

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, January 18, 2024
6:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairperson Ruiz-Mesa on Thursday, January 18, 2024, at 6:00 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 Daniel Peretti	(Absent)
Commissioner Brian Asselta	
Commissioner Albert Porter	(Absent)
Commissioner Iris Acosta-Jimenez	
Chairperson Mario Ruiz-Mesa	

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

Chairperson Ruiz-Mesa read the Sunshine Law.

Chairperson Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on December 14, 2023. Tabled for next month.

Chairperson Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the three months ending December 31, 2023.

Executive Director's Report:

Chairperson Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated Ron Miller will update the Board on all the ongoing projects. Ron reported on the Tarkiln Acres roof project. There is a resolution on the agenda tonight. It is for the architect and engineering fees. This project should be out to bid soon and be under construction in the summer and at the very latest in the Fall.

The equipment for the Kidston and Olivio Elevator project has not shipped yet as the Authority thought it was. We do not have confirmation on the shipment date. There is a change order on the agenda and will be explained more in detail in the resolution section of the meeting.

The interior plumbing renovations project has been a challenge due to the water treatment system. There is an issue with the water treatment system. The company that supplied the pumps for the water treatment system was supposed to factory configure them for a set PH range from the factory. They are not supposed to be shipped unconfigured because they do not function unconfigured. The system we received was not configured. They now must be removed from the building, sent back to the manufacturer, configured, and then reinstalled in the building. The pumps will be removed by the General Contractor.

The Kidston and Olivio interior project is otherwise closed out. There are few close out phase paperwork to be completed, but the project is completed.

The Fire Pump Project was to start construction this week, but because of the cold weather it has been delayed. It is anticipated that with the weather warming up next week they can start trenching next week. All the city permits were obtained and the pumps were ordered. There is a 10-week lead time on the pump. The plan of action is to get all the infrastructure work done and once the pump is delivered it can be installed and get the system operational. Ron spoke with the City about this project today. They are happy and understand the project is in the works.

There was some discussion regarding the water treatment system. Further discussion may ensue regarding the water treatment system next month once more information is obtained.

Mrs. Jones provided an update on the Scattered Site disposition. She is keeping track of it in her Administrative Report. Recapping there are a total of 72 houses, the Authority will retain 38 and the remaining 34 are to be sold. 11 homes have been sold at this point. Currently, there are approximately 9 that are in a status of under contract or listed for sale. Two settlements should happen by the end of January. Once these are wrapped up there will be about 13 remaining. The Authority anticipates the sale of the homes to be completed by the second quarter 2024. At the same time discussions will begin regarding the redevelopment of D'Orazio because that is where these funds are going.

Committee Report: Chairperson Ruiz-Mesa stated the Re-Organization Committee met. He turned the meeting over to Commissioner Chapman. Commissioner Chapman stated the committee recommendation to the Board is to keep Ruiz-Mesa as Chair, Chapman as Vice Chair since Commissioner Peretti is not available at this time to hold the Vice Chair position. The meeting was turned to Solicitor Michael Watson.

Mr. Watson asked for any nominations for the position of Chairperson. Commissioner Chapman nominated Mario Ruiz-Mesa for Chairperson; Commissioner Asselta seconded the nomination.

With no other nominations the following vote was taken:

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

Commissioner Asselta nominated Chris Chapman for Vice Chairperson; Commissioner Acosta-Jimenez seconded the nomination.

With no other nominations the following vote was taken:

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

Mr. Watson stated we will let the record reflect that pursuant to the State Statute the Executive Director assumes the position of Secretary and Treasurer. Mr. Watson turned the meeting over to the Chairperson Ruiz-Mesa.

Old Business: None.

New Business: None.

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

Resolution #2023-63 (Correction)
Resolution to Approve Monthly Expenses

Chairperson Ruiz-Mesa this resolution is to correct the amount and back up for the monthly expenses on Resolution 2023-63 to the correct sum of \$1,117,748.39. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-01
Resolution to Approve Monthly Expenses

Chairperson Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$2,233,658.53. Brief explanation of the higher amount of expenses this month due to D'Orazio expense due to fire, JIF insurance payment and the pilot payment to the City. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-02
Resolution Designating Official Newspapers for the Vineland Housing Authority

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-02. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-03
Certifying the 2022 Fiscal Year Annual Audit

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-03. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-04
Approving Change Order #001 for Modernization of Elevators at Kidston & Oliver Towers

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-04. Ron explained the Authority is required to have the elevators to be inspected annually by the State. This repair came up but it is not part of the Modernization Project and is part of the State inspection. Kidston Towers has a unique elevator car which has a rear door on the first floor that opens to the mechanical room. The rear door abuts the compactor room which gets washed out daily. It is the assumption because of all the water it caused the door sill to rot. This is the reason it is such a large cost because there is deterioration to the concrete. The door sill needs to be removed, repair the concrete footer of the building and elevator pit, install a new door sill, and replace the door as well. The Authority hired an expert to consult on this project and they reviewed this in detail, made a few changes to the proposal and approved the repair. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-05
Adopting Electronic Funds Transfer Policy

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-05. Mrs. Jones explained this policy is strongly recommended by its insurance carrier due to the increase wire fraud and whitewashing of checks that is occurring. Passing this policy the Authority's deductible will be the lowest possible if it ever needs to use its Cyber Insurance. This policy may be revised in the future and may be brought back to the board again for approval. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-06
**Entering into a Contract Agreement with Donovan Architects for A & E Services
for the Roof Replacement at Tarkiln Acres**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-06. Ron explained Donovan Architects are the architects of record for the housing authority. This resolution is memorializing their proposal to work on the Tarkiln Acres roof project at a set fee. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-07
**Amending Resolution # 2023-42 Contract Agreement with All Risk, Inc.
for the Construction Renovations at D’Orazio Terrace – Bldg. #1**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-07. Mrs. Jones stated this is the building where 1 unit had a fire and it affected 3 other units because of the asbestos abatement the entire building was emptied for repairs. There is an empty building of 10 units. A few months ago, the Board approved a resolution to renovate the entire building. There will be changes to the zero-bedroom units to make them more efficient and livable. There will be ongoing discussions regarding this project for the next couple of months. This is what is being considered a test building to see what is going on in this building to be able to fix it and know what to expect with the remainder of the buildings at D’Orazio. Mrs. Jones stated Ron will discuss some additional things that were uncovered which were not surprising to hear but will cost a little more to fix. Ron stated substantial floor damage in this building. There is a need to have full architectural redrawn for the building including the 1-bedroom units which were not initially anticipated. There is also a significant amount of water infiltration. Everyone time it rains they have to pump the building out to be able to work on the floor joist. Part of this proposal is to evaluate how to stop the water from coming into the building. Some possibilities were discussed as well as the reconfiguration of the units to make them efficient. Brief discussion on the roof structure of the building. Mrs. Jones stated the funds for this would come from the Capital Fund for year 2022. The Capital Fund has to be used right now between D’Orazio and the Scattered Site Programs. Once the Scattered Sites are sold and the remaining are converted to RAD, D’Orazio will be the recipient of all the Capital Fund going forward. Balance of the 2022 Capital Fund and the anticipated amount being received for the 2023 and 2024 Capital Fund was briefly discussed. The Bond will be paid off in the end of 2024. The amount that was being used to pay for the bond will go into the kiddy in 2025 towards D’Orazio. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-08
**Approving One-Time Compensation Bonus Payments to Certain Authority Employees
Based on Increased Hours and Responsibilities in Connection
with the Authority’s Shared Services Agreements, Management Agreements
and Housing Assistance Payment Agreements**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-08. Chairperson Ruiz-Mesa stated this resolution has been passed in the past few years. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-09
**Authorizing Entering into a Contract Agreement with GOGO Security
for Replacement of Multi-Sensor Cameras at Asselta Acres**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-09. Ron explained the system that was struck by lightning for a second time, the cameras were sent out and only one camera was repairable. There are alternates on this proposal for wiring. Ron put the brakes on this morning. He does not have a comfort level with the wiring they are proposing. This contract is to get the cameras back up and running with the exception of a few due to the coax being melted in a couple of locations. He has reached out to the Authority’s electrical engineer and they need to propose to the Authority a permanent solution. Potential solutions were briefly discussed. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2024-10
Authorizing Community Outreach Petty Cash Account

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-10. Mrs. Jones explained the purpose of this petty cash for the Operations Coordinator/Community Outreach. This position does the cease notices and tries to get behavior corrected. The other side of the position is to do some activities with the residents so they get to know the employee and provide positivity. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

There is no need for an Executive Session.

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

With no further business to discuss, Chairperson Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:45 p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer