

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, March 24, 2022
6:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Vice Chairman Peretti on Thursday, March 24, 2022, 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
Commissioner Brian Asselta
Chairman Mario Ruiz-Mesa

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Harry Furman, Esquire – Solicitor, Linda Cavallo – Accountant, Mike Thilker and Nina Sorelle of Bowman and Company and Gloria Pomales, Executive Assistant.

Vice Chairman Peretti read the Sunshine Law.

Vice Chairman Peretti entertained a motion to approve the minutes of the Regular Meeting held on February 17, 2022. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

New Business: Vice Chairman Peretti moved the order of the meeting and requested the audit report from Mike Thilker of Bowman and Company. Nina Sorelle introduced herself and explained that she is the Partner that oversees the work on the audit that Mike Thilker performs. She indicated Mike will present the audit. Mike Thilker thanked Jackie, the VHA staff and the accountants for their assistance.

Mr. Thilker discussed the pending letter of governance. There are several items in the letter. One of the items required to be put in the letter is any difficulties they encountered in conducting the audit which there were none outside of receiving the reports from the State. He reported there was no management letter. Any issues or any matters that came up during the audit they were small enough to get through them with management and nothing the auditors felt it was necessary to bring to the Boards attention. The audit for FYE 2020 for the Vineland Housing Authority was clean with no issues, finding or modifications. The major changes on the balance sheet were cleared. The other post employments benefits liability went up from just over five million to about 8.1 million. The pension liability stayed about the same at 2.5 million dollars. Mr. Thilker discussed the income statement and operating expenses. Some of the changes compared to the previous years were due the RAD conversions and the pandemic. The overall cash flow is positive and there was an overall cash increase. He asked if there were any questions. Commissioner Chapman stated Mr. Thilker mentioned there were no findings on the management end and he assumes that their firm does multiple audits of other housing authorities, is it generally the case that they have a lot of cooperation from the management end if there times when that is a difficult process. Mr. Thilker stated there are definitely difficulties they run into, but generally people want

to do the right thing and be helpful. Nina Sorelle stated their firm chooses to only associate themselves with housing authorities that they believe are above board in their operations. They do not bid on housing authority work where they do not have confidence in their management.

Mrs. Jones stated the post-employment benefit number that came through from the State, this increase from five million to eight million dollars from 2019 to 2020 to her makes no sense because half of the VHA's active employees were hired after July 2015. These employees do not get the health benefits upon 55 years of age and 25 years of service upon retirement. The other twenty something people that are on health benefits and retired are mostly over 65 years of age. That premium is not outrageous for those over 65 years of age because Medicare kicks in first. Last year the Chapter 48 form was refiled with the State, which is a form that indicates who gets post-employment benefits and who does not upon retirement. Commissioner Chapman discussed changes in actuarial tables and are dramatically changing under COVID.

Mrs. Jones questioned the journal entry adjustment. There is a liability and an expense. How is the expense determined from that liability because there is still an expense that must be booked for both pension and post-employment benefits that is not very large. Mr. Thilker stated the expense is the current period cost determined by the actuary. It comes from the actuary report.

Mr. Thilker briefly reviewed The Vineland Housing Development Corporation (VHDC) audit stating the reports are clean with no issues and/or findings. There were no further questions for the auditors.

Vice Chairman Peretti called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the five months ending February 28, 2022. Brief discussion on HUD held reserves.

Executive Director's Report:

Mrs. Jones provided an update on the COVID-19 operation status. The office has not officially reopened. Mrs. Jones continuously monitors the infection rate in Cumberland County. It has been decreasing and decreasing fast. There has been some remote work as well as in the office work. Most employees have been back in the office, but the office will officially reopen on April 11th and masks will be optional.

There is a change order in the resolution section of the meeting for the exterior renovations project at Kidston and Olivio for mortar repairs on the 9-10 floor off of the balconies. This was outside of the scope of the original RFP specs. The project is still waiting for some windows due to supply chain issues.

There is also a change order for Kidston interior plumbing for requested straps and supports for wiring on the first floor requested by a Vineland code official. G & H risers are almost complete with replacement of bathrooms and all the plumbing associated with those risers as well. By the beginning of April residents from two other risers will temporarily move into the G & H risers, which are considered the "hotel" units. The residents are expected to be there for about 4-6 weeks. These units are outfitted with furniture, full cable, and telephone. They will have access to their original units by appointment only due to the construction process.

There are three scattered sites homes under contract for sale. All three homes are selling for double of the appraised value from 2015. These funds will come in handy for the Olivio Towers elevator refurbishment, which is expected to be in the \$6-700,000 range. Another house was listed yesterday.

Vice Chairman Peretti requested the Executive Administrative Report. Mrs. Jones

Committee Report: None.

Old Business: None.

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

Resolution #2022-12
Resolution to Approve Monthly Expenses

Vice Chairman Peretti stated Commissioner Chapman has reviewed the expenses and recommended them for payment in the sum of \$1,103,139.97. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2022-13
Approving Change Orders #4 and #5 for Kidston & Olivio Towers Interior and Plumbing Renovations

Vice Chairman Peretti called for a motion to approve Resolution #2022-13. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2022-14
Approving Change Orders #1 for Kidston & Olivio Towers Exterior Renovations

Vice Chairman Peretti called for a motion to approve Resolution #2022-14. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2022-15
Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy

Vice Chairman Peretti called for a motion to approve Resolution #2022-15. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Mrs. Jones stated these are items in the shop that were no longer operable or no longer needed. The following vote was taken:

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

Resolution #2022-16
**Resolution Authorizing a Shared Services Agreement
with the Bridgeton City Housing Authority**

Vice Chairman Peretti called for a motion to approve Resolution #2022-16. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Mrs. Jones stated the VHA has a current relationship with the Bridgeton Housing Authority for landscaping services, which has worked out well. For this Shared Services Agreement, maintenance repairer services were added like what is being done with Ocean City and Cape May. The housing authorities are all in the same situation needing employees and sometimes one has more than the other. This will allow the authorities to help each other when needed. The following vote was taken:

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

Resolution #2022-17
Resolution Authorizing a Special Legal Services Landlord/Tenant

Vice Chairman Peretti called for a motion to approve Resolution #2022-17. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Mrs. Jones stated the VHA has an active contract with Eisenstat, Gabage and Furman that will take us through September 30, 2022. This contract is for Gruccio, Pepper, DeSanto & Ruth for additional services in case it is needed. Mrs. Jones spoke with Mr. Furman today about this. The following vote was taken:

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

Resolution #2022-18
Certifying the 2020 Fiscal Year Annual Audit

Vice Chairman Peretti called for a motion to approve Resolution #2022-18. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. This resolution is required for the State that the Auditor presented the audit and the Board had an opportunity to ask questions and are satisfied with the results of the audit. The following vote was taken:

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

Resolution #2022-19
Resolution Approving New Job Description/Revised Organizational Chart

Vice Chairman Peretti called for a motion to approve Resolution #2022-19. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Mrs. Jones explained this resolution will allow the conversion of three occupancy specialist positions to senior occupancy specialist positions. The three senior occupancy specialists will report to their prospective managers but they will be taking on more responsibility for the end product of a tenant file. These positions take a long time to train someone and understand all the details on how to calculate rent and to be proficient at it. The goal is to pair up an occupancy specialist with a senior occupancy

specialist. No positions are being added. The titles are being changed slightly and they will be rewarded financially now and then assess this in October to see how it is going. The following vote was taken:

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

There is no need for Executive Session.

Vice Chairman Peretti 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, Vice Chairman Peretti 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 6:38 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer