

# Housing Authority of the City of Vineland

*REGULAR MEETING*  
**Thursday, July 20, 2023**  
**6:01 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Ruiz-Mesa on Thursday, July 20, 2023, 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	(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 and Linda Cavallo – Accountant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on June 15, 2023. A motion was made by Commissioner Porter and 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	(Abstain)
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 nine months ending June 30, 2023.

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

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones reported the roof replacement project at Tarklin is in the planning stages with the architects. The Kidston and Olivio elevator refurbishment project was awarded last month and will begin in the next couple of months. The elevator refurbishment was part of the RAD conversion construction budget and the funds are available. The Kidston and Olivio exterior project will remain on the written report until these projects are completely closed out. There are some final items to be completed. A few items remain to be completed on the interior piece of the Kidston and Olivio project as well. Some parts are on back order. The fire pump replacement for Kidston and Olivio is going to be a high dollar item. There is a resolution tonight to reject the bid the Authority received for the fire pump replacement. This will be put out for bid again and then, if needed, the Authority will be able to negotiate the contract. Once the Authority knows what the number is, Mrs. Jones will come back to the Board and suggest a source of income to pay for the fire pump replacement because it is going to be outside of the construction contract because this was not a planned event. The Authority has some funds that are available to use for the fire pump replacement.

Regarding the scattered sites, 8 houses have been sold. There are about 9 families in the process of moving with a voucher or to another one of the homes the Authority will retain. There are 4 houses that are vacant. Two will be listed for sale this coming week. After all of these 9 homes are vacated, the Authority will have 13 remaining to sell. At that point, the Authority will assess if residents cannot find a place to move, the Authority may make the decision to sell the homes occupied to be able to move on to the next project which is D'Orazio. These houses need to be sold to utilize the funds before the Authority settles on the new RAD conversion at D'Orazio. If the Authority does not do this, then the funds will be lost and will have to go back to HUD. All the funds will go to D'Orazio for redevelopment. Mrs. Jones anticipates some movement with D'Orazio in 2024. She believes the sale of the scattered sites homes will continue and conversations will begin about the redevelopment of D'Orazio Terrace.

There was a fire at D'Orazio several months ago destroying one unit and affecting a couple other units. The fire also damaged the roof and the whole roof has to be replaced. All the residents have been moved out of the building due to the roof replacement and asbestos abatement. With this building vacant, the Authority thought about refurbishing this building now, what it would cost, if it would make sense to this now and how that would affect the Authority's future tax credit funding. The Authority has some preliminary numbers and is in the process of getting better numbers to come back to the Board next month. The Authority has a source of funds to pay for refurbishing the building. The Authority would like to do the refurbishment now of the fire units as long as the funds are available and has board approval. Mrs. Jones stated this would give the Authority an exceptionally good idea of what it would be getting into with the other buildings for redevelopment. There will be a lot of joists that will need to be replaced because there is an issue with moisture in the crawl spaces at D'Orazio and this will need to be addressed for long term.

Melrose Court currently has two vacancies and there are two applicants to move in, but the Authority is waiting for NJHMFA's approval of the applicants. Since Melrose is a tax credit property, NJHMFA has the oversight of the lease up.

Mrs. Jones stated at the end of June the Authority was at 97% occupancy. The Authority is coming back to pre-pandemic occupancy rates of 99%.

The other item to be discussed is the Budget for FYE 2024, which will be discussed during the resolution portion of the meeting.

Commissioner Porter asked if the Authority ever received any further correspondence from HUD regarding its PHAS Score. Mrs. Jones stated she never heard back from HUD. However, the Authority finished the audit for FYE 2022 around the June 30<sup>th</sup> deadline. The Authority reviewed with the Auditors the reasons why the Authority received some of those bad scores. The Authority worked really well together with the Auditors to get some of the figures reclassified to obtain better scores. The Auditors reclassified some items and the new PHAS score should reflect these adjustments.

**Committee Report:**

**Old Business:** None.

**New Business:** None.

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

**Resolution #2023-34**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$1,184,419.08. 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 #2023-35**  
**PHA Annual Plan Certification 2023-2024**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-35. Mrs. Jones explained every Authority has to have a five-year plan and then every year it may or may not be updated in detail or not depending on what changes are happening. Currently, the Authority is considered a small housing authority because it has less than 250 public housing units. The Authority has to prepare a couple of forms/certifications that require signatures on an annual basis. Mrs. Jones stated the Authority may have to update this Annual Plan this year before the Five-Year Plan because of the HUD rule changes that have come out recently. Mrs. Jones mentioned a few months ago about major HUD rule changes coming out regarding income and asset limitation that were never in place before. They were supposed to be in effect now, but there has been a delay. The industry groups have lobbied HUD to get the effective dates pushed back, which is good because there are so many changes and Authorities all have new staff because of COVID turnover. The Authority is redoing all its plans and policies that are required by HUD and it will all be brought back to the Board in a couple of months for approval. 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 #2023-36**  
**Annual and Capital Budget 10/1/2023 – 09/30/2024**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-36. Commissioner Chapman reported the Finance Committee consisting of Chairman Ruiz-Mesa, Commissioner Asselta and himself met with Mrs. Jones to review the budget. He does not believe there was anything that was any kind of a surprise. There are some changes as to the way the budget is

presented this year to show you the variance of previous years. Commissioner Chapman stated there are not significant changes in the Budget that would be brought to their attention. He stated most of the items are just adjustments based upon the previous years numbers. Most adjustments were in utilities and insurance. The budget reflects a positive 2023-2024 year assuming things go as expected. Mrs. Jones stated this budget is based on collaborative effort with Authority staff and the fee accountants. The Budget is brought to the Finance Committee before presenting it to the Board. Commissioner Porter questioned the Tenant Services in regard to salary. Mrs. Jones stated this is Congregate Services. The reason the salary went up is because the Authority is trying to add additional services to the program and the funds previously needed for the meals can now be allocated to salaries for additional services. Mrs. Jones feels the program is diminishing. The program may eventually go away, but at this point we are trying to maintain it. Residents may be more self-sufficient than in the past. Some residents do not want to pay for the services, but it is deeply subsidized. There is no cost for the meals from the Meals on Wheels program. Brief discussion regarding the source of the funds. 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 #2023-37**

**Reject Bids for Fire Pump Replacement at Kidston & Olivio Towers**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-37. 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 #2023-38**

**Dispose of Furniture & Equipment Utilizing the Disposition Policy**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2023-38. Mrs. Jones briefly explained the list of items being disposed of. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

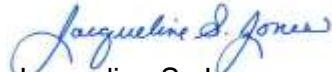
Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

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 Asselta; seconded by Commissioner Porter. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:30 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer