

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, August 15, 2019
7:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Mario Ruiz-Mesa on Thursday, August 15, 2019 at 7:00 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 Rudolph Luisi	(Absent)
Commissioner Andrew Fabbri	
Commissioner Alexis Cartagena	
Commissioner Daniel Peretti	
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 20, 2019. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Absent)
Commissioner Andrew Fabbri	(Abstain)
Commissioner Alexis Cartagena	(Abstain)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on July 18, 2019. Tabled for next month.

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the ten months ended July 31, 2019.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones anticipates the Auditors will attend next month's Board Meeting with the updated audit. The auditors were waiting for the figures from the State for the GASB 75 rule, which is the health benefit obligation for retirees. The Authority must record this liability.

An update on RAD was provided. The Kidston and Olivio RAD conversions are currently being worked on. The Authority is hopeful to receive the funding from the Federal Home Loan Bank of NY

(FHLBNY), but that is not known at this time. Settlement on that conversion is probably not going to be until March or April of next year.

Mrs. Jones discussed the suggested way to proceed regarding the D'Orazio Terrace proposals for co-developer. Rick Ginnetti, The Brooke Group, the VHA's consultant will prepare an executive summary for the Board of the three proposals received. He is not going to rank or rate them. He will just provide the Board with an executive summary for review by the Board. The Board will then decide which of the developers they would like to interview. Typically, the developers will prepare a presentation to the full Board and from that point the Board can decide which developers they would like to know more about. For example, site visits to completed projects are a common way to provide more information regarding the experience and product of the developer. Once that is completed, the Board can rank and rate the developers based on the developer's written RFP response, presentation and/or site visits. This process will take some time. Mrs. Jones stated it will entail meeting as a full board next month to complete the normal monthly business and then go into Executive Session to discuss the developer's proposals and the process. Each time the Board gets together to discuss the choosing of a developer the Board will go into Executive Session. There may be a need for some special meetings. Commissioner Chapman asked if the proposal packages will be available to the Board. Mrs. Jones stated they would absolutely be available to the entire Board. The proposals are confidential during this process. They have not been opened by the VHA staff and have been sent to the Authority's consultant in a sealed format. The executive summary would consist of the name of the developer, their suggestions and/or ideas for the property and the financing plan. Starting this process in September will allow for full board attendance.

Committee Reports: Commissioner Chapman reported for the Contract Committee (Chapman, Ruiz-Mesa & Cartagena) met today and reviewed the recommended companies for the Authority's Professional Services Contracts. One proposal was received for each category of professional services with the exception of the Architectural and Engineering and Legal – Labor Relations. Architect, Haley Donovan LLC, scored the best and it is the committee to stay with the current architect who is presently in the middle of a cycle with the VHA. To change in the middle would be cumbersome and expensive, but they did win the points administratively. Regarding Legal – Labor Relations - while there were two bids received, Brown & Connery, who is the current labor attorney, scored the best. The committee recommends Brown & Connery. The recommendations are Legal – General Counsel: Eisenstat, Gabage & Furman, Legal – Labor Relations: Brown & Connery, Auditing: Bowman and Company, Accounting: Linda M. Avena, CPA, Consulting Services: The Brooke Group and Architectural & Engineering: Haley Donovan LLC. It is the Contract Committee's recommendation to the Board to approve the resolutions to award these Professional Services Contracts as recommended by the Authority's staff.

Old Business: None.

New Business: Mr. Gabage stated he asked to do a presentation to the Board regarding the limitations which are imposed upon board members by the ethics law. He discussed and explained the Conflict of Interest Laws in the State of New Jersey as they may apply to a Commissioner. Most of these requirements apply while you are board member and also one year thereafter. Mr. Gabage stated there is an Ethics Board should questions arise if he is unable to answer them. Should there ever be an area a commissioner is concerned about he suggests very strongly the commissioner speak to the solicitor or the State people. When something doesn't seem exactly right the board needs to be careful. There is a concept of an appearance of impropriety. If something has the appearance of impropriety, which Mr. Gabage considers it the "smell test" you want to walk away from it. Commissioners cannot enter into a contract with the Housing Authority. It goes further than just contractors, but also sub-contractors. Commissioners cannot use their position to secure advantages for yourself or others. Other rules are basically Commissioner should not put themselves in a position where they are not

going to be objective. Mr. Gabage reviewed the rules when it comes to Executive Session. Mr. Gabage stated all meetings of a public organization have to be open and if a meeting needs to be closed there is a statute stating an executive session can be entered only for specific reasons. The executive session resolution follows the statute indicating the Board will enter into executive session and the reason for the executive session. Executive Session meetings are confidential and the Board cannot discuss what is discussed in the executive session. Mr. Gabage state he feels discretion is very important in regard to all meetings.

Commissioner Chapman stated having been with the Board for 20 years, he appreciates everything Mr. Gabage discussed. Under the current administration Commissioner Chapman states things are tremendously different in a positive way. In the past, he has had more than one situation that certainly would not pass the “smell” test. Commissioner Chapman spoke about the various situations. As the Board moves forward with developers, the Authority has gone through this before, but it was not handled properly - the phone calls started, the massaging of the process began and the intent to persuade started to happen. Commissioner Chapman thinks the timing of this discussion is critically important as the process of choosing a potential partner for D’Orazio Terrace begins.

Mr. Gabage briefly spoke about criminology issues.

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

Resolution #2019-39
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$1,255,398.91. A motion was made by Commissioner Chapman; seconded by Commissioner Luisi. The following vote was taken:

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

Resolution #2019-40
Award Management Auditing Services Contract – Linda M. Avena, CPA, PA

Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-40. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2019-41

Award Management Auditing Services Contract – Bowman & Company

Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-41. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2019-42

Award Legal Services Contract – General Counsel - Eisenstat, Gabage & Furman

Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-42. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2019-43

Award Legal Services Contract – Labor Relations Counsel – Brown & Connery

Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-43. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Absent)
Commissioner Andrew Fabbri	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Abstain)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2019-44

Award Architectural and Engineering Services Contract – Haley Donovan LLC

Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-44. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. The following vote was taken:

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

Resolution #2019-45

Award Consulting Services Contract – The Brooke Group

Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-45. A motion was made by Commissioner Cartagena; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2019-46

Awarding Extermination Services Contract

Mrs. Jones stated only one bid was received for Extermination Services and it was from the company that currently holds the contract, Omega Pest Management. She indicated this is the same vendor the VHA has had for the past 3 years and this bid new is only \$465 higher than the annual cost each of the last 3 years. They held their price for 3 years at renewals. Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-46. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2019-47
Dispose of Furniture & Equipment Utilizing the Disposition Policy

Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-47. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2019-48
Contract Agreement with Wroniuk, LLC T/A Wheat Road Cold Cuts

Mrs. Jones mentioned this contract is under the cooperative contract with Cumberland County. The VHA uses Wheat Road Cold Cuts to provide the meals for the congregate services program and earlier this year the Board approved this resolution, but it was capped at \$40,000. The VHA will be going over that because there are more residents on meals this year than anticipated at the cost of about \$46,000. This resolution will cover this amount and beyond. Next year the VHA will not have a dollar amount in the resolution so the resolution will cover the cost for the entire year without need for a revision. Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-48. A motion was made by Commissioner Chapman; seconded by Commissioner Peretti. The following vote was taken:

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

Resolution #2019-49
(Revision of Resolution # 2019-15)
Authorizing the Executive Director to Take All Actions Necessary to Apply for and Respond to Questions from the Federal Home Loan Bank Pursuant to the Federal Home Loan Bank Affordable Housing Program Application (Kidston/Olivio Towers)

Mrs. Jones stated Resolution #2019-15 was approved earlier this year and it authorized funds up to about \$1.6 million for the Kidston/Olivio Towers RAD conversion. While the FHLB was reviewing the VHA's documents it was mentioned that if the VHA Board is going to authorize the \$1.6 million then the FHLB would only authorize \$1 million instead of \$2 million. They allowed the VHA to redo the resolution. In summary, the resolution states the Board is going to authorize \$911,020 and remove the \$1.6 million and by doing this the FHLB may authorize the VHA \$2 million requested for the project. If for some reason the \$911,020 is not enough, the Executive Director will request additional funds to be authorized by the Board. Chairman Ruiz-Mesa called for a motion to approve Resolution #2019-49. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

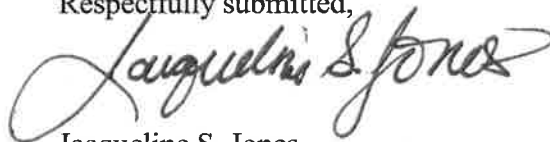
Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Absent)
Commissioner Andrew Fabbri	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session tonight.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No comments. 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 Chapman; seconded by Commissioner Asselta. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 7:55 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer