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*Housing Authority of the  
City of Vineland*

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



*Board of Commissioners'*

*Meeting*

*February 17, 2022*

*6 p.m.*

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

**A G E N D A**

Thursday, February 17, 2022  
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 January 20, 2022
5. Fee Accountant's Report
6. Executive Director's Report
7. Committee Report
8. Old Business
9. New Business
10. Resolutions:
  - # 2022-08 Monthly Expenses (**updated**)
  - # 2022-09 Approving Change Orders #1, #2 and #3 for Kidston & Olivio Towers Interior and Plumbing Renovations
  - # 2022-10 Approving New Job Description / Revised Organizational Chart
  - # 2022-11 Grant Official Leave of Absence (FMLA) – Blanca Matos-Phillips
11. Comments from the press and/or public (*limited to 5 minutes for each speaker*)
12. Comments from Board Members
13. Adjournment

# Housing Authority of the City of Vineland

*REGULAR MEETING*  
**Thursday, January 20, 2022**  
**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, January 20, 2022, 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, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on November 18, 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 three months ending December 31, 2021.

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

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones updated the Board on the ongoing projects noting the projects that are completed and some that are on hold. The Authority is focusing on the Kidston and Olivio Towers renovations. The exterior renovation part of the project is limping along. Window submittals have been approved and construction meetings are continuing in regard to obtaining the supplies needed. Kidston Towers interior project is moving along fairly well. The actual work on the plumbing on the units is expected to begin this month. A lot of work has been done to get this started. 20 units were emptied. Furniture was ordered for 20 units to set them up as hotel units. Tenants are expected to be moved in and out of those hotel units about 6 weeks after they start on the first two risers. There has been some preliminary work done. They anticipate the work will only take about 6 weeks but will not know until they start. The project will take about 18 months to complete.

There has been some difficulty getting the appraisals back for the scattered sites because the market has been crazy. There are two appraisals in hand and another should be received within the next week or two. Two more will follow shortly after allowing for 5 houses on the market. Two will be on the market very soon. The scattered site homes were all appraised in 2018 in the \$94-100,000 range. These houses today are appraised at twice as much. There are about 12 houses the Authority is looking at retaining that are in close proximity to the administrative offices. There are a few on West Avenue that the Authority cannot sell due to EPA issues. The goal is to retain these units and convert them to RAD units to receive fair market rent on them. There are no issues with wells or septic systems on these units. Funds received from the sale of the houses can be used at Olivio Towers for refurbishing the elevators. Also, the plumbing and exterior work is higher than budgeted. These extra funds will be put to good use.

**Committee Report:** Chairman Ruiz-Mesa stated a committee was formed in November for the election of officers. Commissioner Chapman reported the Committee agreed to recommend Mario Ruiz-Mesa remain as Chairman and due to the status of Commissioner Asselta and his appointment it is the recommendation that Dan Peretti be appointed Vice Chairman. Mrs. Jones would be the Secretary/Treasurer.

Mr. Gabage asked if there were any other nominations. Seeing none, he closed the nominations and entertained for a motion to election of the three nominations reported 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)

**Old Business:** None.

**New Business:** None.

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

**Resolution #2022-01**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$2,447,520.00. These expenses include expenses from last month since the Board did not meet in December. 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 #2022-02**  
**Approve 2022 Board Meeting Dates**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-02. 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 #2022-03**  
**Appointing JIF Fund Commissioner**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-03. 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 #2022-04**  
**Authorizing the Execution of a Sub-Grantee Agreement  
with the City of Vineland for the Computer Learning Center**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-04. Mrs. Jones stated this is funding from the City that is used for updating computers/laptops or training for residents. 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 #2022-05**  
**Appointing Official Newspaper for Business Related Matters and Contracting Purposes**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-05. 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 #2022-06**  
**Approving Purchase of Utility Tractor**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-06. Ms. Jones commented that this utility tractor will be used to plow snow from the sidewalks. The Authority will retire an old tractor. 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 #2022-07**  
**Adopting Revision to the Section 8 Administrative Plan  
for the Emergency Housing Voucher Program**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-07. Mrs. Jones explained that last year there was some money that was allocated from COVID funds to permit HUD to develop different programs to help people find housing. The Emergency Housing Voucher (EHV) Program is for people who are homeless, close to being homeless, a victim of domestic violence, stalking or human trafficking etc. This is special money and the Authority has to work with a Continuum of Care (COC), which is a group different social service agencies that form as a COC to provide services. The COC qualifies families or individuals for the EHV program. They come from various counties. The program supplies \$3,500 per voucher to assist families in finding places to live and furnish their apartment/house. The VHA was allocated 15 vouchers. By February the VHA will have 5 leased out of the 15 vouchers. The VHA must update its Section 8 Administrative Plan to stipulate how these funds may be used as outlined in the resolution. There is a process in place for the approval of funds. This resolution also establishes a Petty Cash Fund for the program. 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)

There is no need for Executive Session.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No press or public comments. 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 6:20 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FOUR MONTHS ENDED JANUARY 31, 2022**

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU JAN</u>	<u>ACTUAL THRU JAN</u>	<u>FROM BUDGET (+OVER/-UNDER)</u>
<b><u>INCOME</u></b>				
TENANT RENT	842,700	280,900	257,242	(23,658)
LAUNDRY AND VENDING	1,900	633	694	61
OTHER INCOME MISC.	11,000	3,667	(222)	(3,889)
PHA OPERATING SUBSIDY	409,040	136,347	134,415	(1,932)
HUD ASSET REPOSITIONING FEE	168,140	56,047	56,048	1
SECTION 8 ADMIN. FEE INCOME	932,600	310,867	258,640	(52,227)
CAPITAL FUNDS	231,210	77,070	0	(77,070)
FSS GRANT-PH	70,000	23,333	23,333	(0)
CSP-CONGREGATE SERVICES INCOME	103,750	34,583	25,596	(8,987)
INVESTMENT INCOME	4,540	1,513	1,391	(122)
CF MANAGEMENT FEE	47,500	15,833	15,833	(0)
MGMT FEE-PH	142,080	47,360	47,261	(99)
MGMT FEE-SEC 8	147,650	49,217	43,176	(6,041)
MGMT FEE-MELROSE	10,200	3,400	4,250	850
MGMT FEE-RAD	331,000	110,333	124,759	14,426
BOOKKEEPING FEE	13,020	4,340	4,770	430
BOOKKEEPING FEE-SEC 8	92,300	30,767	26,985	(3,782)
ASSET MGMT FEE	17,420	5,807	6,880	1,073
SHOP RENT	64,800	21,600	21,600	0
INCOME FROM OTHER AUTHORITIES	307,420	102,473	105,079	2,606
SERVICE INCOME FROM MELROSE	47,500	15,833	15,152	(681)
MISCELLANEOUS INCOME	1,540	513	15,968	15,455
<b>TOTAL INCOME</b>	<b>3,997,310</b>	<b>1,332,437</b>	<b>1,188,850</b>	<b>(143,587)</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATION:</b>				
ADMINISTRATIVE SALARIES	1,009,090	336,363	298,377	(37,986)
PAYROLL TAXES	88,860	29,620	22,535	(7,085)
HEALTH BENEFITS	265,080	88,360	82,551	(5,809)
PENSION EXPENSE	71,310	23,770	40,620	16,850
CRIMINAL BACKGROUND CHECKS	6,010	2,003	7,424	5,421
TNT/EMPL SCREENING	8,100	2,700	2,196	(504)
LEGAL-GENERAL	30,120	10,040	5,568	(4,472)
LEGAL-OTHER	5,000	1,667	4,297	2,630
STAFF TRAINING	15,000	5,000	2,965	(2,035)
TRAVEL	3,250	1,083	10	(1,073)
ACCOUNTING	85,000	28,333	28,333	(0)
AUDITING	34,400	11,467	11,467	0
PORT OUT ADMIN FEES	4,500	1,500	1,360	(140)
MANAGEMENT FEES	289,730	96,577	90,437	(6,140)
BOOKKEEPING FEES	90,440	30,147	31,755	1,608
ASSET MGMT FEES	8,640	2,880	6,880	4,000
CONSULTANTS	8,000	2,667	1,200	(1,467)
IT CONSULTANTS	70,000	23,333	18,209	(5,124)
CONSULTANTS-RAD	8,000	2,667	0	(2,667)
RAD CONVERSION EXPENSES	6,000	2,000	0	(2,000)
MEMBERSHIP DUES/FEES	7,200	2,400	1,525	(875)
PUBLICATIONS	2,300	767	0	(767)

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FOUR MONTHS ENDED JANUARY 31, 2022**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU JAN</b>	<b>ACTUAL THRU JAN</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>ADVERTISING</b>	5,200	1,733	1,412	(321)
<b>OFFICE SUPPLIES</b>	17,100	5,700	2,808	(2,892)
<b>COMPUTER &amp; SOFTWARE EXPENSES</b>	131,480	43,827	36,605	(7,222)
<b>FUEL-ADMIN</b>	5,000	1,667	0	(1,667)
<b>PHONE AND INTERNET</b>	51,600	17,200	10,427	(6,773)
<b>POSTAGE</b>	9,400	3,133	2,160	(973)
<b>COPIER SUPPLIES</b>	9,500	3,167	2,376	(791)
<b>INSPECTION FEES</b>	11,920	3,973	4,491	518
<b>MISCELLANEOUS EXPENSES</b>	23,840	7,947	5,667	(2,280)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<u>2,381,070</u>	<u>793,690</u>	<u>723,655</u>	<u>(70,035)</u>
<b>TENANT SERVICES:</b>				
<b>SALARIES-CONGREGATE SERVICES</b>	43,430	14,477	12,236	(2,241)
<b>PAYROLL TAXES</b>	3,820	1,273	924	(349)
<b>MEALS</b>	44,000	14,667	12,572	(2,095)
<b>FSS ESCROWS-PH</b>	4,800	1,600	1,028	(572)
<b>OTHER</b>	16,950	5,650	9,642	3,992
<b>TOTAL TENANT SERVICES</b>	<u>113,000</u>	<u>37,667</u>	<u>36,402</u>	<u>(1,265)</u>
<b>UTILITIES:</b>				
<b>WATER</b>	38,000	12,667	12,263	(404)
<b>ELECTRIC</b>	168,100	56,033	45,807	(10,226)
<b>GAS</b>	31,800	10,600	6,638	(3,962)
<b>GARBAGAE/TRASH REMOVAL</b>	20,200	6,733	6,024	(709)
<b>SEWER</b>	60,400	20,133	20,133	(0)
<b>TOTAL UTILITIES EXPENSE</b>	<u>318,500</u>	<u>106,167</u>	<u>90,865</u>	<u>(15,302)</u>
<b>ORDINARY MAINTENANCE AND OPERATIONS:</b>				
<b>MAINTENANCE LABOR</b>	194,170	64,723	52,440	(12,283)
<b>PAYROLL TAXES</b>	16,920	5,640	3,959	(1,681)
<b>HEALTH BENEFITS</b>	54,960	18,320	16,702	(1,618)
<b>PENSION EXPENSE</b>	13,370	4,457	7,352	2,895
<b>MAINTENANCE UNIFORMS</b>	1,680	560	603	43
<b>VEHICLE GAS, OIL, GREASE</b>	16,490	5,497	7,287	1,790
<b>MATERIALS</b>	148,800	49,600	30,427	(19,173)
<b>CONTRACT-COSTS</b>	171,870	57,290	32,459	(24,831)
<b>REPAIRS-VEHICLES</b>	9,880	3,293	1,211	(2,082)
<b>RENT EXPENSE</b>	18,570	6,190	6,192	2
<b>EXTERMINATION</b>	8,800	2,933	1,144	(1,789)
<b>TRASH REMOVAL</b>	9,200	3,067	2,820	(247)
<b>TOTAL ORDINARY MAINT. &amp; OPERATIONS EXP.</b>	<u>664,710</u>	<u>221,570</u>	<u>162,596</u>	<u>(58,974)</u>



**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FOUR MONTHS ENDED JANUARY 31, 2022**

	<b><u>ANNUAL BUDGET</u></b>	<b><u>BUDGET THRU JAN</u></b>	<b><u>ACTUAL THRU JAN</u></b>	<b><u>FROM BUDGET (+OVER/-UNDER)</u></b>
<b>GENERAL EXPENSES:</b>				
BAD DEBTS	95,060	31,687	31,687	0
COMPENSATED ABSENCES	23,910	7,970	7,970	0
FSS ESCROWS-SEC 8	23,180	7,727	16,342	8,615
INSURANCE	94,160	31,387	37,882	6,495
INTEREST EXPENSE	15,000	5,000	5,000	0
OTHER GENERAL EXPENSES	1,500	500	500	0
PAYMENTS IN LIEU OF TAXES	57,660	19,220	17,969	(1,251)
PORT-IN HAP EXPENSE	500	167	0	(167)
REPLACEMENT RESERVES	95,000	31,667	31,667	0
RETIREE HEALTH BENEFITS	61,440	20,480	18,349	(2,131)
<b>TOTAL GENERAL EXPENSES</b>	<b>467,410</b>	<b>155,803</b>	<b>167,366</b>	<b>11,563</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>3,944,690</b>	<b>1,314,897</b>	<b>1,180,884</b>	<b>(134,013)</b>
<b>PROFIT (LOSS) EXCLUDING HAP</b>	<b>52,620</b>	<b>17,540</b>	<b>7,966</b>	<b>(9,574)</b>
		0		
HAP REVENUES	6,926,190	2,308,730	2,141,366	(167,364)
HAP EXPENSES	6,903,300	2,301,100	2,223,064	(78,036)
<b>NET HAP (LOSS)</b>	<b>22,890</b>	<b>7,630</b>	<b>(81,698) *</b>	<b>(89,328)</b>
<b>GRAND TOTAL PROFIT (LOSS)</b>	<b>75,510</b>	<b>25,170</b>	<b>(73,732)</b>	<b>(98,902)</b>

\*HUD HELD RESERVES \$475,000

# Housing Authority of the City of Vineland

## Administrative Report

**DATE:** February 8, 2022

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

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

**SUBJECT:** Monthly Report (Stats for January 2022)

**PERIOD:** January 13, 2022 to February 9, 2022

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### COVID-19 Pandemic – Operating Status

The Authority has reverted to the early-Pandemic Operating Status. The Maintenance Staff is separated again into two locations to provide as much social distancing as possible. The Administrative Staff is scheduled for work in the office or off-site on a week-to-week basis. The goal is to have fewer employees in the office until this current virus surge passes. 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>

## Renovation Projects – **Complete** or **On Hold**

<b>Scope of Work</b>	<b>Work Status</b>	<b>Comments</b>
<b>Asselta Acres – New Cameras &amp; Recording System</b>	<b>Awarded at March 2021 Meeting</b>	<b>12/2021 Update – This project is <b>complete</b>;</b>
<b>KT/OT Roof Replacements</b>	<b>Contract Awarded/In Progress/</b>	<b>11/2021 Update – Project is <b>complete</b> and closed out;</b>
<b>Tarkiln Acres – Roof Replacements</b>	<b>In Planning Stage – <b>On Hold</b></b>	<b>6/2021 – No Update; 9/2021 – A&amp;E proposals received and under review;</b>
<b>KT/OT – Elevator Refurbishment;</b>	<b>In Planning Stage – <b>On Hold</b></b>	<b>6/2021 – Project kickoff meetings scheduled with Architect; 8/2021 – Project scope has been determined, working with Professional Team on design documents;</b>

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

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

Scope of Work	Work Status	Comments
<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>	<p><b>Contract Award Expected April 2021</b></p>	<p><b>5/2021 – Resolution to Reject Bids; Bids are Over Budget; Re-bidding project under consideration;</b></p> <p><b>6/2021 – No Update;</b></p> <p><b>7/2021 – No Update;</b></p> <p><b>9/2021- No Update;</b></p> <p><b>10/2021 – Contract Award recommendation via resolution for October meeting;</b></p> <p><b>11/2021 Update: Contract was awarded in October to Gary F. Gardener, Inc.: Project meetings have begun;</b></p> <p><b>12/2021 Update: Project construction to begin 1<sup>st</sup> quarter of 2022;</b></p> <p><b>1/2022 Update: Window submittals have been approved; Construction meetings continue;</b></p> <p><i>2/2022 Update: Window submittals have been approved; Construction meetings continue; Supply chain issues are anticipated for receipt of windows;</i></p>

Scope of Work	Work Status	Comments
<p><b>KT – Interior Plumbing Renovations</b>  <b>(Replacement of plumbing stacks;</b>  <b>domestic water filtration system; new</b>  <b>fire-rated access panels; complete</b>  <b>unit bathroom replacements;</b>  <b>accessibility upgrades common area</b>  <b>restrooms;</b>  <b>domestic water filtration system;</b>  <b>domestic water pump;</b>  <b>Accessibility upgrades to common</b>  <b>area restrooms;</b></p>	<p><b>July-August</b>  <b>2021 Award</b>  <b>Anticipated</b></p>	<p><b>Pre-bid meeting was held on site</b>  <b>May 11, 2021, with potential</b>  <b>contractors;</b>  <b>6/2021 - Bids Received on</b>  <b>June 10, 2021 – under review;</b>  <b>Resolution to Reject Bids; Bids</b>  <b>are Over Budget;</b>  <b>7/2021- Re-bidding project; Bids</b>  <b>are due July 15, 2021, a</b>  <b>recommendation will be made</b>  <b>after the bid opening;</b>  <b>7/2021 – Contract Awarded;</b>  <b>8/2021 – Kick-off meeting held</b>  <b>with contractor;</b>  <b>9/2021 – Currently in submittals</b>  <b>process with Professional Team;</b>  <b>10/2021 – Submittals in process;</b>  <b>11/2021 Update: Construction to</b>  <b>begin in November;</b>  <b>12/2021 Update: Project</b>  <b>construction to begin 1<sup>st</sup> quarter</b>  <b>of 2022;</b>  <b>01/2022 Update: Preliminary</b>  <b>work has begun on plumbing</b>  <b>work; “Hotel” units are being</b>  <b>refurbished and staged with</b>  <b>furniture;</b>  <i>2/2022 Update: Some unknown</i>  <i>issues have been uncovered as</i>  <i>preliminary work has begun;</i>  <i>Change orders are being reviewed</i>  <i>prior to presenting to the Board</i>  <i>for approval;</i></p>

## **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;**
- **There are two families in the process of moving; One to an Authority owned property and one to a privately owned property using a Section 8 Voucher;**
- **Several homes will be listed once the appraisals are received; Appraisals have been delayed due to the active selling market; Appraisals are expected for several homes by the end of January 2022;**
- *Three homes have signed listing agreements; Waiting on appraisals for two more homes;*

## **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.*

## **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**

<b>Commissioner</b>	<b>Training Program Status</b>
<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 Spring 2022 Schedule for the NJ Local Housing Authority and Redevelopment Training**

**Program classes are to be determined: The courses can be reviewed 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 or 856-691-4099 Ext 106.**

**Program Statistics Report**

**10/2021 - 10/2022**

Jan2022

Dec2021

Nov2021

<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	12	24	142
Total number of units inspected year-to-date - all sites	194	182	158
City Inspections	0	0	0
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	186	168	201
Annual Unit Turnaround Time (For Fiscal Year)	195	198	213
Monthly - Number of Vacancies Filled (this month)	7	8	11
Monthly - Average unit turnaround time in days for Lease Up	136	85	191
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	29	60	48
PIC Score	98.14%	98.92%	100%
Occupancy Rate	90.00%	89.50%	88.67%
<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	0.09	0.08	0.08
Number of routine work orders written this month	413	367	405
Number of outstanding work orders from previous month	115	73	48
Total number of work orders to be addressed this month	528	440	453
Total number of work orders completed this month	528	440	453
Total number of work orders left outstanding	0	0	0
Number of emergency work orders written this month	0	4	1
Total number of work orders written year-to-date	1,299	1,299	932
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	13	9	9
<b>Section 8</b>			
Level of leased units of previous month was:	915	911	901
Level of leased units this month is:	913	915	911
Number of increased leased-units over last month	-2	4	10
Total number of units inspected this month	33	31	3
<b>Programs (Voucher):</b>			
ABA Utilization %	103.16	98.59%	137.17%
Repayment Agreements	28	27	28
Total repayments due YTD	\$89,614	\$86,945	\$87,834
Total repayments received YTD	\$4,603	\$4,163	\$2,886
PIC Score (Oakview added 10/13)	100.44%	101.32%	100.23%
Section 8 Housing Choice Voucher Waiting List Applicants - <b>Closed 11/19/2021</b>	2282	2282	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	85%/15%	85%/15%	90%/10%
<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	14	10	8
The number of residents signed on to the program. (FSS Contracts).	30	29	29
The number of FSS Participants with established escrow accounts.	22	18	18
Number of residents in need of employment skills (GED, DL, Job Training.)	4	14	14
The number of meetings, workshops and case management services	0	1	9



**Program Statistics Report**

**10/2021 - 10/2022**

Jan2022

Dec2021

Nov2021

<b>Congregate Services</b>			
Number of clients on the Congregate Program	32	31	11
Number of clients on Meal Program	18	19	20
Number of clients on Homemaking Program	19	17	17
Number of clients on Laundry Services (This service is included in housekeeping)	11	11	11
Number of clients on Shopping Services (This service is included in	8	6	6
<b>Registered Nurse</b>			
Number of clients served this month	0	0	92
Blood Pressure Clinics ( clinics) # of residents attending	0	0	0
Health Assessments/re-assessments	7	12	3
Meds Supervision	18	27	29
<b>VHA - ROSS (FAMILY)</b>			
Number of Residents on ROSS (Family)	37	35	35
Number of residents that received case management services	14	20	20
Number of Meetings	4	1	1
Number of residents enrolled in academic/employment workshops (FSS)	4	14	14
<b>VHA - ROSS (MEDICAL)</b>			
Number of residents received health assessments for the month	0	0	3
Number of residents - health activities of daily living assessments	7	12	3
ROSS - residents medical monitoring for the month	18	27	29
ROSS / self-sufficiency - improve living conditions	7	12	3
<b>Community Development Block Grant Program</b>			
<b>Clients Served</b>			
Number of new clients served	2	0	0
Number of ongoing clients	72	70	70
Total clients currently being served this month	4	30	25
<b>Income</b>			
Median Family Income (MFI)	0	0	0
Moderate 80%-51% (MFI)	28%	39%	39%
Low 50%-31% (MFI)	28%	33%	33%
Very Low 30%-0% (MFI)	44%	29%	29%
<b>Client Demographics</b>			
White	11	9	9
Black	6	6	6
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	56	55	55
Non-Hispanic	16	15	15

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

**RESOLUTION #2022-08**

**A Resolution Approving Regular Monthly Expenses**

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

**WHEREAS**, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Check List in the amount of **\$1,553,581.32**.

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

**ADOPTED:** February 17, 2022

**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 February 17, 2022 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

02/17/22

<u>CHECK NO.</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>
	<b>SECTION 8 HAP PROGRAM</b>		\$ 562,917.00
3236 - 3260	LANDLORD/TENANT CHECKS AND OTHER	\$ 11,436.00	
17027 - 17166	DIRECT DEPOSITS-LANDLORDS HAPS	\$ 551,481.00	
	<b>SECTION 8 ADM FEE ACCOUNT</b>		208,598.43
621 - 626	COMPUTER CHECKS- Ocean First	\$ 208,598.43	
-	COMPUTER CHECKS- BB&T	\$0.00	
	<b>SECTION 8 NHOP</b>		
-	COMPUTER CHECKS	\$0.00	0.00
	<b>NHOP INVESTMENTS</b>		1,111.75
-	COMPUTER CHECKS- Ocean First	\$0.00	
108 - 108	COMPUTER CHECKS- BB&T	\$1,111.75	
	<b>OCEAN FIRST BANK PH SECURITY DEPOSIT</b>		
-	COMPUTER CHECKS		0.00
	<b>OCEAN FIRST BANK FSS ESCROW</b>		
-	COMPUTER CHECKS		0.00
	<b>CAPITAL BANK GEN/FUND PH</b>		
2365 - 2377	COMPUTER CHECKS		499,168.92
	<b>COCC CASH ACCOUNT</b>		
10367 - 10470	COMPUTER CHECKS		157,333.55
	<b>COCC EXPENDITURES</b>		
	PAYROLL/PAYCHEX INVOICES	01/21/22 -02/17/22	1,158.94
	PAYROLL TAX LIABILITY	01/21/22 -02/17/22	57,212.82
	HEALTH BENEFITS PAID	Feb-22	55,125.19
	PENSION PAYMENTS	Feb-22	10,954.72
	<b>TOTAL</b>		<b>\$ 1,553,581.32</b>

## Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
sec8hap - Section 8 HAP	3236	0caguas - CAGUAS OF MUNICIPALITY	2/1/2022	02-2022	714.00	
sec8hap - Section 8 HAP	3237	0canell - CANDELARIA	2/1/2022	02-2022	507.00	
sec8hap - Section 8 HAP	3238	0millif - LIFESPRING OF MILLVILLE INC	2/1/2022	02-2022	596.00	
sec8hap - Section 8 HAP	3239	0osccos8 - OSCEOLA COUNTY HOUSING	2/1/2022	02-2022	426.00	
sec8hap - Section 8 HAP	3240	t0000482 - SUAREZ	2/1/2022	02-2022	37.00	
sec8hap - Section 8 HAP	3241	t0000559 - PEREZ	2/1/2022	02-2022	24.00	
sec8hap - Section 8 HAP	3242	t0000587 - Rodriguez	2/1/2022	02-2022	18.00	
sec8hap - Section 8 HAP	3243	t0000613 - ALEJANDRO	2/1/2022	02-2022	79.00	
sec8hap - Section 8 HAP	3244	t0003326 - DIAZ	2/1/2022	02-2022	45.00	
sec8hap - Section 8 HAP	3245	t0003357 - KENNEDY	2/1/2022	02-2022	26.00	
sec8hap - Section 8 HAP	3246	t0004508 - CRUZ	2/1/2022	02-2022	39.00	
sec8hap - Section 8 HAP	3247	t0005188 - MELENDEZ	2/1/2022	02-2022	45.00	
sec8hap - Section 8 HAP	3248	t0005666 - BALDWIN	2/1/2022	02-2022	4.00	
sec8hap - Section 8 HAP	3249	t0005731 - HAROLD	2/1/2022	02-2022	8.00	
sec8hap - Section 8 HAP	3250	t0006533 - VILLAFANE	2/1/2022	02-2022	14.00	
sec8hap - Section 8 HAP	3251	t0007057 - DESAI	2/1/2022	02-2022	63.00	
sec8hap - Section 8 HAP	3252	t0007113 - RIOS	2/1/2022	02-2022	4.00	
sec8hap - Section 8 HAP	3253	t0008517 - LUGO	2/1/2022	02-2022	4.00	
sec8hap - Section 8 HAP	3254	t0008553 - CARLO	2/1/2022	02-2022	105.00	
sec8hap - Section 8 HAP	3255	t0010164 - RIVERA MARTINEZ	2/1/2022	02-2022	32.00	
sec8hap - Section 8 HAP	3256	t0010166 - ORTIZ	2/1/2022	02-2022	195.00	
sec8hap - Section 8 HAP	3257	t0012304 - MEDINA	2/1/2022	02-2022	36.00	
sec8hap - Section 8 HAP	3258	vf033 - SEMINOLE COUNTY	2/1/2022	02-2022	1,165.00	
sec8hap - Section 8 HAP	3259	vf093 - ORANGE COUNTY HOUSING & C D	2/1/2022	02-2022	2,212.00	
sec8hap - Section 8 HAP	3260	0housin - VINELAND HOUSING AUTHORITY	2/11/2022	02-2022	5,038.00	
sec8hap - Section 8 HAP	17027	02llbtw - BTW 2 LLC	2/3/2022	02-2022	718.00	
sec8hap - Section 8 HAP	17028	0537grap - 529-537 GRAPE STREET,LLC	2/3/2022	02-2022	405.00	
sec8hap - Section 8 HAP	17029	0abrawi - ABRAHAN & AWILDA HEREDIA	2/3/2022	02-2022	1,036.00	
sec8hap - Section 8 HAP	17030	0acojor - ACOSTA	2/3/2022	02-2022	1,955.00	
sec8hap - Section 8 HAP	17031	0ahcpv - AFFORDABLE HOUSING CORPORATION	2/3/2022	02-2022	10,397.00	
sec8hap - Section 8 HAP	17032	0ahctaa - AFFORDABLE HOUSING CORPORATION	2/3/2022	02-2022	77,190.00	
sec8hap - Section 8 HAP	17033	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAND	2/3/2022	02-2022	62,239.00	
sec8hap - Section 8 HAP	17034	0albreb - REBECCA C THOMPSON-ALBERT	2/3/2022	02-2022	319.00	
sec8hap - Section 8 HAP	17035	0andcar - ANDUJAR	2/3/2022	02-2022	765.00	
sec8hap - Section 8 HAP	17036	0andron - RONALD ANDRO	2/3/2022	02-2022	360.00	
sec8hap - Section 8 HAP	17037	0aparab - AB APARTMENTS LLC	2/3/2022	02-2022	585.00	
sec8hap - Section 8 HAP	17038	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	2/3/2022	02-2022	7,587.00	
sec8hap - Section 8 HAP	17039	0barric - RICHARD BARSUGLIA	2/3/2022	02-2022	870.00	
sec8hap - Section 8 HAP	17040	0behhar - HARRY & BARBARA BEHRENS	2/3/2022	02-2022	462.00	
sec8hap - Section 8 HAP	17041	0beredw - EDWIN C & SAVALYN BERGAMO	2/3/2022	02-2022	1,083.00	
sec8hap - Section 8 HAP	17042	0berksh - ROSEMAR PROPERTIES IV LLC / CAMELOT AF	2/3/2022	02-2022	4,177.00	
sec8hap - Section 8 HAP	17043	0berobe - OBED BERMUDEZ	2/3/2022	02-2022	981.00	
sec8hap - Section 8 HAP	17044	0betalp - ALPHA BETA CAMDEN LLC	2/3/2022	02-2022	1,377.00	
sec8hap - Section 8 HAP	17045	0blorob - BLOUGH	2/3/2022	02-2022	960.00	

## Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	17046	Obretow - BRENTWOOD TOWERS HOLDINGS, LLC	2/3/2022	02-2022	1,821.00	
sec8hap - Section 8 HAP	17047	Obrewst - BREWSTER GARDEN APARTMENTS LLC	2/3/2022	02-2022	1,184.00	
sec8hap - Section 8 HAP	17048	Obuebor - BOROUGH OF BUENA HOUSING AUTHORITY	2/3/2022	02-2022	17,707.00	
sec8hap - Section 8 HAP	17049	Ocamnil - NILZA R CAMACHO	2/3/2022	02-2022	1,080.00	
sec8hap - Section 8 HAP	17050	Ocarjos - CARVALHO	2/3/2022	02-2022	714.00	
sec8hap - Section 8 HAP	17051	Ocarmar - SIMOES	2/3/2022	02-2022	1,855.00	
sec8hap - Section 8 HAP	17052	Ocasros - CASTILLO	2/3/2022	02-2022	598.00	
sec8hap - Section 8 HAP	17053	Ocdgard - CD GARDENS INC.	2/3/2022	02-2022	2,044.00	
sec8hap - Section 8 HAP	17054	Ochainv - CHAAD INVESTMENTS LLC	2/3/2022	02-2022	618.00	
sec8hap - Section 8 HAP	17055	Ochajos - JOSEPH T CHAMBERS	2/3/2022	02-2022	950.00	
sec8hap - Section 8 HAP	17056	Ocheshol - CHESTNUT SQUARE HOLDINGS LLC	2/3/2022	02-2022	3,037.00	
sec8hap - Section 8 HAP	17057	Ocolmac - MACY A COLLINS	2/3/2022	02-2022	896.00	
sec8hap - Section 8 HAP	17058	Ocorjua - CORTES	2/3/2022	02-2022	2,289.00	
sec8hap - Section 8 HAP	17059	Ocridan - DANA CRISS	2/3/2022	02-2022	367.00	
sec8hap - Section 8 HAP	17060	Odelsia - SIAN DELUCA	2/3/2022	02-2022	395.00	
sec8hap - Section 8 HAP	17061	Odocmar - MARTINS DOCK LTD LIABILITY CO	2/3/2022	02-2022	728.00	
sec8hap - Section 8 HAP	17062	Odondel - DELROY T DONALDSON	2/3/2022	02-2022	723.00	
sec8hap - Section 8 HAP	17063	Odouale - DOUKHNAI	2/3/2022	02-2022	391.00	
sec8hap - Section 8 HAP	17064	Oeas307 - 307 N EAST AVE LLC	2/3/2022	02-2022	789.00	
sec8hap - Section 8 HAP	17065	Oeas710 - 710 EAST ALMOND STREET ASSOCIATES LLC	2/3/2022	02-2022	699.00	
sec8hap - Section 8 HAP	17066	Oedwdip - EDWARD DIPALMA	2/3/2022	02-2022	809.00	
sec8hap - Section 8 HAP	17067	Oegbmar - MARY J EGBEH	2/3/2022	02-2022	1,453.00	
sec8hap - Section 8 HAP	17068	Oeinmar - MARTIN JAY EINSTEIN	2/3/2022	02-2022	613.00	
sec8hap - Section 8 HAP	17069	Oequacc - ACCUMULATING EQUITY PARTNERS LLC	2/3/2022	02-2022	2,348.00	
sec8hap - Section 8 HAP	17070	Oestros - ESTATE OF LUIS A ROSADO-TORRES	2/3/2022	02-2022	528.00	
sec8hap - Section 8 HAP	17071	Oflodor - FLOWERS	2/3/2022	02-2022	922.00	
sec8hap - Section 8 HAP	17072	Ogarabn - ABNER GARCIA	2/3/2022	02-2022	249.00	
sec8hap - Section 8 HAP	17073	Ogaritz - ITZAMAR GARCIA	2/3/2022	02-2022	932.00	
sec8hap - Section 8 HAP	17074	Ogarsal - GARCIA	2/3/2022	02-2022	2,290.00	
sec8hap - Section 8 HAP	17075	Ogarvin - VINELAND GARDENS LLC	2/3/2022	02-2022	76.00	
sec8hap - Section 8 HAP	17076	Ogibjam - GRIBBLE JR	2/3/2022	02-2022	869.00	
sec8hap - Section 8 HAP	17077	Ogralam - LAMEER K GRAVES	2/3/2022	02-2022	937.00	
sec8hap - Section 8 HAP	17078	Oguzjos - V & V TRUCKING	2/3/2022	02-2022	926.00	
sec8hap - Section 8 HAP	17079	Ohemtom - BTW 4 LLC	2/3/2022	02-2022	1,058.00	
sec8hap - Section 8 HAP	17080	Ohereri - 123 SOUTH 4TH STREET LLC	2/3/2022	02-2022	2,463.00	
sec8hap - Section 8 HAP	17081	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TORRE	2/3/2022	02-2022	2,349.00	
sec8hap - Section 8 HAP	17082	Ohfprop - HF PROPERTY MANAGEMENT	2/3/2022	02-2022	432.00	
sec8hap - Section 8 HAP	17083	Oholasm - ASM HOLDINGS LLC	2/3/2022	02-2022	497.00	
sec8hap - Section 8 HAP	17084	Oholbull - BULLSEYE HOLDINGS LLC	2/3/2022	02-2022	418.00	
sec8hap - Section 8 HAP	17085	Ohomhec - HECS HOMES LLC	2/3/2022	02-2022	457.00	
sec8hap - Section 8 HAP	17086	Ohomoa - O&A HOME	2/3/2022	02-2022	892.00	
sec8hap - Section 8 HAP	17087	Ohomtar - TARKILN HOMES LLC	2/3/2022	02-2022	5,327.00	
sec8hap - Section 8 HAP	17088	Ohouriv - RIVERGROVE HOUSING PARTNERS LLC	2/3/2022	02-2022	881.00	
sec8hap - Section 8 HAP	17089	Ointers - VINELAND ASSOCIATES LLC	2/3/2022	02-2022	561.00	

## Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	17090	0invegh - E. G. H. R. E. INVESTMENTS LLC	2/3/2022	02-2022	2,227.00	
sec8hap - Section 8 HAP	17091	0jhorn - JOHN HORNER	2/3/2022	02-2022	121.00	
sec8hap - Section 8 HAP	17092	0josber - BERNADETTE P JOSEPH	2/3/2022	02-2022	708.00	
sec8hap - Section 8 HAP	17093	0kapala - PANDA REALTY GROUP LLC	2/3/2022	02-2022	1,296.00	
sec8hap - Section 8 HAP	17094	0katjay - JAY-KAT INVESTMENTS, LLC	2/3/2022	02-2022	568.00	
sec8hap - Section 8 HAP	17095	0kotmir - KOTZIN	2/3/2022	02-2022	872.00	
sec8hap - Section 8 HAP	17096	0landic - LANDICINI 566 LLC	2/3/2022	02-2022	1,029.00	
sec8hap - Section 8 HAP	17097	0lebza - LEBRON	2/3/2022	02-2022	3,108.00	
sec8hap - Section 8 HAP	17098	0legmay - MAYERFELD LEGACY TRUST	2/3/2022	02-2022	1,521.00	
sec8hap - Section 8 HAP	17099	0lhrent - L & H RENTALS	2/3/2022	02-2022	689.00	
sec8hap - Section 8 HAP	17100	0lliig - IIG-1 LLC	2/3/2022	02-2022	907.00	
sec8hap - Section 8 HAP	17101	0londav - DAVID LONGINI	2/3/2022	02-2022	543.00	
sec8hap - Section 8 HAP	17102	0lopyad - YADIRA LOPEZ	2/3/2022	02-2022	639.00	
sec8hap - Section 8 HAP	17103	0manmil - MILLVILLE MANOR LLC	2/3/2022	02-2022	1,086.00	
sec8hap - Section 8 HAP	17104	0marjoe - JOEL MARTIN	2/3/2022	02-2022	752.00	
sec8hap - Section 8 HAP	17105	0melrose - MELROSE COURT LP	2/3/2022	02-2022	20,433.00	
sec8hap - Section 8 HAP	17106	0menbre - MENDEZ	2/3/2022	02-2022	304.00	
sec8hap - Section 8 HAP	17107	0millvil - MILLVILLE REALTY CORPORATION	2/3/2022	02-2022	2,665.00	
sec8hap - Section 8 HAP	17108	0miryar - MIRANDA	2/3/2022	02-2022	1,167.00	
sec8hap - Section 8 HAP	17109	0oakview - OAKVIEW APARTMENTS LLC	2/3/2022	02-2022	135,905.00	
sec8hap - Section 8 HAP	17110	0ochabv - OCEAN CITY HSING AUTH- BVM/SPEITEL	2/3/2022	02-2022	28,995.00	
sec8hap - Section 8 HAP	17111	0olilui - LUIS A OLIVERAS	2/3/2022	02-2022	670.00	
sec8hap - Section 8 HAP	17112	0paeast - EAST PARK APARTMENTS	2/3/2022	02-2022	4,979.00	
sec8hap - Section 8 HAP	17113	0pagang - ANGEL L PAGAN	2/3/2022	02-2022	1,260.00	
sec8hap - Section 8 HAP	17114	0parkto - PARK TOWNE APTS LLC	2/3/2022	02-2022	11,627.00	
sec8hap - Section 8 HAP	17115	0poisil - SILVER POINT MANAGEMENT LLC	2/3/2022	02-2022	300.00	
sec8hap - Section 8 HAP	17116	0proexc - EXCEL PROPERTY MANAGEMENT LLC	2/3/2022	02-2022	841.00	
sec8hap - Section 8 HAP	17117	0profai - FAIOLA PROPERTY MANAGEMENT AND MAINT	2/3/2022	02-2022	900.00	
sec8hap - Section 8 HAP	17118	0profam - FAM PROPERTY MANAGEMENT LLC	2/3/2022	02-2022	805.00	
sec8hap - Section 8 HAP	17119	0protim - TIMARIA PROPERTIES LLC	2/3/2022	02-2022	1,497.00	
sec8hap - Section 8 HAP	17120	0quince - QUINCE REALTY LLC	2/3/2022	02-2022	667.00	
sec8hap - Section 8 HAP	17121	0rafbar - RAFES	2/3/2022	02-2022	527.00	
sec8hap - Section 8 HAP	17122	0ramchr - RAMOS	2/3/2022	02-2022	581.00	
sec8hap - Section 8 HAP	17123	0ramnic - NICHOLAS P RAMBONE	2/3/2022	02-2022	1,058.00	
sec8hap - Section 8 HAP	17124	0realsa - S & A REALTY ENTERPRISES LLC	2/3/2022	02-2022	1,561.00	
sec8hap - Section 8 HAP	17125	0rearoc - ROCCO REAL ESTATE LLC	2/3/2022	02-2022	1,780.00	
sec8hap - Section 8 HAP	17126	0reasar - SARA REAVES	2/3/2022	02-2022	625.00	
sec8hap - Section 8 HAP	17127	0reasun - SUNFLOWER REALTY LLC	2/3/2022	02-2022	476.00	
sec8hap - Section 8 HAP	17128	0regche - REGENCY CHESTNUT COURT	2/3/2022	02-2022	8,418.00	
sec8hap - Section 8 HAP	17129	0regeas - REGENCY EAST LLC	2/3/2022	02-2022	2,025.00	
sec8hap - Section 8 HAP	17130	0renaco - ACOSTA RENTAL LLC	2/3/2022	02-2022	616.00	
sec8hap - Section 8 HAP	17131	0renokg - K G RENOVATIONS LLC	2/3/2022	02-2022	1,009.00	
sec8hap - Section 8 HAP	17132	0rivdie - DIEGO A RIVERA	2/3/2022	02-2022	461.00	
sec8hap - Section 8 HAP	17133	0rivvic - VICTORIANO RIVERA JR	2/3/2022	02-2022	681.00	

### Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	17134	Oroceli - ELIZABETH ROCHE	2/3/2022	02-2022	649.00	
sec8hap - Section 8 HAP	17135	Orodhen - HENRY RODRIGUEZ	2/3/2022	02-2022	923.00	
sec8hap - Section 8 HAP	17136	Orogsal - SALVATORE W ROGGIO	2/3/2022	02-2022	899.00	
sec8hap - Section 8 HAP	17137	Oromvic - VICTOR M ROMAN	2/3/2022	02-2022	823.00	
sec8hap - Section 8 HAP	17138	Orpjpro - RPJ PROPERTIES LLC	2/3/2022	02-2022	11,492.00	
sec8hap - Section 8 HAP	17139	Oruppab - RUPERTO	2/3/2022	02-2022	725.00	
sec8hap - Section 8 HAP	17140	Orusnic - RUSSO JR	2/3/2022	02-2022	591.00	
sec8hap - Section 8 HAP	17141	Osaldasda - DAMIAN & ELAINE SALAS	2/3/2022	02-2022	818.00	
sec8hap - Section 8 HAP	17142	Oshabru - BRUCE D SHAW	2/3/2022	02-2022	1,180.00	
sec8hap - Section 8 HAP	17143	Osimseb - SIMONE	2/3/2022	02-2022	568.00	
sec8hap - Section 8 HAP	17144	Oskgcom - SKG & CO	2/3/2022	02-2022	2,071.00	
sec8hap - Section 8 HAP	17145	Oslinco - 1890 S LINCOLN ASSOCIATES LLC	2/3/2022	02-2022	1,917.00	
sec8hap - Section 8 HAP	17146	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	2/3/2022	02-2022	444.00	
sec8hap - Section 8 HAP	17147	Osotalb - ALBERTO SOTO	2/3/2022	02-2022	1,075.00	
sec8hap - Section 8 HAP	17148	Ospring - SPRING GARDENS ASSOCIATES LLC	2/3/2022	02-2022	7,537.00	
sec8hap - Section 8 HAP	17149	Osqulan - LANDIS SQUARE SR APTS	2/3/2022	02-2022	2,241.00	
sec8hap - Section 8 HAP	17150	Oswaway - WAYNE SWANSON	2/3/2022	02-2022	1,099.00	
sec8hap - Section 8 HAP	17151	Otayver - TAYLOR	2/3/2022	02-2022	625.00	
sec8hap - Section 8 HAP	17152	Othapau - ALBERTA A QUAIROLI ESTATE	2/3/2022	02-2022	1,126.00	
sec8hap - Section 8 HAP	17153	Otimesus - SUSAN V TIMMRECK	2/3/2022	02-2022	755.00	
sec8hap - Section 8 HAP	17154	Ovasdap - DAPHNE VASSALOTTI	2/3/2022	02-2022	791.00	
sec8hap - Section 8 HAP	17155	Ovelmal - MALADA CRESPO VELEZ	2/3/2022	02-2022	755.00	
sec8hap - Section 8 HAP	17156	Ovinlan - VINELAND VILLAGE APTS	2/3/2022	02-2022	6,297.00	
sec8hap - Section 8 HAP	17157	Ovitdor - VITALO	2/3/2022	02-2022	952.00	
sec8hap - Section 8 HAP	17158	Owaca - WACA INVESTMENTS LLC	2/3/2022	02-2022	1,277.00	
sec8hap - Section 8 HAP	17159	Owalnut - WALNUT REALTY ASSOCIATES LLC	2/3/2022	02-2022	8,016.00	
sec8hap - Section 8 HAP	17160	Owassey - SEYMOUR WASSERSTRUM	2/3/2022	02-2022	554.00	
sec8hap - Section 8 HAP	17161	Owatrob - ROBERT H WATSON	2/3/2022	02-2022	1,400.00	
sec8hap - Section 8 HAP	17162	Owhejon - WHEELER	2/3/2022	02-2022	508.00	
sec8hap - Section 8 HAP	17163	Owrialf - ALFRED WRIGHT	2/3/2022	02-2022	1,723.00	
sec8hap - Section 8 HAP	17164	Olocloc - LOCATION LOCATION & TIMING LLC	2/8/2022	02-2022	810.00	
sec8hap - Section 8 HAP	17165	Oparkto - PARK TOWNE APTS LLC	2/8/2022	02-2022	508.00	
sec8hap - Section 8 HAP	17166	Oriscam - CAMDEN RISING 2 LLC	2/8/2022	02-2022	795.00	

**562,917.00**

### Payment Summary

icv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8admn - Section 8 Admi	621	Ocaguas - CAGUAS OF MUNICIPALITY	2/1/2022	02-2022	56.65	
sec8admn - Section 8 Admi	622	Oosccos8 - OSCEOLA COUNTY HOUSING	2/1/2022	02-2022	56.65	
sec8admn - Section 8 Admi	623	vf1033 - SEMINOLE COUNTY	2/1/2022	02-2022	56.65	
sec8admn - Section 8 Admi	624	vf1093 - ORANGE COUNTY HOUSING & C D	2/1/2022	02-2022	56.65	
sec8admn - Section 8 Admi	625	vha - HOUSING AUTHORITY CITY OF VINELAND	2/4/2022	02-2022	207,371.83	
sec8admn - Section 8 Admi	626	vhapet - Gloria Pomales	2/11/2022	02-2022	1,000.00	

**208,598.43**

### Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
nhopbtt - New HOP Inv - B	108	vha - HOUSING AUTHORITY CITY OF VINELAND	1/28/2022	01-2022	1,111.75	
					<b>1,111.75</b>	

### Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
capgenfd - Public Housing C	2365	sjgas - South Jersey Gas Company	1/21/2022	01-2022	1,031.79	
capgenfd - Public Housing C	2366	vmu - Vineland Municipal Utilities	1/21/2022	01-2022	4,191.45	
capgenfd - Public Housing C	2367	vha - HOUSING AUTHORITY CITY OF VINELAND	1/21/2022	01-2022	11,741.16	
capgenfd - Public Housing C	2368	vha - HOUSING AUTHORITY CITY OF VINELAND	1/28/2022	01-2022	381,081.36	
capgenfd - Public Housing C	2369	t0004360 - GONZALEZ	1/28/2022	01-2022	1,000.00	
capgenfd - Public Housing C	2370	vmu - Vineland Municipal Utilities	1/28/2022	01-2022	278.99	
capgenfd - Public Housing C	2371	vmu - Vineland Municipal Utilities	2/4/2022	02-2022	861.54	
capgenfd - Public Housing C	2372	vha - HOUSING AUTHORITY CITY OF VINELAND	2/4/2022	02-2022	1,548.00	
capgenfd - Public Housing C	2373	vha - HOUSING AUTHORITY CITY OF VINELAND	2/4/2022	02-2022	68,800.00	
capgenfd - Public Housing C	2374	vmu - Vineland Municipal Utilities	2/11/2022	02-2022	1,590.79	
capgenfd - Public Housing C	2375	vha - HOUSING AUTHORITY CITY OF VINELAND	2/11/2022	02-2022	11,650.00	
capgenfd - Public Housing C	2376	vha - HOUSING AUTHORITY CITY OF VINELAND	2/11/2022	02-2022	257.00	
capgenfd - Public Housing C	2377	vha - HOUSING AUTHORITY CITY OF VINELAND	2/11/2022	02-2022	15,136.84	
					<b>499,168.92</b>	

### Payment Summary

0,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	10367	axaequ - Equitable	1/21/2022	01-2022	2,695.00	
cocc - Central Office Cost	10368	browco - Robert M Browne Court Officer	1/21/2022	01-2022	122.29	
cocc - Central Office Cost	10369	cwa - Communications Workers of America	1/21/2022	01-2022	224.30	
cocc - Central Office Cost	10370	njfam - NJ FAMILY SUPPORT PAYMENT CENTER	1/21/2022	01-2022	336.00	
cocc - Central Office Cost	10371	sjgas - South Jersey Gas Company	1/21/2022	01-2022	961.13	
cocc - Central Office Cost	10372	acehar - Vineland Ace Hardware East	1/28/2022	01-2022	68.38	
cocc - Central Office Cost	10373	canfin - Canon Financial Services Inc	1/28/2022	01-2022	313.00	
cocc - Central Office Cost	10374	ccia - Cumberland Co Improvement Auth	1/28/2022	01-2022	174.92	
cocc - Central Office Cost	10375	coloni - Colonial Electrical Supply	1/28/2022	01-2022	20.40	
cocc - Central Office Cost	10376	combus - COMCAST	1/28/2022	01-2022	293.35	
cocc - Central Office Cost	10377	garsto - Garoppo Stone & Garden Center	1/28/2022	01-2022	161.70	
cocc - Central Office Cost	10378	hill - Ronald Hill	1/28/2022	01-2022	1,125.00	
cocc - Central Office Cost	10379	homede - Home Depot Credit Services	1/28/2022	01-2022	1,140.82	
cocc - Central Office Cost	10380	hompro - The Home Depot Pro - SupplyWorks	1/28/2022	01-2022	22.50	
cocc - Central Office Cost	10381	jccupa - JC'S Custom Painting	1/28/2022	01-2022	2,490.00	
cocc - Central Office Cost	10382	mason - W B Mason Co Inc	1/28/2022	01-2022	389.09	
cocc - Central Office Cost	10383	matfam - Matteo Family Kitchens & Flooring, Inc.	1/28/2022	01-2022	1,999.00	
cocc - Central Office Cost	10384	maxcom - Max Communications Inc	1/28/2022	01-2022	135.00	
cocc - Central Office Cost	10385	pdq - PDQ Supply Inc	1/28/2022	01-2022	182.06	
cocc - Central Office Cost	10386	weaequ - Weaver Equipment Sales & Service	1/28/2022	01-2022	218.71	
cocc - Central Office Cost	10387	vmu - Vineland Municipal Utilities	1/28/2022	01-2022	2,658.52	
cocc - Central Office Cost	10388	njdmv - NJ Motor Vehicle Commission	1/28/2022	01-2022	60.00	



## Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	10389	axaequ - Equitable	2/4/2022	02-2022	2,695.00	
cocc - Central Office Cost	10390	browco - Robert M Browne Court Officer	2/4/2022	02-2022	122.29	
cocc - Central Office Cost	10391	njfam - NJ FAMILY SUPPORT PAYMENT CENTER	2/4/2022	02-2022	336.00	
cocc - Central Office Cost	10392	browco - Robert M Browne Court Officer	2/4/2022	02-2022	82.00	
cocc - Central Office Cost	10393	carahsoft - Carahsoft Technology Corporation	2/4/2022	02-2022	0.00	
cocc - Central Office Cost	10394	ccia - Cumberland Co Improvement Auth	2/4/2022	02-2022	3,200.65	
cocc - Central Office Cost	10395	coloni - Colonial Electrical Supply	2/4/2022	02-2022	370.70	
cocc - Central Office Cost	10396	gogogen - GOGO Generator LLC	2/4/2022	02-2022	7,835.40	
cocc - Central Office Cost	10397	guardi - Guardian Contracting Inc	2/4/2022	02-2022	3,200.00	
cocc - Central Office Cost	10398	jccupa - JC'S Custom Painting	2/4/2022	02-2022	3,053.00	
cocc - Central Office Cost	10399	lilfor - LILLISTON FORD, INC.	2/4/2022	02-2022	170.40	
cocc - Central Office Cost	10400	miles - Miles Technologies	2/4/2022	02-2022	997.46	
cocc - Central Office Cost	10401	pbrese - Reserve Account	2/4/2022	02-2022	1,000.00	
cocc - Central Office Cost	10402	pdq - PDQ Supply Inc	2/4/2022	02-2022	909.10	
cocc - Central Office Cost	10403	purewa - Pure Water Solutions Inc	2/4/2022	02-2022	108.00	
cocc - Central Office Cost	10404	sherwi - Sherwin Williams Company	2/4/2022	02-2022	251.48	
cocc - Central Office Cost	10405	veriwi - Verizon Wireless	2/4/2022	02-2022	1,059.93	
cocc - Central Office Cost	10406	vhapet - Gloria Pomaes	2/4/2022	02-2022	290.70	
cocc - Central Office Cost	10407	carahsoft - Carahsoft Technology Corporation	2/7/2022	02-2022	1,678.40	
cocc - Central Office Cost	10408	aflac - AFLAC	2/7/2022	02-2022	350.90	
cocc - Central Office Cost	10409	harris - Patricia G Harrison	2/7/2022	02-2022	1,300.00	
cocc - Central Office Cost	10410	barret - Barretta Plumbing Heating Cooling	2/11/2022	02-2022	1,728.55	
cocc - Central Office Cost	10411	fiocch - Fiocchi Tire Center Inc	2/11/2022	02-2022	20.00	
cocc - Central Office Cost	10412	housin - Housing Forms Inc	2/11/2022	02-2022	281.38	
cocc - Central Office Cost	10413	jccupa - JC'S Custom Painting	2/11/2022	02-2022	630.00	
cocc - Central Office Cost	10414	jdrcon - JDR Construction LLC	2/11/2022	02-2022	1,369.00	
cocc - Central Office Cost	10415	miles - Miles Technologies	2/11/2022	02-2022	4,318.00	
cocc - Central Office Cost	10416	molinari - Molinari & Associates PC	2/11/2022	02-2022	1,200.00	
cocc - Central Office Cost	10417	pdq - PDQ Supply Inc	2/11/2022	02-2022	101.69	
cocc - Central Office Cost	10418	shred - Shred-It USA LLC	2/11/2022	02-2022	60.79	
cocc - Central Office Cost	10419	wex - WEX Bank	2/11/2022	02-2022	2,896.11	
cocc - Central Office Cost	10420	bobaut - BOB'S AUTO SUPPLY, INC	2/11/2022	02-2022	120.44	
cocc - Central Office Cost	10421	delect - D Electric Motors, Inc.	2/11/2022	02-2022	1,424.96	
cocc - Central Office Cost	10422	vha - HOUSING AUTHORITY CITY OF VINELAND	2/11/2022	02-2022	0.00	
cocc - Central Office Cost	10423	acehar - Vineland Ace Hardware East	2/17/2022	02-2022	259.44	
cocc - Central Office Cost	10424	aceplu - Ace Plumbing and Electrical Supplies Inc	2/17/2022	02-2022	12.94	
cocc - Central Office Cost	10425	adcass - Advanced Cabinetry & Storage Systems LLC	2/17/2022	02-2022	1,470.00	
cocc - Central Office Cost	10426	ahcvktot - AFFORDABLE HOUSING CORPORATION	2/17/2022	02-2022	11,420.00	
cocc - Central Office Cost	10427	ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND	2/17/2022	02-2022	1,875.00	
cocc - Central Office Cost	10428	ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAND	2/17/2022	02-2022	10,017.00	
cocc - Central Office Cost	10429	amacap - Amazon Capital Services Inc	2/17/2022	02-2022	9.97	
cocc - Central Office Cost	10430	avena - Linda M Avena CPA	2/17/2022	02-2022	7,083.33	
cocc - Central Office Cost	10431	barret - Barretta Plumbing Heating Cooling	2/17/2022	02-2022	379.38	
cocc - Central Office Cost	10432	blocklsi - BLOCK LINE SYSTEMS, LLC	2/17/2022	02-2022	1,609.33	
cocc - Central Office Cost	10433	brownc - Brown and Connery	2/17/2022	02-2022	1,025.00	
cocc - Central Office Cost	10434	callexp - Call Experts New Jersey	2/17/2022	02-2022	524.10	
cocc - Central Office Cost	10435	canbus - Canon Solutions America Inc	2/17/2022	02-2022	134.19	
cocc - Central Office Cost	10436	carahsoft - Carahsoft Technology Corporation	2/17/2022	02-2022	1,463.48	
cocc - Central Office Cost	10437	ccia - Cumberland Co Improvement Auth	2/17/2022	02-2022	3,078.87	
cocc - Central Office Cost	10438	cintas - Cintas Corporation #100	2/17/2022	02-2022	428.57	

## Payment Summary

hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	10439	coloni - Colonial Electrical Supply	2/17/2022	02-2022	63.82	
cocc - Central Office Cost	10440	delect - D Electric Motors, Inc.	2/17/2022	02-2022	98.57	
cocc - Central Office Cost	10441	fedex - Federal Express	2/17/2022	02-2022	36.29	
cocc - Central Office Cost	10442	gabage - Eisenstat Gabage and Furman PC	2/17/2022	02-2022	1,601.67	
cocc - Central Office Cost	10443	garsto - Garoppo Stone & Garden Center	2/17/2022	02-2022	684.60	
cocc - Central Office Cost	10444	genelec - Gen X Electrical Contractors LLC	2/17/2022	02-2022	855.00	
cocc - Central Office Cost	10445	getrai - G & E Trailer Sales LLC	2/17/2022	02-2022	12,322.45	
cocc - Central Office Cost	10446	graing - Grainger	2/17/2022	02-2022	729.42	
cocc - Central Office Cost	10447	hdsupp - HD Supply Facilities Maintenance LTD	2/17/2022	02-2022	1,801.51	
cocc - Central Office Cost	10448	hill - Ronald Hill	2/17/2022	02-2022	1,055.00	
cocc - Central Office Cost	10449	himinha - H I MINHAS LLC	2/17/2022	02-2022	408.75	
cocc - Central Office Cost	10450	hompro - The Home Depot Pro - SupplyWorks	2/17/2022	02-2022	5,645.68	
cocc - Central Office Cost	10451	inspira - Inspira Health Network Urgent Care, PC	2/17/2022	02-2022	60.00	
cocc - Central Office Cost	10452	intsys - Integrated Systems Associates Inc	2/17/2022	02-2022	43.75	
cocc - Central Office Cost	10453	jcauto - J & C Auto Parts Inc	2/17/2022	02-2022	42.00	
cocc - Central Office Cost	10454	landip - DBA/Landi Pools and Games	2/17/2022	02-2022	4,996.80	
cocc - Central Office Cost	10455	lilfor - LILLISTON FORD, INC.	2/17/2022	02-2022	5,416.13	
cocc - Central Office Cost	10456	mason - W B Mason Co Inc	2/17/2022	02-2022	648.13	
cocc - Central Office Cost	10457	maxcom - Max Communications Inc	2/17/2022	02-2022	449.98	
cocc - Central Office Cost	10458	nanmck - Nan McKay and Associates Inc	2/17/2022	02-2022	419.00	
cocc - Central Office Cost	10459	omega - Omega Pest Management LLC	2/17/2022	02-2022	1,295.50	
cocc - Central Office Cost	10460	presso - The Press of Atlantic City	2/17/2022	02-2022	48.40	
cocc - Central Office Cost	10461	riggin - Riggins Inc	2/17/2022	02-2022	227.38	
cocc - Central Office Cost	10462	sherwi - Sherwin Williams Company	2/17/2022	02-2022	729.60	
cocc - Central Office Cost	10463	sjglas - South Jersey Glass & Door Company	2/17/2022	02-2022	1,780.00	
cocc - Central Office Cost	10464	staadv - Staples, Inc.	2/17/2022	02-2022	495.97	
cocc - Central Office Cost	10465	standard - Standard Elevator Corporation	2/17/2022	02-2022	2,348.00	
cocc - Central Office Cost	10466	totsec - Total Security Alarms, LLC.	2/17/2022	02-2022	1,275.50	
cocc - Central Office Cost	10467	vha - HOUSING AUTHORITY CITY OF VINELAND	2/17/2022	02-2022	7,917.00	
cocc - Central Office Cost	10468	vldaut - Vineland Auto Electric Inc	2/17/2022	02-2022	99.77	
cocc - Central Office Cost	10469	wallac - Wallace Supply Co	2/17/2022	02-2022	679.63	
cocc - Central Office Cost	10470	wheat - Wheat Road Cold Cuts	2/17/2022	02-2022	3,314.15	
					<b>157,333.55</b>	

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

**RESOLUTION #2022-09**

**Approving Change Orders #1, #2 and #3 for  
Kidston & Olivio Towers Interior and Plumbing Renovations**

**WHEREAS**, the Vineland Housing Authority solicited Invitation for Bids for contractors for Interior and Plumbing Renovations at Kidston and Olivio Towers; and

**WHEREAS**, the apparent lowest, responsible bidder for this project was Gary F. Gardner, Inc. – 624 Gravelly Hollow Road; Medford, NJ 08055 with a bid of \$2,747,981; and

**WHEREAS**, the contract was awarded to Gary F. Gardner, Inc. with Resolution 2021-38 at the August 5, 2021 board meeting; and

**WHEREAS**, change order 001 (\$8,781.92) is necessary to dispose of existing toilets, replace, and supply ten (10) toilets; and

**WHEREAS**, change order 002 (\$24,848.92) is necessary to repair bathroom wall metal studs; and

**WHEREAS**, change order 003 (\$47,270.28) is necessary for the replacement of damaged drywall not included in the contract; and

**WHEREAS**, the aforementioned change orders shall not exceed \$80,901.12 and is described and attached herein; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners herby accepts the change orders of \$80,901.12 for the Kidston & Olivio Towers Interior and Plumbing Renovations.

**ADOPTED:** February 17, 2022

**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 February 17, 2022 at the Brown Community Center – 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

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



# AIA<sup>®</sup> Document G701<sup>™</sup> – 2017

## Change Order

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

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: 07/15/2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
  
Date: 02/11/2022

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

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

**CONTRACTOR:** *(Name and address)*  
Gary F. Gardner, Inc.  
624 Gravelly Hollow Road  
Medford, NJ 08055

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

02/11/2022 - Disposal of existing toilets, replacement and supply of 10 toilets.

The original Contract Sum was	\$	2,747,981.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	2,747,981.00
The Contract Sum will be increased by this Change Order in the amount of	\$	8,781.92
The new Contract Sum including this Change Order will be	\$	2,756,762.92

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

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

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

Donovan Architects, LLC  
**ARCHITECT** *(Firm name)*

Gary F. Gardner, Inc.  
**CONTRACTOR** *(Firm name)*

Vineland Housing Authority  
**OWNER** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

Michael R. Donovan, Principal  
**PRINTED NAME AND TITLE**

Douglas Shendock, Vice-President  
**PRINTED NAME AND TITLE**

Jacqueline Jones, Executive Director  
**PRINTED NAME AND TITLE**

02/11/2022  
**DATE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**



# AIA® Document G701™ – 2017

## Change Order

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

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: 07/15/2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002  
  
Date: 02/11/2022

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

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

**CONTRACTOR:** *(Name and address)*  
Gary F. Gardner, Inc.  
624 Gravelly Hollow Road  
Medford, NJ 08055

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

02/11/2022 - Metal stud repairs bathroom walls, at risers. Guaranteed maximum price, not to exceed.

The original Contract Sum was	\$	2,747,981.00
The net change by previously authorized Change Orders	\$	8,781.92
The Contract Sum prior to this Change Order was	\$	2,756,762.92
The Contract Sum will be increased by this Change Order in the amount of	\$	24,848.92
The new Contract Sum including this Change Order will be	\$	2,781,611.84

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

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

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

Donovan Architects, LLC  
\_\_\_\_\_  
**ARCHITECT** *(Firm name)*

Gary F. Gardner, Inc.  
\_\_\_\_\_  
**CONTRACTOR** *(Firm name)*

Vineland Housing Authority  
\_\_\_\_\_  
**OWNER** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

Michael R. Donovan, Principal  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**

Douglas Shendock, Vice-President  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**

Jacqueline Jones, Executive Director  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**

02/11/2022  
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**



# AIA<sup>®</sup> Document G701<sup>™</sup> – 2017

## Change Order

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

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: 07/15/2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 003  
  
Date: 02/11/2022

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

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

**CONTRACTOR:** *(Name and address)*  
Gary F. Gardner, Inc.  
624 Gravelly Hollow Road  
Medford, NJ 08055

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

02/11/2022 - Replacement of damaged drywall. Guaranteed maximum price, not to exceed.

The original Contract Sum was	\$	2,747,981.00
The net change by previously authorized Change Orders	\$	24,848.92
The Contract Sum prior to this Change Order was	\$	2,772,829.92
The Contract Sum will be increased by this Change Order in the amount of	\$	47,270.28
The new Contract Sum including this Change Order will be	\$	2,820,100.20

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

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

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

Donovan Architects, LLC  
**ARCHITECT** *(Firm name)*

Gary F. Gardner, Inc.  
**CONTRACTOR** *(Firm name)*

Vineland Housing Authority  
**OWNER** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

Michael R. Donovan, Principal  
**PRINTED NAME AND TITLE**

Douglas Shendock, Vice-President  
**PRINTED NAME AND TITLE**

Jacqueline Jones, Executive Director  
**PRINTED NAME AND TITLE**

02/11/2022  
**DATE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

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

**RESOLUTION #2022-10**

**A Resolution Approving New Job Description / Revised Organizational Chart**

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

**WHEREAS**, the changes are minor and do not constitute major revisions and include the following positions:

Assistant Asset Manager – Property Accountant (new position/job description)

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

**ADOPTED:** February 17, 2022

**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 February 17, 2022 at the Brown Community Center – 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

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

Job No. \_\_\_\_\_  
T.O. No. \_\_\_\_\_  
Employee \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY OF VINELAND  
ASSISTANT ASSET MANAGER - PROPERTY ACCOUNTANT  
Job Description**

**DEFINITION:**

Under supervision, at direction or independently assists the Assistant Executive Director in the performance of a variety of tasks relating to property management and administrative activities of the Vineland Housing Authority.

**REPORTS TO:** Assistant Executive Director

**GENERAL DUTIES**

**Asset Management** An Assistant Asset Manager performs a wide variety of tasks related to the planning, development and preservation of affordable housing. An Assistant Asset Manager serves as the conduit for the Departments of Development and Property Management. An Assistant Asset Manager is responsible for the ongoing management, operational and partnership activities of the developments owned, operated or managed by The Vineland Housing Authority or affiliated partnerships and organizations.

An Assistant Asset Manager position is a hybrid role that merges the oversight of property management with hands on financial planning and execution to develop, maintain and protect the health and ownership of the real assets of the organization. The position is characterized by a high degree of responsibility, dependability, creativity, vision, accountability, technical aptitude and diplomacy.

**Department of Housing & Urban Development Reports** relative to HUD's Public Housing Assessment System. In conjunction with designated staff i.e., maintenance, occupancy, finance, etc., completes initial draft of any such requirement [report(s)] as designated by HUD. Shall gather all reports, statistics and related information in order to cause report to be complete. Prepares final copy and cause electronic transmission to be executed when said executive director approves report(s).

**Financial Reporting** In conjunction with Assistant Executive Director and Fee Accountant, assists in preparing monthly financial statements in accordance with the Department of Housing and Urban Development regulations and GAAP for all authority owned and managed properties. Prepares



monthly bank reconciliations, journal entries and billing of various fees and invoices for Shared Services Agreements. Monitors interfund account balances and cash flow.

**Accounts Payable** Assists with Accounts Payable analysis and review in accordance with operational and capital budgets.

**Budgeting** Assists with annual budgeting including analysis and projections with supporting schedules.

**Policy Compliance** In conjunction with Assistant Executive Director may be called upon to read, review, and make suggestions to current policies for the purpose of updating policies in order to be compliant with HUD rules and regulations.

**Records Management** Maintains records in accordance with the Department of Housing and Urban Developments and the State of New Jersey's record retention rules and regulations.

**Program Monitoring Activities** Monitors various housing programs for budget compliance including the Section 8 Housing Choices Voucher Program, Rental Assistance Demonstration Programs, Public Housing, Congregate Housing Services Program, Social Service Programs, Capital Fund Programs, etc. for all authority owned and managed properties. Reviews program requirements, budgets, staffing and expenses.

**Writing Assignments** Update existing or prepare new policies, procedures and workflows for staff. May write or contribute to monthly administrative reports, assist in writing letters, general correspondence, memo, and related work as requested by assistant executive director.

**Staff Interaction** Advise and train staff of various accounting procedures.

**Attends Various Meetings** as requested or directed by the Executive Director or Assistant Executive Director.

## **WORKS WITH**

Executive Director  
Assistant Executive Director  
Fee Accountant - Contract  
General Council - Contract  
Auditor - Contract  
Executive Assistant  
Asset Management Staff  
General Staffers

## **KNOWLEDGE:**

Possess a general or working knowledge of GAAP accounting and property accounting. Familiar with Project Based Accounting and Cost Accounting. Ability to analyze current policies and procedures and offer suggestions to improve efficiencies. Ability to collaborate with senior staff and general office staff to provide technical assistance and training.

### **EXAMPLES OF DUTIES**

1. Prepare monthly bank reconciliations for timely and accurate financial statements.
2. Prepare journal entries.
3. Prepare and post management fees.
4. Prepare Cash Reports
5. Monitor Vacancy Loss Payments, Rehab Assistance Payments, Management Fees, Debt Service Ratios, RAD Contract Rent Increases.
6. Prepare and Monitor Interfund Transfers.
7. Assist Fee Accountant with inquires.
8. Assist with annual audits.
9. Review and approve vendor invoices using Yardi PayScan.
10. Review workflow processes and compliance.
11. Assist with annual budgeting process.

### **ABILITY**

Ability to read, writes, speak, understand or communicate in English sufficiently to perform the duties of the position. Ability to work harmoniously with associates, senior staff, professionals, consultants and others. To prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations and to establish and maintain suitable records and files.

Ability to conduct financial analysis of projects, assist in developing budgets and analyze information related to accounts receivable, accounts payable, procurement and generally carry out the principal administrative functions of a multi-program housing authority and property management functions as directed by the Assistant Executive Director.

Ability to effectively use Microsoft Office products property management software similar to Yardi Systems.

### **REQUIREMENTS**

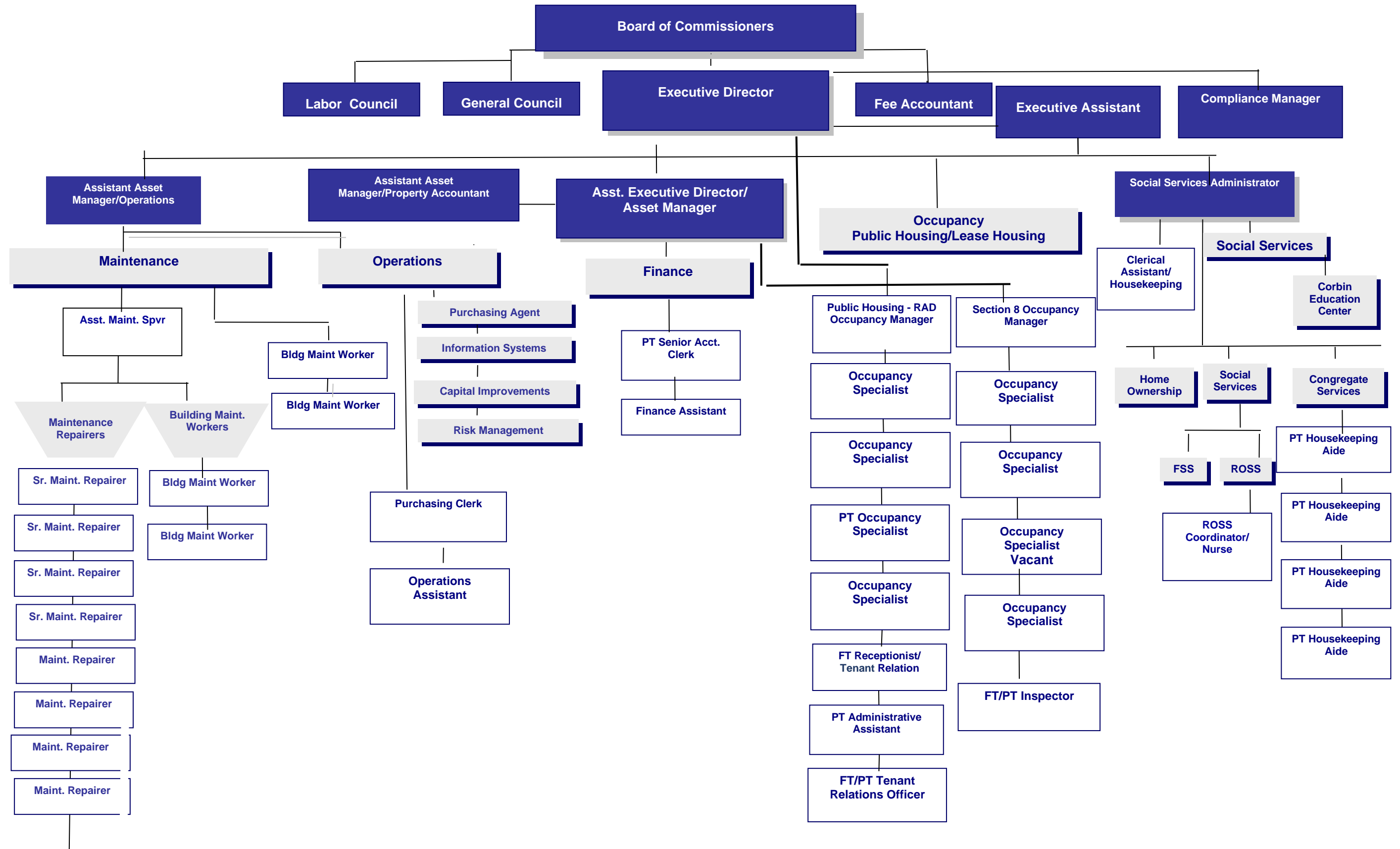
1. Graduation from a recognized college with a minimum of Bachelor's degree in Accounting. Certified Public Accountant preferred.

2. Five (5) years of experience in the hands-on management of real estate or public housing projects with knowledge and/or experience in public housing operations, and/or similar private sector property management experience.
3. Knowledge of methods and techniques of low rent housing development and management. Knowledge of the laws, regulations of the federal, state and city governing the management and development of low-rent housing programs
4. Knowledge of state and federal housing regulations and laws as they relate to low rent housing programs and assisted housing programs
5. Has demonstrated skills and ability to analyze housing regulations and policy; has demonstrated analytical skills in planning agency activities.
6. Has the ability to express themselves clearly and concisely, orally and in writing. Has the ability to establish and maintain effective working relationship with others. Has the ability to plan, develop and coordinate the analysis of policy and policy revision as policy relates to housing law and regulation
7. Possesses skills in effective techniques of administration, in the preparation of concise and objective reports, and in effective communication and public presentations
8. Demonstrate a willingness to assume other responsibilities and duties as directed by the Assistant Executive Director.
9. Must possess and maintain a valid driver's license.
10. Position is available for work at home. Position hours are dependent on needs of Authority at critical times of the month and will be scheduled between the hours of 9:00 am and 4:00 pm Eastern Standard Time.
11. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others

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

# Housing Authority of the City of Vineland

## Organization Chart



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

**RESOLUTION #2022-11**

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

**WHEREAS**, employee Blanca Matos-Phillips applied for Family and Medical Leave Act (FMLA) on January 7, 2022; and

**WHEREAS**, said employee has been under physician care as of November 10, 2021; and

**WHEREAS**, it is recommended the Board of Commissioners of the City of Vineland grant an official leave of absence under FMLA to Blanca Matos-Phillips; and

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

**ADOPTED:** February 17, 2022

**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 February 17, 2022 at the Brown Community Center – 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

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

2/14/22

**HOUSING AUTHORITY OF VINELAND - FEBRUARY, 2022 - EVICTIONS**

**1. 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. Trial is scheduled for February 17, 2022. We were advised by VHA that the tenant applied for rental assistance from DCA and that it was approved. VHA is waiting for a payment from DCA. We will continue to monitor.

**2. 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. Trial is scheduled for February 24, 2022.

**3. IRIS RODRIGUEZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. Trial is scheduled for February 24, 2022.