

**The August 5, 2021, minutes will not be approved as one of the Board Members needed to approve these minutes is no longer an acting member of the Board.**

**Housing Authority of the City of Vineland**

**REGULAR MEETING  
Thursday, August 5, 2021  
5:08 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order via video teleconference by Chairman Ruiz-Mesa on Thursday, August 5, 2021, at 5:08 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 Rudolph Luisi  
Commissioner Daniel Peretti **(Absent)**  
Commissioner Brian Asselta  
Chairman Mario Ruiz-Mesa

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on June 24, 2021. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the nine months ending June 30, 2021.

**Executive Director’s Report:**

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated on the agenda there is a resolution for the Budget for the year ending 2022. The Budget Committee met in regard to the budget and this will be discussed in the Committee Report section of the meeting.

The VHA has a new waiting list application process, which is online. It is not exclusively online. If someone needs a paper application it will be made available to them. The online process will make it more efficient for the VHA to manage the waiting list and process applicants faster. This online process was an add on to the existing Yardi software that the Authority is currently using.

The contract for the interior and plumbing upgrades at Kidston and Olivio Towers will be awarded tonight during the resolution section of the meeting. The plumbing will be replaced and the bathrooms will be replaced at Kidston, which is the largest part of this contract.. In order to start this process, two risers will need to be emptied at Kidston Towers, which is approximately 20

tenants. Over the last couple of months these tenants have been moving from Kidston to either Olivio, Tarkiln or D’Orazio. A few more tenants will be moved by the beginning of September and the project will be ready to begin. Once the two risers are completed they will become “hotel units” and residents will be moved internally in the building in and out of these “hotel” units. The stay in the “hotel” units will be for about 4-6 weeks. This project is expected to take a year to 18 months to complete.

Mrs. Jones will explain and discuss resolutions during the resolution section of the meeting.

There are a lot of vacancies the VHA is working on filling that were vacated during COVID and were kept open so that the tenants from Kidston could move into them. The Authority is on a big push to lease up these units.

As far as getting back to “normal” the Authority was looking at September to start having the administrative staff back in full time. It is still on the agenda and will see what happens. The VHA will basically follow the CDC guidelines. The staff is currently working from home some days and in the office on others.

Mrs. Jones stated if the Board was in agreement, the meeting tonight could be considered the August Board Meeting. There isn’t anything pressing to do in August other than pay the bills. The Authority will continue to pay the bills based on the budget. Mrs. Jones asked to discuss the times of the future meetings. The Board originally was meeting at 7 p.m. The Board can choose to stay at 7 p.m. or possibly change to 6 p.m. Mrs. Jones stated if we move to 6 p.m. Commissioner Peretti may be able to attend more often. Mrs. Jones asked if 6 p.m. would work for everybody. Commissioner Chapman stated it was okay by him. Mrs. Jones informed the Board that Commissioner Cartagena resigned from the Board. Her scheduling has become more complex and she decided it would be best for the Authority to obtain a commissioner that could attend more regularly. The Authority does have a resident from Tarkiln Acres name Jacqueline Cruz who has agreed to be appointed. Ms. Cruz’s information will be sent over to the clerk. Also, Commissioner Forosisky timed out with the required classes.. The Authority will be requesting the City to appoint another commissioner.

**Committee Report:** Commissioner Chapman stated the Budget Committee met which consisted of Chairman Ruiz-Mesa, Commissioner Asselta and himself. Commissioner Chapman reported to Commissioner Luisi that there are no surprises in the budget. It was very well prepared and in his opinion one of the most thorough budgets that he has seen over the years. The budget was broken down thoroughly. With the RAD conversion it is a better operating scenario and the Authority will receive more rent and administrative fees.

Mrs. Jones commented there are some capital items that can be discussed at another meeting that is not part of this and she stated with moving to RAD the Authority is able to save money in its reserve where in the past the Authority wasn’t able to this under Public Housing regulations. Parkview, Tarkiln, Asselta, Kidston, Olivio and the office is fully funded with reserves. In the administrative area a new roof will be needed in the next couple of years or so and it will be completed with funds in the Reserve for Replacement. The Authority now has the funds outside of operations to complete projects such as the roof and parking lots. The Authority has a major repair coming up which is the replacement of the electrical feed to the administrative building. The Authority recently purchased \$15,000 on wiring and the electrician will come out to complete the repair on a weekend because it will be necessary to shut down the power to the entire building.

Mrs. Jones stating moving to RAD is beneficial to the properties, the COCC fund and the Section 8. The Authority is receiving more funds through Section 8 for all of the VHA’s RAD properties.

**Old Business:** None.

**New Business:** Commissioner Chapman wanted to reference the fact that while there are only four commissioners at this evening's meeting, Commissioner Asselta and himself are quickly coming to the end of their term in November. He just thinks it behooves the Board and everyone should know that depending upon on what happens with Commissioner Asselta and himself as their appointment goes that his concern is for the housing authority on the business end to get people here and to make sure the housing authority can continue to run. Commissioner Chapman wanted to express his concern about this. In all of the years Commissioner Chapman has been on the Board there has always been 7 maybe 6 attend a meeting. Today there is only 4 at the meeting. To continue this way the Authority is going to struggle. Chairman Ruiz-Mesa stated they are both excellent Board Members and he is hoping they will be reappointed.

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

**Resolution #2021-32**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$1,539,162.47. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-33**  
**Budget 2021-2022 (Annual – State and Capital Budget)**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-33. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2021-34**  
**Extend Elevator Maintenance Services Contract (extension 2 of 2)**

Mrs. Jones explained this is an extension of the contract with the current vendor. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-34. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-35**  
**Approving Change Order #3 for Asselta Acres Camera Project**

Mrs. Jones explained this change order is to extend the timeframe of the contract and does not increase the cost. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-35. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2021-36**  
**Authorize Memorandum of Understanding between VHA and Southern NJ Continuum of Care of Emergency Housing Vouchers**

Mrs. Jones explained a couple of months ago HUD had extended Emergency Housing Vouchers for certain Housing Authorities who had the capacity to administer them.. They offered the VHA 15 vouchers for Emergency Housing purposes. These vouchers are to be issued to individuals that are either victims of domestic violence, homeless or other reasons as listed in the notice. In order for the VHA to issue these vouchers, the referrals have to come from a "Continuum of Care" (COC) which is a combination of Social Service agencies that form under HUD guidelines. These agencies provide a variety of services for people (homeless, human trafficking or domestic violence). The Housing Authority must have an MOU with a COC to get the referrals for these vouchers. Once we receive the referrals we can house the individual and/or family. This will involve an Occupancy Specialist that has been hired part-time to assist in housing 15 families. This Occupancy Specialist will need to have boots on the ground and maybe find first month's rent, security deposit, furniture, utility deposits and whatever it is going to take to get the families housed. It will be done in conjunction with the COC. The issue in Cumberland County is housing inventory. There is really none and this will be very difficult. If there is funding available Mrs. Jones requested an additional 15. The Biden Administration is pushing this hard. As far as scale goes, the DCA received approximately 800 Emergency Housing Vouchers. Brief discussion on the funds available for tenants who are unable to pay their rent. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-36. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-37**  
**Reject Request for Proposals for Architectural and Engineering Services**

Mrs. Jones explained an advertisement was placed for A & E Services. Only one response was received. There was an issue with the response and it will be deemed nonresponsive. The Authority also wanted to increase the scope of the RFP to include the roofs at Tarkiln Acres. The Authority will rebid again. The one response needs to be rejected in order to rebid again. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-37. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-38**

**Approving Expenditure for Kidston & Olivio Towers Interior and Plumbing Renovations**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-38. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

There is no need for Executive Session.

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

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:34 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer