16697	Opagang - ANGEL L PAGAN	11/4/2021	11-2021	996.00	
sec8hap - Section 8 HAP	16698	Oparkto - PARK TOWNE APTS LLC	11/4/2021	11-2021	12,081.00	
sec8hap - Section 8 HAP	16699	Opoisil - SILVER POINT MANAGEMENT LLC	11/4/2021	11-2021	300.00	
sec8hap - Section 8 HAP	16700	Oproexc - EXCEL PROPERTY MANAGEMENT LLC	11/4/2021	11-2021	841.00	
sec8hap - Section 8 HAP	16701	Oprofai - FAIOLA PROPERTY MANAGEMENT AND MAINT	11/4/2021	11-2021	900.00	
sec8hap - Section 8 HAP	16702	Oprotim - TIMARIA PROPERTIES LLC	11/4/2021	11-2021	1,497.00	
sec8hap - Section 8 HAP	16703	Oquince - QUINCE REALTY LLC	11/4/2021	11-2021	514.00	
sec8hap - Section 8 HAP	16704	Orafbar - RAFES	11/4/2021	11-2021	527.00	
sec8hap - Section 8 HAP	16705	Oramchr - RAMOS	11/4/2021	11-2021	850.00	
sec8hap - Section 8 HAP	16706	Oramnic - NICHOLAS P RAMBONE	11/4/2021	11-2021	1,058.00	
sec8hap - Section 8 HAP	16707	Orealisa - S & A REALTY ENTERPRISES LLC	11/4/2021	11-2021	1,561.00	
sec8hap - Section 8 HAP	16708	Orearoc - ROCCO REAL ESTATE LLC	11/4/2021	11-2021	1,780.00	
sec8hap - Section 8 HAP	16709	Oreasar - SARA REAVES	11/4/2021	11-2021	625.00	
sec8hap - Section 8 HAP	16710	Oreasun - SUNFLOWER REALTY LLC	11/4/2021	11-2021	476.00	
sec8hap - Section 8 HAP	16711	Oregche - REGENCY CHESTNUT COURT	11/4/2021	11-2021	8,764.00	
sec8hap - Section 8 HAP	16712	Oregeas - REGENCY EAST LLC	11/4/2021	11-2021	2,045.00	
sec8hap - Section 8 HAP	16713	Orenaco - ACOSTA RENTAL LLC	11/4/2021	11-2021	616.00	
sec8hap - Section 8 HAP	16714	Orenokg - K G RENOVATIONS LLC	11/4/2021	11-2021	1,024.00	
sec8hap - Section 8 HAP	16715	Orivdie - DIEGO A RIVERA	11/4/2021	11-2021	461.00	
sec8hap - Section 8 HAP	16716	Orivvic - VICTORIANO RIVERA JR	11/4/2021	11-2021	681.00	
sec8hap - Section 8 HAP	16717	Oroceli - ELIZABETH ROCHE	11/4/2021	11-2021	649.00	
sec8hap - Section 8 HAP	16718	Orodhen - HENRY RODRIGUEZ	11/4/2021	11-2021	923.00	
sec8hap - Section 8 HAP	16719	Orogsal - SALVATORE W ROGGIO	11/4/2021	11-2021	733.00	
sec8hap - Section 8 HAP	16720	Oromvic - VICTOR M ROMAN	11/4/2021	11-2021	799.00	
sec8hap - Section 8 HAP	16721	Orpjpro - RPJ PROPERTIES LLC	11/4/2021	11-2021	9,311.00	

### Payment Summary

v061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_ki

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sec8hap - Section 8 HAP	16722	Oruppab - RUPERTO	11/4/2021	11-2021	899.00	
sec8hap - Section 8 HAP	16723	Orusnic - RUSSO JR	11/4/2021	11-2021	591.00	
sec8hap - Section 8 HAP	16724	Osaldasda - DAMIAN & ELAINE SALAS	11/4/2021	11-2021	795.00	
sec8hap - Section 8 HAP	16725	Osimseb - SIMONE	11/4/2021	11-2021	568.00	
sec8hap - Section 8 HAP	16726	Oskgcom - SKG & CO	11/4/2021	11-2021	1,585.00	
sec8hap - Section 8 HAP	16727	Oslinco - 1890 S LINCOLN ASSOCIATES LLC	11/4/2021	11-2021	1,917.00	
sec8hap - Section 8 HAP	16728	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	11/4/2021	11-2021	738.00	
sec8hap - Section 8 HAP	16729	Ospring - SPRING GARDENS ASSOCIATES LLC	11/4/2021	11-2021	7,629.00	
sec8hap - Section 8 HAP	16730	Osqulan - LANDIS SQUARE SR APTS	11/4/2021	11-2021	2,305.00	
sec8hap - Section 8 HAP	16731	Oswaway - WAYNE SWANSON	11/4/2021	11-2021	915.00	
sec8hap - Section 8 HAP	16732	Otayver - TAYLOR	11/4/2021	11-2021	625.00	
sec8hap - Section 8 HAP	16733	Othapau - ALBERTA A QUAIROLI ESTATE	11/4/2021	11-2021	1,054.00	
sec8hap - Section 8 HAP	16734	Otimesus - SUSAN V TIMMRECK	11/4/2021	11-2021	755.00	
sec8hap - Section 8 HAP	16735	Ovasdap - DAPHNE VASSALOTTI	11/4/2021	11-2021	791.00	
sec8hap - Section 8 HAP	16736	Ovelmal - MALADA CRESPO VELEZ	11/4/2021	11-2021	755.00	
sec8hap - Section 8 HAP	16737	Ovinlan - VINELAND VILLAGE APTS	11/4/2021	11-2021	5,097.00	
sec8hap - Section 8 HAP	16738	Ovitdor - VITALO	11/4/2021	11-2021	952.00	
sec8hap - Section 8 HAP	16739	Owaca - WACA INVESTMENTS LLC	11/4/2021	11-2021	1,277.00	
sec8hap - Section 8 HAP	16740	Owalnut - WALNUT REALTY ASSOCIATES LLC	11/4/2021	11-2021	7,699.00	
sec8hap - Section 8 HAP	16741	Owassey - SEYMOUR WASSERSTRUM	11/4/2021	11-2021	554.00	
sec8hap - Section 8 HAP	16742	Owatrob - ROBERT H WATSON	11/4/2021	11-2021	1,400.00	
sec8hap - Section 8 HAP	16743	Owhejon - WHEELER	11/4/2021	11-2021	508.00	
sec8hap - Section 8 HAP	16744	Owrialf - ALFRED WRIGHT	11/4/2021	11-2021	1,723.00	
sec8hap - Section 8 HAP	16745	Oyangli - LI YING YANG	11/4/2021	11-2021	221.00	

**535,612.00**

### Payment Summary

061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_kid

Bank	Check#	Vendor	Check Date	Post Month	Total Date Amount	Reconciled
sec8admn - Section 8 Admii	605	Ocaguas - CAGUAS OF MUNICIPALITY	11/1/2021	11-2021	56.65	
sec8admn - Section 8 Admii	606	Oosccos8 - OSCEOLA COUNTY HOUSING	11/1/2021	11-2021	56.65	
sec8admn - Section 8 Admii	607	vf1033 - SEMINOLE COUNTY	11/1/2021	11-2021	56.65	
sec8admn - Section 8 Admii	608	vf1093 - ORANGE COUNTY HOUSING & C D	11/1/2021	11-2021	56.65	
sec8admn - Section 8 Admii	609	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	11/1/2021	11-2021	169.95	
sec8admn - Section 8 Admii	610	vha - HOUSING AUTHORITY CITY OF VINELAND	11/5/2021	11-2021	39,000.00	

**39,396.55**

### Payment Summary

061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_kic

Bank	Check#	Vendor	Check Date	Post Month	Total Date Amount	Reconciled
capsecdp - PH Sec Dep Acci	198	vha - HOUSING AUTHORITY CITY OF VINELAND	10/29/2021	10-2021	236.16	

**236.16**

## Payment Summary

v061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_ki

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
capgenfd - Public Housing C	2327	vmu - Vineland Municipal Utilities	10/29/2021	10-2021	200.80
capgenfd - Public Housing C	2328	t0011380 - MENDEZ	11/1/2021	11-2021	91.00
capgenfd - Public Housing C	2329	vha - HOUSING AUTHORITY CITY OF VINELAND	11/5/2021	11-2021	73,848.00
capgenfd - Public Housing C	2330	sjgas - South Jersey Gas Company	11/5/2021	11-2021	16.29
capgenfd - Public Housing C	2331	vmu - Vineland Municipal Utilities	11/5/2021	11-2021	709.98
capgenfd - Public Housing C	2332	t0001697 - GIACOBBE	11/12/2021	11-2021	13.16
capgenfd - Public Housing C	2333	vmu - Vineland Municipal Utilities	11/12/2021	11-2021	799.98
capgenfd - Public Housing C	2334	vha - HOUSING AUTHORITY CITY OF VINELAND	11/12/2021	11-2021	257.00

**75,936.21**

## Payment Summary

icv061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
cocc - Central Office Cost	10081	aflac - AFLAC	10/29/2021	10-2021	526.35
cocc - Central Office Cost	10082	axaequ - Equitable	10/29/2021	10-2021	2,645.00
cocc - Central Office Cost	10083	browco - Robert M Browne Court Officer	10/29/2021	10-2021	122.29
cocc - Central Office Cost	10084	cwa - Communications Workers of America	10/29/2021	10-2021	352.16
cocc - Central Office Cost	10085	njfam - NJ FAMILY SUPPORT PAYMENT CENTER	10/29/2021	10-2021	336.00
cocc - Central Office Cost	10086	axaequ - Equitable	11/5/2021	11-2021	19,922.50
cocc - Central Office Cost	10087	acehar - Vineland Ace Hardware East	11/5/2021	11-2021	20.69
cocc - Central Office Cost	10088	amacap - Amazon Capital Services Inc	11/5/2021	11-2021	26.49
cocc - Central Office Cost	10089	babbitt - Babbitt Manufacturing Co, Inc.	11/5/2021	11-2021	390.00
cocc - Central Office Cost	10090	barret - Barretta Plumbing Heating Cooling	11/5/2021	11-2021	844.52
cocc - Central Office Cost	10091	ccia - Cumberland Co Improvement Auth	11/5/2021	11-2021	64.79
cocc - Central Office Cost	10092	deljos - Joseph R Delgado Inc	11/5/2021	11-2021	140.50
cocc - Central Office Cost	10093	lowes - Lowes Business Account	11/5/2021	11-2021	472.70
cocc - Central Office Cost	10094	pdq - PDQ Supply Inc	11/5/2021	11-2021	1,156.30
cocc - Central Office Cost	10095	purewa - Pure Water Solutions Inc	11/5/2021	11-2021	118.50
cocc - Central Office Cost	10096	tricit - Tri City Products	11/5/2021	11-2021	158.00
cocc - Central Office Cost	10097	wheat - Wheat Road Cold Cuts	11/5/2021	11-2021	3,153.50
cocc - Central Office Cost	10098	axaequ - Equitable	11/12/2021	11-2021	2,645.00
cocc - Central Office Cost	10099	browco - Robert M Browne Court Officer	11/12/2021	11-2021	122.29
cocc - Central Office Cost	10100	njfam - NJ FAMILY SUPPORT PAYMENT CENTER	11/12/2021	11-2021	336.00
cocc - Central Office Cost	10101	acehar - Vineland Ace Hardware East	11/18/2021	11-2021	96.25
cocc - Central Office Cost	10102	aceplu - Ace Plumbing and Electrical Supplies Inc	11/18/2021	11-2021	174.25
cocc - Central Office Cost	10103	adcass - Advanced Cabinetry & Storage Systems LLC	11/18/2021	11-2021	602.00
cocc - Central Office Cost	10104	advenv - Advanced Enviro Systems	11/18/2021	11-2021	492.52
cocc - Central Office Cost	10105	ahcvktot - AFFORDABLE HOUSING CORPORATION	11/18/2021	11-2021	11,420.00
cocc - Central Office Cost	10106	ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND	11/18/2021	11-2021	1,875.00
cocc - Central Office Cost	10107	ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAND	11/18/2021	11-2021	9,724.00
cocc - Central Office Cost	10108	amacap - Amazon Capital Services Inc	11/18/2021	11-2021	743.78
cocc - Central Office Cost	10109	avena - Linda M Avena CPA	11/18/2021	11-2021	7,083.33
cocc - Central Office Cost	10110	babbitt - Babbitt Manufacturing Co, Inc.	11/18/2021	11-2021	101.00
cocc - Central Office Cost	10111	barret - Barretta Plumbing Heating Cooling	11/18/2021	11-2021	696.00
cocc - Central Office Cost	10112	blaine - Blaine Window Hardware Inc	11/18/2021	11-2021	377.89
cocc - Central Office Cost	10113	blocklsi - BLOCK LINE SYSTEMS, LLC	11/18/2021	11-2021	1,620.80
cocc - Central Office Cost	10114	brihou - Bridgeton Housing Authority	11/18/2021	11-2021	1,820.00
cocc - Central Office Cost	10115	callexp - Call Experts New Jersey	11/18/2021	11-2021	383.46
cocc - Central Office Cost	10116	canbus - Canon Solutions America Inc	11/18/2021	11-2021	131.00
cocc - Central Office Cost	10117	carahsoft - Carahsoft Technology Corporation	11/18/2021	11-2021	1,331.39

## Payment Summary

v061,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rad\_asse,rad\_ki

Bank	Check#	Vendor	Check Date	Post Month	Total Date Amount Reconciled
cocc - Central Office Cost	10118	ccia - Cumberland Co Improvement Auth	11/18/2021	11-2021	3,143.23
cocc - Central Office Cost	10119	cintas - Cintas Corporation #100	11/18/2021	11-2021	480.59
cocc - Central Office Cost	10120	cnasur - CNA SURETY	11/18/2021	11-2021	359.00
cocc - Central Office Cost	10121	coloni - Colonial Electrical Supply	11/18/2021	11-2021	278.16
cocc - Central Office Cost	10122	gabage - Eisenstat Gabage and Furman PC	11/18/2021	11-2021	1,526.67
cocc - Central Office Cost	10123	hdsupp - HD Supply Facilities Maintenance LTD	11/18/2021	11-2021	4,325.82
cocc - Central Office Cost	10124	hill - Ronald Hill	11/18/2021	11-2021	1,285.00
cocc - Central Office Cost	10125	himinha - H I MINHAS LLC	11/18/2021	11-2021	413.75
cocc - Central Office Cost	10126	hompro - The Home Depot Pro - SupplyWorks	11/18/2021	11-2021	2,483.36
cocc - Central Office Cost	10127	inspira - Inspira Health Network Urgent Care, PC	11/18/2021	11-2021	60.00
cocc - Central Office Cost	10128	jccupa - JC'S Custom Painting	11/18/2021	11-2021	3,106.00
cocc - Central Office Cost	10129	mason - W B Mason Co Inc	11/18/2021	11-2021	486.27
cocc - Central Office Cost	10130	miles - Miles Technologies	11/18/2021	11-2021	10,664.50
cocc - Central Office Cost	10131	nanmck - Nan McKay and Associates Inc	11/18/2021	11-2021	478.00
cocc - Central Office Cost	10132	natten - National Tenant Network	11/18/2021	11-2021	2,892.00
cocc - Central Office Cost	10133	omega - Omega Pest Management LLC	11/18/2021	11-2021	1,287.25
cocc - Central Office Cost	10134	peters - Peterson Service Co Inc	11/18/2021	11-2021	643.48
cocc - Central Office Cost	10135	presso - The Press of Atlantic City	11/18/2021	11-2021	38.00
cocc - Central Office Cost	10136	quapri - Quality Printing	11/18/2021	11-2021	158.00
cocc - Central Office Cost	10137	sherwi - Sherwin Williams Company	11/18/2021	11-2021	50.39
cocc - Central Office Cost	10138	sjglas - South Jersey Glass & Door Company	11/18/2021	11-2021	10.00
cocc - Central Office Cost	10139	standard - Standard Elevator Corporation	11/18/2021	11-2021	2,348.00
cocc - Central Office Cost	10140	tennan - Tennant Sales	11/18/2021	11-2021	673.81
cocc - Central Office Cost	10141	totsec - Total Security Alarms, LLC.	11/18/2021	11-2021	2,457.50
cocc - Central Office Cost	10142	verivi - Verizon Wireless	11/18/2021	11-2021	1,287.86
cocc - Central Office Cost	10143	vha - HOUSING AUTHORITY CITY OF VINELAND	11/18/2021	11-2021	7,917.00
cocc - Central Office Cost	10144	wallac - Wallace Supply Co	11/18/2021	11-2021	580.68
cocc - Central Office Cost	10145	wex - WEX Bank	11/18/2021	11-2021	2,412.96
cocc - Central Office Cost	10146	wheat - Wheat Road Cold Cuts	11/18/2021	11-2021	3,129.70
cocc - Central Office Cost	525188113	lowes - Lowes Business Account	11/2/2021	11-2021	791.60
					<b>127,994.83</b>

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

**RESOLUTION #2021-82**

**Resolution Awarding Information Technology Services Contract**

**WHEREAS**, the Housing Authority of the City of Vineland recognizes the need for Information Technology services; and

**WHEREAS**, the Housing Authority of the City of Vineland has solicited Requests for Proposals for Information Technology services; and

**WHEREAS**, the Contract Committee was notified that one proposal was submitted; and

**WHEREAS**, the Contract Committee has reviewed the one proposal submitted; and,

**WHEREAS**, the Contract Committee agreed to recommend to its Board of Commissioners a contract to **Miles Technologies Inc.**, 100 Mount Holly Bypass; Lumberton, NJ 08048, to provide the Housing Authority of the City of Vineland with its Information Technology services commencing December 1, 2021 through November 30, 2022 for a cost of:

\$3,695 for 12 months for a total of \$44,340

**WHEREAS**, the Housing Authority of the City of Vineland has funding available for this project (see attached certification); and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Information Technology services contract to **Miles Technology Inc.**

**ADOPTED:** November 18, 2021

**MOVED/SECONDED:**

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
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 November 18, 2021 at the Brown Community Center – 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

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



## CERTIFICATION

Funding is available for:

**INFORMATION TECHNOLOGIES SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4182-01-000.

\_\_\_\_\_  
Wendy Hughes  
Certifying Financial Officer

\_\_\_\_\_  
Date



**THE HOUSING AUTHORITY OF THE CITY OF VINELAND**

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - **DO NOT ALTER FORM**

INFORMATION TECHNOLOGY SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE	ESTIMATED QTY	TOTAL PRICE
MANAGED	Provide price per month for Managed Information Technology Services	3695	12 (MONTHS)	44,340
HOURLY	Provide price per hour for support not covered under the monthly for Managed Information Technology Services fee		50 (HOURS)	
AUDIT	Provide price to conduct Network Audit as defined in the scope of work			

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows	\$ 44,340
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TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Miles Technologies, Inc. BY: Robert Lyons

Firm Name

100 Mount Holly Bypass, Lumberton, NJ 08048

Street, Town, State, Zip Code

856-439-0999 Telephone 856-712-1423 Fax

Sworn to and subscribed before me Robert Lyons

Signature of proposer if the proposer is an individual day of 29th October 21, 20

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Controller Title

Notary Public (SEAL)

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

**Resolution #2021-83**

**Resolution Adopting Revisions to the  
Section 8 Administrative Plan**

**WHEREAS**, the Housing Authority of the City of Vineland is required by the U.S. Department of Housing and Urban Development to maintain an Administrative Plan for its Section 8 Housing Choice Voucher Program (Plan), and

**WHEREAS**, said Plan outlines the objectives and program functions for the Section 8 Housing Choice Voucher Program; and

**WHEREAS**, the revision to the Plan is updating said plans and policies according to the U.S. Department of Housing and Urban Development Notices PIH 2020-13 & PIH 2020-33 permitting certain Program Waivers as a result of the COVID-19 Pandemic; and

**WHEREAS**, the revision to the Section 8 Housing Choice Voucher Administrative Plan is to implement Housing Quality Standards (HQS) Biennial Inspections as permitted according to Notices PIH 2020-13 & PIH 2020-33; and

**WHEREAS**, all required HQS Biennial Inspections are permitted to be completed by December 31, 2022 per the Program Waivers according to Notices PIH 2020-13 & PIH 2020-33.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Vineland adopt the revised Administrative Plan for the Section Housing Choice Voucher 8 Program.

**ADOPTED:** November 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				
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 November 18, 2021 at the Brown Community Center – 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

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

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

**RESOLUTION #2021-84**

**Resolution Authorizing the Housing Authority of the City of Vineland to Enter into a Shared Services agreement with the Housing Authority of the City of Cape May for Maintenance Services**

**WHEREAS**, the Housing Authority of the City of Vineland (VHA) wishes to enter into a Shared Services Agreement with the Housing Authority of the Cape May, New Jersey (“CMHA”); and

**WHEREAS**, the VHA wishes to enter into a Shared Services Agreement with the CMHA according to the terms of the attached Shared Services Agreement between the Authorities; and

**WHEREAS**, this Shared Services Agreement effective November 15, 2021, is to provide general maintenance/landscaping services by the CMHA to the VHA on an as needed/when needed basis;

**WHEREAS**, the agreement shall become effective immediately and will remain in effect through September 30, 2023, unless terminated by either party with 30 days’ notice to the other party; and

**WHEREAS**, such agreements are acceptable to the State of New Jersey and are governed by New Jersey state law and regulations (N.J.A.C. 5:44-3.1(a) and N.J.S.A. 40A:12A-18) and are permitted by Federal regulations governing Public Housing Authorities; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Vineland at the open public meeting held on November 18, 2021 that the Housing Authority of the City of Vineland authorizes the execution of an Agreement for Shared Administrative Services with the Housing Authority of the City of Cape May under the terms stated above.

**ADOPTED:** November 18, 2021

**MOVED/SECONDED:**

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
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 November 18, 2021 at the Brown Community Center – 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

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

**AGREEMENT FOR MAINTENANCE SERVICES  
BY AND BETWEEN  
THE HOUSING AUTHORITY OF THE CITY OF CAPE MAY  
AND  
THE HOUSING AUTHORITY OF THE CITY OF VINELAND**

**THIS AGREEMENT is made on this 15th day of November, 2021 by and between the Housing Authority of the City of CAPE MAY (hereinafter "VHA") and The Housing Authority of the City of VINELAND (hereinafter "CHA").**

**PREAMBLE:**

**WHEREAS**, CMHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering a Public Housing Program; and

**WHEREAS**, VHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering public housing and Section 8 Programs; and

**WHEREAS**, VHA wishes to retain maintenance services from the CMHA, and

**WHEREAS**, VHA wishes to enter into a maintenance services contract with CMHA;

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, it is in the best interests of both authorities to share services; and

**WHEREAS**, said sharing of services need not be advertised or bid as same is not subject to either federal or state procurement standards as same is an intergovernmental contract.

**NOW, THEREFORE, the parties agree as follows:**

**1. AGREEMENT TO PROVIDE MAINTENANCE SERVICES:** CMHA hereby agrees that it shall provide maintenance services and additional services on an as-needed and as-requested basis, except in the case of financial or safety urgency for VHA in accordance with the terms and conditions of this Agreement. VHA agrees to reimburse CMHA for said services in accordance with the terms and conditions of this Agreement.

**2. COMPENSATION:** CMHA Shall be reimbursed for the services provided hereunder as follows:

a) Payment shall be made for services rendered. CMHA shall submit bills monthly to VHA. Maintenance services and other services, as stipulated in Attachment A, shall be billed on a monthly basis. Fees for other services as stipulated in Attachment A will be billed on a monthly basis with the following information: the name and title of each CMHA employee who performed services for VHA during the preceding month, the dates and hours (where applicable) during which said services were performed and the hourly rate pursuant to Attachment A. All bills shall be certified as true and correct by CMHA.

b) Notwithstanding any other provisions herein, total payments under this contract shall not exceed the budgeted amount without further authorization from the VHA. In the event that the contract maximum of budgeted amount is reached and the VHA does not authorize further expenditures, the CMHA shall have no further obligation to perform services under this agreement.

**3. SCOPE OF SERVICES:** CMHA shall perform the following services:

a) Provide as-needed Maintenance services to VHA properties. These services may include vacancy turnover services and/or landscaping/work order completion services.

**4. RIGHT TO HIRE OTHERS:**

a) CMHA shall have the right to designate its staff to assist in fulfilling CMHA's responsibilities under this Agreement. Compensation for such employees shall be pursuant to the rates indicated on Attachment A.

**5. INDEPENDENT CONTRACTOR:** CMHA employees designated to perform services under this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of VHA for any purpose whatsoever.

**6. CONTRACT PERIOD AND OPTION TO EXTEND:** The contract shall be effective upon the execution of this Agreement and shall continue through September 30, 2023, unless terminated before as permitted in this Agreement. Either party may terminate the contract with 30 days advance written notice during the term of the contract.

**7. INSURANCE:** CMHA shall carry such Worker's Compensation insurance as is now or hereafter required by law as to those persons performing services for VHA pursuant to this Agreement.

**8. INDEMNIFICATION AND LIABILITY INSURANCE:**

a) CMHA shall indemnify, hold harmless and defend VHA against all claims that arise out of or result from its performance of this Agreement. VHA shall indemnify, hold harmless and defend CMHA against all claims that arise out of or result from its performance of this Agreement

b) CMHA at its cost shall obtain an insurance policy covering VHA, its Officers, Commissioners, and Employees in the amount of \$1,000,000.00 or, in the alternative, VHA shall be added to the policy of CMHA insuring the Commissioners, Officers and Employees of the VHA. VHA at its cost shall obtain an insurance policy for Officers, Commissioners, and Employees covering VHA employees who perform services pursuant to this Agreement in the amount of \$1,000,000.00.

c) CMHA shall continue, in force, liability insurance coverage naming VHA and its Officers, Commissioners, and staff as additional insured. VHA shall continue, in force, liability insurance coverage naming CMHA and its Officers, Commissioners, and staff as additional insured

d) If CMHA or VHA refuses or fails to obtain and continue such insurance prior to the effective date of this Agreement, said Agreement shall be null and void.

**9. RECORDS:** CMHA shall maintain a comprehensive system of records, books, and accounts in a manner satisfactory to HUD and VHA. All records, books, and accounts, together with all documents, papers and records of CMHA which relate to the operation of CMHA shall be available for examination at reasonable hours by any authorized representative of HUD, the Comptroller General or New Jersey Department of Community Affairs and CMHA. CMHA will turn over all records to VHA at the termination of this contract. All records shall be maintained at the offices of the CMHA.

## **10. EQUAL EMPLOYMENT OPPORTUNITY:**

During the performance of this contract, VHA & CMHA agrees as follows:

a) VHA\CMHA will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. VHA\CMHA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity clause.

b) In the event of VHA's\CMHA'S noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and VHA\CMHA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1966, and such other sanctions may be imposed and remedies invoked as provided in such order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**11. LIMITATION ON EXPENDITURES:** Notwithstanding any of the foregoing provisions, the prior approval of CMHA will be required for any expenditure.

**12. NOTICES:** Where notice to a party is required under the terms of this Agreement, such notice shall be given to and such approval shall be given to the following representatives of each party:

**Dr. Keith Lafferty, Chairperson of the Housing Authority of the City of CAPE MAY**  
**Mario Ruiz-Mesa, Chairperson of the Housing Authority of the City of VINELAND**

**13. CONTINGENCIES:** This contract shall be subject to the approval of the United States Department of Housing and Urban Development.

**14.** The parties agree that this agreement is in lieu of the 120-day notice provision provided by N.J.S.A. 10A:12A-18, and that VHA expressly waives the benefit of same.

**15. INTERLOCAL SERVICES ACT:** This agreement complies with the Interlocal Services Act 40:8A-1 through 40:9A-4 providing authority to enter into a contract for joint provision of services.

**16. INTERPRETATION:** This Agreement shall be interpreted under the laws of the State of New Jersey. This Agreement constitutes the entire agreement between the parties and no changes will be valid unless made by in writing and executed by the parties.



**HOUSING AUTHORITY OF THE  
CITY OF CAPE MAY**

**ATTEST: \_\_\_\_\_ By: \_\_\_\_\_  
Dr. Keith Lafferty, Chairperson**

**ATTEST: HOUSING AUTHORITY OF THE  
CITY OF VINELAND**

**ATTEST: \_\_\_\_\_ By: \_\_\_\_\_  
Mario Ruiz-Mesa, Chairperson**

**SEE ATTACHED – “ATTACHMENT A”**

**HOUSING AUTHORITY OF THE CITY OF VINELAND  
ATTACHMENT A  
SCHEDULE OF SERVICES FOR THE VINELAND HOUSING AUTHORITY**

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**Maintenance services are to be provided to the Housing Authority of the City of Vineland on an as-needed basis for the purposes of covering the Maintenance Services when maintenance services are needed to provide assistance with the turnover of vacancies, landscaping, work orders, etc.**

**Other services to be provided as needed and upon request of the Commissioners of the VHA, except in the case of financial or safety urgency:**

<b>OTHER SERVICES AS NEEDED*:</b>	
<b>MAINTENANCE</b>	<b>\$50 - \$75</b>
<b>*Fees do not include mileage; The current IRS mileage rate will apply for any of the "Other Services As Needed" listed above; Hourly rates will be charged Portal-Portal.</b>	

11/10/21

**HOUSING AUTHORITY OF VINELAND - NOVEMBER, 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 suspended all landlord/tenant cases. The hearing was started on October 13, 2021 but was postponed to allow the tenant to meet with VHA to go over the amounts due. The matter has been re-listed for November 18, 2021.

**2. FERDINAN CUEVAS-RUIZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. In an effort to contain the spread of COVID-19, the Court suspended all landlord/tenant hearings. The matter has now been listed for November 18, 2021.

**3. JAMECIA WAINWRIGHT**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. In an effort to contain the spread of COVID-19, the Court suspended all landlord/tenant hearings. We have not yet been advised of the hearing date.

**4. MELINDA RODRIGUEZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. In an effort to contain the spread of COVID-19, the Court suspended all landlord/tenant hearings. We have not yet been advised of the hearing date.

**5. IRIS RODRIGUEZ**

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.