# Housing Authority of the City of Vineland

191 W. Chestnut Ave. - Vineland, NJ 08360



Board of Commissioners'

Meeting

May 16, 2024

6 p.m.

Board of Commissioners
Mario Ruiz-Mesa, Chairman
Chris Chapman
Brian Asselta
Daniel Peretti
Albert Porter
Iris Acosta-Jimenez
Michael Watson, Esquire – Solicitor



Administration Building 191 W. Chestnut Avenue Vineland, New Jersey 08360

Telephone: 856-691-4099 Fax: 856-691-8404 TTY: 800-852-7899

Jacqueline S. Jones, Executive Director

May 10, 2024

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

Dear Commissioner:

The Regular Meeting for the Housing Authority of the City of Vineland will be held in person on Thursday, May 16, 2024 at <u>6:00 p.m.</u> at the Administrative Building, 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Sincerely,

Jacqueline S. Jones

Executive Director

JSJ:gp

**Enclosures** 

# REVISED

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

Thursday, May 16, 2024 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 April 18, 2024
- 5. Fee Accountant's Report
- 6. Executive Director's Report
- 7. Committee Report
- 8. Old Business
- 9. New Business
- 10. Resolutions:

# 2024-22	Monthly Expenses	(updated)	)
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# 2024-23 Authorizing Increase to Administrative Office Petty Cash Fund

# 2024-24 Award Real Estate Professional Services Contract

# 2024-25 Approval of Compress Work Week Policy

# 2024-26 Amend Personnel Policy - Overtime

Executive Session if required

- 11. Comments from the press and/or public (limited to 2 minutes for each speaker)
- 12. Comments from Board Members

The Board may act upon or discuss any other matters or resolutions deemed necessary to carry out Authority operations or required by law.

13. Adjournment

## Housing Authority of the City of Vineland

#### REGULAR MEETING Thursday, April 18, 2024 6:01 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairperson Ruiz-Mesa on Thursday, April 18, 2024, at 6:01 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
Commissioner Albert Porter
Commissioner Iris Acosta-Jimenez
Chairperson Mario Ruiz-Mesa
(Absent)

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

Chairperson Ruiz-Mesa read the Sunshine Law.

Chairperson Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on March 21, 2024. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairperson Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the six months ending March 31, 2024.

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

Chairperson Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones explained and discussed the Section 8 HUD held reserve number. She informed the board the Authority is right on target and is spending 99% of its funds for the Section 8 Program. If Authorities underspend, HUD will take the funds back and then the Authority's program shrinks. As the Board may recall, at the end of last year HUD had issued more funding and the VHA's Section 8 Department leased up approximately 40-50 people in a matter of 3 months. Mrs. Jones turned over the meeting to Ron Miller for an update on the ongoing projects.

Ron reported that the VHA met with its professional team regarding the Tarkiln Acres roof project. There are some code requirements being reviewed with the City construction official. The answer to the code requirements may affect the budget. Once the Authority hears back from the City and VHA will proceed with the roof project design going out to bid.

Kidston & Olivio Towers elevator refurbishment is in full swing. All the materials were received, and each building has an elevator car offline. Olivio Towers has car #2 offline for approximately 3-4 months. Kidston Towers has car #2 offline for approximately 3-4 weeks. Odis Elevator has two different crews; one working at each building. The VHA elevator professionals met with both crews. They made a few field adjustments, and they are also reviewing the specs on a couple of questions the contractor had. The City of Vineland Emergency Management was notified regarding the elevators being out of service for each building. They acknowledged receipt.

There is no new update on the water filtration system. The VHA is actively working on this project and several meetings were held in the past several months, but without a lot of progress. Ron anticipates a meeting with the VHA's engineer in the next couple of weeks.

A meeting was recently held regarding the Olivio & Kidston Towers fire pump replacement project and the fire pump is in place. Most of the piping in the room is in place. The electricians and the alarm contractor were both on site and met with the professional team. Some piping adjustments were made and were approved by the fire engineer. The fire engineer is going to rerun the calculations on the building to confirm certain pressures are being met at each building. This will be tested. The fire pump is anticipated to be online by the end of May. The City has also been informed about this progress.

There is a lot of progress being made at D'Orazio Terrace. The entire building has a new roof. The interior framing rough, plumbing, and electrical work is ongoing. A meeting with the professional team was held regarding a cross-space plan and moisture management in the crawlspace. There is a specific engineer working on this that was hired as a sub by the architect. There is a plan in place, and it has been reviewed in detail regarding the maintenance of this equipment to make sure it is serviceable and accessible. There has been communication with City code official as far as fire stopping in the building. The VHA has preliminary verbal approval. Some of the crawlspace access on the perimeter of the building will be closed off. It will improve the aesthetic of the perimeter of the building and will also allow the blockage off the water infiltration points. The crawlspace of the basement of the building will be enlarged. This will be the primary access for maintenance.

Mrs. Jones indicated the Tarkiln roof is an expensive project, but the Authority has funds in the reserves for replacement. The roof in the Administration Building and Maintenance Shop will also be replaced. There are funds available for this.

As a reminder, the financial disclosure statements are due at the end of April for all Commissioners.

Mrs. Jones provided an update on the Scattered Sites. There are 4 settlements next week and 2 other homes are under an agreement of sale. Currently, there are three (3)homes that are currently listed as well as three (3) homes that were just vacated and will be listed soon. Three (3) residents are also in the process of moving from their existing home to a home the Authority is keeping. This will be the completion of the selling process.

There is a resolution tonight authorizing Mrs. Jones to submit a RAD application to HUD to convert the remaining scattered sites to RAD. The units will need to be assessed and a financial plan will need to be completed. Conversion to RAD should be completed in 2025. Once this is completed, all of the funds that are generated from the sale of the Scattered Site Properties will go to D'Orazio. Some time after the RAD application is submitted, the Board can start talking about D'Orazio again. Once this whole renovation at the one building at D'Orazio is complete, we will give a good handle on what will work and how much it is going to cost. D'Orazio Terrace currently is not permitted to have any reserves as a public housing project. Operations and capital fund

money will go into D'Orazio to fill in any financial gaps. The Authority is still receiving competitive prices on the houses being sold.

Melrose Court is 100% occupied. Inspection of the property was completed which required a few minor repairs. The Authority is at 97% occupancy. Many new younger disabled residents than seniors and with that comes behavior issues.

Commissioner Porter asked regarding the resident who attended last month's meeting with issues. Ron explained that he and his assistant who is bilingual met with him the following week after the board meeting and discussed all of his concerns. All of his maintenance requests were taken care of, however, his accommodation request to relocate is not being approved because he does not have sufficient evidence to permit a transfer or a reasonable accommodation. This explained to him what he needed to get on the transfer list, and he did not supply the documentation as of today. He was relatively satisfied at the end of their meeting.

Committee Report: None.

Old Business: None.

New Business: None.

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

# Resolution #2024-19 Resolution to Approve Monthly Expenses

Chairperson Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$2,580,385.18. Chairman Ruiz-Mesa reviewed some of the higher items on the expenses this month. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

#### Resolution #2024-20

Resolution to Authorize the Executive Director or Designee to Forward an Application to the United States Department of Housing and Urban Development (HUD) to Convert the Vineland Scattered Site Project of the Vineland Housing Authority (Authority) Public Housing Stock to the Rental Assistance Demonstration Program and for the Executive Director to make a Certification to HUD that the Board has Approved said Application

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-20. Correction to the resolution was made from 38 units to 39 units. A motion was made by Commissioner Chapman; seconded by Commissioner Porter. The following vote was taken:

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

Chairperson Mario Ruiz-Mesa

(Yes)

# Resolution #2024-21 Awarding As-Needed Electrical Services

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2024-21. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

There is no need for an Executive Session.

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

With no further business to discuss, Chairperson Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:21 p.m.

Respectfully submitted,

lacqueline S. Jones

Jacqueline S. Jones Secretary/Treasurer

# HOUSING AUTHORITY OF THE CITY OF VINELAND FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

FINANCIAL REPORT FOR THE SEVEN MONTHS EN	<u>DED APRIL 30, 2024</u>				
		BUDGET	ACTUAL	FROM	
	ANNUAL	<i>THRU</i>	<i>THRU</i>	BUDGET	
	BUDGET	APRIL	APRIL	(+OVER/-UNDER)	
INCOME					
TENANT RENT	804,440	469,257	432,117	(37,140)	
OTHER INCOME MISC.	8,140	4,748	5,162	414	
PHA OPERATING SUBSIDY	404,810	236,139	223,457	(12,682)	
HUD ASSET REPOSITIONING FEE	•	•	•	• • •	
	29,150	17,004	26,361	9,357	
SECTION 8 ADMIN. FEE INCOME	1,092,000	637,000	660,460	23,460	
CAPITAL FUNDS	762,740	444,932	301,474	(143,458)	
FSS GRANT-PH	101,820	59,395	59,395	0	
CSP-CONGREGATE SERVICES INCOME	83,880	48,930	20,963	(27,967)	
INVESTMENT INCOME	1,910	1,114	16,665	15,551	
CF MANAGEMENT FEE	60,170	35,099	0	(35,099)	
MGMT FEE-PH	155,160	90,510	76,323	(14,187)	
MGMT FEE-SEC 8	138,240	80,640	84,396	3,756	
MGMT FEE-MELROSE	10,200	5,950	6,109	159	
MGMT FEE-RAD	450,000	262,500	246,250	(16,250)	
BOOKKEEPING FEE	13,910	8,114	7,110	(1,004)	
BOOKKEEPING FEE-SEC 8	86,400	50,400	52,748	2,348	
ASSET MGMT FEE	19,680	11,480	11,230	(250)	
SHOP RENT	64,800	37,800	37,807	7	
INCOME FROM OTHER AUTHORITIES	330,000	192,500	289,875	97,375	
SERVICE INCOME FROM MELROSE	55,000	32,083	35,714	3,631	
FRAUD RECOVERY	11,840	6,907	8,656	1,749	
MISCELLANEOUS INCOME	9,650	5,629	1,094	(4,535)	
TOTAL INCOME	4,693,940	2,738,132	2,603,366	(134,766)	
EXPENSES					
ADMINISTRATION:					
ADMINISTRATIVE SALARIES	1,266,000	738,500	767,166	28,666	
	• •	•	•	•	
PAYROLL TAXES	111,500	65,042	60,027	(5,015)	
HEALTH BENEFITS	360,700	210,408	155,269	(55,139)	
PENSION EXPENSE	141,950	82,804	82,559	(245)	
CRIMINAL BACKGROUND CHECKS	8,910	5,198	5,249	52	
TNT/EMPL SCREENING	18,600	10,850	38,117	27,267	
LEGAL-GENERAL	29,750	17,354	9,748	(7,606)	
LEGAL-OTHER	6,500	3,792	5,980	2,188	
STAFF TRAINING	11,000	6,417	2,548	(3,869)	
TRAVEL	3,750	2,188	0	(2,188)	
ACCOUNTING	85,000	49,583	49,583	(0)	
AUDITING	50,580	29,505	29,505	0	
PORT OUT ADMIN FEES	2,400	1,400	935	(465)	
MANAGEMENT FEES	293,400	171,150	160,719	(10,431)	
BOOKKEEPING FEES	100,310	58,514	59,857	1,343	
ASSET MGMT FEES	19,680	11,480	11,230	(250)	
CF MANAGEMENT FEES	47,500	27,708	0	(27,708)	

# HOUSING AUTHORITY OF THE CITY OF VINELAND FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

FINANCIAL REPORT FOR THE SEVEN MONTHS ENDER	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	FROM BUDGET (+OVER/-UNDER)
		-		
CONSULTANTS	11,900	6,942	29,244	22,302
IT CONSULTANTS	46,270	26,991	29,250	2,259
CONSULTANTS-RAD	8,000	4,667	0	(4,667)
RAD CONVERSION EXPENSES	6,000	3,500	0	(3,500)
MEMBERSHIP DUES/FEES	6,800	3,967	1,526	(2,441)
PUBLICATIONS	1,500	875	0	(875)
ADVERTISING	5,000	2,917	8,340	5,423
OFFICE SUPPLIES	11,500	6,708	8,533	1,825
PAPER	4,000	2,333	1,199	(1,134)
COMPUTER & SOFTWARE EXPENSES	164,410	95,906	72,614	(23,292)
FUEL-ADMIN	3,000	1,750	0	(1,750)
TELEPHONE AND CELL	36,100	21,058	20,674	(384)
POSTAGE	9,400	5,483	11,785	6,302
COPIER SUPPLIES	10,900	6,358	4,919	(1,439)
INSPECTION FEES	13,700	7,992	7,588	(404)
COFFEE SUPPLIES	1,200	700	709	9
MISCELLANEOUS EXPENSES	21,160	12,343	29,828	17,485
TOTAL ADMINISTRATION EXPENSES	2,918,370	1,702,383	1,664,701	(37,682)
TENANT SERVICES:				
SALARIES-CONGREGATE SERVICES	64,000	37,333	20,991	(16,342)
PAYROLL TAXES	5,640	3,290	1,654	(1,636)
BENEFITS	20,000	11,667	. 0	(11,667)
FSS ESCROWS-PH	6,890	4,019	0	`(4,019)
OTHER	19,450	11,346	44,617	33,271
TOTAL TENANT SERVICES	115,980	67,655	67,262	(393)
UTILITIES:				
WATER	37,600	21,933	22,562	629
ELECTRIC	161,530	94,226	104,300	10,074
GAS	34,610	20,189	27,068	6,879
GARBAGAE/TRASH REMOVAL	19,500	11,375	10,314	(1,061)
SEWER	62,140	36,248	34,028	(2,220)
TOTAL UTILITIES EXPENSE	315,380	183,972	198,272	14,301
ORDINARY MAINTENANCE AND OPERATIONS:				
MAINTENANCE LABOR	349,000	203,583	145,151	(58,432)
PAYROLL TAXES	30,580	17,838	11,436	(6,402)
HEALTH BENEFITS	60,140	35,082	29,106	(5,976)
PENSION EXPENSE	37,940	22,132	22,377	245
MAINTENANCE UNIFORMS	2,210	1,289	1,954	665
VEHICLE GAS, OIL, GREASE	30,550	17,821	13,082	(4,739)
MATERIALS	116,300	67,842	84,760	16,918
CONTRACT-COSTS	146,080	85,213	111,676	26,463
REPAIRS-VEHICLES	9,780	5,705	7,370	1,665

# HOUSING AUTHORITY OF THE CITY OF VINELAND FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED APRIL 30, 2024

	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	FROM BUDGET (+OVER/-UNDER)
RENT EXPENSE	18,570	10,833	10,836	4
EXTERMINATION	7,800	4,550	5,512	962
TRASH REMOVAL	9,600	5,600	5,731	131
TOTAL ORDINARY MAINT. & OPERATIONS EXP.	818,550	477,488	448,991	(28,497)
GENERAL EXPENSES:				
BAD DEBTS	18,900	11,025	11,025	0
COMPENSATED ABSENCES	14,000	8,167	8,167	0
FSS ESCROWS-SEC 8	30,000	17,500	20,197	2,697
INSURANCE	158,280	92,330	88,991	(3,339)
OTHER GENERAL EXPENSES	1,500	875	875	O O
PAYMENTS IN LIEU OF TAXES	53,810	31,389	26,137	(5,252)
PORT-IN HAP EXPENSE	500	292	0	(292)
REPLACEMENT RESERVES	95,000	55,417	55,417	Ò
RETIREE HEALTH BENEFITS	93,520	54,553	41,077	(13,476)
TOTAL GENERAL EXPENSES	465,510	271,548	251,886	(19,662)
TOTAL OPERATING EXPENSES	4,633,790	2,703,044	2,631,112	(71,931)
PROFIT (LOSS) EXCLUDING HAP	60,150	35,087	(27,746)	(62,835)
HAP REVENUES	7,824,000	4,564,000	4,635,678	71,678
HAP EXPENSES	7,794,000	4,546,500	5,340,963	794,463
NET HAP (LOSS)	30,000	17,500	(705,285) *	(722,785)
GRAND TOTAL PROFIT (LOSS)	90,150	52,587	(733,031)	(785,620)
UNRECONCILED HUD HELD RESERVES AT 04/30/24			410,376	
GRAND TOTAL PROFIT (LOSS) AFTER HUD HELD RI	ESERVES		(322,655)	

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

# Administrative Report

**DATE:** May 9, 2024

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

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

**SUBJECT:** Monthly Report (Stats for April 2024)

**PERIOD:** April 12, 2024 to May 9, 2024

# 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.

Development	CHAP Award	RAD	RAD
	Date	Closing Date	Effective
		_	Date
Kidston/Olivio	02/13/2018	11/06/2020	12/01/2020
Tarkiln/Asselta	03/25/2015	11/16/2018	12/01/2018
Parkview	03/25/2015	11/16/2018	12/01/2018
<b>Scattered Sites</b>	TBD	TBD	TBD
D'Orazio	12/07/2018	TBD	TBD

# **Community Room Furniture**

The furniture in the Kidston and Olivio community rooms is in the process of being replaced. Authority staff are working with a State Contract vendor for this purchase. This project is on hold pending availability of funds after the close-out of the current construction project and the award of the fire-pump project. The status of this project has not changed as the cost of the fire-pump project has not been determined.

# **Renovation Projects**

Scope of Work	Work Status	Comments
Tarkiln Acres – Roof Replacements	In Planning Stage	6/2021 – No Update; 9/2021 – A&E proposals received and under review; 12/2023- Project is in the planning stages with the architects; 1/2024 – Architect is preparing a proposal for this project; The plan is to move forward in 2024; 2/2024 – A project kickoff meeting was held with the architects; Bid documents are in process;
KT/OT – Elevator	Bid opening on 5/17/22	5/2024 – No change in project status;
Refurbishment;  07/2023 - Olivio Towers elevators are planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers elevators are planned for machine replacement. The contract has been awarded and a pre-construction meeting has been scheduled with the Contractor and Professional Team.  8/2023 - The elevator contract has been awarded. A pre-construction meeting has been scheduled with the Contractor and Professional Team.  9/2023 - Olivio Towers is planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers is planned for machine replacement. Contract has been awarded and signed, a pre-construction meeting was held with the Contractor and Professional Team. The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Currently, Olivio Towers elevator car #2 is out-of-service waiting on motor repairs to be completed.	10/2023 - The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Olivio Towers elevator car #2 has been repaired and is in service. The project remains in the submittals stage.  11/2023 - The project continues in the submittals stage. One potential change order has been received and is under review by our professional team for reasonableness.  12/2023 - The project team is meeting to discuss the potential change order and overall project status on December 11, 2023, further updates may be available for discussion at the Board Meeting.	1/2024 – A change order is needed to replace the rear door to one elevator in Kidston Towers along with the sill plate; The equipment for the elevator modernization has not been received.  2/2024 – Equipment for the modernization is pending delivery from the manufacturer.  04/2024 – Equipment has been received but not yet delivered to the property. The subcontractor (OTIS) plans to begin with Olivio Towers – Car #2 within the next 2-3 weeks. The car is expected to be out-of-service for a period of 10-12 weeks. Once completed, work will begin on Car #1. Work at Kidston Towers has not yet been scheduled.  05/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston & Olivio Towers – Car #2. One elevator car remains in service and operational at both buildings.

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Scope of Work	Work Status	Comments
KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;	July- August 2021 Award Anticipate d	01/2022 Update: Preliminary work has begun on plumbing work; "Hotel" units are being refurbished and staged with furniture; 2/2022 Update: Some unknown issues have been uncovered as preliminary work has begun; Change orders are being reviewed prior to presenting to the Board for approval; 3/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps & supports for wiring in first floor drop ceiling; eliminate an unneeded wiring; black off any junction boxes without covers; G & H risers are almost complete; these will become the "hotel units" for temporary relocation; work on the next two risers is expected to begin in early April; 4/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps; G & H risers are complete, and work continues on E & F risers; Residents are temporarily relocating to G & H; 5/2022 Update: Work on E & F risers is in process; it is expected the work will be completed in four weeks & residents can return to their units;  3/2023 Update: This plumbing project is complete with the exception of the items listed above on Page 4; 4/2023 Update:  New domestic water pump replacement — Complete;  Kidston mechanical room piping replacement — Complete;  Water filtration system - Olivio is complete; Kidston — parts are backordered; Currently in final punchlist stage; Substantial Completion issued; Close-out process beginning.  Kidston/Olivio fire pump replacement is out for public bid; bids due June 1, 2023; 6/2023 Update: No status change; 7/2023 Update: Water filtration system - Kidston — parts are backordered; Currently in final punchlist stage; Substantial Completion issued; Close-out process beginning.  Kidston/Olivio fire pump replacement initial bid was rejected; Project is out for public bid again;

# <u>Kidston & Olivio Towers – Renovation Projects – Active</u>

Scope of Work	Work Status	Comments
KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;		02/2024 Update – Additional water testing has been ordered to compare the results of the test conducted in 2020 to conditions today; no further update is available. The Closeout process is currently in process, no further work is anticipated on this project.  04/2024 – Update: - Water filtration system – additional water testing has been received and reviewed; a flow test is being ordered to determine the best course of action; no
9/2023 Update: - Water filtration system - Kidston – parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of September. The team is evaluating the installation of the water treatment systems for both buildings and will be making the necessary changes, Kidston Towers water treatment system has not yet been installed.  10/2023 Update: - No update;		further update is available. The Close-out process is currently in process, no further work is anticipated on this project.  05/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit.
11/2023 Update: - Water filtration system – systems in both buildings are now installed; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of October. The team is evaluating the installation of the water treatment systems to ensure it is functioning properly.		
12/2023 Update – Close-out process in motion; The water treatment system installation has been delayed; the system must be configured by the manufacturer, but the system was shipped without being configured; the system is being sent back to the manufacturer for configuration;		

# **Kidston/Olivio Towers – Fire Pump Replacement**

#### 9/2023 - Fire Pump Replacement

Project was bid on two occasions -

Round #1 – No Bids Received on June 1, 2023

Round #2 - 1 bid received on June 21, 2023

Negotiated Contract – the project team met with the sole bidder in an attempt to negotiate a contract. A follow-up meeting with the contractor has been scheduled for the end of August to review their new proposed pricing structure along with any possible value engineering cost savings. Negotiations are ongoing, our team began working with additional vendors to obtain more competitive pricing on this project.

10/2023 Update: Negotiated Contract – The project team negotiated with three (3) vendors and received best and final pricing; a recommendation for award is being presented on the Agenda for the October board meeting.

11/2023 Update: Negotiated Contract – Pending final contract completion.

12/2023 - Final contract has been received from the Contractor. The Team met to discuss the project, expectations were defined, and submittals are expected to be received for review. The Vineland Fire Department was made aware of the contract being awarded.

01/2024 - Final contract Underground utility infrastructure work is underway at the site. The construction team has been making regular site visits to inspect the work. The fire pump has been ordered but has not yet been shipped by the manufacturer.

03/2024 - Underground utility infrastructure work has been substantially completed. The tie-in at Kidston remains to be completed. The construction team has been making regular site visits to inspect the work. The fire pump has been shipped by the manufacturer, but not yet delivered to the site. Electrical, mechanical, and concrete work are being completed within the space to prepare for the pump delivery.

04/2024 - The fire pump has been installed in the building, the general contractor is working on piping and electrical work within the building.

05/2024 - Underground utility infrastructure work has been substantially completed. The tiein at Kidston remains to be completed. The construction team has been making regular site
visits to inspect the work. The fire pump has been installed in the building and the general
contractor is working on piping and electrical work within the building. The fueling station
for the pump has not yet been delivered to the property. Once received, the contractor will
schedule an initial startup of the equipment and begin testing. Olivio is planned to be brought
online first. Once the new system is activated in Olivio the construction team will focus their
efforts on bringing Kidston up on the new system. Both buildings remain fully protected
throughout the process.

# <u>Scattered Site Disposition – Status</u>

- The Scattered Site program was approved for disposition by HUD.
- Several homes have been listed for sale. The below chart summarizes the status of the 72 homes;
- Due to market conditions, many residents have been unable to obtain rental housing using their Housing Choice Voucher; the is due to the low or no availability of rental housing.
- The board was presented with a concept at the September 2022 meeting of the Authority retaining approximately 35 of the 72 homes. The 35 homes could be converted to the Rental Assistance Demonstration (RAD) program while receiving a higher fair market rent. The Authority staff and consultant are working a presentation for the board to consider, which will change the status of 35 homes from "disposition" to RAD conversion;
- A conference call was held in November 2022 with the HUD Special Applications Center (SAC) staff to discuss the concept of converting some of the Scattered Site homes to a RAD project. The SAC staff gave an initial "ok" to move forward with the plan; Some additional work on the project is needed prior to presenting the plan to the board for approval;
- The Authority staff and consultant are working on a plan to move residents from the houses that are to be sold into houses that are being kept; The financial plan for the program as well as the steps needed to complete this program are being formulated and will be presented to the board at the February meeting;
- Staff continues to work with residents to move them from houses that are going to be sold to homes that are not going to be sold;
- Staff continue to work with residents to move them from houses that are going to be sold to homes that are not going to be sold; homes are in the process of being vacated and appraised. Listings are active on several units. Please see the below chart for status details;

Date	Addresses	Status	Total Hon
			<mark>39</mark>
			Keeping
2022 Activity	4209 Marilyn Avenue	SOLD – 5/4/22	-1
2022 Activity	1441 Nylund Drive	SOLD - 3/4/22 SOLD - 05/10/22	-1 -1
	612 Oxford Street		-1
	1137 East Elmer Rd	SOLD - 5/16/22 SOLD - 6/28/22	-1 -1
	864 Columbia Avenue	SOLD - 9/30/22 SOLD - 9/30/22	-1
			-1
	1409 Brown Road	SOLD - 9/8/22	<b>4</b>
	1745 Jackson Drive	SOLD – 11/10/22	-1
	4331 Robert Drive	SOLD - 2/12/22	8 Sold
			25 Remaini
2023 Activity	760 N. Mill Rd	SOLD – 12/1/23	
	1091 N. Mill Rd	SOLD – 10/31/23	
	1290 Old Lake Rd	SOLD – 12/29/23	
	930 Charles St	SOLD – 1/11/2024	
	30 Avon Place	SOLD – 1/31/2024	
	5578 High Ridge Rd	SOLD – 1/31/2024	
	1479 Brown Rd	SOLD – 2/21/2024	
	2174 Sunset Ave	SOLD – 4/04/2024	
	5599 Lodge Place	Vineland Realty – Contract for Sale 4/2/24+-	8 Sold/1
			Listed
			16 Remaini
2024 Activity	3188 Hance Bridge Rd	Settlement 4/15/2024?????	
	5633 High Ridge Rd	Settlement 5/23 or 5/24???	
	721 S. Valley Ave	SOLD - 5/30/2024	
	2961 Athens Way	Agreement of Sale signed 4/8/24 - Exit Realty	
	4511 Robin Road	Agreement of Sale signed 4/11/24 –Vineland Realty	
	4630 Bernard Rd	Listed with Keller Williams- 2/14/24	
	1659 Venus Drive	Listed for Sale Vineland Realty- 3/25/24	
	38 Victory Lane	Listed with Keller Williams- 3/25/24	
	1306 BrownoRember 202	3DiotechfberS2023 Exit Realty – 3/25/24	
	4509 Noel Drive	Listed for Sale - Vineland Realty Corp 1/31/24	
	1017 Alexander Dr	Vacated 3/31/24;	
	1460 Neptune Terr	Vacated 4/2/24;	
	5691 High Ridge Rd	Vacated 3/14/24;	
	2149 Berkley Dr	90-day notice to tenant/issued voucher/Offering	
		AA 44; refused AA 44; has voucher;	
	4486 Robin Road	90-day notice to tenant/issued voucher; Move to	
		64 Arcadia (Existing tenant moving early May)??	
	2935 Athens Way	Moving to 1810 Jackson Drive – Target 5/17/24	End of List

# **D'Orazio Terrace – Redevelopment**

The board discussion regarding the D'Orazio Terrace will continue. The Scattered Site homes must 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 Scattered Site sales proceeds to HUD.

Update: The Contract to enter into a Housing Assistance Payment (CHAP) the Authority currently has with HUD may need to be rescinded as the funds from the scattered site sales are needed to move forward with this project as stipulated above. A new CHAP may be permitted to be issued in the future. Waiting for confirmation from HUD before moving forward.

September 2022 Update: The CHAP for D'Orazio Terrace has been withdrawn by the Authority as more time is needed to develop the required financial plan;

September 2023 Update: Staff continue to work with the JIF assigned insurance adjuster and contractor to finalize a scope of work (SOW) for the fire that occurred in Building #1 in January of 2023. The tenants in Building #1 have been relocated to other VHA properties due to the extensive nature of work needed in their units. Due to time constraints, a new architect is being utilized, Pederson Architects of Vineland will be assisting with this project. Limited demolition of affected areas has begun, the professional team will be evaluating and making recommendations on the repairs needed. We continue to work with our partners to obtain pricing on a complete rehab of building #1. We anticipate presenting options for Board consideration.

October 2023 Update: Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. A scheduled of values is being finalized with All-Risk and the project Team met on site with the insurance company on October 11, 2023. Design documents remain in progress and under review.

November 2023 Update: Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. We continue to work with our partners to obtain pricing on a complete rehab of building #1, we anticipate presenting options for Board consideration. Work has started at the building; a final scope is being developed in conjunction with the adjuster for presentation at the December JIF meeting.

December 2023 Update: Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

February 2024 Update: Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

May 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing\electrical rough ins are underway. Repairs to the roof are underway. A limited Survey and Geotech study are being completed to better determine the correct course of action to prevent future water infiltration into the crawl spaces of the building. A further explanation of this project will be provided at the Board meeting.

# **D'Orazio Terrace – Redevelopment - continued**

March 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing/electrical rough ins are underway. Repairs to the roof are expected to begin within the next few weeks, weather dependent. A limited Survey and Geotech study are being completed to better determine the correct course of action to prevent future water infiltration into the crawl spaces of the building. A further explanation of this project will be provided at the Board meeting.

May 2024 – Project status to be reviewed at board meeting;

# **Melrose Court**

The property is 100% occupied. The waiting list is strong with applicants. The property is financially sound.

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

Commissioner	Training Program Status
Brian Asselta	Completed with Certificate
Chris Chapman	Completed with Certificate
Mario Ruiz-Mesa	Completed with Certificate
Daniel J. Peretti, Jr.	Completed with Certificate
Albert D. Porter	Completed with Certificate
Iris Acosta-Jimenez	Completed with Certificate
Vacant	

Program Statistics Report 10/2023 - 10/2024	Apr2024	Mar2024	Feb2024
Tenant Accounts Receivable			
Number of "non-payment of rent" cases referred to the solicitor	3	0	(
Unit Inspections			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	28	22	
Total number of units inspected year-to-date - all sites	297		
City Inspections	0	0	98
Occupancy			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Leasup Time)	117	111	
Annual Unit Turnaround Time (For Fiscal Year)	135		
Monthly - Number of Vacancies Filled (this month)	8	_	
Monthly - Average unit turnaround time in days for Lease Up	8		
Monthly - Average unit turnaround time in days to Prep Unit (Maint) PIC Score	64		97.64
Occupancy Rate	98.41 96.61%	99.22 96.28%	
Coccupancy Nate	90.0170	90.2070	91.1070
Public Housing & RAD Waiting List Applicants 5 & 6 Bedroom Lists open 5/6/2024			
Families - With Local Preference	97	114	117
Families - Without Local Preference	250		246
Elderly (Seniors - 62+)/Disabled - With Local preference	59		
Elderly (Seniors - 62+)/Disabled - Without Local preference	109	98	119
	0.40	0.11	0.11
Average work order turnaround time in days - Tenant Generated	0.10	0.11	0.11
Number of routine work orders written this month  Number of outstanding work orders from previous month	494 1,505	579 1,459	460 1,531
Total number of work orders to be addressed this month	1,999	2,038	1,991
Total number of work orders completed this month	468	533	532
Total number of work orders left outstanding	1,531	1,505	1,459
Number of emergency work orders written this month	0		+
Total number of work orders written year-to-date	3,827	3,333	2,754
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	3	3	3
Section 8	4040	4040	404
Level of leased units of previous month was:  Level of leased units this month is:	1019 1014		
Number of increased leased-units over last month	1014		+
Total number of units inspected this month	26		
Programs (Voucher):			1
ABA Utilization %	111.33%	111.16%	110.17%
Repayment Agreements	31		
Total repayments due YTD		\$93,317.64	
Total repayments received YTD		\$10,647.32	
PIC Score (Oakview added 10/13)	101.1		103.52
Section 8 Housing Choice Voucher Waiting List Applicants - With Local Preference - CLOSED	631		
Section 8 Housing Choice Voucher Waiting List Applicants - Without Local Preference - CLOSED	1207		
Section 8 Project Based Waiting List Applicants- Oakview - OPEN (all br sizes) Section 8 Project Based Waiting List Applicants- With Local Preference - Buena HA - Open 3/7/24	457 6		373
Section 8 Project Based Waiting List Applicants- With Local Preference - Buena HA - Open 37724  Section 8 Project Based Waiting List Applicants- Without Local Preference - Buena HA -	81		
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	77%/23%	90%/10%	82%/18%
Section 8 - Choice Mobility List	102		1
•			
Department of Social Services - FSS			
Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined			
The number of residents that received "outreach" information about FSS	75	15	(
The number of residents signed on to the program. (FSS Contracts).	26		
The number of FSS Participants with established escrow accounts.	15		
Number of residents in need of employment skills (GED, DL, Job Training.)	2	2	2
The number of meetings, workshops and case management services	20	2	
<u>Congregate Services</u>			
Number of clients on the Congregate Progam	22		19
Number of clients on Meal Program	0		
Number of clients on Housekeeping Program	19	18	1:

Program Statistics Report 10/2023 - 10/2024	Apr2024	Mar2024	Feb2024
Number of clients on Laundry Services	19	15	17
Number of clients on Shopping Services	3	3	13
Registered Nurse			
Number of clients served this month	112		
Blood Pressure Clinics ( clinics) # of residents attending	0		
Health Assessments/re-assessments	9	-	
Meds Supervision	32	29	29
VHA - (FAMILY SW)			
Number of Residents on ROSS (Family)	0		
Number of residents that received case management services	10	15	
Number of Meetings	2	2	3
Number of residents enrolled in academic/employment workshops (FSS)	2	2	2
VHA - (MEDICAL)			
Number of residents received health assessment	9	5	10
Number of residents health activities of daily living assessments.	9		
Resident's medicine monitoring/supervision for month	32	29	29
Self-sufficiency - improved living conditions.	9	0	10
Community Development Block Grant Program			
Clients Served			
Number of new clients served	0	0	0
Number of ongoing clients	64	64	64
Total clients currently being served this month	10	16	16
Income			
Median Family Income (MFI)	0		
Moderate 80%-51% (MFI)	14	14	
Low 50%-31% (MFI)	18	18	
Very Low 30%-0% (MFI)	32	32	
Total	64	64	64
Client Demographics			
White	6	6	6
Black	6	6	6
American Indian	0	0	-
Asian	0	0	
Other	0	0	-
Hispanic	48	48	
Non-Hispanic	16	16	16

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

#### **RESOLUTION #2024-22**

#### 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 \$1,757,343.85.

**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:** May 16, 2024

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE**:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti	12%			
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
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 May 16, 2024 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

coueline. Jones, Executive Director

Secretary Treasure

# HOUSING AUTHORITY OF THE CITY OF VINELAND BOARD MEETING LIST OF CHECKS 5/16/24

CHECK NO.	ACCOUNT		<u>AMOUNT</u>
4299 - 4345 21660 -21860: 500052	SECTION 8 HAP PROGRAM LANDLORD/TENANT CHECKS AND OTHER DIRECT DEPOSITS-LANDLORDS HAPS	\$ \$12,645.00 \$780,205.00	792,850.00
749 -750: 3824, 30824, 202438, 2024308, 3082024 & 20240308	SECTION 8 ADM FEE ACCOUNT COMPUTER CHECKS- Ocean First COMPUTER CHECKS- BB&T	\$117,445.74 \$0.00	117,445.74
*	SECTION 8 NEW HOMEOWNERSHIP COMPUTER CHECKS	\$0.00	0.00
- 110	NEW HOMEOWNERSHIP INVESTMENTS COMPUTER CHECKS- Ocean First COMPUTER CHECKS- BB&T	\$0.00 \$31,702.87	31,702.87
228	OCEAN FIRST BANK PH SECURITY DEPOSIT COMPUTER CHECKS	\$2,197.83	2,197.83
217 - 218	OCEAN FIRST BANK FSS ESCROW COMPUTER CHECKS	\$7,064.40	7,064.40
2603, 2608-2615, 358287, 657525, 5463078085, 5464153508 & 20241220608	CAPITAL BANK GEN/FUND PH COMPUTER CHECKS		159,182.15
13034 - 13122, 862361, 1359244,1359524, 1361541, 5022024, 12320265, 20240503, 546117098, 2024041601, 5461667098, 20241220603-04, 20241220606-07, 710204232024	COCC CASH ACCOUNT COMPUTER CHECKS		464,490.27
	COCC EXPENDITURES PAYROLL	4/19/24 - 5/3/2024	151,930.36
	PAYROLL TAX LIABILITY	4/19/24 - 5/3/2024	30,480.23
is .	TOTAL	\$	1,757,343.85

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
ec8hap - Section 8 HA	P 4299	0apabar - BARCLAY APARTMENTS VENTURES LP	5/3/2024	05-2024	1,259.00
ec8hap - Section 8 HA	P 4300	0invfai - INVESTMENT GROUP LLC	5/3/2024	05-2024	1,870.00
ec8hap - Section 8 HA	P 4301	0osccos8 - OSCEOLA COUNTY HOUSING	5/3/2024	05-2024	942.00
ec8hap - Section 8 HA	P 4302	t0000066 - CORTES	5/3/2024	05-2024	36.00
sec8hap - Section 8 HA	P 4303	t0000613 - ALEJANDRO	5/3/2024	05-2024	79.00
sec8hap - Section 8 HA	P 4304	t0001053 - MEDINA	5/3/2024	05-2024	93.00
sec8hap - Section 8 HA	P 4305	t0003357 - KENNEDY	5/3/2024	05-2024	81.00
ec8hap - Section 8 HA	P 4306	t0004557 - RAMOS	5/3/2024	05-2024	39.00
sec8hap - Section 8 HA	P 4307	t0004672 - CRUZ	5/3/2024	05-2024	84.00
sec8hap - Section 8 HA	P 4308	t0004846 - ROTHMALLER	5/3/2024	05-2024	101.00
sec8hap - Section 8 HA	P 4309	t0005231 - REDFERN	5/3/2024	05-2024	50.00
sec8hap - Section 8 HA	P 4310	t0005502 - JIMENEZ	5/3/2024	05-2024	77.00
ec8hap - Section 8 HA	P 4311	t0005562 - GASKINS	5/3/2024	05-2024	160.00
sec8hap - Section 8 HA	P 4312	t0005666 - BALDWIN	5/3/2024	05-2024	155.00
sec8hap - Section 8 HA	P 4313	t0006629 - FORD	5/3/2024	05-2024	73.00
sec8hap - Section 8 HA	P 4314	t0006704 - ORTIZ- RAMOS	5/3/2024	05-2024	37.00
sec8hap - Section 8 HA	.P 4315	t0006766 - MOSS	5/3/2024	05-2024	273.00
sec8hap - Section 8 HA	P 4316	t0007057 - DESAI	5/3/2024	05-2024	63.00
sec8hap - Section 8 HA	P 4317	t0008495 - CASTRO	5/3/2024	05-2024	20.00
sec8hap - Section 8 HA	P 4318	t0008517 - LUGO	5/3/2024	05-2024	4.00
sec8hap - Section 8 HA	P 4319	t0008553 - CARLO	5/3/2024	05-2024	141.00
sec8hap - Section 8 HA	P 4320	t0010164 - RIVERA MARTINEZ	5/3/2024	05-2024	48.00
sec8hap - Section 8 HA	P 4321	t0010166 - ORTIZ	5/3/2024	05-2024	195.00
sec8hap - Section 8 HA	P 4322	t0012256 - SANCHEZ	5/3/2024	05-2024	36.00
sec8hap - Section 8 HA	P 4323	t0012267 - ACKLEY	5/3/2024	05-2024	6.00
sec8hap - Section 8 HA	P 4324	t0012269 - PEYTON	5/3/2024	05-2024	44.00
sec8hap - Section 8 HA	P 4325	t0013322 - FLORES	5/3/2024	05-2024	90.00
sec8hap - Section 8 HA	P 4326	t0013742 - Thomas	5/3/2024	05-2024	71.00
sec8hap - Section 8 HA	P 4327	t0013746 - Rodriguez	5/3/2024	05-2024	159.00
sec8hap - Section 8 HA	AP 4328	t0013888 - SCARBOROUGH	5/3/2024	05-2024	112.00
sec8hap - Section 8 HA	P 4329	t0013890 - BASS-TORRES	5/3/202 <del>4</del>	05-2024	73.00
sec8hap - Section 8 HA		t0013930 - Quinones	5/3/2024	05-2024	41.00
sec8hap - Section 8 HA	AP 4331	t0014235 - Hayes	5/3/2024	05-2024	72.00
sec8hap - Section 8 HA	AP 4332	t0014378 - HAND	5/3/2024	05-2024	52.00
sec8hap - Section 8 HA		t0014546 - Heggs	5/3/2024	05-2024	13.00
sec8hap - Section 8 HA	AP 4334	t0014727 - Rodriguez	5/3/2024	05-2024	197.00
sec8hap - Section 8 HA	AP 4335	t0014786 - Rivera Viruet	5/3/2024	05-2024	75.00
sec8hap - Section 8 HA		t0015043 - POWELL	5/3/2024	05-2024	133.00
sec8hap - Section 8 HA		t0015625 - MACIN	5/3/2024	05-2024	67.00
sec8hap - Section 8 HA		t0015634 - DICKS	5/3/2024	05-2024	52.00
sec8hap - Section 8 HA		t0015636 - WILSON	5/3/2024	05-2024	63.00
sec8hap - Section 8 HA		t0015908 - BEARDSLEY	5/3/2024	05-2024	119.00
sec8hap - Section 8 HA		t0015929 - ALICEA	5/3/2024	05-2024	79.00
	· <b>-</b>		5/3/2024	05-2024	

				Check	Post	Total Date
Bank		Check#	Vendor	Date	Month	Amount Reconciled
sec8hap -	- Section 8 HAP	4343	t0018174 - TURNER	5/3/2024	05-2024	31.00
sec8hap -	- Section 8 HAP	4344	vfl093 - ORANGE COUNTY HOUSING & C D	5/3/2024	05-2024	1,379.00
sec8hap -	- Section 8 HAP	4345	Ohousin - VINELAND HOUSING AUTHORITY	5/10/2024	05-2024	3,711.00
sec8hap -	- Section 8 HAP	21660	0537grap - 529-537 GRAPE STREET,LLC	5/6/2024	05-2024	300.00
sec8hap -	- Section 8 HAP	21661	0abobab - BABATUNDE O ABORISADE	5/6/2024	05-2024	339.00
sec8hap -	- Section 8 HAP	21662	0abrawi - ABRAHAN HEREDIA	5/6/2024	05-2024	662.00
sec8hap -	- Section 8 HAP	21663	0acojor - ACOSTA	5/6/2024	05-2024	1,928.00
sec8hap -	- Section 8 HAP	21664	Oahcpv - AFFORDABLE HOUSING CORPORATION	5/6/2024	05-2024	14,578.00
sec8hap -	Section 8 HAP	21665	0ahctaaa - AFFORDABLE HOUSING CORPORATION	5/6/2024	05-2024	88,299.00
sec8hap -	- Section 8 HAP	21666	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAN	IE 5/6/2024	05-2024	77,249.00
sec8hap -	- Section 8 HAP	21667	0albreb - REBECCA C THOMPSON-ALBERT	5/6/2024	05-2024	355.00
sec8hap -	- Section 8 HAP	21668	0aljess - ALJESS LLC	5/6/2024	05-2024	641.00
sec8hap -	- Section 8 HAP	21669	0andcar - ANDUJAR	5/6/2024	05-2024	555.00
sec8hap -	- Section 8 HAP	21670	Oandjon - JONATHAN ANDREOZZI	5/6/2024	05-2024	1,921.00
sec8hap -	- Section 8 HAP	21671	0andron - RONALD ANDRO	5/6/2024	05-2024	454.00
sec8hap -	- Section 8 HAP	21672	Oaparab - AB APARTMENTS LLC	5/6/2024	05-2024	3,205.00
sec8hap -	- Section 8 HAP	21673	0apsnew - NEWCOMB SENIOR APARTMENTS PH 2	5/6/2024	05-2024	316.00
sec8hap -	- Section 8 HAP	21674	Oarbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	5 · 5/6/2024	05-2024	7,090.00
sec8hap -	- Section 8 HAP	21675	Oassind - INDEPENDENCE ASSOCIATES LLC	5/6/2024	05-2024	892.00
sec8hap -	- Section 8 HAP	21676	0asslop - LOPEZ & ASSOCIATES LLC	5/6/2024	05-2024	851.00
sec8hap -	- Section 8 HAP	21677	0augdav - DAVID AUGUSTINE	5/6/2024	05-2024	1,876.00
sec8hap -	- Section 8 HAP	21678	Obehant - ANTHONY BEHRENS	5/6/2024	05-2024	350.00
sec8hap -	- Section 8 HAP	21679	Oberedw - EDWIN C & SAVALYN BERGAMO	5/6/2024	05-2024	221.00
sec8hap -	- Section 8 HAP	21680	Oberksh - ROSEMAR PROPERTIES IV LLC / CAMELOT /	AF 5/6/2024	05-2024	4,630.00
sec8hap -	- Section 8 HAP	21681	Obetalp - ALPHA BETA CAMDEN LLC	5/6/2024	05-2024	1,305.00
sec8hap -	- Section 8 HAP	21682	Obretow - BRENTWOOD TOWERS HOLDINGS, LLC	5/6/2024	05-2024	945.00
sec8hap -	- Section 8 HAP	21683	Obrewst - BREWSTER GARDEN APARTMENTS LLC	5/6/2024	05-2024	982.00
sec8hap -	- Section 8 HAP	21684	Obuebor - BOROUGH OF BUENA HOUSING AUTHORIT	Y 5/6/2024	05-2024	16,279.00
sec8hap -	- Section 8 HAP	21685	Obususa - USA BUSY BEE INC	5/6/2024	05-2024	944.00
sec8hap -	- Section 8 HAP	21686	Ocackim - KIMBERLY A CACCHIOLI	5/6/2024	05-2024	1,137.00
sec8hap -	- Section 8 HAP	21687	Ocamnil - NILZA R CAMACHO	5/6/2024	05-2024	1,044.00
sec8hap -	- Section 8 HAP	21688	Ocarjos - CARVALHO	5/6/2024	05-2024	781.00
sec8hap -	- Section 8 HAP	21689	Ocarmar - SIMOES	5/6/2024	05-2024	769.00
sec8hap -	- Section 8 HAP	21690	Ocasros - CASTILLO	5/6/2024	05-2024	637.00
sec8hap -	- Section 8 HAP	21691	Ocbrenta - C & B RENTALS	5/6/2024	05-2024	838.00
sec8hap -	- Section 8 HAP	21692	Ocdgard - CD GARDENS INC.	5/6/2024	05-2024	5,921.00
sec8hap -	- Section 8 HAP	21693	Ochajos - JOSEPH T CHAMBERS	5/6/2024	05-2024	950.00
sec8hap -	- Section 8 HAP	21694	Ocheshol - CHESTNUT SQUARE HOLDINGS LLC	5/6/2024	05-2024	5,533.00
•	- Section 8 HAP	21695	Ochuoks - OKSANA CHUMAK	5/6/2024	05-2024	1,525.00
•	- Section 8 HAP	21696	Ocomfar - ESTATE	5/6/2024	05-2024	570.00
•	- Section 8 HAP	21697	Oconpat - PATRIOT CONSTRUCTION SERVICES LLC	5/6/2024	05-2024	1,490.00
	- Section 8 HAP	21698	0corjua - CORTES	5/6/2024	05-2024	4,054.00
	- Section 8 HAP	21699	Odamjos - DAMATO	5/6/2024	05-2024	879.00
seconap ·	SCELIOIT O TIM					

	Lift Belleville		Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
sec8hap - Section 8 HAF	21701	0delwil - WILSON ZUNUN DE LEON	5/6/2024	05-2024	639.00
sec8hap - Section 8 HAF	21702	0dibwil - WILLIAM V DIBIASE	5/6/2024	05-2024	1,191.00
sec8hap - Section 8 HAF	21703	0donlau - DONNELLY	5/6/2024	05-2024	1,353.00
sec8hap - Section 8 HAF	21704	0dowter - DOWER	5/6/2024	05-2024	1,552.00
sec8hap - Section 8 HAF	21705	0eas307 - 307 N EAST AVE LLC	5/6/2024	05-2024	751.00
sec8hap - Section 8 HAF	21706	0eas710 - 710 EAST ALMOND STREET ASSOCIATES L	LC 5/6/2024	05-2024	677.00
ec8hap - Section 8 HAF	21707	0edwdip - EDWARD DIPALMA	5/6/2024	05-2024	947.00
ec8hap - Section 8 HAF	21708	0egbmar - MARY J EGBEH	5/6/2024	05-2024	1,415.00
ec8hap - Section 8 HAF	21709	Oeinmar - MARTIN JAY EINSTEIN	5/6/2024	05-2024	676.00
ec8hap - Section 8 HAF	21710	0equacc - ACCUMULATING EQUITY PARTNERS LLC	5/6/2024	05-2024	8,424.00
ec8hap - Section 8 HAF	21711	0equsul - SULLIVAN EQUITIES LLC	5/6/2024	05-2024	1,175.00
ec8hap - Section 8 HAF	21712	0estros - ESTATE OF LUIS A ROSADO-TORRES	5/6/2024	05-2024	474.00
ec8hap - Section 8 HAF	21713	Ofamfai - Faiola Family LP	5/6/2024	05-2024	363.00
sec8hap - Section 8 HAI	21714	Ofamlp - FAIOLA FAMILY LP	5/6/2024	05-2024	1,339.00
sec8hap - Section 8 HAF	21715	Offodor - FLOWERS	5/6/2024	05-2024	884.00
sec8hap - Section 8 HAF	21716	0g.b.ltd - G B LTD OPER CO INC	5/6/2024	05-2024	1,063.00
sec8hap - Section 8 HAF	21717	Ogarabn - ABNER GARCIA	5/6/2024	05-2024	478.00
sec8hap - Section 8 HAF	21718	Ogarsal - GARCIA	5/6/2024	05-2024	3,205.00
ec8hap - Section 8 HAI	21719	0garspr - SPRING GARDENS VINELAND LLC	5/6/2024	05-2024	7,635.00
sec8hap - Section 8 HAI	P 21720	0garvin - VINELAND GARDENS LLC	5/6/2024	05-2024	264.00
sec8hap - Section 8 HAI	P 21721	Oghebre - BRENDAN G GHEEN	5/6/2024	05-2024	960.00
sec8hap - Section 8 HAI	P 21722	Ogibjam - GRIBBLE JR	5/6/2024	05-2024	1,125.00
sec8hap - Section 8 HAI	P 21723	Ogolrob - ROBERT D GALBIATI	5/6/2024	05-2024	1,220.00
sec8hap - Section 8 HAI	P 21724	Ogonabr - GONZALEZ JR	5/6/2024	05-2024	1,012.00
sec8hap - Section 8 HAI	P 21725	Ogroche - CHERRY GROUP LLC	5/6/2024	05-2024	1,550.00
sec8hap - Section 8 HAI	P 21726	Ogromad - MADHU GROUP LLC	5/6/2024	05-2024	2,614.00
sec8hap - Section 8 HAI	P 21727	Ogromic - MICHAEL D RUPPERT JR	5/6/2024	05-2024	887.00
sec8hap - Section 8 HAI	P 21728	Ogruedi - EDISON GRULLON	5/6/2024	05-2024	1,940.00
sec8hap - Section 8 HA	P 21729	Ohagdan - DANIEL HAGEMAN JR	5/6/2024	05-2024	2,914.00
sec8hap - Section 8 HAI	P 21730	0hemtom - BTW 4 LLC	5/6/2024	05-2024	1,150.00
sec8hap - Section 8 HA	P 21731	Ohenreu - HENDLER	5/6/2024	05-2024	1,667.00
sec8hap - Section 8 HA	P 21732	Ohereri - 123 SOUTH 4TH STREET LLC	5/6/2024	05-2024	2,141.00
sec8hap - Section 8 HA	P 21733	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TOR	RE: 5/6/2024	05-2024	3,895.00
sec8hap - Section 8 HA	P 21734	Ohfprop - HF PROPERTY MANAGEMENT	5/6/2024	05-2024	1,725.00
sec8hap - Section 8 HA	P 21735	0holasm - ASM HOLDINGS LLC	5/6/2024	05-2024	674.00
sec8hap - Section 8 HA	P 21736	0holvin - VINELAND 18 HOLDINGS LLC	5/6/2024	05-2024	1,607.00
sec8hap - Section 8 HA		Ohomfhd - FHD HOME INVESTMENT LLC	5/6/2024	05-2024	1,238.00
sec8hap - Section 8 HA	P 21738	Ohomhec - HECS HOMES LLC	5/6/2024	05-2024	929.00
sec8hap - Section 8 HA		0homsky - SKYLO HOMES LLC	5/6/2024	05-2024	630.00
sec8hap - Section 8 HA		0homtar - TARKILN HOMES LLC	5/6/2024	05-2024	5,470.00
sec8hap - Section 8 HA		Ohopape - APEX HOPEWELL NJ LLC	5/6/2024	05-2024	1,220.00
sec8hap - Section 8 HA		0hougol - GOLD HOUSING PROVIDERS LLC	5/6/2024	05-2024	1,250.00
sec8hap - Section 8 HA		0houriv - RIVERGROVE HOUSING PARTNERS LLC	5/6/2024	05-2024	459.00
sec8hap - Section 8 HA		0howkev - KEVIN HOWARD	5/6/2024	05-2024	5,961.00
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Bank		Check#	Vendor	Date	Month	Amount Reconciled
sec8hap -	- Section 8 HAP	21745	0iaplis - LISA A IAPALUCCI	5/6/2024	05-2024	1,479.00
sec8hap -	- Section 8 HAP	21746	0ingden - INGRALDI	5/6/2024	05-2024	1,133.00
sec8hap -	- Section 8 HAP	21747	0invbot - BOTA INVESTMENTS LLC	5/6/2024	05-2024	3,923.00
sec8hap -	- Section 8 HAP	21748	0invegh - E. G. H. R. E. INVESTMENTS LLC	5/6/2024	05-2024	3,393.00
sec8hap -	- Section 8 HAP	21749	0invtra - T-RAY INVESTMENTS LLC	5/6/2024	05-2024	3,161.00
sec8hap -	- Section 8 HAP	21750	0invweb - WEBER INVESTMENT GROUP LLC	5/6/2024	05-2024	6,190.00
sec8hap -	- Section 8 HAP	21751	0jacgar - W JACK	5/6/2024	05-2024	1,741.00
sec8hap -	- Section 8 HAP	21752	0jerpri - PRIME JERSEY ESTATES	5/6/2024	05-2024	10,565.00
sec8hap -	- Section 8 HAP	21753	0kapala - PANDA REALTY GROUP LLC	5/6/2024	05-2024	1,356.00
sec8hap -	- Section 8 HAP	21754	0katjay - JAY-KAT INVESTMENTS, LLC	5/6/2024	05-2024	877.00
sec8hap -	- Section 8 HAP	21755	0klc1llc - KLC1 LLC	5/6/2024	05-2024	1,460.00
sec8hap -	- Section 8 HAP	21756	Olabfel - LABOY	5/6/2024	05-2024	1,712.00
sec8hap -	- Section 8 HAP	21757	Olandic - LANDICINI 566 LLC	5/6/2024	05-2024	335.00
sec8hap -	- Section 8 HAP	21758	0lanedw - EDWARD J LANG	5/6/2024	05-2024	1,300.00
sec8hap -	- Section 8 HAP	21759	Olebzai - LEBRON	5/6/2024	05-2024	2,156.00
sec8hap -	- Section 8 HAP	21760	Olegmay - MAYERFELD LEGACY TRUST	5/6/2024	05-2024	1,002.00
sec8hap -	- Section 8 HAP	21761	Olevgab - GABRIELLE LEVITT	5/6/2024	05-2024	507.00
sec8hap -	- Section 8 HAP	21762	Olhrent - L & H RENTALS	5/6/2024	05-2024	792.00
sec8hap -	- Section 8 HAP	21763	Olinrob - ROBERT LINDNER	5/6/2024	05-2024	461.00
sec8hap -	- Section 8 HAP	21764	Ollciig - IIG-1 LLC	5/6/2024	05-2024	871.00
sec8hap -	- Section 8 HAP	21765	Olickoo - KOONER LLC	5/6/2024	05-2024	1,707.00
sec8hap -	- Section 8 HAP	21766	Ollcsn2 - SN 22 LLC	5/6/2024	05-2024	1,931.00
sec8hap -	- Section 8 HAP	21767	Olocloc - LOCATION LOCATION & TIMING LLC	5/6/2024	05-2024	1,047.00
sec8hap -	- Section 8 HAP	21768	Olondav - DAVID LONGINI	5/6/2024	05-2024	471.00
sec8hap -	- Section 8 HAP	21769	Olopyad - YADIRA LOPEZ	5/6/2024	05-2024	710.00
•	- Section 8 HAP	21770	Olospro - LOST PROPERTIES LLC	5/6/2024	05-2024	2,786.00
sec8hap -	- Section 8 HAP	21771	0malaug - MIKLAVCIC JR	5/6/2024	05-2024	1,217.00
sec8hap -	- Section 8 HAP	21772	0manarc - MANAGEMENT LLC	5/6/2024	05-2024	1,050.00
sec8hap -	- Section 8 HAP	21773	0mapgre - GREENWOOD MAPLE JAY LLC	5/6/2024	05-2024	1,174.00
sec8hap	- Section 8 HAP	21774	0melrose - MELROSE COURT LP	5/6/2024	05-2024	21,681.00
sec8hap ·	- Section 8 HAP	21775	0menbre - MENDEZ	5/6/2024	05-2024	208.00
•	- Section 8 HAP	21776	Omillvil - MILLVILLE REALTY CORPORATION	5/6/2024	05-2024	1,813.00
	- Section 8 HAP	21777	Omiryar - MIRANDA	5/6/2024	05-2024	2,218.00
•	- Section 8 HAP	21778	Omonbry - BRYAN P. MONTEMURRO	5/6/2024	05-2024	622.00
	- Section 8 HAP	21779	Omriang - RIVERA	5/6/2024	05-2024	955.00
•	- Section 8 HAP	21780	Oneddav - NEDER	5/6/2024	05-2024	1,777.00
•	- Section 8 HAP	21781	Oneeshr - SHREE NEEL LLC	5/6/2024	05-2024	2,625.00
	- Section 8 HAP	21782	Onegcar - CARLOS NEGRON JR	5/6/2024	05-2024	766.00
sec8hap	- Section 8 HAP	21783	Oochabvsp - OCEAN CITY HSING AUTH- BVM/SPEITEL		05-2024	32,545.00
	- Section 8 HAP	21784	Opaeast - EAST PARK APARTMENTS	5/6/2024	05-2024	8,020.00
•	- Section 8 HAP	21785	Opanpar - PARESH PANCHAL	5/6/2024	05-2024	1,940.00
sec8hap	- Section 8 HAP	21786	Oparest - PARVIN ESTATES LLC	5/6/2024	05-2024	46.00
	- Section 8 HAP	21787	Opargle - GLEN PARK APARTMENTS LP	5/6/2024	05-2024	2,152.00
sec8hap	- Section 8 HAP	21788	0parkto - PARK TOWNE APTS LLC	5/6/2024	05-2024	12,514.00

	1 2 8 1 8			Check	Post	Total Date
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ec8hap - Section	on 8 HAP	21789	0pasmar - PASTORE	5/6/2024	05-2024	2,590.00
ec8hap - Sectio	on 8 HAP	21790	Opin173 - 173 PINE ST LLC	5/6/2024	05-2024	1,451.00
ec8hap - Sectio	on 8 HAP	21791	Oplacam - PHILLIP BLACK & KATHLEEN BLACK IRA	5/6/2024	05-2024	3,806.00
ec8hap - Section	on 8 HAP	21792	Opoisil - SILVER POINT MANAGEMENT LLC	5/6/2024	05-2024	713.00
ec8hap - Section	on 8 HAP	21793	0proall - ALL PRO GROUP LLC	5/6/2024	05-2024	1,204.00
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sec8hap - Section	on 8 HAP	21795	Oprofam - FAM PROPERTY MANAGEMENT LLC	5/6/2024	05-2024	1,350.00
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ec8hap - Section	on 8 HAP	21797	Opropar - PARTNERS PROPERTY MANAGEMENT LLC	5/6/2024	05-2024	536.00
sec8hap - Section	on 8 HAP	21798	Oproral - RAL PROPERTIES LLC	5/6/2024	05-2024	1,400.00
sec8hap - Secti	on 8 HAP	21799	Oproter - TERRAVESTRA PROPERTY MANAGEMENT LLC	5/6/2024	05-2024	17,352.00
sec8hap - Section	on 8 HAP	21800	Oprotim - TIMARIA PROPERTIES LLC	5/6/2024	05-2024	1,186.00
sec8hap - Secti	on 8 HAP	21801	0quilou - QUILES	5/6/2024	05-2024	291.00
sec8hap - Secti	on 8 HAP	21802	Oradoak - RADIANT OAKVIEW APARTMENTS LLC	5/6/2024	05-2024	157,611.00
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sec8hap - Secti	on 8 HAP	21804	Oraymar - RAYMOND HOLDINGS LLP	5/6/2024	05-2024	1,071.00
sec8hap - Secti	on 8 HAP	21805	Oreabrt - BRT REAL ESTATE LLC	5/6/2024	05-2024	659.00
sec8hap - Secti	on 8 HAP	21806	Oreadcb - Realty LLC	5/6/2024	05-2024	730.00
sec8hap - Secti	on 8 HAP	21807	Oreahen - REAL ESTATE	5/6/2024	05-2024	1,893.00
sec8hap - Secti	on 8 HAP	21808	Oreajba - JBAR REALTY LLC	5/6/2024	05-2024	903.00
sec8hap - Secti	on 8 HAP	21809	Orealbf - B & F REAL ESTATE HOLDINGS LLC	5/6/2024	05-2024	1,684.00
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sec8hap - Secti	on 8 HAP	21813	Oreasar - SARA REAVES	5/6/2024	05-2024	865.00
sec8hap - Secti	on 8 HAP	21814	0regche - REGENCY CHESTNUT COURT	5/6/2024	05-2024	10,130.00
sec8hap - Secti	on 8 HAP	21815	Oregeas - REGENCY EAST LLC	5/6/2024	05-2024	3,026.00
sec8hap - Secti	on 8 HAP	21816	Oreisup - SUPERIOR RE INVESTMENTS LLC	5/6/2024	05-2024	1,435.00
sec8hap - Secti	on 8 HAP	21817	Orenaco - ACOSTA RENTAL LLC	5/6/2024	05-2024	2,055.00
sec8hap - Secti	ion 8 HAP	21818	Orenokg - K G RENOVATIONS LLC	5/6/2024	05-2024	1,107.00
sec8hap - Secti	ion 8 HAP	21819	Orivdie - RIVERA	5/6/2024	05-2024	2,302.00
sec8hap - Secti	ion 8 HAP	21820	Oriviri - RIVERA	5/6/2024	05-2024	1,168.00
sec8hap - Secti	ion 8 HAP	21821	Orodhen - HENRY RODRIGUEZ	5/6/2024	05-2024	881.00
sec8hap - Secti	ion 8 HAP	21822	0rogluc - ROGERS	5/6/2024	05-2024	802.00
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sec8hap - Secti	ion 8 HAP	21826	0ruppab - RUPERTO	5/6/2024	05-2024	748.00
sec8hap - Sect	ion 8 HAP	21827	Osaiger - GERALD M SAINSOT JR	5/6/2024	05-2024	1,311.00
sec8hap - Sect		21828	Osalasda - DAMIAN & ELAINE SALAS	5/6/2024	05-2024	2,034.00
sec8hap - Sect		21829	0sauaud - SAUNDERS	5/6/2024	05-2024	1,800.00
sec8hap - Sect		21830	0saumar - SAUDERS	5/6/2024	05-2024	641.00
sec8hap - Sect		21831	0schdan - SCHWARTZ	5/6/2024	05-2024	1,845.00
		21832	Oseaves - VESTA-SEABROOK URBAN RENEWAL III LLC		05-2024	736.00

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			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	21833	0senbri - HOUSING PARTNERS LLC	5/6/2024	05-2024	2,407.00
sec8hap - Section 8 HAP	21834	0sennew - NEWCOMB SENIOR APARTMENTS URBAN RE	5/6/2024	05-2024	210.00
sec8hap - Section 8 HAP	21835	0shabru - BRUCE D SHAW	5/6/2024	05-2024	1,391.00
sec8hap - Section 8 HAP	21836	Oslinco - 1890 S LINCOLN ASSOCIATES LLC	5/6/2024	05-2024	2,575.00
sec8hap - Section 8 HAP	21837	Osolfin - FINANCIAL SOLUTIONS INVESTMENT GROUP	l 5/6/2024	05-2024	993.00
sec8hap - Section 8 HAP	21838	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	5/6/2024	05-2024	2,519.00
sec8hap - Section 8 HAP	21839	Osotalb - ALBERTO SOTO	5/6/2024	05-2024	1,069.00
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sec8hap - Section 8 HAP	21842	Oswaway - WAYNE SWANSON	5/6/2024	05-2024	1,171.00
sec8hap - Section 8 HAP	21843	0swe101 - 101 S WEST LLC	5/6/2024	05-2024	1,710.00
sec8hap - Section 8 HAP	21844	0tayver - TAYLOR	5/6/2024	05-2024	637.00
sec8hap - Section 8 HAP	21845	Othapau - ALBERTA A QUAIROLI ESTATE	5/6/2024	05-2024	1,219.00
sec8hap - Section 8 HAP	21846	Otimsus - SUSAN V TIMMRECK	5/6/2024	05-2024	794.00
sec8hap - Section 8 HAP	21847	Otorism - TORRES	5/6/2024	05-2024	1,916.00
sec8hap - Section 8 HAP	21848	Ovasdap - DAPHNE VASSALOTTI	5/6/2024	05-2024	698.00
sec8hap - Section 8 HAP	21849	Ovashen - VASQUEZ	5/6/2024	05-2024	971.00
sec8hap - Section 8 HAP	21850	Oveljon - JONATHAN VELEZ	5/6/2024	05-2024	1,411.00
sec8hap - Section 8 HAP	21851	0vhosri - SRI VHOMES LLC	5/6/2024	05-2024	1,650.00
sec8hap - Section 8 HAP	21852	Ovinian - VINELAND VILLAGE APTS	5/6/2024	05-2024	6,215.00
sec8hap - Section 8 HAP	21853	Ovirulou - LOUIS A VIRUET	5/6/2024	05-2024	1,064.00
sec8hap - Section 8 HAP	21854	Owalnut - WALNUT REALTY ASSOCIATES LLC	5/6/2024	05-2024	7,019.00
sec8hap - Section 8 HAP	21855	0wassey - SEYMOUR WASSERSTRUM	5/6/2024	05-2024	1,200.00
sec8hap - Section 8 HAP	21856	Owebric - WEBER	5/6/2024	05-2024	2,000.00
sec8hap - Section 8 HAP	21857	Owhebri - WHEELER SR	5/6/2024	05-2024	472.00
sec8hap - Section 8 HAP	21858	Owhihen - WHITE III	5/6/2024	05-2024	918.00
sec8hap - Section 8 HAP	21859	Owolpro - WOLF PROPERTY HOLDINGS LLC	5/6/2024	05-2024	1,277.00
sec8hap - Section 8 HAP	21860	Owrialf - WRIGHT	5/6/2024	05-2024	1,618.00
sec8hap - Section 8 HAP	500052	Ochainv - CHAAD INVESTMENTS LLC	5/6/2024	05-2024	0.00

792,850.00

#### **Payment Summary**

Bank=sec8admn AND mm/yy=04/2024-05/2024 AND Check Date=04/19/2024-05/16/2024 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank Check#		Vendor	Date	Month	Amount Reconciled
sec8admn - Section 8 Admir	3824	vha - HOUSING AUTHORITY CITY OF VINELAND	3/8/2024	03-2024	19,090.50 3/31/2024
sec8admn - Section 8 Admir	30824	vha - HOUSING AUTHORITY CITY OF VINELAND	3/8/2024	03-2024	19,324.50 3/31/2024
sec8admn - Section 8 Admir	202438	vha - HOUSING AUTHORITY CITY OF VINELAND	3/8/2024	03-2024	19,480.50 3/31/2024
sec8admn - Section 8 Admir	2024308	vha - HOUSING AUTHORITY CITY OF VINELAND	3/8/2024	03-2024	19,636.50 3/31/2024
sec8admn - Section 8 Admir	3082024	vha - HOUSING AUTHORITY CITY OF VINELAND	3/8/2024	03-2024	19,812.00 3/31/2024
sec8admn - Section 8 Admii	20240308	vha - HOUSING AUTHORITY CITY OF VINELAND	3/8/2024	03-2024	19,968.00 3/31/2024
sec8admn - Section 8 Admir	749	Oosccos8 - OSCEOLA COUNTY HOUSING	5/3/2024	05-2024	67.84
sec8admn - Section 8 Admir	750	vfl093 - ORANGE COUNTY HOUSING & C D	5/3/2024	05-2024	65.90

117,445.74

Bank=sec8hap AND mm/yy=04/2024-05/2024 AND Check Date=04/19/2024-05/16/2024 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
nhopbbt - New HOP Inv - B	110	allris - All Risk Inc	5/16/2024	05-2024	31,702.87
					31 702 87

#### **Payment Summary**

Bank=capsecdp AND mm/yy=04/2024-05/2024 AND Check Date=04/19/2024-05/16/2024 AND All Checks=Yes AND Include Voids=All Checks

	TO SELECT		Check	Post	Total Date	
Bank	Check#	Vendor	Date		Amount Reconcile	
capsecdp - PH Sec Dep Acc	psecdp - PH Sec Dep Acc 228 vha - HOUSING AUTHORITY CITY OF VINELAND	vha - HOUSING AUTHORITY CITY OF VINELAND	4/26/2024	04-2024	2,197.83 4/30/2024	
					2,197.83	

#### **Payment Summary**

Bank=capfsses AND mm/yy=04/2024-05/2024 AND Check Date=04/19/2024-05/16/2024 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total Date
Bank	Check#	neck# Vendor Date	Month	Amount Reconciled	
capfsses - VHA FSS Escrow	217	westlak - WESTLAKE FINANCIAL	4/23/2024	04-2024	6,669.40 4/30/2024
capfsses - VHA FSS Escrow	218	beldrive - Bells Driving School	5/10/2024	05-2024	395.00
					7.064.40

#### **Payment Summary**

Bank=capgenfd AND mm/yy=04/2024-05/2024 AND Check Date=04/19/2024-05/16/2024 AND All Checks=Yes AND Include Voids=All Checks

			Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount	Reconciled
capgenfd - Public Housing (	2603	Osanfau - SANTANA	5/7/2024	05-2024	-3,450.00	
capgenfd - Public Housing (	2608	Omenbre - MENDEZ	4/23/2024	04-2024	1,200.00	
capgenfd - Public Housing (	2609	b0011284 - RIVERA	4/23/2024	04-2024	22.00	
capgenfd - Public Housing (	2610	b0001473 - MERCADO	4/23/2024	04-2024	1,150.00	
capgenfd - Public Housing (	2611	t0001581 - SANTIAGO	4/23/2024	04-2024	134.02	
capgenfd - Public Housing (	2612	t0002146 - DEJESUS	4/24/2024	04-2024	50.00	4/30/2024
capgenfd - Public Housing (	2613	woohou - WOOLWICH HOUSING ASSOCIATES	4/24/2024	04-2024	1,291.00	
capgenfd - Public Housing (	2614	Osanfau - SANTANA	5/7/2024	05-2024	3,450.00	
capgenfd - Public Housing (	2615	vmu - Vineland Municipal Utilities	5/9/2024	05-2024	3,012.02	
capgenfd - Public Housing (	358287	vmu - Vineland Municipal Utilities	4/19/2024	04-2024	23,170.62	4/30/2024
capgenfd - Public Housing (	657525	vmu - Vineland Municipal Utilities	4/26/2024	04-2024	3,185.19	4/30/2024
capgenfd - Public Housing (	5463078085	sjgas - South Jersey Gas Company	4/19/2024	04-2024	2,803.09	4/30/2024
capgenfd - Public Housing (	5464153508	sjgas - South Jersey Gas Company	5/9/2024	05-2024	464.21	
capgenfd - Public Housing C	20241220608	vha - HOUSING AUTHORITY CITY OF VINELAND	5/1/2024	05-2024	122,700.00	
					150 192 15	

#### 159,182.15

#### **Payment Summary**

			Check	Post	Total Date
Bank	Check#	Vendor	Date	Month	Amount Reconciled
cocc - Central Office Cost	13034	canbus - Canon Solutions America Inc	4/26/2024	04-2024	142.14
cocc - Central Office Cost	13035	coloni - Colonial Electrical Supply	4/26/2024	04-2024	12.03
cocc - Central Office Cost	13036	combus - COMCAST	4/26/2024	04-2024	442.60
cocc - Central Office Cost	13037	eldpes - ELDER PEST CONTROL, INC.	4/26/2024	04-2024	2,038.50
cocc - Central Office Cost	13038	gannet - GANNETT NEW YORK/NEW JERSEY LOCALIQ	4/26/2024	04-2024	36.19
cocc - Central Office Cost	13039	gloind - Global Industries Inc	4/26/2024	04-2024	17,901.12
cocc - Central Office Cost	13040	gogogen - GOGO Generator LLC	4/26/2024	04-2024	25,352.00
cocc - Central Office Cost	13041	grucci - GRUCCIO, PEPPER, DESANTO, & RUTH	4/26/2024	04-2024	157.50
cocc - Central Office Cost	13042	hdsupp - HD Supply Facilities Maintenance LTD	4/26/2024	04-2024	2,185.01
cocc - Central Office Cost	13043	homest - HP Homestead Plumbing and Heating Inc	4/26/2024	04-2024	464.39
cocc - Central Office Cost	13044	hompro - HD SUPPLY formerly Home Depot Pro	4/26/2024	04-2024	2,230.42

	SDE ST			Check	Post	Total E	ate
Bank		Check#	Vendor	Date	Month	Amount F	Reconciled
cocc - Central Office	Cost	13045	inspira - Inspira Health Network Urgent Care, PC	4/26/2024	04-2024	120.00	
cocc - Central Office	Cost	13046	jccupa - JC'S Custom Painting	4/26/2024	04-2024	6,962.50	
cocc - Central Office	Cost	13047	latorr - LaTorre Delsea Hardware	4/26/2024	04-2024	70.00	
cocc - Central Office	Cost	13048	pdq - PDQ Supply Inc	4/26/2024	04-2024	574.00	
cocc - Central Office	Cost	13049	prinsol - Print Solutions Plus Inc	4/26/2024	04-2024	187.50	
cocc - Central Office	Cost	13050	quapri - Quality Printing	4/26/2024	04-2024	168.00	
cocc - Central Office	Cost	13051	robrob - Robinson & Robinson LLC	4/26/2024	04-2024	625.00	
cocc - Central Office	Cost	13052	sherwi - Sherwin Williams Company	4/26/2024	04-2024	732.00	
cocc - Central Office	Cost	13053	simonik - SIMONIK TRANSPORTATION & WAREHOUSIN	14/26/2024	04-2024	2,032.57	
cocc - Central Office	Cost	13054	sjglas - South Jersey Glass & Door Company	4/26/2024	04-2024	120.00	
cocc - Central Office	Cost	13055	staadv - Staples, Inc.	4/26/2024	04-2024	57.12	
cocc - Central Office	Cost	13056	vann - Vann Dodge Chrysler LLC	4/26/2024	04-2024	1,388.30	
cocc - Central Office	Cost	13057	cwa - Communications Workers of America	4/26/2024	04-2024	260.20	
cocc - Central Office	Cost	13058	vhapet - Gloria Pomales	5/1/2024	05-2024	233.02	
cocc - Central Office	Cost	13059	aprsup - APR SUPPLY CO	5/3/2024	05-2024	484.47	
cocc - Central Office		13060	coloni - Colonial Electrical Supply	5/3/2024	05-2024	191.21	
cocc - Central Office	Cost	13061	elmdoo - Elmer Door Co., Inc.	5/3/2024	05-2024	347.90	
cocc - Central Office	Cost	13062	gannet - GANNETT NEW YORK/NEW JERSEY LOCALIQ	5/3/2024	05-2024	346.00	
cocc - Central Office	Cost	13063	mason - W B Mason Co Inc	5/3/2024	05-2024	142.42	
cocc - Central Office	Cost	13064	presso - Press of Atlantic City	5/3/2024	05-2024	624.00	
cocc - Central Office	Cost	13065	shred - STERICYCLE, INC.	5/3/2024	05-2024	151.50	
cocc - Central Office		13066	yardi - Yardi Systems Inc	5/3/2024	05-2024	1,790.00	
cocc - Central Office		13067	aprsup - APR SUPPLY CO	5/10/2024	05-2024	44.16	
cocc - Central Office		13068	bolste - Bolster Hardware II LLC	5/10/2024	05-2024	105.36	
cocc - Central Office		13069	bottin - Bottinos Supermarkets Inc	5/10/2024	05-2024	20.76	
cocc - Central Office		13070	callexp - Call Experts New Jersey	5/10/2024	05-2024	417.87	
cocc - Central Office		13071	carahsoft - Carahsoft Technology Corporation	5/10/2024	05-2024	5,350.39	
cocc - Central Office		13072	ccia - Cumberland Co Improvement Auth	5/10/2024	05-2024	220.42	
cocc - Central Office		13073	cullig - South Jersey Culligan Water	5/10/2024	05-2024	33.00	
cocc - Central Office		13074	genelec - Gen X Electrical Contractors LLC	5/10/2024	05-2024	427.50	
cocc - Central Office		13075	irrsj - Conserva Irrigation of South Jersey	5/10/2024	05-2024	250.00	
cocc - Central Office		13076	jccupa - JC'S Custom Painting	5/10/2024	05-2024	10,177.75	
cocc - Central Office		13077	jmrefi - JM Refinishing LLC	5/10/2024		549.00	
cocc - Central Office		13078	miles - Miles IT Company	5/10/2024		11,039.00	
cocc - Central Office		13079	pbrese - Reserve Account	5/10/2024		2,000.00	
cocc - Central Office		13080	pdq - PDQ Supply Inc	5/10/2024		564.50	
cocc - Central Office		13081	riggin - Riggins Inc	5/10/2024	05-2024	124.11	
cocc - Central Office		13082	veriwi - Verizon Wireless	5/10/2024	05-2024	1,294.90	
cocc - Central Office		13083	harris - Patricia G Harrison	5/10/2024	05-2024	40.00	
cocc - Central Office		13084	aaasj - AAA South Jersey	5/16/2024		312.00	
cocc - Central Office		13085	adcass - Advanced Cabinetry & Storage Systems LLC	5/16/2024	05-2024	493.00	
cocc - Central Office		13086	aprsup - APR SUPPLY CO	5/16/2024	05-2024	340.69	
cocc - Central Office		13087	avena - Linda M Avena CPA	5/16/2024	05-2024	7,083.34	
cocc - Central Office		13088	bailey - T/A Baileys Superior Restoration	5/16/2024	05-2024	1,380.00	i)t
cocc - Central Office		13089	blocklsi - TELESYSTEM	5/16/2024	05-2024	2,030.40	
cocc - Central Office		13090	bowman - BOWMAN & COMPANY, LLP	5/16/2024	05-2024	15,000.00	
		13090	canbus - Canon Solutions America Inc	5/16/2024	05-2024	205.48	
COCC - ( POTRAI ( ITTIC)		1001	Caribas Carion Solutions Afficiled and				
cocc - Central Office		13002	ccia - Cumberland Co Improvement Auth	5/16/2024	05-2024	3,315.61	
cocc - Central Office cocc - Central Office cocc - Central Office	e Cost	13092 13093	ccia - Cumberland Co Improvement Auth cdwgov - CDW Government Inc	5/16/2024 5/16/2024	05-2024 05-2024	3,315.61 7,643.94	

Bank=sec8hap AND mm/yy=04/2024-05/2024 AND Check Date=04/19/2024-05/16/2024 AND All Checks=Yes AND Include Voids=All Checks

	deliberations		Check	Post	Total	Date
Bank	Check#	Vendor	Date	Month	Amount	Reconciled
cocc - Central Office Cost	13095	cintas - Cintas Corporation #100	5/16/2024	05-2024	785.72	
cocc - Central Office Cost	13096	citywa - City of Vineland (water dept.)	5/16/2024	05-2024	4,865.74	
cocc - Central Office Cost	13097	cullig - South Jersey Culligan Water	5/16/2024	05-2024	125.00	
cocc - Central Office Cost	13098	daily - The Daily Journal	5/16/2024	05-2024	213.54	
cocc - Central Office Cost	13099	dudley - Dudley General Contracting LLC	5/16/2024	05-2024	8,257.01	
cocc - Central Office Cost	13100	gloind - Global Industries Inc	5/16/2024	05-2024	3,818.95	
cocc - Central Office Cost	13101	hdsupp - HD Supply Facilities Maintenance LTD	5/16/2024	05-2024	4,266.61	
cocc - Central Office Cost	13102	hill - Ronald Hill	5/16/2024	05-2024	1,125.00	
cocc - Central Office Cost	13103	himinha - DELSEA LAUNDROMAT	5/16/2024	05-2024	843.75	
cocc - Central Office Cost	13104	hompro - HD SUPPLY formerly Home Depot Pro	5/16/2024	05-2024	2,799.47	
cocc - Central Office Cost	13105	irrsj - Conserva Irrigation of South Jersey	5/16/2024	05-2024	1,480.00	
cocc - Central Office Cost	13106	ivealv - IVELISSE ALVAREZ	5/16/2024	05-2024	60.00	
cocc - Central Office Cost	13107	joskel - JOSEPH KELLY	5/16/2024	05-2024	60.00	
cocc - Central Office Cost	13108	limflo - LLM Hardwood Floors LLC	5/16/2024	05-2024	1,560.75	
cocc - Central Office Cost	13109	natten - National Tenant Network	5/16/2024	05-2024	1,204.00	
cocc - Central Office Cost	13110	njjif - NJ Public Housing Authorities JIF	5/16/2024	05-2024	218,366.50	
cocc - Central Office Cost	13111	pbf - Phoenix Business Forms	5/16/2024	05-2024	262.50	
cocc - Central Office Cost	13112	pbrese - Reserve Account	5/16/2024	05-2024	2,000.00	
cocc - Central Office Cost	13113	pcrich - P C Richard and Son Builders Div	5/16/2024	05-2024	1,767.00	
cocc - Central Office Cost	13114	sermas - ServiceMaster Of The Shore Area	5/16/2024	05-2024	4,164.57	
cocc - Central Office Cost	13115	sherwi - Sherwin Williams Company	5/16/2024	05-2024	1,835.19	
cocc - Central Office Cost	13116	sjappra - South Jersey Appraisal Associates LLC	5/16/2024	05-2024	1,800.00	
cocc - Central Office Cost	13117	smilum - I S SMICK LUMBER	5/16/2024	05-2024	1,375.40	
cocc - Central Office Cost	13118	totsec - Total Security Alarms, LLC.	5/16/2024	05-2024	1,062.50	
cocc - Central Office Cost	13119	vann - Vann Dodge Chrysler LLC	5/16/2024	05-2024	249.75	
cocc - Central Office Cost	13120	vercon - Verizon Connect Fleet USA LLC	5/16/2024	05-2024	414.85	
cocc - Central Office Cost	13121	weaequ - Weaver Equipment Sales & Service LLC	5/16/2024	05-2024	403.34	
cocc - Central Office Cost	13122	yardi - Yardi Systems Inc	5/16/2024	05-2024	29.00	
cocc - Central Office Cost	862361	vmu - Vineland Municipal Utilities	4/29/2024	04-2024	2,627.61	
cocc - Central Office Cost	1359244	axaequ - Equitable	4/19/2024	04-2024	1,535.00	4/30/2024
cocc - Central Office Cost	1359524	axaequ - Equitable	4/23/2024	04-2024	500.00	4/30/2024
cocc - Central Office Cost	1361541	axaequ - Equitable	5/3/2024	05-2024	2,035.00	
cocc - Central Office Cost	5022024	aflac - AFLAC	5/2/2024	05-2024	156.00	
cocc - Central Office Cost	12320265	pers - Public Employees Retirement System	5/3/2024	05-2024	16,802.58	
cocc - Central Office Cost	20240503	paychex - Paychex of New York LLC	5/3/2024	05-2024	420.35	
cocc - Central Office Cost		sigas - South Jersey Gas Company	4/19/2024	04-2024	1,061.28	4/30/2024
cocc - Central Office Cost		paychex - Paychex of New York LLC	4/19/2024	04-2024	398.00	4/30/2024
cocc - Central Office Cost		sjgas - South Jersey Gas Company	4/19/2024	04-2024	0.00	
cocc - Central Office Cost		ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAN	D 5/1/2024	05-2024	10,551.00	l .
cocc - Central Office Cost		ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND		05-2024	1,875.00	
cocc - Central Office Cost		ahcvktot - AFFORDABLE HOUSING CORPORATION	5/1/2024	05-2024	11,588.00	
cocc - Central Office Cost		vha - HOUSING AUTHORITY CITY OF VINELAND	5/1/2024	05-2024	7,917.00	١
cocc - Central Office Cost		wex - WEX Bank	4/25/2024	04-2024		4/30/2024

464,490.27

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

#### **RESOLUTION #2024-23**

#### A Resolution Authorizing that the Administrative Office Petty Cash Fund be increased to \$400.00

**WHEREAS,** it is necessary from time to time for the Executive Director, certain employees, and Commissioners of the Housing Authority of the City of Vineland to be reimbursed through petty cash for certain out-of-pocket expenses; and

WHEREAS, the petty cash account is currently \$300.00; and

**WHEREAS,** the petty cash accounts must be increased to meet out-of-pocket expenses; and

**WHEREAS**, it is in the best interest of the Housing Authority of the City of Vineland to authorize this increase in the Administrative Office petty cash fund to \$400.00.

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Commissioner of the Housing Authority of the City of Vineland as follows:

The Administrative Office petty cash fund will be increased to the amount of \$400.00.

**ADOPTED:** May 16, 2024

MOVED/SECONDED:

**Resolution moved by Commissioner** 

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				
Brian Asselta				<u> </u>
Albert Porter				
Iris Acosta-Jimenez	- L			
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 May 16, 2024 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones, Executive Director

Secretary/Treasure

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

#### **RESOLUTION #2024-24**

#### **Resolution Awarding Real Estate Sales Professional Services**

**WHEREAS**, the Vineland Housing Authority has solicited Requests for Proposals for Real Estate Sales Professional Services; and

**WHEREAS**, the Requests were published in the Housing Authority's official newspaper in accordance with N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS, two (2) proposals were received and evaluated; and

WHEREAS, the professionals listed on Schedule A have been qualified to provide the aforesaid services: and

WHEREAS, it has been recommended that a contract for the required services be awarded to those professionals listed on Schedule A based upon and in accordance with the proposal submitted and received pursuant to a fair and open process; and

WHEREAS, professional services agreements shall be issued to the professionals listed on Schedule A for a contract period of June 1, 2024 through May 31, 2025; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Real Estate Sales Professional Services contract to the professional listed on Schedule A on an as-needed basis for a contract period of June 1, 2024 through May 31, 2025.

**ADOPTED:** May 16, 2024

MOVED/SECONDED:

Resolution moved by Commissioner

**Resolution seconded by Commissioner** 

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				V
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
Mario Ruiz-Mesa – Chairman	1/			

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 May 16, 2024 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

queline/S. Jones, Executive Director

Secretary/Treasurer

#### **CERTIFICATION**

Funding is available for:

# **REAL ESTATE PROFESSIONAL SERVICES CONTRACT**

Compensation will be paid from the real estate commission paid through escrow at the close of sale for each individual unit.

Wendy Hughes

Certifying Financial Officer

Date

# SCHEDULE A Real Estate Sales Professional Services

Vineland Realty Corp. 634 E Landis Avenue Vineland, NJ 08360

THE HOUSING AUTHORITY OF THE CITY OF VINELAND UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM REALESTATE SERVICES

CODE	DESCRIPTION	BILLING	RATE	OUANTITY	TOTAL PRICE
PERC-FEE	Provide a set real estate commission (the "Commission") paid through escrow at the close of sale of each individual Unit.	5	%	4	
PERC-FEE-RES	Provide a set real estate commission (the "Commission") paid through escrow at the close of sale of each individual Unit sold to a current VHA Tenant.	3	%	3	

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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

#### Five Per Cent & Three Per Cent

TOTAL PRICE IN WRITTEN WORD FORM

Vineland Realty Corp	BY: Dennis Ingraldi	
34 E. Landis Avenue Street, Town, State, Zip Code	, Vineland, NJ 08360	
56.690.9482 Telephone	856.690.9484 Fax Swor	n to and subscribed before me
nature of proposer if the properser is an individual		Alata 2024
gnature of partner if proposer is a corporation	Broker/Owner Title	Marlene Sosa-Trujillo NOTARY PUBLIC STATE OF NEW JERSEY MY COMMISSION EXPIRES March 17, 2028

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

#### **RESOLUTION #2024-25**

A Resolution Authorizing Compressed Work Week Policy for Administrative and Maintenance Supervisory Staff

WHEREAS, the Housing Authority of the City of Vineland would like to implement a Compressed Work Week Policy for Administrative and Maintenance Supervisory Staff; and

WHEREAS, the intent of this policy is to foster a working environment that enhances productivity, reduces vehicle emissions, increases employee morale, and enhances recruitment and retention, this policy is intended to provide authority employees an opportunity to vary their work schedules, while allowing departments to continue to provide services to residents and applicants in an efficient manner; and

**WHEREAS**, this compressed workweek option shall not reduce the level of service or the hours of operation of any authority department; and

WHEREAS, the Housing Authority of the City of Vineland desires to implement the attached Compress Work Week Policy for Administrative and Supervisory Maintenance Staff effective May 27, 2024; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Vineland hereby approves the Compressed Work Week Policy for Administrative and Maintenance Supervisory Staff, effective May 27, 2024.

**ADOPTED:** May 16, 2024

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE**:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				V
Brian Asselta				
Albert Porter				
Iris Acosta-Jimenez				
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 May 16, 2024 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

cqueline Sones, Executive Directo

Secretary Treasure

# **Vineland Housing Authority**

# **Compressed Work Week Policy**

#### A. Resolution Number, Date of Adoption and Effective Date of Implementation

Resolution Number: 2024-26

Adoption Date: May 16, 2024

Effective Date of Implementation: May 27, 2024

#### B. Introduction

In an effort to foster a working environment that enhances productivity, reduces vehicle emissions, increases employee morale, and enhances recruitment and retention, this policy is intended to provide authority employees an opportunity to vary their work schedules, while allowing departments to continue to provide services to residents and applicants in an efficient manner. This compressed workweek option shall not reduce the level of service or the hours of operation of any authority department. As such, having a compressed workweek schedule is an employee privilege and not an employee right; It can be granted or revoked at the discretion of the authority. At any time period an employee may also voluntarily withdraw from the program. Any changes to a compressed workweek arrangement must be approved in advanced by the authority.

#### C. Background and Applicability

All administrative and maintenance supervisory authority employees may be considered for a compressed workweek option; However, some employees may not be eligible based on departmental operation or functional needs. This policy does not apply to part-time employees, nor maintenance employees covered by a collective bargaining agreement.

This policy applies to employees permitted to work a compressed work schedule. This policy does not apply to requests for reasonable accommodation. Employees requesting to work a compressed work schedule as a reasonable accommodation should follow the authority's procedures on requests for a reasonable accommodation.

#### D. Establishment and Implementation of Procedure

The Executive Director, in consultation with the authority's employment attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

#### E. <u>Definitions</u>

- a. Compressed Workweek: A full-time option that allows employees to work longer days for part of a week in exchange for a day off during that week.
- b. Core Time Period: An established range of time when everyone must be at work with flexibility on either end of the workday. For example, administrative core and maintenance supervisory core hours may be from 7:00 AM to 6:00 PM.

#### F. Operating Guidelines:

- a. Regular administrative office hours are 8:30 AM to 4:30 PM and regular maintenance hours are 8:00 AM to 5:00 PM. To ensure the availability of all personnel in all departments during these hours, each department must provide coverage during this time period by employees with the necessary skills.
- b. The authority may cancel the program at any time and revert to the conventional five-day/7- hours per day/ 35-hours per week schedule for administration or a five-day/8-hours per day/40-hous per week schedule for maintenance supervisory.
- c. Those who abuse the policy may be removed from the program and scheduled to work a conventional administrative 8:30 AM to 4:30 PM schedule or a conventional maintenance 8:00 AM to 5:00 PM schedule.
- d. Employees will not be permitted to use personal and/or sick time off to fill in gaps (i.e., if they arrived to work late). The current policy for requesting vacation time must be followed.
- e. It is the responsibility of each supervisor to ensure that the policy and operating guidelines are understood and are being met within the work unit. Supervisors are also responsible to ensure that exceptions to the normal work week are recorded as they occur.
- f. Exceptions to the normal workday or week will be cleared with the supervisors as events occur.
- g. Leave, compensatory time or overtime will be accompanied by the normal request authorization and request forms.
- h. Time sheets will be processed in accordance with present procedures on the VHA Portal. Regardless of an employee's regular workday schedule, timesheets shall be submitted on Friday, at the end of each pay period. Supervisors remain responsible to review and approve timesheets pursuant to current guidelines and shall be required to meet payroll deadlines.
- i. Eligibility for the program is determined by the authority.
- j. Employees adopting a compressed work week schedule officially begin working such schedules beginning on the first day of the applicable pay period.
- k. Employees must submit requests for a compressed work week option to their immediate supervisor in writing. Approval or denial of such requests shall also be made in writing. Denials shall state the basis upon which the employee's request has been denied.
- 1. Should the authority revoke an employee's privilege to participate in the program, written notice shall be provided to the employee stating the reason for their revocation.
- m. Whenever possible, changes to employee work schedules under this policy and procedure will be initiated with a minimum two-week notice.
- n. Overtime must be approved in advance and no overtime at 1 ½ hourly rate will be paid beyond eight (8) hours in one day. Overtime will only be paid for hours worked in excess of 40 hours worked in a week.

#### G. Compressed Workweek Option: Operating Guidelines

- a. The standard work week for administrative staff is 8:30 AM to 4:30 PM and the standard work week for maintenance supervisory staff is 8:00 AM to 5:00 PM.
- b. Eligible employees who work a standard 5-day work week (Monday to Friday) may request to work the following compressed work schedule:

#### 1. TUESDAY, WEDNESDAY, AND THURSDAY

7:00 a.m. -6:00 p.m. with a 1-hour lunch on <u>Tuesday</u>, <u>Wednesday</u>, <u>& Thursday</u> \* (9-hour days for administrative staff and 10-hour days for maintenance supervisory staff).

#### 2. MONDAY OR FRIDAY

7:00 a.m. – 6:00 p.m. with a 1-hour lunch on Monday or Friday\* (8-hour day for administrative staff and a 10-hour day for maintenance supervisory staff). Employees must pick either a Monday or Friday to be off; Once selected, the day off (Monday or Friday) cannot be changed without prior supervisor approval.

- 3. \* Three (3) 9-hour days and One (1) 8-hour day = 35 hours per week for administrative staff.
- 4. \* Four (4) 10-hour days = 40 hours per week for maintenance supervisory staff.
- c. No full-time employee will be permitted to work a compressed work schedule during any week in which there is a paid holiday.
- d. If an employee, whose regularly scheduled workday on a compressed work schedule is greater than 8 hours, takes vacation, personal, or sick time during a regularly scheduled workday, the employee's vacation, personal, or sick time balance will be deducted by the number of vacation, personal, or sick hours used, up to the number of hours in the employees regularly scheduled work day. <a href="Example: If an employee requests off">Example: If an employee requests off on a Wednesday, and this workday is regularly scheduled for 9-hours, then 9-hours of vacation, personal, or sick time will be entered into the VHA portal for approval by the supervisor.</a>
- e. Employees on a compressed work schedule will be paid for any time spent on jury duty according to the authorities paid leave time procedure. Employees will not be paid for time spent on jury duty during their regularly scheduled day off.
- f. Resolution to determine preference for a Monday or a Friday off will be determined by seniority.
- g. The authority expressly reserves the right to change, modify or delete the provisions of the compressed work week policy without notice.

Each department is responsible for the administration of this policy with respect to the department's employees. If you have any questions regarding this policy or if you have questions about a compressed work week schedule that is not addressed in this policy, please contact the Executive Director.

# Vineland Housing Authority

# **Compressed Work Week Proposal Form**

Name:	Name:		Date Submitted:			
Title:			Department:			
Supervise	or:					
Proposed	Compressed Work	Week Schedule:				
	Day	Start-End Time	Total Hours	]		
	Monday		2 3 4 4 5 4 5			
	Tuesday					
	Wednesday					
	Thursday					
	Friday			]		
Week Sch This Com Work We based on	nedule for any employen pressed Work Week Seek Schedule is subject performance concerns weeks' notice in ad	ee. The decision is at the Schedule Policy is subto ongoing review and or business needs. The	prove a proposal for a Compane discretion of my immediate ect to Board approval. This may be subject to termination the supervisor or the employee thanging an arrangement, but	e supervisor. Compressed n at any time e should give		
Employee	e Signature	Date	Supervisor's Signature	Date		
	equest Approved quest Denied					

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

#### **RESOLUTION #2024-26**

#### A Resolution Amending the VHA Personnel Policy (OVERTIME)

**WHEREAS,** periodically it becomes necessary for the Housing Authority to update its internal policies in order to remain in compliance with federal, state, and local laws; and,

**WHEREAS**, the Board of Commissioners has determined that there is a need to amend its Personnel Policy and Employee Manual to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and,

**WHEREAS**, the Board of Commissioners authorizes amending the VHA Personnel Policy and Employee Manual regarding the payment of overtime to Administrative and Maintenance Supervisory staff;

**WHEREAS**, Overtime Policy under Compensation & Employee Benefits, Sections 2 and 3 of the Personnel Policy and Employee Manual, Amendment A, is attached hereunto; and,

WHEREAS, this resolution shall take effect immediately; and,

**BE IT FURTHER RESOLOVED** that the Housing Authority of the City of Vineland hereby adopts this amended Personnel Policy and Employee Manual dated October 19, 2023 covering its employees in keeping with local public practices and rescinds any previously approved Personnel Policy and Employee Manual.

**ADOPTED:** May 16, 2024

MOVED/SECONDED:

**Resolution moved by Commissioner** 

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				V
Brian Asselta	1			
Albert Porter				
Iris Acosta-Jimenez	V			
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 May 16, 2024 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

acqueline S. Jones, Executive Directo

Secretary/Treasurer

# **Vineland Housing Authority**

## Amendment A

#### **SECTION 2: COMPENSATORY TIME.**

The Authority elects to compensate employees who work over the regularly scheduled hours as follows:

#### SUPERVISORY POSITIONS

Employees who are in a supervisory position and whose hours are thirty-five (35) hours a week will receive compensatory time hour for hour until forty (40) hours have been reached.

Hours worked in excess of forty (40) hours in a week are overtime hours, which must be compensated at one and one half (1 1/2) hours compensatory time for each hour of overtime worked.

#### NON-SUPERVISORY POSITIONS

Employees who are not in a supervisory position and whose work hours are thirty-five (35) hours a week will receive compensatory time hour for hour until forty (40) hours in a workweek have been reached.

Hours worked in excess of forty (40) hours a week are overtime hours and shall be compensated at the rate of one and one half (1 1/2) times the employee's rate of pay.

#### **SECTION 3: OVERTIME COMPENSATION.**

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$107,432 per year depending upon their job duties. The Authority shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Executive Director and/or her designee's prior approval and at their sole discretion.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Executive Director and/or her designee. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees will receive overtime compensation for hours worked in excess of forty (40) in a weekly period at the rate of one and one-half times the regular rate of pay. Employees may choose overtime compensation in the form of overtime pay or compensating time off. For purposes of overtime compensation, hours worked are computed to the nearest one-half hour per day. Vacation leave, personal leave, sick leave, and holiday time are <u>not</u> considered time worked for purposes of determining overtime compensation.