

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, May 18, 2023
6:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Ruiz-Mesa on Thursday, May 18, 2023, at 6:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

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

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Harry Furman, Esquire – Solicitor, Linda Cavallo – Accountant, Michael Thilker, Auditor – Bowman & Co. and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

New Business: Chairman Ruiz-Mesa moved the order of the meeting and requested the audit report from Mike Thilker of Bowman and Company. Mike Thilker stated Nina Sorelle was unable to attend tonight's meeting and she will also be retiring in June. Another partner, Carol McCallister, will be signing the reports for the foreseeable future. Mr. Thilker stated he is presenting the 2021 audit, which is late due to the fact the State Division of Pension and Benefits had not provided the auditors with the information needed on a timely basis. Mr. Thilker thanked the Accountants, Linda, and Heidi because they do a wonderful job of keeping everything straight.

Mr. Thilker presented the Audit FYE 2021, beginning with the Independent Auditor's Report. The Independent Auditor's Report, Yellow Book Report and Single Audit Report are cleaned with no issues or findings. There is no management letter, which means there is nothing that came to the attention of the Auditor during the audit that would need to be communicated to the Board. There are no issues and this is a testament to the work that Jackie, Wendy, Gloria, Fee Accountants and the entire VHA team does.

Mr. Thilker explained the Yellow Book Report in which the Auditors review the internal controls of the organization. He reviewed and explained the Statements of Net Positions, as well as Revenue, Expenses and Changes in Net Position and Statements of Cash Flows for the years ended September 30, 2021 and 2020. Mr. Thilker briefly discussed footnotes of new accounting standards adopted and accounting pronouncements that will be implemented in the future. He reviewed the Single Audit report. This is the auditor's report as a result of compliance testing for uniform guidance. Because the Authority receives federal and state awards, a Single Audit is required because those awards are over \$750,000. There are no issues and/or modifications to the report therefore it is clean with standard language. The rest of the audit pertains to the information submitted to the Federal Audit Clearinghouse with no issues to note. This concludes the audit presentation. The Board was also provided with the ending letter of governance as required as per professional standards. No questions from the Board. The Auditors are currently working on the Audit FYE 2022. Brief discussion regarding information needed from the State Division of Pension and Benefits.

Chairman Ruiz-Mesa expressed appreciation from the Board for Mrs. Jones and her staff as well as Linda Avena and her staff for their work on the audit. Mrs. Jones stated converting to RAD has been a good decision. Brief discussion regarding RAD conversion.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on April 20, 2023. A motion was made by Commissioner Asselta and 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)
Chairman Mario Ruiz-Mesa	(Yes)

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the seven months ending April 30, 2023.

Executive Director's Report:

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones provided updates from her written report. The next big project is roof replacements at Tarkiln Acres. The Authority is also working on the Kidston and Olivio elevator refurbishment. There is a resolution tonight to reject the bids that were received for the Kidston and Olivio elevator project and this will be further discussed in the resolution section of the meeting. Once this bid gets awarded, we have been told there is a 52-week lead time for parts due to supply chain issues.

The renovations at Kidston and Olivio exterior are basically finished. There are some close-out items still in play. The interior renovation items that affect the residents are finished and residents are back in their units. The parts for the water filtration system for Kidston are on back order. There is a fire pump replacement that is out for bid. This is a high dollar amount item and this part has approximately a 6–9-month lead time.

The Authority is working with four scattered site residents that are in homes being sold. Three of the families were issued vouchers. The other family was offered a home the Authority is going to keep. These homes will be put up for sale once they become vacant. The Authority plans to keep about 32-34 of the scattered site homes. The remainder of the homes will be sold. The funds from the sale of the homes will go over to D'Orazio. The scattered site homes the Authority is keeping will be converted to a RAD project. Income will increase for the property and the Section 8 Administrative fees the Authority receives will also increase.

Melrose Court has 2 vacancies, which is very unusual. One is an eviction for non-payment of rent and the other resident moved out. The property looks great.

Mrs. Jones mentioned at a previous meeting that the Authority would be getting at least a 7% increase in HAP funding for Section 8. The Authority did receive the increase and the funds are flowing. The Authority believes it will be able to house approximately 50 families with vouchers. Last month the Authority received four port-ins (families that had vouchers from housing authorities from out of the area). These families moved to Vineland and found units. The Authority will administer their vouchers and will absorb them.

The Authority is working on the Budget for the year end 2024. The budget will be brought to the board in July for consideration for approval. The finance committee will meet prior to the July board meeting to discuss the budget.

Occupancy is up to 96% and this is an improvement from the pandemic vacancies as well as the vacancies from the Kidston and Olivio project. Authority staffing is up and were able to hire personnel for maintenance and administration. Administratively, the Authority is excited about the quality of employees it was able to hire with managers that have experience in the industry.

Commissioner Porter commented on Mrs. Jones communication to HUD. He felt it was fantastic response to the inquiry and she represented the Housing Authority very well. Mr. Porter commended Mrs. Jones and the staff. Mrs. Jones thanked Mr. Porter. The Authority has not received a response from her letter.

Committee Report: None.

Old Business: None.

New Business: None.

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

Resolution #2023-23
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$1,253,667.37. A motion was made by Commissioner Porter; seconded by Commissioner Asselta. 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)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2023-24
Awarding Real Estate Sales Professional Services

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-24. A motion was made by Commissioner Asselta; 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)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2023-25

Reject Bids for Elevator Maintenance and Modernization at Kidston and Olivio Towers

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-25. Mrs. Jones indicated the Authority received two responses. One bid was rejected due to a fatal flaw in the bid documents response and the other bid was rejected because it was well over the estimated amount for this job and the budget. The consultant estimated this job to be \$1.1 million. This project is out for bid again. 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)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2023-26

Audit Review Certificate

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-26. Mrs. Jones explained this resolution is passed every year for the audit report stating the audit was completed, presented to the Board and the Board had the opportunity to ask any questions. The second page of the resolution requires the signature of all Commissioners. A motion was made by Commissioner Porter; 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)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2023-27

Revisions to the Public Housing Admissions and Continued Occupancy Policy

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-27. Mrs. Jones explained the changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) regarding families that are over-income. Brief discussion regarding the change. A motion was made by Commissioner Chapman; seconded by Commissioner Acosta-Jimenez. 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)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for an Executive Session.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No press or public comments. Chairman Ruiz-Mesa asked for comments from Board Members. No comments.

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:49 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Jacqueline S. Jones". The signature is written in a cursive, flowing style.

Jacqueline S. Jones
Secretary/Treasurer