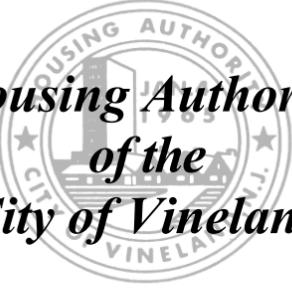


*Board of Commissioners*  
Mario Ruiz-Mesa, Chairman  
Chris Chapman  
Brian Asselta  
Albert Porter  
Iris Acosta-Jimenez  
Elizabeth Serrano  
Michael Watson, Esquire – Solicitor



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

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*

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August 14, 2025


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, August 21, 2025 at **6:00 p.m.** 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, August 21, 2025**

**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 July 17, 2025
  5. Fee Accountant's Report
  6. Executive Director's Report
  7. Committee Reports
  8. Old Business
  9. New Business:
    - a) Protection & Safe Treatment of Minors Policy
    - b) Use of Facilities by Outside Organizations
  10. Resolutions:
    - # 2025-44 Monthly Expenses **(updated)**
    - # 2025-45 Authorizing Member Participation in a Cooperative Pricing Agreement – Hunterdon County Educational Services Commission #34HUNCCP
    - # 2025-46 Authorizing Use of Contract #HCESC-SER-24-16 (McCloskey Mechanical Contractors-HVAC Services)
    - # 2025-47 Authorizing Use of Contract #HCESC-SER-24-15 (Shade Environmental - Remediation Services)
    - # 2025-48 Change Order #1 – D'Orazio Terrace Bldg. #2 & #4
    - # 2025-49 Award As-Needed Special Legal Services
    - # 2025-50 Adopt Budget 2025-2026
    - # 2025-51 Granting Official Leave of Absence (FMLA)
    - # 2025-52 Adopt Protection & Safe Treatment of Minors Policy
- 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, July 17, 2025**  
**6:04 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairperson Ruiz-Mesa on Thursday, July 17, 2025, 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 Brian Asselta  
Commissioner Albert Porter  
Commissioner Iris Acosta-Jimenez  
Commissioner Elizabeth Serrano  
Chairperson Mario Ruiz-Mesa

Also, present were Wendy Hughes - Assistant Executive Director, Ron Miller - Director of Affordable Housing, Alexis Malandro - Esquire – Solicitor, Matthew Robinson - Esquire, 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 June 19, 2025. A motion was made by Commissioner Asselta and seconded by Commissioner Acosta-Jimenez. The following vote was taken:

Commissioner Chris Chapman	(Abstain)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Abstain)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

## **Fee Account's Report:**

Chairperson Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the nine months ending June 30, 2025.

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

Chairperson Ruiz-Mesa requested the Executive Administrative Report. Ron Miller provided report for Mrs. Jones. Mrs. Jones sends her regards.

Ron reported that the community room furniture at Kidston & Olivio is closed out. The furniture has been set up, installed and the tenants are relatively happy.

The Authority received a new A&E proposal for Tarkiln Acre's roof. The proposal was briefly reviewed; the Authority is still considering its option to bid this project on its own or with the architect of record.

Final permits were issued by the City Code Official on the elevators at Olivio Towers. The elevators have been in operation, and the Authority has the permits in hand. The Authority has been in contact with the elevator consultant and professional team as far as the close out for the

project along with ride quality issues at Kidston Towers. Today the Authority was informed that Otis is scheduling an "adjuster" to visit Kidston Towers to hopefully resolve the ride quality issues. The elevator is experiencing what is called a hard stop. The elevators at Kidston Towers are in operation and have remained in operation. On the occasion they do go out of service, downtime is reported to Otis via their call center where a ticket is initiated and then it is responded to.

Regarding the interior plumbing project at Kidston Towers, the pumps were received from Grundfos and they were re-installed. They do not work. Grundfos is scheduling to come on-site. It appears there is an internal part that is broken and a programming issue. The VHA staff and its professionals have been diligently following up to try to get this resolved and closed out.

Update on the Kidston and Olivio Towers fire pump replacement project. The VHA has been notified that the fueling station has shipped from Siemens. The General Contractor is trying to obtain the tracking number from Siemens. As a reminder, the fire pump is in service. The fire marshal is aware that it is in service and there are no problems with it.

The Scattered Site houses that were scheduled to be sold are all sold. The Scattered Site homes that remain are houses the Authority will keep in its inventory. The RAD physical conditions assessment has been completed. The findings have been received. This eTool report provides all the capital needs for the homes for the next 20 years. This report is currently in draft form. It will be reviewed by the Authority's consultants. Ron had a call with the Brooke Group consultants and will be scheduling a meeting to review the report. The RAD conversion on the Scattered Site Project is still scheduled for the 1<sup>st</sup> quarter of 2026.

As a reminder Building 1 at D'Orazio had a fire in January of 2023. The building is now completely occupied. A punch list walk through is scheduled for July 22<sup>nd</sup> with the general contractor. There are minimal items on the punch list and anticipate it being resolved relatively easily. The project closeout is underway.

A & E proposals were received for the Community Room project at D'Orazio and remains in a pending status.

Buildings 2 & 4 at D'Orazio that were damaged by a tree that fell on building 4, roof replacements were approved last month. The roof was replaced on building 4, however the fascia and gutters remain to be completed. Building 2 roof has not been replaced yet due to the weather. Fascia and soffit have been installed on building 2. The Authority anticipates the roof will be replaced on building 2 next week.

Building 3 at Asselta Acres consists of 6-bedroom apartments. The intention of the Authority is to convert underutilized 6-bedroom apartments to potentially four 2-bedroom apartments. Proposals were received; however no action has been taken.

The camera system has been fully operational at Kidston and Olivio Towers as reported at the last board meeting. There were a few cameras that were back ordered for system and the elevator cameras had not been installed. As of today, all four elevator cameras are installed and operational. It was verified with the project engineer that approximately four weeks of data is being stored. The more motion the less they record and the less data they store. The four weeks can vary from 3 ½ week or can go up to 6 weeks if there is less motion.

Melrose Court remains 100% occupied and financially sound.

The Vineland Housing Authority occupancy rate as of today is 98.79%, which is essentially about 1% vacancy. The Authority is serving as many people as possible.

Community Outreach in July was limited due to staff availability. The employee who runs the Community Outreach program is also the VHA's lease enforcement employee. There has been a lot of lease enforcement activity during the last month. A back-to-school event is scheduled for August. The Authority got permission from the City of Vineland to use the football field for the event and there is a lot planned. The Board will be updated on the event at the August board meeting.

Our management team meets on a monthly basis holds a lease enforcement meeting. The lease enforcement meeting is held with key personnel including the VHA's Operations Manager, Site Managers from other managed Housing Authorities, Public Housing Manager, Compliance Manager, Director of Affordable Housing, and the Executive Director is also invited to the meeting.

The Authority's lease enforcement tracking ranges from 40 -82 instances by which the VHA is tracking at any given time over the last 6 months. In the month of June 2025, the VHA was tracking 82 lease violations actively throughout its properties. This represents more than 10% of the VHA's units that the Authority is tracking lease violations on. These violations range from smoking, unauthorized guests, unauthorized pets, disturbances, damages, behavior, unable to access units, refusal of pest control treatments, and other related lease enforcement issues. If they are not able to be resolved there is a process the Authority goes through. Later tonight Counsel is going to address some of our landlord/tenant processes in new business to make the board aware of how the VHA's legal process works for landlord/tenant matters. Be assured that the VHA takes lease enforcement very seriously. There is a full-time employee assigned to lease enforcement and the VHA has many obstacles and challenges in its way. Counsel will elaborate more of what the VHA is up against.

Ron stated this is something the Authority does not frequently address with the Board but wants to bring this to the board as a refresher on what happens when units become vacant. When a unit becomes vacant the make ready maintenance team refurbishes the unit working off a general list. The units are prepared in a safe, sanitary and clean way. The units are fully photo documented throughout the entire process including before and after pictures. When a tenant moves into the unit it is inspected by the operations manager and assistant maintenance supervisor to ensure that everything has been thoroughly completed and ready to be occupied. The City of Vineland has a code requirement that requires an occupancy permit during changes of tenancy for every unit at every tenancy change. The VHA notifies City Licenses and Inspections when the vacant unit is ready, they then come out and inspect the unit to issue an occupancy permit. The unit is photo documented again during this process. When the tenant moves into the unit they receive a move-in inspection form and they acknowledge the condition of the unit at move-in including but not limited to that it is clean, habitable, that everything works and in good order.

The VHA is responsible for ordinary wear and tear items such as faucet leaks, toilet leaks, etc. If the tenant breaks their door or tenant smokes in the unit and damage is caused, the VHA is not responsible for it. The VHA will invoice the tenant for those types of damages. Although the damages will be addressed and repairs will be made, these damages are not ordinary maintenance, the tenant will be charged for them. Tenant generated work orders are generated by the tenant calling requesting a work order. The general tenant generated work order turnover time is usually less than one day. The VHA's residents have been reminded on how to submit work order requests.

If a resident has a complaint, the VHA has two live receptionists at the front desk everyday Monday through Friday from 8:30 a.m. to 4:30 p.m. to answer their calls live. All complaints are to be submitted on a complaint request form either by mail, email, fax or in person. The complaint forms are then assigned to a manager depending on the complaint. The Authority cannot guarantee the resolution of a complaint if it does not receive the complaint. If the Authority does

not know about it, the Authority cannot address the complaint. The Housing Authority recently became aware of meetings being held between the Authority residents, members of City Council and one Board Member of the Vineland Housing Authority. These meetings were held without the knowledge of the Vineland Housing Authority or its Administration. The Authority has reached out to the City of Vineland in attempt to schedule a meeting to better understand the nature of the resident meetings.

**Committee Report:** None.

**Old Business:** None.

Chairman Ruiz-Mesa changed the order of the Agenda and move to the Resolutions.

**Resolution #2025-39**  
**Resolution to Approve Monthly Expenses**

Chairperson Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$1,187,919.98. A motion was made by Commissioner Porter; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Yes) — abstain on Brown & Connery invoices.
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes) — abstain on Brown & Connery invoices.
Commissioner Elizabeth Serrano	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

**Resolution #2025-40**  
**Approving Change Order #4 for Modernization of Elevators at Kidston & Olivio Towers**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-40. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Ron Miller provided explanation of resolution. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

**Resolution #2025-41**  
**Transition Emergency Housing Voucher (EHV) to Housing Choice Voucher (HCV)**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-41 A motion was made by Commissioner Porter; seconded by Commissioner Asselta. Ron Miller provided an explanation of resolution. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

**Resolution #2025-42**  
**Appointing Ron Miller As Purchasing Agent**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-42. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Ron Miller provided an explanation of resolution. The following vote was taken:

The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

**Resolution #2025-43**  
**Granting Official Leave of Absence Extension (Medical)**

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2025-43. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. Ron Miller provided an explanation of resolution. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Commissioner Elizabeth Serrano	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

There is no need for an Executive Session.

**New Business:** Chairman Ruiz-Mesa stated the Authority's Landlord/Tenant attorney, Matthew Robinson will present to the Board. Mr. Robinson introduced himself and provided a brief overview role. He would like to provide information to the board related to tenant landlord law and the process for lease enforcement as well as how we continue to grow collaboratively with the administrative staff at the VHA and answer any questions the Board may have on the process.

Mr. Robinson stated landlord tenant law is derived from the NJ State Statute for Antieviiction Act. However, there is an interplay that takes place for public housing authorities because an overlay of federal law is needed which has its considerations under the code of federal regulations (CFR) and the state law. It can get complicated, burdensome, time-consuming, and it really takes a great effort by staff and the whole team to take any instance to court. State statute actually has different causes of action that address instances overlaying with the federal law and there is a process that the housing authority staff would have to take to enforce whatever the allegation is. Most notably in the State of NJ 90% the allegation is failure to pay rent. In order to promote a healthy and safe environment for our residents, tenants and staff it is important we capture the other 10% which would be enforcing causes of action the State affords landlords for violating the

lease for a number of reasons mentioned earlier or other causes of actions such as damage to the unit, threats or assault of conduct. Certainly, in any public housing authority the Federal One-Strike law applies to drug activity. There are many instances, behaviors, conduct that the housing authority is empowered direct their attention to and pursue against a tenant in the superior court action. Vineland Housing Authority is heard before the Cumberland County Superior Court in Bridgeton. There is a dedicated civil judge that hears 90% of the landlord tenant cases in the County. Mr. Robinson works with the staff continually to develop good smooth process for when we observe conduct or receive a complaint as to conduct so it can be pursued as best as it possibly can. Depending on the conduct, a landlord especially a public housing authority, is required to issue an initial notice to the tenant saying what they have been doing that violates the lease. State statute calls for adverse action notices to the tenants. The tenants receive a notice to cease indicating the violation with a 30-day period to stop the conduct. Since we are a housing authority, any adverse action letter that goes to a tenant affords them an opportunity to have a grievance hearing. This is a collaborative process that the Authority has with its tenants to afford them the right for communication. If the conduct is substantiated and/or does not stop after the 30 days or they do have this hearing and lose the law requires a second notice. A second notice stating they failed to cease the violation and now their lease will be terminated effective on a specified date and if they are not out of the unit by that date then legal action will be pursued which is to file an eviction. The Board should know that you are hearing the words notice and 30 days as well as another notice and additional 30 days, New Jersey has elected to put together a legislative agenda that is statutory landscape that requires minimum of two months if not more for other causes of action before you can even file anything with the court system. Once filed, Cumberland County runs on approximately a 2-month lead time cycle. So in actuality it is 4 months from the date conduct occurred until the date your standing in front of a judge in court room at the absolute best. Mr. Robinson stated it can be very frustrating as a board member, tenant, or outsider to observe this conduct taking place and why this person is still there. This is a difficult process that takes a lot of time to get into a court room. The law is meant to protect people from being dispossessed of their houses. Nevertheless, this is the process that has to be followed and get in front of a judge. Once in front of the judge, the burden of proof is 100% on the landlord to prove the conduct and this can be hard to do. A lot of it has to be put together by way of teamwork. The housing authority has a particularly challenging job of what action to take, this is accomplished through utilization of good strategy, utilizing good and smart resources to get to where it needs to be in front of the judge. Even if everything goes perfectly and you get in front of the judge that judge still sits in a courtroom with the authority to act in equity. Right or wrong, the judge will often allow a tenant to remain in housing even if the conduct warrants eviction. The judge may not find that it rises to a level warranting a judgement for possession to move forward with eviction. The judge can still stay no and that they do not want someone to be dispossessed or homeless etc. The housing authority has been making great strides to put together a solid process of template notices that meet the requirements of the federal and state statutes which afford tenants their due process rights. These templates can be shared by staff throughout the office and ultimately put in front of a judge for them to read to make sure it is in compliance with statutory requirements. This is a thoughtful, deliberate, and long process to enforce in a public housing authority setting. The process has become more streamlined with staff. Lease enforcement issues are being pursued more diligently than ever, at a higher success rate than ever, more efficiently than ever and a lower cost to the housing authority as things are systemized. Mr. Robinson wanted to provide the Board an opportunity if there is any questions about this process. He wants the Board to feel that lease enforcement is being addressed seriously and every effort and tool is being utilized.

Commissioner Porter asked what the success rate is. Mr. Robinson stated he did not know if he could put a number on success rate. For nonpayment of rent we are in the high 90% range in terms of success rate. The Housing Authority has instructed him to utilize a compassionate approach. Nonpayment of rent success is in the high 90% range if not 100% when addressed by way of a settlement of repayment agreement. The other 10% is much more difficult and depends

on the judge. Mr. Robinson, his office, and the VHA team do not pursue cases that are not appropriate and that cannot be won. Housing Authority resources are being managed appropriately.

Vice Chairperson Chapman stated as a senior most member of this Housing Authority he would like to speak of a historical narrative on something Ron Miller spoke to and that Commissioners here at the Authority should be aware of. Historically, there have been times when Commissioners have gone out to interact with people here at the Authority. When this done as an individual that is an individual and not a representation of the entire Board. When it is done as a representative of the Authority the Housing Authority and the Staff should be made aware of it. Generally speaking, in the past, the Authority got into a lot of conflicts because of that. We had Housing Authority Board members who went out to the residents which was perceived as representative of the Board which also can be seen as a voice of the Board, this empowers them to think that they are the Chair. In the past, this created a web of complication for staff and for the administrative process. Vice Chairperson Chapman wants to reference in the past there was a board member who was actively involved in the community and they wanted to have a parade. They wanted the parade represented by the housing authority and the next thing you know marching down Landis Avenue is a banner with Vineland Housing Authority on it. This seems harmless, but it was something that raised concerns as an action of individual representing the Authority and this should come from the Board as an entirety. Mr. Chapman hopes that in the future any Board Member that wants to represent themselves as a member of the Housing Authority to present it to the Board and/or staff, so they are aware of it. Again, Mr. Chapman deflects to the staff end of it because it can complicate things. There was a time at this Authority where Commissioners were coming into the office and directed staff what to do. There were times when the Staff didn't know where the leadership structure was framed, this created chaos. If any Board Members do not know, the State Attorney General walked into this office and took a past Executive Director out in handcuffs. It was complicated. He believes over the last 20 years these issues have been cleaned up. Vice Chairperson Chapman wanted to voice this as a senior member of the Board of Commissioners.

Chairperson Ruiz-Mesa asked for comments from the press, public or any Board Member.

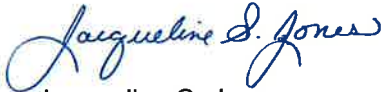
Commissioner Porter stated he was that Commissioner. He stated he is an individual that pays taxes. He was invited by President of City Council, Councilman Vargas and County Commissioner Albrecht. Initially he was not going to be able to attend the meeting. There was tons of concerns and he expressed them to Jackie and others as well. He stated he reached out to Jackie himself and left messages about that particular meeting. He stated he will continue to attend meetings. He is a born person who lived in a housing complex and he is not turning that away. He stated he can go and represent himself, Albert Porter. Whatever he states here is public. He does not dictate policies. He responds to policies. When tenants say to him there is no security at Kidston Towers and he states yes there is because there was a meeting and we talked about security so he will stand up to that because that was public information. From that perspective he agrees with what Vice Chairperson Chapman is saying. He is going to be an advocate for whomever and it could be the Housing Authority. There were people saying they had all these complaints. What Councilman Vargas stated clearly to put the complaints in writing that way is all documented.

Ron Miller asked Commissioner Porter to make sure that when these complaints are being received by our office. Commissioner Porter stated he was not making sure. Councilman Vargas is receiving the complaints. Ron stated if Councilman Vargas has them the Authority cannot respond to them because we do not have them in our possession. Commissioner Porter stated Councilman Vargas would turn them in. He stated there is a lack of communication and the residents deserve to be represented and heard. Councilman Vargas wife came to the Housing Authority to bring a payment for a resident who was in the hospital and our Housing Authority

declined to receive it. Those kinds of things complaints should be submitted and followed up on. Kidston Towers has officers over there and they tell us their concerns.

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 6:42 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

**Ron Miller**

Digitally signed by  
Ron Miller  
Date: 2025.08.14  
10:04:46 -04'00'

Ron Miller  
Director of Affordable Housing

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE TEN MONTHS ENDED JULY 31, 2025**

	<b><u>ANNUAL BUDGET</u></b>	<b><u>BUDGET THRU JULY</u></b>	<b><u>ACTUAL THRU JULY</u></b>	<b><u>FROM BUDGET (+OVER/-UNDER)</u></b>
<b><u>INCOME</u></b>				
TENANT RENT	678,010	565,008	593,513	28,505
OTHER INCOME MISC.	11,090	9,242	4,412	(4,830)
PHA OPERATING SUBSIDY	398,660	332,217	279,940	(52,277)
SECTION 8 ADMIN. FEE INCOME	1,320,000	1,100,000	1,020,260	(79,740)
CAPITAL FUNDS	655,000	545,833	283,958	(261,875)
FSS GRANT-PH	106,920	89,100	89,100	0
CSP-CONGREGATE SERVICES INCOME	50,820	42,350	25,805	(16,545)
INVESTMENT INCOME	17,830	14,858	30,023	15,165
CF MANAGEMENT FEE	60,000	50,000	60,360	10,360
MGMT FEE-PH	130,260	108,550	119,486	10,936
MGMT FEE-SEC 8	146,450	122,042	122,868	826
MGMT FEE-MELROSE	12,090	10,075	10,079	4
MGMT FEE-RAD	450,000	375,000	310,000	(65,000)
BOOKKEEPING FEE	12,130	10,108	10,845	737
BOOKKEEPING FEE-SEC 8	91,530	76,275	76,792	517
ASSET MGMT FEE	16,680	13,900	15,470	1,570
SHOP RENT	61,420	51,183	49,924	(1,259)
INCOME FROM OTHER AUTHORITIES	481,500	401,250	594,105	192,855
SERVICE INCOME FROM MELROSE	69,390	57,825	47,862	(9,963)
FRAUD RECOVERY	15,000	12,500	63,952	51,452
MISCELLANEOUS INCOME	1,200	1,000	34,549	33,549
<b>TOTAL INCOME</b>	<b>4,785,980</b>	<b>3,988,317</b>	<b>3,843,303</b>	<b>(145,014)</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATION:</b>				
ADMINISTRATIVE SALARIES	1,386,650	1,155,542	1,299,186	143,644
PAYROLL TAXES	124,800	104,000	101,963	(2,037)
HEALTH BENEFITS	520,780	433,983	264,060	(169,923)
CRIMINAL BACKGROUND CHECKS	6,500	5,417	7,613	2,196
TNT/EMPL SCREENING	22,490	18,742	36,320	17,578
LEGAL-GENERAL	24,510	20,425	8,280	(12,145)
LEGAL-OTHER	4,500	3,750	4,635	885
STAFF TRAINING	7,000	5,833	8,127	2,294
TRAVEL	3,000	2,500	1,238	(1,262)
ACCOUNTING	87,550	72,958	72,958	(0)
AUDITING	47,780	39,817	39,817	0
PORT OUT ADMIN FEES	2,400	2,000	5,398	3,398
MANAGEMENT FEES	273,150	227,625	231,275	3,650
BOOKKEEPING FEES	103,010	85,842	86,631	789
ASSET MGMT FEES	16,680	13,900	14,080	180
CF MANAGEMENT FEES	60,000	50,000	60,360	10,360
CONSULTANTS	7,100	5,917	15,033	9,116
IT CONSULTANTS	33,680	28,067	21,423	(6,644)

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE TEN MONTHS ENDED JULY 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU JULY</b>	<b>ACTUAL THRU JULY</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>CONSULTANTS-RAD</b>	6,000	5,000	0	(5,000)
<b>MEMBERSHIP DUES/FEES</b>	4,900	4,083	3,445	(638)
<b>PUBLICATIONS</b>	1,300	1,083	0	(1,083)
<b>ADVERTISING</b>	4,800	4,000	1,719	(2,281)
<b>OFFICE SUPPLIES</b>	17,800	14,833	6,225	(8,608)
<b>PAPER</b>	4,000	3,333	1,699	(1,634)
<b>COMPUTER &amp; SOFTWARE EXPENSES</b>	158,290	131,908	190,371	58,463
<b>FUEL-ADMIN</b>	2,200	1,833	0	(1,833)
<b>TELEPHONE AND CELL</b>	39,500	32,917	35,482	2,565
<b>POSTAGE</b>	24,500	20,417	10,015	(10,402)
<b>COPIER SUPPLIES</b>	8,400	7,000	4,838	(2,162)
<b>INTERNET</b>	7,000	5,833	3,778	(2,055)
<b>GPS VEHICLE TRACKING</b>	1,400	1,167	1,189	22
<b>INSPECTION FEES</b>	10,730	8,942	8,917	(25)
<b>COFFEE SUPPLIES</b>	1,500	1,250	668	(582)
<b>MISCELLANEOUS EXPENSES</b>	18,700	15,583	30,982	15,399
<b>TOTAL ADMINISTRATION EXPENSES</b>	<u>3,042,600</u>	<u>2,535,500</u>	<u>2,577,725</u>	<u>42,225</u>
<b>TENANT SERVICES:</b>				
<b>SALARIES-CONGREGATE SERVICES</b>	26,080	21,733	37,728	15,995
<b>PAYROLL TAXES</b>	2,350	1,958	2,961	1,003
<b>TENANT CONTRACT SERVICES</b>	9,500	7,917	9,861	1,944
<b>OTHER</b>	6,000	5,000	7,089	2,089
<b>TOTAL TENANT SERVICES</b>	<u>43,930</u>	<u>36,608</u>	<u>57,639</u>	<u>21,031</u>
<b>UTILITIES:</b>				
<b>WATER</b>	29,590	24,658	19,484	(5,174)
<b>ELECTRIC</b>	155,610	129,675	140,542	10,867
<b>GAS</b>	24,000	20,000	29,812	9,812
<b>GARBAGAE/TRASH REMOVAL</b>	10,900	9,083	7,986	(1,097)
<b>SEWER</b>	55,350	46,125	47,718	1,593
<b>TOTAL UTILITIES EXPENSE</b>	<u>275,450</u>	<u>229,542</u>	<u>245,542</u>	<u>16,001</u>
<b>ORDINARY MAINTENANCE AND OPERATIONS:</b>				
<b>MAINTENANCE LABOR</b>	386,610	322,175	174,837	(147,338)
<b>PAYROLL TAXES</b>	34,790	28,992	13,721	(15,271)
<b>HEALTH BENEFITS</b>	111,670	93,058	58,375	(34,683)
<b>MAINTENANCE UNIFORMS</b>	2,270	1,892	2,887	995
<b>VEHICLE GAS, OIL, GREASE</b>	19,740	16,450	16,558	108
<b>MATERIALS</b>	94,190	78,492	60,605	(17,887)
<b>CONTRACT-COSTS</b>	105,910	88,258	93,119	4,861
<b>REPAIRS-VEHICLES</b>	7,610	6,342	10,766	4,424
<b>RENT EXPENSE</b>	15,190	12,658	12,660	2
<b>EXTERMINATION</b>	6,460	5,383	7,421	2,038
<b>TRASH REMOVAL</b>	8,890	7,408	7,934	526

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE TEN MONTHS ENDED JULY 31, 2025**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU JULY</b>	<b>ACTUAL THRU JULY</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>TOTAL ORDINARY MAINT. &amp; OPERATIONS EXP.</b>	<b>793,330</b>	<b>661,108</b>	<b>458,883</b>	<b>(202,225)</b>
<b>GENERAL EXPENSES:</b>				
BAD DEBTS	5,980	4,983	4,983	(0)
COMPENSATED ABSENCES	14,000	11,667	11,667	0
FSS ESCROWS-SEC 8	72,000	60,000	37,651	(22,349)
INSURANCE	199,000	165,833	145,375	(20,458)
PAYMENTS IN LIEU OF TAXES	44,940	37,450	38,884	1,434
PENSION - ANNUAL PAYMENT	167,750	139,792	139,086	(706)
REPLACEMENT RESERVES	95,000	79,167	79,170	3
RETIREE HEALTH BENEFITS	97,260	81,050	53,799	(27,251)
<b>TOTAL GENERAL EXPENSES</b>	<b>695,930</b>	<b>579,942</b>	<b>510,615</b>	<b>(69,327)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>4,851,240</b>	<b>4,042,700</b>	<b>3,850,404</b>	<b>(192,295)</b>
<b>PROFIT (LOSS) EXCLUDING HAP</b>	<b>(65,260)</b>	<b>(54,383)</b>	<b>(7,101)</b>	<b>47,281</b>
<b>HAP REVENUES</b>	<b>8,241,000</b>	<b>6,867,500</b>	<b>8,478,566</b>	<b>1,611,066</b>
<b>HAP EXPENSES</b>	<b>8,169,000</b>	<b>6,807,500</b>	<b>8,299,660</b>	<b>1,492,160</b>
<b>NET HAP (LOSS)</b>	<b>72,000</b>	<b>60,000</b>	<b>178,906 *</b>	<b>118,906</b>
<b>GRAND TOTAL PROFIT (LOSS)</b>	<b>6,740</b>	<b>5,617</b>	<b>171,805</b>	<b>166,187</b>
<b>UNRECONCILED HUD HELD RESERVES AT 07/31/25</b>			<b>104,883</b>	
<b>GRAND TOTAL PROFIT (LOSS) AFTER HUD HELD RESERVES</b>			<b>276,688</b>	

# Housing Authority of the City of Vineland

## Administrative Report

**DATE:** August 14, 2025

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

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

**SUBJECT:** Monthly Report (Stats for July 2025)

**PERIOD:** July 10, 2025, to August 13, 2025

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### **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.

<b>Development</b>	<b>CHAP Award Date</b>	<b>RAD Closing Date</b>	<b>RAD Effective Date</b>
<b>Kidston/Olivio</b>	<b>02/13/2018</b>	<b>11/06/2020</b>	<b>12/01/2020</b>
<b>Tarkiln/Asselta</b>	<b>03/25/2015</b>	<b>11/16/2018</b>	<b>12/01/2018</b>
<b>Parkview</b>	<b>03/25/2015</b>	<b>11/16/2018</b>	<b>12/01/2018</b>
<b>Scattered Sites</b>	<b>7/24/2024</b>	<b>TBD</b>	<b>TBD</b>
<b>D’Orazio</b>	<b>12/07/2018 (Rescinded)</b>	<b>TBD</b>	<b>TBD</b>

## Renovation Projects

Scope of Work	Work Status	Comments
Tarkiln Acres – Roof Replacements	In Planning Stage	<p><i>August 2025 - A&amp;E proposal received and under review.</i></p> <p>July 2025 - A&amp;E proposal received and under review.</p> <p>June 2025 - A&amp;E proposal received and under review.</p> <p>April 2025 - A&amp;E proposal received and under review.</p> <p>March 2025 – Waiting on an A&amp;E proposal for this project;</p> <p>Feb 2025 – project is currently in the planning stages with JW Pedersen Architect, a project kicking off meeting was held in January;</p>

<b>KT/OT – Elevator Refurbishment;</b>	<b>Bid opening on 5/17/22</b>	
<p>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.</p> <p>8/2023 – The elevator contract has been awarded. A pre-construction meeting has been scheduled with the Contractor and Professional Team.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>2/2024 – Equipment for the modernization is pending delivery from the manufacturer.</p> <p>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.</p> <p>05/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston &amp; Olivio Towers – Car #2. One elevator car remains in service and operational at both buildings.</p> <p>6/2021 – No Update; 9/2021 – A&amp;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; 9/2024 – No change in project status; 06/2024 – Modernization work on elevators in both Kidston &amp; Olivio continues; One elevator remains in service at both buildings;</p> <p>7/2024 - – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston &amp; Olivio Towers. Kidston Towers – Car #2 has been completed and returned to service, once the newly completed car has run successfully for a couple weeks Car #1 will be taken out of service for modernization. Olivio Towers – Car #2 is planned to be completed the last week in July 2024. One elevator car remains in service and operational at both buildings. A further explanation at the Board meeting regarding Kidston Towers.</p> <p>8/2024-Kidston Towers –Car #1 will be taken out of service for modernization starting mid-August. Olivio Towers – Car #2 is scheduled for completion and inspection at the end of August, once completed work will begin on elevator Car #1. One elevator car remains in service and operational at both buildings.</p> <p>09/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston &amp; Olivio Towers. Kidston Towers –Car #1 will be taken out of service for modernization once Car #2 is operational. Olivio Towers – Car #2 is delayed – the contractor is working to obtain fire alarm devices that are required for proper operation of the car. One elevator car remains in service and operational at both buildings.</p>	<p>10/2024 - – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston &amp; Olivio Towers. Kidston Towers –Car #1 is out of service for modernization. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at both buildings. A change order will be presented to request an extension in time to complete the project.</p> <p>11/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston &amp; Olivio Towers. Kidston Towers –Car #1 was placed back in-service. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at Olivio Towers. Both elevator cars are operational at Kidston Towers.</p> <p>12/2024 – The subcontractor (OTIS) continues to simultaneously work on the modernization of both Kidston &amp; Olivio Towers. Kidston Towers –Car #1 was placed back in-service. Olivio Towers – Car #1 is out of service for modernization. One elevator car remains in service and operational at Olivio Towers. Both elevator cars are operational at Kidston Towers.</p> <p>1/2025- All elevator cars are operational at Kidston Towers &amp; Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly.</p> <p>2/2025 - All elevator cars are operational at Kidston Towers &amp; Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly.</p> <p>4/2025 - All elevator cars are operational at Kidston Towers &amp; Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly. Update – punch-list work has been completed, waiting for confirmation from our professional team regarding the acceptance of the work. If accepted, we anticipate issuing substantial completion.</p> <p>5/2025- No update from previous month. we anticipate issuing substantial completion and continuing project closeout.</p> <p>6/2025 - Substantial completion has been issued; our team continues to pursue project closeout.</p> <p>7/2025 - Substantial completion has been issued; our team continues to pursue project closeout.</p> <p><i>8/2025 - All elevator cars are operational at Kidston Towers &amp; Olivio Towers. This project is now in the punch-list phase, project closeout is anticipated to begin shortly. Update –Substantial completion has been issued; our team continues to pursue project closeout. Otis, Lerch Bates and the Housing Authority met onsite with an adjuster to review operations at Kidston Towers. All participants agreed the elevators need additional adjustment to improve ride quality. Lerch Bate and Otis have both escalated the issue within their respective offices and are working to coordinate a call with Elevator Controls Corporation to better understand the problem and work collaboratively on a repair plan. Further verbal update to follow.</i></p>

## **Kidston & Olivio Towers – Renovation Projects - Active**

Scope of Work		Comments
<p><b>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;</b></p>		<p>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 &amp; supports for wiring in first floor drop ceiling; eliminate an unneeded wiring; black off any junction boxes without covers; G &amp; 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 &amp; H risers are complete, and work continues on E &amp; F risers; Residents are temporarily relocating to G &amp; H;  5/2022 Update: Work on E &amp; F risers is in process; it is expected the work will be completed in four weeks &amp; residents can return to their units;</p> <p>3/2023 Update: This plumbing project is complete with the exception of the items listed above on Page 4;  4/2023 Update:  <ul style="list-style-type: none"> <li>- New domestic water pump replacement – Complete;</li> <li>- Kidston mechanical room piping replacement – Complete;</li> <li>- Water filtration system - Olivio is complete; Kidston – parts are backordered;</li> </ul> 5/2023 Update: Water filtration system - Kidston – parts are backordered; Currently in final punch-list 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: No status change;  8/2023 Update: Water filtration system - Kidston – parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning.  Kidston/Olivio fire pump replacement initial bid was rejected; Project is out for public bid again;</p>

## Kidston & Olivio Towers – Renovation Projects – Active

Scope of Work		Comments
<p><b>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;</b></p> <hr/> <p>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.</p> <p>10/2023 Update: - No update;</p> <p>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.</p> <p>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;</p> <p>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 Close-out process is currently in process, no further work is anticipated on this project.</p>		<p>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 further update is available. The Close-out process is currently in process, no further work is anticipated on this project.</p> <p>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.</p> <p>06/2024 – New vendor for water filtration system on schedule for an on-site visit;</p> <p>7/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit. <u>No update.</u></p> <p>9/2024 - Team met with a new vendor for the water filtration system; no further update is available until the vendor completes an on-site visit.</p> <p>01/2025 – No update on this project.</p> <p>2/2025 – 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; Update: Equipment was removed from the building by Gary F Gardner and sent out for configuration; once returned it will be re-installed and tested.</p> <p>3/2025 – Update – The equipment is being reprogrammed and will be re-installed by South Jersey Water Conditioning when reprogramming is complete.</p> <p>4/2025 – No update from last month.</p> <p>5/2025 - <i>no update from previous month. Pumps have not been released by Grundfos</i></p> <p>6/2025 - Pumps have been released by Grundfos and are scheduled for re-installation.</p> <p>7/2025 – Pumps were released by Grundfos and were re-installed but did not work properly. Grundfos is scheduling an on-site technician to troubleshoot.</p> <p><i>8/2025 – 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 further update is available. The Close-out process is currently in process, no further work is anticipated on this project. Update: Equipment was removed from the building by Gary F Gardner and sent out for configuration, once returned it will be re-installed and tested. Update – pumps were released by Grundfos and were re-installed but did not work correctly. Grundfos is scheduling an on-site technician to troubleshoot. Parts were received by South Jersey Water; however, the system remains out of service.</i></p>

# 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 value engineering cost savings. Negotiations are ongoing, our team began collaborating 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 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 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.

06/2024 – The wrong fueling station for the pump was delivered to the property; a replacement has been ordered; The new diesel fired pump is now in service; The Vineland Fire Department, Water Department, Code Officials have been kept informed throughout the process. Electrical work related to the old fire pumps needs to be completed. Both buildings are fully protected throughout the project.

7/2024 - The new diesel fire pump is now in service. A change order is required to replace the jockey pump at Olivio Towers. Both buildings remain fully protected throughout the process. The project is currently substantially completed and in the closeout phase.

8/2024 - The wrong fueling station for the pump was delivered to the property, a replacement has been ordered. The new diesel fire pump is in service. The replacement jockey pump at Olivio Towers has been installed. Both buildings remain fully protected throughout the process. The project is currently substantially completed and in the closeout phase.

09/2024 – Pump testing and training was completed with the assistance of the Vineland Fire Department. The project is currently substantially completed and in the closeout phase.

10/2024 - The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project.

11/2024 – The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting.

12/2024 - The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting.

02/2025 – No update on this project.

03/2025 – No update on this project.

04/2025 – No update on this project.

05/2025 - Update – Siemens provided an update on the fueling station – manufacturing has been delayed until July.

6/2025 - Update – Siemens provided an update on the fueling station – manufacturing has been delayed until August.

7/2025 – Siemens provided an update on the fueling station and manufacturing has been delayed until August.

*8/2025 – The project is currently substantially completed and in the closeout phase. The fueling station for the pump remains incomplete, waiting for parts to finish the project. A change order will be presented, a further explanation will be provided at the Board Meeting. Update – Siemens received the fueling station, installation is underway. Our team is pursuing project closeout.*

## **Scattered Site Disposition – Status**

- The Scattered Site program was approved for disposition by HUD.
- Several homes have been listed for sale. The chart below 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; this 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 chart below for status details;*
- Listings are active on several units. Please see the below chart for status details;
- The Authority has requested quotes for the completion of a RAD Physical Conditions Assessment, RFQ's are due to the Authority in early December. Individual assessments are required due to the nature and uniqueness of each scattered site home. – Update: explanation will be provided with resolution.
- A kick-off meeting with the project team has been scheduled for the RAD Physical Conditions Assessment process.
- Work continues on the Scattered Sites to move this to a RAD closing. A closing in 2025 is unlikely.
- All 33 houses have been sold; the physical needs assessment is the next step to move toward a RAD closing for this project; kick-off meeting with the project team was held, administrative background work is underway for this project. On-site work is scheduled to begin in May 2025.
- AEI Consultants have completed the RAD Physical Needs Assessments on the homes; AEI is in the process of preparing draft reports for by the team.
- *AEI Consultants completed the RAD etool report, our team is reviewing the documents for next steps.*

<b>SCATTERED SITE HOMES – STATUS SUMMARY</b>			
<i>Date</i>	<i>Addresses</i>	<i>Status</i>	<i>Total Homes</i>
			39 Keeping
			33 Selling
<i>2022 Activity</i>	<i>4209 Marilyn Avenue</i>	<i>SOLD – 5/4/22</i>	
	<i>1441 Nylund Drive</i>	<i>SOLD – 05/10/22</i>	
	<i>612 Oxford Street</i>	<i>SOLD – 5/16/22</i>	
	<i>1137 East Elmer Rd</i>	<i>SOLD – 6/28/22</i>	
	<i>864 Columbia Avenue</i>	<i>SOLD – 9/30/22</i>	
	<i>1409 Brown Road</i>	<i>SOLD – 9/8/22</i>	
	<i>1745 Jackson Drive</i>	<i>SOLD – 11/10/22</i>	
	<i>4331 Robert Drive</i>	<i>SOLD – 2/12/22</i>	8 Sold in 2022
<i>2023 Activity</i>	<i>760 N. Mill Rd</i>	<i>SOLD – 12/1/23</i>	
	<i>1091 N. Mill Rd</i>	<i>SOLD – 10/31/23</i>	
	<i>1290 Old Lake Rd</i>	<i>SOLD – 12/29/23</i>	
	<i>930 Charles St</i>	<i>SOLD – 1/11/2024</i>	
	<i>30 Avon Place</i>	<i>SOLD – 1/31/2024</i>	
	<i>5578 High Ridge Rd</i>	<i>SOLD – 1/31/2024</i>	
	<i>1479 Brown Rd</i>	<i>SOLD – 2/21/2024</i>	
	<i>2174 Sunset Ave</i>	<i>SOLD – 4/04/2024</i>	
	<i>5599 Lodge Place</i>	<i>SOLD – 7/01/2024</i>	9 Sold in 2023
<i>2024 Activity</i>	<i>3188 Hance Bridge Rd</i>	<i>SOLD 4/22/2024</i>	
	<i>5633 High Ridge Rd</i>	<i>SOLD – 5/2024</i>	
	<i>721 S. Valley Ave</i>	<i>SOLD – 5/30/2024</i>	
	<i>2961 Athens Way</i>	<i>SOLD – 6/19/2024</i>	
	<i>4630 Bernard Rd</i>	<i>SOLD – 7/02/2024</i>	
	<i>1659 Venus Drive</i>	<i>SOLD – 6/20/2024</i>	
	<i>4509 Noel Drive</i>	<i>SOLD – 5/28/2024</i>	
	<i>38 Victory Lane</i>	<i>SOLD 7/17/24</i>	
	<i>4511 Robin Road</i>	<i>SOLD 8/30/24</i>	
	<i>1460 Neptune Terr</i>	<i>SOLD 9/20/24</i>	
	<i>2935 Athens Way</i>	<i>SOLD 9/16/24</i>	
	<i>1306 Brown Rd</i>	<i>SOLD – 9/30/24</i>	
	<i>1017 Alexander Dr</i>	<i>SOLD – 12/19/24</i>	
	<i>4486 Robin Road</i>	<i>SOLD 12/13/24</i>	14 Sold in 2024
	<i>2149 Berkley Dr</i>	<i>SOLD 2/28/25</i>	
	<i>5691 High Ridge Rd</i>	<i>SOLD 4/10/25</i>	2 Sold in 2025
		33 Houses being sold;	33 Houses Sold - End

## **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;**

**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.**

**April 2024 – Project status to be reviewed at 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**

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

study is 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.

June 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. The survey for the project is being finalized along with the Geotech report. Change orders will be presented to discuss at the Board meeting.

July 2024 - Construction is fully engaged at the building, drywall, paint, and casework are all simultaneously underway throughout the building. Final plans are currently under review for drainage around the building and in the courtyard. A more detailed update will be provided at the Board meeting.

August 2024 - Construction is fully engaged at the building, drywall, paint, and casework are all simultaneously underway throughout the building. Final plans are currently under review for drainage around the building and in the courtyard. A more detailed update will be provided at the Board meeting.

September 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. A more detailed update will be provided at the Board meeting.

October 2024 - Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. A more detailed update will be provided at the Board meeting.

November 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is scheduled to begin. A more detailed update will be provided at the Board meeting.

December 2024 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is scheduled to begin.

January 2025 – Construction is fully engaged at the building - electrical, plumbing, drywall, paint, flooring, and casework are all simultaneously underway throughout the building. Several units now have flooring installed; work continues to move forward. Site work is underway. A more detailed update will be provided at the Board meeting. Occupancy of the building is scheduled for February; however, weather conditions may affect the completion of the site work.

February 2025 – Occupancy of the building is slated for March\April; however, weather conditions may affect the completion of the site work.

March 2025 - Occupancy of the building is slated for March; the remainder of the site work can be completed with the building occupied and as the weather improves.

April 2025 - Occupancy of the building has been completed; the property is 100% occupied; the remainder of the site work can be completed with the building occupied.

May 2025 - Site work is wrapping up; final punch list of the exterior will be scheduled; project closeout is underway.

July 2025 - Final punch list of the exterior will be scheduled; project closeout is underway.

*August 2025 - Project is closed out. Remaining work includes parking line striping and signage; both are being undertaken by VHA maintenance.*

## **D'Orazio Terrace – Community Room**

**January 2025 - Update – Project is currently in the planning stages with JW Pedersen Architect, a project kicking off meeting is anticipated to take place in January.**

**February 2025 - Update –A project kicking off meeting was held with our Architect.**

**March 2025 – Update - A&E proposal received and under review.**

**April 2025 – Update - A&E proposal continues to be under review.**

***May 2025 – Update - A&E proposal continues to be under review.***

**June 2025 – Update - A&E proposal continues to be under review.**

**July 2025 – Update - A&E proposal continues to be under review.**

***August 2025 – Update - A&E proposal continues to be under review.***

## **D'Orazio Terrace – Tree Damage – Buildings 2 & 4**

**May - A final a scope of work (SOW) for the damage caused by a tree falling on buildings #2 and 4 has been completed. Emergency protective measures to secure the property and ensure that no additional damage is caused continues. Both tenants involved were relocated to other VHA properties. Repairs are underway to restore the building.**

**July 2025 – The roofs are being installed on both buildings #2 & #4. Once completed, the interior repairs will begin.**

***8/2025 -The roofs have been installed on both buildings #2 & 4, one change order will be presented and recommended for approval to replace the gutters on Building #2.***

## **Asselta Acres – Building 3**

**February 2025 – This project involves the conversion of two (2) six (6) bedroom units into four (4) units. This project is currently in the space planning stage with JW Pedersen Architect. A project kicking off meeting was held with the Architect in January.**

**March 2025 - Update – A&E proposal received and under review.**

**April 2025 – Update - A&E proposal continues to be under review.**

## **Asselta Acres – Building 3 (cont'd)**

**May 2025 - A&E proposal continues to be under review.**

**June 2025 - A&E proposal continues to be under review.**

**July 2025 - A&E proposal continues to be under review.**

*August 2025 - A&E proposal continues to be under review.*

## **Kidston & Olivio Towers – Camera Replacement**

**February 2025 - The team is working with the Architect and Electrical Engineer to develop plans for the replacement of security equipment at both Kidston & Olivio Towers. Preliminary information technology infrastructure work has been completed.**

**March 2025 - Update – pending receipt of A&E proposal.**

**April 2025 - Update – pending recommendation from our Electrical Engineer, further update to be provided at the meeting.**

**May 2025 - Submittals have been received, pending the start of cabling throughout the building. Equipment has been ordered.**

**June 2025 - Project is substantially completed. Pending inspection by our Electrical Engineer.**

**July 2025 - Project is substantially completed. Pending inspection by our Electrical Engineer.**

*August 2025 - Project is closed out.*

## **Melrose Court**

*The property is 100% occupied. The property is financially sound.*

## **Community Outreach**

**On December 23, 2024, the staff hosted a toy giveaway for the family sites and scattered sites. During the event, pizza, sodas, cookies, and chips were provided to the families who participated.**

**The initiative was well received, and we believe it was a huge success. Looking ahead, we are confident that next year's event will benefit from even more positive feedback and increased participation from tenants. The families who joined in truly enjoyed the time spent together during the activity.**

**No community outreach events were held in the month of January. We look forward to future events in the months ahead.**

**March 2025 – Update - The Authority in conjunction with Outlaws Burger held an event on February 8th, we had a great turnout. Tenants participated by accepting donated clothing, books, and shoes. They also enjoyed the burgers from Outlaws, and VHA staff had the opportunity to provide beverages and to engage with the tenants in-person at the property. Overall, it was a very nice event—cold, but still very enjoyable! We look forward to future events in the months ahead.**

**April 2025 – Update - The Authority held community gatherings with the staff at Tarklin Acres and D'Orazio on March 25<sup>th</sup> and 28<sup>th</sup> respectively, we provided coffee and donuts. We listened to residents' concerns and will be addressing areas within our reach. Overall, the meetings went well, and we got great feedback.**

**May 2025 - This month, the Authority held a Spring Activity event for the family sites—Asselta, Parkview, Melrose, and the Scattered Sites. our team felt the event was a great success. Attendance was up compared to our past events. The Authority provided food, played outdoor games with the children, held a fun egg hunt, and raffled off Wawa gift cards. Everyone seemed to have a great time, especially the kids, and even the adults really enjoyed the day. We handed out food bags to all tenants who attended, and we also delivered bags directly to the doors of residents from Asselta, Parkview, and Melrose who couldn't make it. It was a fun event that helped bring the community and our staff come together.**

**June 2025 - The VHA team was able to continue supporting the tenants through the distributing dry food goods at both Tarklin and D'Orazio.**

**July 2025 - Outreach was limited this past month by staff availability. Update to be provided at the meeting regarding July outreach event.**

## Community Outreach (continued)

*August 2025 -Outreach was conducted at several properties this past month.*

*The VHA management team held resident meetings at Kidston, Olivio, Tarkiln, and D'Orazio to meet with residents, explain our processes, understand tenant concerns, and answer their questions. The meetings were a great mix of presentation material, interactive dialog, and questions; all content was presented in both English and Spanish. Areas discussed included:*

*1. Brief overview of the building*

*1. Who can live there*

*1. Buildings are not designated as “Elderly”, the property is governed by 24 CFR Part 945 which allows for an elderly, disabled, and handicapped population regardless of age.*

*2. How lease enforcement works*

*1. The Authority employs full-time lease enforcement personnel who diligently follow through on lease infractions. The Authority frequently is in landlord-tenant court with residents who are in violation of the terms and conditions of their lease.*

*3. Securing the building*

*1. The outside doors at Kidston Towers are secure with electro-magnetic locks; these doors cannot be simply pulled open. The outside doors by design at Olivio Towers are access controlled; there are limited options to further secure an automatic sliding door.*

*2. Reminder: Do not allow people into the building*

*2. How to:*

*1. Complaints*

*1. How to submit a complaint/request*

*1. Complaint should be submitted in writing to the Vineland Housing Authority on the complaint form. The only way to guarantee a response to a resident complaint is to give it to us.*

*2. Complaint forms are available at our office, by fax, or by e-mail*

*3. The Authority cannot address complaints not directly received by residents; Complaints submitted to a 3<sup>rd</sup> party, any person or agency that is not directly employed by the Authority, may not be received by the Authority; The importance of the Housing Authority receiving the complaint directly was repeated. The VHA cannot resolve issues or complaints that it does not know about.*

*2. Response from the VHA*

*1. The Housing Authority will mail written responses to tenants who submit a complaint/request form.*

*3. Reminder that we cannot respond to complaints that we do not have. If tenants provide complaint requests to anyone outside of the Vineland Housing Authority we cannot guarantee the complaints will be addressed.*

## **Community Outreach (continued)**

2. *Maintenance*
  1. *Work Orders*
    1. *Call the office (856) 691-4099*
      1. *Proven track record and process to address work orders.*
      2. *Office hours are 8:30 – 4:30 – M-F. There are two (2) live receptionists who answer the phones and will log resident work orders requests.*
3. *Security*
  1. *Security is under contract and active at both Kidston & Olivio Towers.*
4. *Remote On-Site Office*
  1. *Open Office hours have been posted at Kidston & Olivio Towers.*
    1. *Signs have been posted with the hours*
  2. *Both Kidston & Olivio Towers residents have access to the office space at Kidston Towers.*
5. *Notices*
  1. *Maintenance Reminders*
    1. *Notice was mailed to all Vineland Housing Authority residents at all properties reminding the tenants how to enter a work order request for maintenance.*
      1. *Notice Included Contact information for (phone\e-mail):*
        1. *Public Housing\RAD Property Manager*
        2. *Operations Manager*
    2. *A second notice and magnet was mailed to all Vineland Housing Authority residents at all properties reminding the tenants how to enter a work order request for maintenance and providing a convenient refrigerator magnet with our phone number for work order requests.*
    3. *Social Services will be distributing notification with information on how the food program works, including contacts, dates, times, and locations.*
6. *Property Management*
  1. *Both lease enforcement and the property manager are walking the properties on a more frequent basis.*
  2. *The Authority Operations Manager is working to prioritize maintenance requests along with addressing tenant concerns.*
7. *Inspections*
  1. *Verbal update will be provided.*

*The actions referenced above are intended to support and strengthen the processes already in place at the Vineland Housing Authority. Our staff are dedicated professionals who work diligently to maintain high standards throughout the year. At times, external factors can delay progress on capital projects and place additional demands on our team. Despite these challenges, we remain committed to engaging with residents and working together to identify and resolve issues promptly and effectively, while upholding the integrity of the Vineland Housing Authority.*

## Community Outreach (continued)

*Our community outreach group held a back-to-school event for the families at Asselta Acres, Parkview Apartments, and the Scattered Sites. The event represents our staff commitment to giving back to the community; food, fun, and giveaways were all part of the event. Backpacks, clothes, school supplies, and food were all supplied to residents. Our team sought and received donations from vendors to fund the event, this was a very successful back-to-school event, we look forward to expanding the event in the future.*



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

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Brian Asselta</b>	Completed with Certificate
<b>Chris Chapman</b>	Completed with Certificate
<b>Mario Ruiz-Mesa</b>	Completed with Certificate
<b>Albert D. Porter</b>	Completed with Certificate
<b>Iris Acosta-Jimenez</b>	Completed with Certificate
<b>Elizabeth Viera</b>	<b>In Training</b>
<b>Vacant</b>	

# Program Statistics Report

10/2024 - 10/2025

Jul2025

Jun2025

May2025

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	4	0	1
<b>Unit Inspections</b>			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	13	61	46
Total number of units inspected year-to-date - all sites	739	623	532
City Inspections	103	30	0
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	49	30	23
Annual Unit Turnaround Time (For Fiscal Year)	31	29	28
Monthly - Number of Vacancies (at start of month)	13	11	7
Monthly - Number of Vacancies Filled (this month)	4	4	4
Monthly - Average unit turnaround time in days for Lease Up	6	4	5
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	29	11	12
Monthly - Annual Average Number of Vacancies (at start of month)	7	6	6
PIC Score	100.00	100.00	100.00
Occupancy Rate	98.45%	98.62%	98.93%
<b>Public Housing &amp; RAD Waiting List Applicants all lists closed 1/30/2025.</b>			
Families - With Local Preference	110	113	115
Families - Without Local Preference	358	361	362
Elderly (Seniors - 62+)/Disabled - With Local preference	107	119	127
Elderly (Seniors - 62+)/Disabled - Without Local preference	350	349	347
0/1 Bedroom	457	468	474
2 Bedroom	154	154	154
3 Bedroom	65	69	71
4 Bedroom	185	187	187
5 Bedroom	57	57	58
6 Bedroom	7	7	7
Success Rate	25%	25%	25%
Average work order turnaround time in days - Tenant Generated	0.13	0.11	0.09
Number of routine work orders written this month	901	417	628
Number of outstanding work orders from previous month	1,429	1,430	1,363
Total number of work orders to be addressed this month	2,330	1,847	1,991
Total number of work orders completed this month	1,154	418	561
Total number of work orders left outstanding	1,176	1,429	1,430
Number of emergency work orders written this month	5	6	17
Total number of work orders written year-to-date	5,837	4,936	4,519
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	1	5	2
<b>Section 8</b>			
Level of leased units of previous month was:	1020	1024	1026
Level of leased units this month is:	1018	1020	1024
Number of increased leased-units over last month	0	0	0
Total number of units inspected this month	24	18	29
<b>Programs (Voucher):</b>			
ABA Utilization %	99.47%	83.25%	96.85%
Repayment Agreements	53	52	52
Total repayments due YTD	\$164,533	\$164,085	\$163,869
Total repayments received YTD	\$19,576	\$19,204	\$18,303
PIC Score (Oakview added 10/13)	100.99%	100.49%	100.88%
Section 8 Housing Choice Voucher Waiting List Applicants - With Local Preference - <b>CLOSED</b>	630	632	632
Section 8 Housing Choice Voucher Waiting List Applicants - Without Local Preference - <b>CLOSED</b>	1216	1214	1213
Section 8 Project Based Waiting List Applicants- <b>Oakview - CLOSED</b>	780	783	785
Section 8 Project Based Waiting List Applicants- With Local Preference - <b>Buena HA - CLOSED</b>	25	24	24
Section 8 Project Based Waiting List Applicants- Without Local Preference - <b>Buena HA - CLOSED</b>	220	207	203
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	76%/24%	74%/26%	74%/26%
Section 8 - Choice Mobiltiy List	115	114	115
<b>Department of Social Services - FSS</b>			
<b>Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined</b>			
The number of residents that received "outreach" information about FSS	15	30	15
The number of residents signed on to the program. (FSS Contracts).	27	26	26

# Program Statistics Report

10/2024 - 10/2025

Jul2025

Jun2025

May2025

The number of FSS Participants with established escrow accounts.	16	15	15
Number of residents in need of employment skills (GED, DL, Job Training.)	5	5	3
The number of meetings, workshops and case management services	15	20	10
<b><u>Congregate Services</u></b>			
Number of clients on the Congregate Program	29	32	31
Number of clients on Meal Program	0	0	0
Number of clients on Housekeeping Program	12	16	16
Number of clients on Laundry Services	21	24	23
Number of clients on Shopping Services	6	7	7
<b><u>Registered Nurse</u></b>			
Number of clients served this month	82	100	108
Blood Pressure Clinics ( clinics) # of residents attending	0	0	1
Health Assessments/re-assessments	5	6	11
Meds Supervision	25	25	24
<b><u>VHA - (FAMILY SW)</u></b>			
Number of Residents on ROSS (Family)	25	30	0
Number of residents that received case management services	15	20	10
Number of Meetings	1	2	6
Number of residents enrolled in academic/employment workshops (FSS)	5	2	3
<b><u>VHA - (MEDICAL)</u></b>			
Number of residents received health assessment	5	6	11
Number of residents health activities of daily living assessments.	8	5	14
Resident's medicine monitoring/supervision for month	25	25	24
Self-sufficiency - improved living conditions.	4	4	1
<b><u>Community Development Block Grant Program</u></b>			
<b><u>Clients Served</u></b>			
Number of new clients served	1	0	0
Number of ongoing clients	64	0	64
Total clients currently being served this month	65	64	10
<b><u>Income</u></b>			
Median Family Income (MFI)			
Moderate 80%-51% (MFI)	16	15	15
Low 50%-31% (MFI)	18	18	18
Very Low 30%-0% (MFI)	31	31	31
<b>Total</b>	<b>65</b>	<b>64</b>	<b>64</b>
<b><u>Client Demographics</u></b>			
White	9	9	9
Black	7	7	7
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	48	48	48
Non-Hispanic	17	16	16

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

RESOLUTION #2025-44

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 \$1,187,919.98.

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: August 21, 2025

MOVED/SECONDED:

Resolution moved by Commissioner Porter  
Resolution seconded by Commissioner Asse Ha

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

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 August 21, 2025 at the Authority’s principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:   
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND  
BOARD MEETING  
LIST OF CHECKS  
7/17/25

<u>CHECK NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
5031 - 5082	SECTION 8 HAP PROGRAM LANDLORD/TENANT CHECKS AND OTHER	\$ 835,169.00 \$29,797.00
24471 - 24668	DIRECT DEPOSITS-LANDLORDS HAPS	\$805,372.00
800 - 803, 20251910597	SECTION 8 ADM FEE ACCOUNT COMPUTER CHECKS- Ocean First	\$ 1,086.92 \$1,086.92
	COMPUTER CHECKS- Truist	\$0.00
	SECTION 8 NEW HOMEOWNERSHIP COMPUTER CHECKS	\$ 0.00 \$0.00
137	NEW HOMEOWNERSHIP INVESTMENTS COMPUTER CHECKS- Ocean First COMPUTER CHECKS- Truist	\$ 14,318.06 \$0.00 \$14,318.06
	OCEAN FIRST BANK PH SECURITY DEPOSIT COMPUTER CHECKS	\$ 0.00 \$0.00
229 - 232	OCEAN FIRST BANK FSS ESCROW COMPUTER CHECKS	\$ 2,921.26 \$2,921.26
2667, 5468179702, 20251910596, 20251920233, 20251920251, 20251920252	CAPITAL BANK GEN/FUND PH COMPUTER CHECKS	\$ 32,484.25
14246 - 14318, 1450163, 1453727, 6272025, 7012025, 7112025, 18431526, 5463994734	COCC CASH ACCOUNT COMPUTER CHECKS	\$ 101,976.62
	COCC EXPENDITURES PAYROLL	06/27/25 - 07/11/25 \$ 164,579.41
	PAYROLL TAX LIABILITY	06/27/25 - 07/11/25 \$ 35,384.46
	<b>TOTAL</b>	<b>\$ 1,187,919.98</b>

## Payment Summary

Bank=sec8hap AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	5031	0apabar - BARCLAY APARTMENTS VENTURES LP	7/1/2025	07-2025	1,388.00
sec8hap - Section 8 HAP	5032	0betalp - ALPHA BETA CAMDEN LLC	7/1/2025	07-2025	1,425.00
sec8hap - Section 8 HAP	5033	0capauc - AUCTION CAPITAL INC	7/1/2025	07-2025	3,632.00
sec8hap - Section 8 HAP	5034	0cbrenta - C & B RENTALS	7/1/2025	07-2025	1,767.00
sec8hap - Section 8 HAP	5035	0coryol - CORTES	7/1/2025	07-2025	1,892.00
sec8hap - Section 8 HAP	5036	0invfai - INVESTMENT GROUP LLC	7/1/2025	07-2025	1,890.00
sec8hap - Section 8 HAP	5037	0osccos8 - OSCEOLA COUNTY HOUSING	7/1/2025	07-2025	1,239.00
sec8hap - Section 8 HAP	5038	0zitro - ZITRO PROPERTIES LLC	7/1/2025	07-2025	1,079.00
sec8hap - Section 8 HAP	5039	t0000066 - CORTES	7/1/2025	07-2025	56.00
sec8hap - Section 8 HAP	5040	t0000388 - RODRIGUEZ	7/1/2025	07-2025	112.00
sec8hap - Section 8 HAP	5041	t0000627 - BRAGG	7/1/2025	07-2025	1.00
sec8hap - Section 8 HAP	5042	t0001073 - PETERSON	7/1/2025	07-2025	5.00
sec8hap - Section 8 HAP	5043	t0003894 - HANDY	7/1/2025	07-2025	32.00
sec8hap - Section 8 HAP	5044	t0004557 - RAMOS	7/1/2025	07-2025	68.00
sec8hap - Section 8 HAP	5045	t0004893 - BALL	7/1/2025	07-2025	165.00
sec8hap - Section 8 HAP	5046	t0005231 - REDFERN	7/1/2025	07-2025	65.00
sec8hap - Section 8 HAP	5047	t0005455 - CESARIO	7/1/2025	07-2025	199.00
sec8hap - Section 8 HAP	5048	t0005562 - GASKINS	7/1/2025	07-2025	170.00
sec8hap - Section 8 HAP	5049	t0005715 - VAZQUEZ	7/1/2025	07-2025	134.00
sec8hap - Section 8 HAP	5050	t0006492 - MOORE	7/1/2025	07-2025	50.00
sec8hap - Section 8 HAP	5051	t0007021 - SHIELDS	7/1/2025	07-2025	6.00
sec8hap - Section 8 HAP	5052	t0007057 - DESAI	7/1/2025	07-2025	78.00
sec8hap - Section 8 HAP	5053	t0008077 - PEREZ	7/1/2025	07-2025	104.00
sec8hap - Section 8 HAP	5054	t0008553 - CARLO	7/1/2025	07-2025	81.00
sec8hap - Section 8 HAP	5055	t0010166 - ORTIZ	7/1/2025	07-2025	60.00
sec8hap - Section 8 HAP	5056	t0012269 - PEYTON	7/1/2025	07-2025	17.00
sec8hap - Section 8 HAP	5057	t0012296 - TYSHCHENKO	7/1/2025	07-2025	3.00
sec8hap - Section 8 HAP	5058	t0013692 - RODRIGUEZ	7/1/2025	07-2025	138.00
sec8hap - Section 8 HAP	5059	t0013742 - Thomas	7/1/2025	07-2025	33.00
sec8hap - Section 8 HAP	5060	t0013765 - Samuel	7/1/2025	07-2025	83.00
sec8hap - Section 8 HAP	5061	t0013870 - Harris	7/1/2025	07-2025	1.00
sec8hap - Section 8 HAP	5062	t0013888 - SCARBROUGH	7/1/2025	07-2025	223.00
sec8hap - Section 8 HAP	5063	t0013995 - VIERA	7/1/2025	07-2025	90.00
sec8hap - Section 8 HAP	5064	t0014175 - Chavez	7/1/2025	07-2025	15.00
sec8hap - Section 8 HAP	5065	t0014378 - HAND	7/1/2025	07-2025	52.00
sec8hap - Section 8 HAP	5066	t0014727 - Rodriguez	7/1/2025	07-2025	140.00
sec8hap - Section 8 HAP	5067	t0014784 - ARNOLD	7/1/2025	07-2025	159.00
sec8hap - Section 8 HAP	5068	t0014786 - RIVERA VIRUET	7/1/2025	07-2025	96.00
sec8hap - Section 8 HAP	5069	t0015043 - POWELL	7/1/2025	07-2025	154.00
sec8hap - Section 8 HAP	5070	t0015601 - LLOYD	7/1/2025	07-2025	13.00
sec8hap - Section 8 HAP	5071	t0015625 - MACIN	7/1/2025	07-2025	108.00
sec8hap - Section 8 HAP	5072	t0015634 - DICKS	7/1/2025	07-2025	52.00
sec8hap - Section 8 HAP	5073	t0015636 - WILSON	7/1/2025	07-2025	53.00
sec8hap - Section 8 HAP	5074	t0015850 - PURNELL	7/1/2025	07-2025	92.00

## Payment Summary

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Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	5075	t0015929 - ALICEA	7/1/2025	07-2025	121.00	
sec8hap - Section 8 HAP	5076	t0015977 - SOTO HERNANDEZ	7/1/2025	07-2025	13.00	
sec8hap - Section 8 HAP	5077	t0016087 - BROWNLOW	7/1/2025	07-2025	34.00	
sec8hap - Section 8 HAP	5078	t0018174 - TURNER	7/1/2025	07-2025	27.00	
sec8hap - Section 8 HAP	5079	vfl093 - ORANGE COUNTY HOUSING & C D	7/1/2025	07-2025	1,931.00	
sec8hap - Section 8 HAP	5080	vnj058 - SALEM HOUSING AUTHORITY	7/1/2025	07-2025	977.00	
sec8hap - Section 8 HAP	5081	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	7/1/2025	07-2025	5,518.00	
sec8hap - Section 8 HAP	5082	0housin - VINELAND HOUSING AUTHORITY	7/9/2025	07-2025	3,956.00	
sec8hap - Section 8 HAP	24471	0537grap - 529-537 GRAPE STREET,LLC	7/3/2025	07-2025	2,363.00	
sec8hap - Section 8 HAP	24472	0abobab - BABATUNDE O ABORISADE	7/3/2025	07-2025	1,479.00	
sec8hap - Section 8 HAP	24473	0abrawi - ABRAHAN HEREDIA	7/3/2025	07-2025	747.00	
sec8hap - Section 8 HAP	24474	0acojol - ACOSTA III	7/3/2025	07-2025	840.00	
sec8hap - Section 8 HAP	24475	0acojor - ACOSTA	7/3/2025	07-2025	2,900.00	
sec8hap - Section 8 HAP	24476	0ahcpv - AFFORDABLE HOUSING CORPORATION	7/3/2025	07-2025	15,123.00	
sec8hap - Section 8 HAP	24477	0ahctaaa - AFFORDABLE HOUSING CORPORATION	7/3/2025	07-2025	95,387.00	
sec8hap - Section 8 HAP	24478	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAND	7/3/2025	07-2025	84,621.00	
sec8hap - Section 8 HAP	24479	0aljess - ALJESS LLC	7/3/2025	07-2025	847.00	
sec8hap - Section 8 HAP	24480	0andcar - ANDUJAR	7/3/2025	07-2025	1,145.00	
sec8hap - Section 8 HAP	24481	0andjon - JONATHAN ANDREOZZI	7/3/2025	07-2025	1,725.00	
sec8hap - Section 8 HAP	24482	0aparab - AB APARTMENTS LLC	7/3/2025	07-2025	3,800.00	
sec8hap - Section 8 HAP	24483	0apgava - VALLEY GARDEN APARTMENTS LLC	7/3/2025	07-2025	361.00	
sec8hap - Section 8 HAP	24484	0apsnew - NEWCOMB SENIOR APARTMENTS PH 2	7/3/2025	07-2025	256.00	
sec8hap - Section 8 HAP	24485	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	7/3/2025	07-2025	7,898.00	
sec8hap - Section 8 HAP	24486	0assind - INDEPENDENCE ASSOCIATES LLC	7/3/2025	07-2025	992.00	
sec8hap - Section 8 HAP	24487	0asslop - LOPEZ & ASSOCIATES LLC	7/3/2025	07-2025	814.00	
sec8hap - Section 8 HAP	24488	0augdav - DAVID AUGUSTINE	7/3/2025	07-2025	1,888.00	
sec8hap - Section 8 HAP	24489	0behant - ANTHONY BEHRENS	7/3/2025	07-2025	742.00	
sec8hap - Section 8 HAP	24490	0beredw - EDWIN C & SAVALYN BERGAMO	7/3/2025	07-2025	322.00	
sec8hap - Section 8 HAP	24491	0berksh - ROSEMAR PROPERTIES IV LLC / CAMELOT AF	7/3/2025	07-2025	4,330.00	
sec8hap - Section 8 HAP	24492	0biaent - BIA ENTERPRISES LLC	7/3/2025	07-2025	633.00	
sec8hap - Section 8 HAP	24493	0borsac - BORRERO	7/3/2025	07-2025	1,909.00	
sec8hap - Section 8 HAP	24494	0bretow - BRENTWOOD TOWERS HOLDINGS, LLC	7/3/2025	07-2025	1,031.00	
sec8hap - Section 8 HAP	24495	0brewst - BREWSTER GARDEN APARTMENTS LLC	7/3/2025	07-2025	1,072.00	
sec8hap - Section 8 HAP	24496	0buebor - BOROUGH OF BUENA HOUSING AUTHORITY	7/3/2025	07-2025	19,913.00	
sec8hap - Section 8 HAP	24497	0bususa - USA BUSY BEE INC	7/3/2025	07-2025	937.00	
sec8hap - Section 8 HAP	24498	0cackim - KIMBERLY A CACCHIOLI	7/3/2025	07-2025	1,084.00	
sec8hap - Section 8 HAP	24499	0camnil - NILZA R CAMACHO	7/3/2025	07-2025	1,057.00	
sec8hap - Section 8 HAP	24500	0carjos - CARVALHO	7/3/2025	07-2025	811.00	
sec8hap - Section 8 HAP	24501	0carmar - SIMOES	7/3/2025	07-2025	773.00	
sec8hap - Section 8 HAP	24502	0casros - CASTILLO	7/3/2025	07-2025	747.00	
sec8hap - Section 8 HAP	24503	0cdgard - CD GARDENS INC.	7/3/2025	07-2025	3,842.00	
sec8hap - Section 8 HAP	24504	0chajos - JOSEPH T CHAMBERS	7/3/2025	07-2025	950.00	
sec8hap - Section 8 HAP	24505	0cheshol - CHESTNUT SQUARE HOLDINGS LLC	7/3/2025	07-2025	5,134.00	
sec8hap - Section 8 HAP	24506	0chuoks - OKSANA CHUMAK	7/3/2025	07-2025	1,632.00	

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			Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	24507	Oclafir - FIRST CLASS RENTAL PROPERTIES LLC	7/3/2025	07-2025	1,651.00
sec8hap - Section 8 HAP	24508	Ocomfar - ESTATE	7/3/2025	07-2025	519.00
sec8hap - Section 8 HAP	24509	Oconpat - PATRIOT CONSTRUCTION SERVICES LLC	7/3/2025	07-2025	1,887.00
sec8hap - Section 8 HAP	24510	Odamjos - DAMATO	7/3/2025	07-2025	883.00
sec8hap - Section 8 HAP	24511	Odecant - ANTHONY P DECESERO	7/3/2025	07-2025	577.00
sec8hap - Section 8 HAP	24512	Odejyes - YESENIA DEJESUS	7/3/2025	07-2025	1,850.00
sec8hap - Section 8 HAP	24513	Odelwil - WILSON ZUNUN DE LEON	7/3/2025	07-2025	673.00
sec8hap - Section 8 HAP	24514	Odocmay - MAY DOCK APARTMENTS LLC	7/3/2025	07-2025	886.00
sec8hap - Section 8 HAP	24515	Odowter - DOWER	7/3/2025	07-2025	1,850.00
sec8hap - Section 8 HAP	24516	Oeas307 - 307 N EAST AVE LLC	7/3/2025	07-2025	704.00
sec8hap - Section 8 HAP	24517	Oedwdip - EDWARD DIPALMA	7/3/2025	07-2025	1,047.00
sec8hap - Section 8 HAP	24518	Oegbmar - MARY J EGBEH	7/3/2025	07-2025	1,336.00
sec8hap - Section 8 HAP	24519	Oeinmar - MARTIN JAY EINSTEIN	7/3/2025	07-2025	710.00
sec8hap - Section 8 HAP	24520	Oequacc - ACCUMULATING EQUITY PARTNERS LLC	7/3/2025	07-2025	10,765.00
sec8hap - Section 8 HAP	24521	Oequisul - SULLIVAN EQUITIES LLC	7/3/2025	07-2025	1,041.00
sec8hap - Section 8 HAP	24522	Oestjip - J.I.P ESTATES LLC	7/3/2025	07-2025	1,573.00
sec8hap - Section 8 HAP	24523	Oestros - ESTATE OF LUIS A ROSADO-TORRES	7/3/2025	07-2025	479.00
sec8hap - Section 8 HAP	24524	Ofamfai - Faiola Family LP	7/3/2025	07-2025	225.00
sec8hap - Section 8 HAP	24525	Ofamlp - FAIOLA FAMILY LP	7/3/2025	07-2025	1,379.00
sec8hap - Section 8 HAP	24526	Oflodor - FLOWERS	7/3/2025	07-2025	1,046.00
sec8hap - Section 8 HAP	24527	Oforraf - RAFAEL EDUARDO DILONE FORTUNA	7/3/2025	07-2025	1,326.00
sec8hap - Section 8 HAP	24528	Og.b.ltd - G B LTD OPER CO INC	7/3/2025	07-2025	1,055.00
sec8hap - Section 8 HAP	24529	Ogarabn - ABNER GARCIA	7/3/2025	07-2025	436.00
sec8hap - Section 8 HAP	24530	Ogarsal - GARCIA	7/3/2025	07-2025	2,982.00
sec8hap - Section 8 HAP	24531	Ogarspr - SPRING GARDENS VINELAND LLC	7/3/2025	07-2025	6,902.00
sec8hap - Section 8 HAP	24532	Ogarvin - VINELAND GARDENS LLC	7/3/2025	07-2025	578.00
sec8hap - Section 8 HAP	24533	Ogibjam - GRIBBLE JR	7/3/2025	07-2025	954.00
sec8hap - Section 8 HAP	24534	Ogolrob - ROBERT D GALBIATI	7/3/2025	07-2025	1,227.00
sec8hap - Section 8 HAP	24535	Ogonabr - GONZALEZ JR	7/3/2025	07-2025	1,019.00
sec8hap - Section 8 HAP	24536	Ogonlil - GONZALEZ	7/3/2025	07-2025	1,740.00
sec8hap - Section 8 HAP	24537	Ogroche - CHERRY GROUP LLC	7/3/2025	07-2025	2,533.00
sec8hap - Section 8 HAP	24538	Ogromad - MADHU GROUP LLC	7/3/2025	07-2025	2,308.00
sec8hap - Section 8 HAP	24539	Ogromic - MICHAEL D RUPPERT JR	7/3/2025	07-2025	1,076.00
sec8hap - Section 8 HAP	24540	Ogruedi - EDISON GRULLON	7/3/2025	07-2025	1,829.00
sec8hap - Section 8 HAP	24541	Ohagdan - DANIEL HAGEMAN JR	7/3/2025	07-2025	1,098.00
sec8hap - Section 8 HAP	24542	Ohemtom - BTW 4 LLC	7/3/2025	07-2025	582.00
sec8hap - Section 8 HAP	24543	Ohenreu - HENDLER	7/3/2025	07-2025	2,000.00
sec8hap - Section 8 HAP	24544	Ohereri - 123 SOUTH 4TH STREET LLC	7/3/2025	07-2025	2,886.00
sec8hap - Section 8 HAP	24545	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TORRE	7/3/2025	07-2025	3,698.00
sec8hap - Section 8 HAP	24546	Ohfprop - HF PROPERTY MANAGEMENT	7/3/2025	07-2025	1,645.00
sec8hap - Section 8 HAP	24547	Oholasm - ASM HOLDINGS LLC	7/3/2025	07-2025	774.00
sec8hap - Section 8 HAP	24548	Oholgle - GLEN PARK OWNER LLC	7/3/2025	07-2025	2,422.00
sec8hap - Section 8 HAP	24549	Oholvin - VINELAND 18 HOLDINGS LLC	7/3/2025	07-2025	1,627.00
sec8hap - Section 8 HAP	24550	Ohomhec - HECS HOMES LLC	7/3/2025	07-2025	807.00

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sec8hap - Section 8 HAP	24551	Ohomsky - SKYLO HOMES LLC	7/3/2025	07-2025	772.00
sec8hap - Section 8 HAP	24552	Ohomtar - TARKILN HOMES LLC	7/3/2025	07-2025	4,291.00
sec8hap - Section 8 HAP	24553	Ohopape - APEX HOPEWELL NJ LLC	7/3/2025	07-2025	632.00
sec8hap - Section 8 HAP	24554	Ohougol - GOLD HOUSING PROVIDERS LLC	7/3/2025	07-2025	1,479.00
sec8hap - Section 8 HAP	24555	Ohouriv - RIVERGROVE HOUSING PARTNERS LLC	7/3/2025	07-2025	342.00
sec8hap - Section 8 HAP	24556	Oingden - INGRALDI	7/3/2025	07-2025	1,078.00
sec8hap - Section 8 HAP	24557	Oinvbot - BOTA INVESTMENTS LLC	7/3/2025	07-2025	4,159.00
sec8hap - Section 8 HAP	24558	Oinvday - DAY INVESTMENTS LLP	7/3/2025	07-2025	483.00
sec8hap - Section 8 HAP	24559	Oinvegh - E. G. H. R. E. INVESTMENTS LLC	7/3/2025	07-2025	4,991.00
sec8hap - Section 8 HAP	24560	Oinvens - EMSIG INVESTMENTS LLC	7/3/2025	07-2025	951.00
sec8hap - Section 8 HAP	24561	Oinvtra - T-RAY INVESTMENTS LLC	7/3/2025	07-2025	2,220.00
sec8hap - Section 8 HAP	24562	Oinvweb - WEBER INVESTMENT GROUP LLC	7/3/2025	07-2025	151.00
sec8hap - Section 8 HAP	24563	Oinvweb2 - WEBER INVESTMENT GROUP 2 LLC	7/3/2025	07-2025	1,672.00
sec8hap - Section 8 HAP	24564	Ojacgar - W JACK	7/3/2025	07-2025	1,681.00
sec8hap - Section 8 HAP	24565	Ojerpri - PRIME JERSEY ESTATES	7/3/2025	07-2025	9,205.00
sec8hap - Section 8 HAP	24566	Ojrljrr - JJR JR LLC	7/3/2025	07-2025	926.00
sec8hap - Section 8 HAP	24567	Okatjay - JAY-KAT INVESTMENTS, LLC	7/3/2025	07-2025	589.00
sec8hap - Section 8 HAP	24568	Oklc1llc - KLC1 LLC	7/3/2025	07-2025	1,728.00
sec8hap - Section 8 HAP	24569	Okorcou - COURTER-KORFF LLC	7/3/2025	07-2025	715.00
sec8hap - Section 8 HAP	24570	Olabfel - LABOY	7/3/2025	07-2025	1,740.00
sec8hap - Section 8 HAP	24571	Olandic - LANDICINI 566 LLC	7/3/2025	07-2025	475.00
sec8hap - Section 8 HAP	24572	Olanedw - EDWARD J LANG	7/3/2025	07-2025	1,114.00
sec8hap - Section 8 HAP	24573	Olebzai - LEBRON	7/3/2025	07-2025	2,823.00
sec8hap - Section 8 HAP	24574	Olegmay - MAYERFELD LEGACY TRUST	7/3/2025	07-2025	152.00
sec8hap - Section 8 HAP	24575	Olevgab - GABRIELLE LEVITT	7/3/2025	07-2025	473.00
sec8hap - Section 8 HAP	24576	Olhrent - L & H RENTALS	7/3/2025	07-2025	798.00
sec8hap - Section 8 HAP	24577	Olinkar - KAREN LINDNER	7/3/2025	07-2025	449.00
sec8hap - Section 8 HAP	24578	Ollckoo - KOONER LLC	7/3/2025	07-2025	1,694.00
sec8hap - Section 8 HAP	24579	Ollcsn2 - SN 22 LLC	7/3/2025	07-2025	2,041.00
sec8hap - Section 8 HAP	24580	Olocloc - LOCATION LOCATION & TIMING LLC	7/3/2025	07-2025	1,068.00
sec8hap - Section 8 HAP	24581	Olondav - DAVID LONGINI	7/3/2025	07-2025	473.00
sec8hap - Section 8 HAP	24582	Olopyad - YADIRA LOPEZ	7/3/2025	07-2025	702.00
sec8hap - Section 8 HAP	24583	Olospro - LOST PROPERTIES LLC	7/3/2025	07-2025	2,946.00
sec8hap - Section 8 HAP	24584	Omalaug - MIKLAVCIC JR	7/3/2025	07-2025	1,081.00
sec8hap - Section 8 HAP	24585	Omanarc - MANAGEMENT LLC	7/3/2025	07-2025	378.00
sec8hap - Section 8 HAP	24586	Omanrub - RUBY MANAGEMENT	7/3/2025	07-2025	2,350.00
sec8hap - Section 8 HAP	24587	Omapgre - GREENWOOD MAPLE JAY LLC	7/3/2025	07-2025	1,533.00
sec8hap - Section 8 HAP	24588	Omelrose - MELROSE COURT LP	7/3/2025	07-2025	17,336.00
sec8hap - Section 8 HAP	24589	Omenbre - MENDEZ	7/3/2025	07-2025	278.00
sec8hap - Section 8 HAP	24590	Omillvil - MILLVILLE REALTY CORPORATION	7/3/2025	07-2025	2,287.00
sec8hap - Section 8 HAP	24591	Omiryar - MIRANDA	7/3/2025	07-2025	2,386.00
sec8hap - Section 8 HAP	24592	Omonbry - BRYAN P MONTEMURRO	7/3/2025	07-2025	618.00
sec8hap - Section 8 HAP	24593	Omriang - RIVERA	7/3/2025	07-2025	846.00
sec8hap - Section 8 HAP	24594	Omulqua - QUALITY MULTI BR RENTALS LLC	7/3/2025	07-2025	1,264.00

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			Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	24595	Oneddav - NEDER	7/3/2025	07-2025	1,341.00
sec8hap - Section 8 HAP	24596	Oneeshr - SHREE NEEL LLC	7/3/2025	07-2025	1,700.00
sec8hap - Section 8 HAP	24597	Onegcar - CARLOS NEGRON JR	7/3/2025	07-2025	774.00
sec8hap - Section 8 HAP	24598	Onottop - TOP NOTCH REAL ESTATE LLC	7/3/2025	07-2025	962.00
sec8hap - Section 8 HAP	24599	Oochabvsp - OCEAN CITY HSING AUTH- BVM/SPEITEL	7/3/2025	07-2025	33,966.00
sec8hap - Section 8 HAP	24600	Opaeast - EAST PARK APARTMENTS	7/3/2025	07-2025	7,274.00
sec8hap - Section 8 HAP	24601	Opapnar - PARESH PANCHAL	7/3/2025	07-2025	1,940.00
sec8hap - Section 8 HAP	24602	Oparest - PARVIN ESTATES LLC	7/3/2025	07-2025	68.00
sec8hap - Section 8 HAP	24603	Opasmar - PASTORE	7/3/2025	07-2025	1,282.00
sec8hap - Section 8 HAP	24604	Ophabri - BRIDGETON PHASE IV ASSOCIATES LLC	7/3/2025	07-2025	4,095.00
sec8hap - Section 8 HAP	24605	Oplacam - PHILLIP BLACK & KATHLEEN BLACK IRA	7/3/2025	07-2025	3,948.00
sec8hap - Section 8 HAP	24606	Opoisl - SILVER POINT MANAGEMENT LLC	7/3/2025	07-2025	1,085.00
sec8hap - Section 8 HAP	24607	Oproall - ALL PRO GROUP LLC	7/3/2025	07-2025	1,397.00
sec8hap - Section 8 HAP	24608	Oproexc - EXCEL PROPERTY MANAGEMENT LLC	7/3/2025	07-2025	523.00
sec8hap - Section 8 HAP	24609	Oprolha - LHA PROPERTIES LLC	7/3/2025	07-2025	1,618.00
sec8hap - Section 8 HAP	24610	Opropar - PARTNERS PROPERTY MANAGEMENT LLC	7/3/2025	07-2025	718.00
sec8hap - Section 8 HAP	24611	Oproter - TERRAVESTRA PROPERTY MANAGEMENT LLC	7/3/2025	07-2025	16,372.00
sec8hap - Section 8 HAP	24612	Oprotim - TIMARIA PROPERTIES LLC	7/3/2025	07-2025	1,950.00
sec8hap - Section 8 HAP	24613	Oquilou - QUILES	7/3/2025	07-2025	336.00
sec8hap - Section 8 HAP	24614	Oradoak - RADIANT OAKVIEW APARTMENTS LLC	7/3/2025	07-2025	175,854.00
sec8hap - Section 8 HAP	24615	Oramnic - NICHOLAS P RAMBONE	7/3/2025	07-2025	516.00
sec8hap - Section 8 HAP	24616	Oraymar - RAYMOND HOLDINGS LLP	7/3/2025	07-2025	1,499.00
sec8hap - Section 8 HAP	24617	Oreabrt - BRT REAL ESTATE LLC	7/3/2025	07-2025	728.00
sec8hap - Section 8 HAP	24618	Oreadcb - Realty LLC	7/3/2025	07-2025	1,174.00
sec8hap - Section 8 HAP	24619	Orealbf - B & F REAL ESTATE HOLDINGS LLC	7/3/2025	07-2025	2,000.00
sec8hap - Section 8 HAP	24620	Orealas - S & A REALTY ENTERPRISES LLC	7/3/2025	07-2025	638.00
sec8hap - Section 8 HAP	24621	Oreamat - MATURO REALTY INC	7/3/2025	07-2025	2,262.00
sec8hap - Section 8 HAP	24622	Oreamil - MILLVILLE REALTY CORP	7/3/2025	07-2025	1,068.00
sec8hap - Section 8 HAP	24623	Oreasar - SARA REAVES	7/3/2025	07-2025	17.00
sec8hap - Section 8 HAP	24624	Oregche - REGENCY CHESTNUT COURT	7/3/2025	07-2025	13,393.00
sec8hap - Section 8 HAP	24625	Oregeas - REGENCY EAST LLC	7/3/2025	07-2025	3,231.00
sec8hap - Section 8 HAP	24626	Orenaco - ACOSTA RENTAL LLC	7/3/2025	07-2025	2,049.00
sec8hap - Section 8 HAP	24627	Orensup - SUPERIOR RENTALS LLC	7/3/2025	07-2025	1,417.00
sec8hap - Section 8 HAP	24628	Orivdie - RIVERA	7/3/2025	07-2025	2,409.00
sec8hap - Section 8 HAP	24629	Oriviri - RIVERA	7/3/2025	07-2025	1,293.00
sec8hap - Section 8 HAP	24630	Orodhen - HENRY RODRIGUEZ	7/3/2025	07-2025	886.00
sec8hap - Section 8 HAP	24631	Orogluc - ROGERS	7/3/2025	07-2025	795.00
sec8hap - Section 8 HAP	24632	Orogsal - SALVATORE W ROGGIO	7/3/2025	07-2025	1,082.00
sec8hap - Section 8 HAP	24633	Orpjpro - RPJ PROPERTIES LLC	7/3/2025	07-2025	11,728.00
sec8hap - Section 8 HAP	24634	Orunind - INDIAN RUN APARTMENTS LP	7/3/2025	07-2025	820.00
sec8hap - Section 8 HAP	24635	Oruppab - RUPERTO	7/3/2025	07-2025	1,233.00
sec8hap - Section 8 HAP	24636	Osaiger - GERALD M SAINOT JR	7/3/2025	07-2025	807.00
sec8hap - Section 8 HAP	24637	Osalasda - DAMIAN & ELAINE SALAS	7/3/2025	07-2025	2,322.00
sec8hap - Section 8 HAP	24638	Osauaud - SAUNDERS	7/3/2025	07-2025	1,800.00

## Payment Summary

Bank=sec8hap AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
sec8hap - Section 8 HAP	24639	0saumar - SOUDERS	7/3/2025	07-2025	652.00
sec8hap - Section 8 HAP	24640	0schdan - SCHWARTZ	7/3/2025	07-2025	2,000.00
sec8hap - Section 8 HAP	24641	0seaves - VESTA-SEABROOK URBAN RENEWAL III LLC	7/3/2025	07-2025	736.00
sec8hap - Section 8 HAP	24642	0senbri - HOUSING PARTNERS LLC	7/3/2025	07-2025	2,307.00
sec8hap - Section 8 HAP	24643	0sennew - NEWCOMB SENIOR APARTMENTS URBAN RE	7/3/2025	07-2025	157.00
sec8hap - Section 8 HAP	24644	0shabru - BRUCE D SHAW	7/3/2025	07-2025	1,420.00
sec8hap - Section 8 HAP	24645	0slinco - 1890 S LINCOLN ASSOCIATES LLC	7/3/2025	07-2025	2,265.00
sec8hap - Section 8 HAP	24646	0solfin - FINANCIAL SOLUTIONS INVESTMENT GROUP I	7/3/2025	07-2025	1,048.00
sec8hap - Section 8 HAP	24647	0solmay - MAY SOLUTIONS LLC	7/3/2025	07-2025	876.00
sec8hap - Section 8 HAP	24648	0solpro - ASSURED PROPERTY SOLUTIONS LLC	7/3/2025	07-2025	2,778.00
sec8hap - Section 8 HAP	24649	0sotalb - ALBERTO SOTO	7/3/2025	07-2025	1,090.00
sec8hap - Section 8 HAP	24650	0squlan - LANDIS SR URBAN RENEWAL PARTNERS LLC	7/3/2025	07-2025	2,172.00
sec8hap - Section 8 HAP	24651	0strassoc - STREAMWOOD ASSOCIATES/VINELAND LLC	7/3/2025	07-2025	1,283.00
sec8hap - Section 8 HAP	24652	0swaway - WAYNE SWANSON	7/3/2025	07-2025	1,222.00
sec8hap - Section 8 HAP	24653	0swe101 - 101 S WEST LLC	7/3/2025	07-2025	1,898.00
sec8hap - Section 8 HAP	24654	0tayver - TAYLOR	7/3/2025	07-2025	332.00
sec8hap - Section 8 HAP	24655	0thapau - LETITIA D SYNDER	7/3/2025	07-2025	1,341.00
sec8hap - Section 8 HAP	24656	0torism - TORRES	7/3/2025	07-2025	1,548.00
sec8hap - Section 8 HAP	24657	0towpar - PARK TOWNE APARTMENTS LLC	7/3/2025	07-2025	13,983.00
sec8hap - Section 8 HAP	24658	0vasdap - DAPHNE VASSALOTTI	7/3/2025	07-2025	973.00
sec8hap - Section 8 HAP	24659	0vashen - VASQUEZ	7/3/2025	07-2025	979.00
sec8hap - Section 8 HAP	24660	0vhosri - SRI VHOMES LLC	7/3/2025	07-2025	1,650.00
sec8hap - Section 8 HAP	24661	0vinlan - VINELAND VILLAGE APTS	7/3/2025	07-2025	3,493.00
sec8hap - Section 8 HAP	24662	0virulou - LOUIS A VIRUET	7/3/2025	07-2025	1,056.00
sec8hap - Section 8 HAP	24663	0walnut - WALNUT REALTY ASSOCIATES LLC	7/3/2025	07-2025	8,827.00
sec8hap - Section 8 HAP	24664	0wassey - SEYMOUR WASSERSTRUM	7/3/2025	07-2025	1,200.00
sec8hap - Section 8 HAP	24665	0whihen - WHITE III	7/3/2025	07-2025	914.00
sec8hap - Section 8 HAP	24666	0wolpro - WOLF PROPERTY HOLDINGS LLC	7/3/2025	07-2025	1,661.00
sec8hap - Section 8 HAP	24667	0wrialf - WRIGHT	7/3/2025	07-2025	1,578.00
sec8hap - Section 8 HAP	24668	0yasmia - YASMIA 3 LLC	7/3/2025	07-2025	1,503.00
					<b>835,169.00</b>

## Payment Summary

Bank=sec8admn AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
sec8admn - Section 8 Admi	800	0osccos8 - OSCEOLA COUNTY HOUSING	7/1/2025	07-2025	71.38
sec8admn - Section 8 Admi	801	vf093 - ORANGE COUNTY HOUSING & C D	7/1/2025	07-2025	70.02
sec8admn - Section 8 Admi	802	vnj058 - SALEM HOUSING AUTHORITY	7/1/2025	07-2025	71.38
sec8admn - Section 8 Admi	803	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	7/1/2025	07-2025	214.14
sec8admn - Section 8 Admi	20251910597	vha - HOUSING AUTHORITY CITY OF VINELAND	7/10/2025	07-2025	660.00
					<b>1,086.92</b>

## Payment Summary

Bank=nhopbbt AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
nhopbbt - New HOP Inv - B	137	allris - All Risk Inc	7/3/2025	07-2025	14,318.06

## Payment Summary

Bank=sec8hap AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
capfsses - VHA FSS Escrow	229	vmu - Vineland Municipal Utilities	6/25/2025	06-2025	1,139.50
capfsses - VHA FSS Escrow	230	sjgas - South Jersey Gas Company	6/27/2025	06-2025	836.47
capfsses - VHA FSS Escrow	231	vmu - Vineland Municipal Utilities	6/27/2025	06-2025	615.36
capfsses - VHA FSS Escrow	232	t0012264 - GREEN	7/9/2025	07-2025	329.93
					<b>2,921.26</b>

## Payment Summary

Bank=capgenfd AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
capgenfd - Public Housing C	2667	vmu - Vineland Municipal Utilities	6/20/2025	06-2025	11,953.49
capgenfd - Public Housing C	5468179702	sjgas - South Jersey Gas Company	6/26/2025	06-2025	2,818.70
capgenfd - Public Housing C	20251910596	vha - HOUSING AUTHORITY CITY OF VINELAND	7/10/2025	07-2025	1,253.30
capgenfd - Public Housing C	20251920233	vha - HOUSING AUTHORITY CITY OF VINELAND	7/11/2025	07-2025	1,718.64
capgenfd - Public Housing C	20251920251	vha - HOUSING AUTHORITY CITY OF VINELAND	7/11/2025	07-2025	13,474.12
capgenfd - Public Housing C	20251920252	vha - HOUSING AUTHORITY CITY OF VINELAND	7/11/2025	07-2025	1,266.00
					<b>32,484.25</b>

## Payment Summary

Bank=cocc AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
cocc - Central Office Cost	14246	cwa - Communications Workers of America	7/1/2025	07-2025	187.04
cocc - Central Office Cost	14247	aceplu - Ace Plumbing and Electrical Supplies Inc	7/3/2025	07-2025	637.78
cocc - Central Office Cost	14248	acloud - A Cloud Welding LLC	7/3/2025	07-2025	1,500.00
cocc - Central Office Cost	14249	amacap - Amazon Capital Services Inc	7/3/2025	07-2025	559.18
cocc - Central Office Cost	14250	bolste - Bolster Hardware II LLC	7/3/2025	07-2025	17.99
cocc - Central Office Cost	14251	canbus2 - CANON U.S.A., INC.	7/3/2025	07-2025	209.94
cocc - Central Office Cost	14252	cintas - Cintas Corporation #100	7/3/2025	07-2025	187.85
cocc - Central Office Cost	14253	conser - County Conservation Company LLC	7/3/2025	07-2025	120.00
cocc - Central Office Cost	14254	copet - Jeangelica Santos-Perez	7/3/2025	07-2025	344.40
cocc - Central Office Cost	14255	flowho - The Flower Shoppe	7/3/2025	07-2025	90.00
cocc - Central Office Cost	14256	genelec - Gen X Electrical Contractors LLC	7/3/2025	07-2025	250.00
cocc - Central Office Cost	14257	hdsupp - HD Supply Facilities Maintenance LTD	7/3/2025	07-2025	2,277.15
cocc - Central Office Cost	14258	highlan - Highland Carpet Outlet Inc.	7/3/2025	07-2025	1,125.00
cocc - Central Office Cost	14259	hompro - HD SUPPLY formerly Home Depot Pro	7/3/2025	07-2025	391.50
cocc - Central Office Cost	14260	jccupa - JC'S Custom Painting	7/3/2025	07-2025	2,097.50
cocc - Central Office Cost	14261	joskel - JOSEPH KELLY	7/3/2025	07-2025	60.00
cocc - Central Office Cost	14262	liifor - LILLISTON FORD, INC.	7/3/2025	07-2025	95.25
cocc - Central Office Cost	14263	mason - W B Mason Co Inc	7/3/2025	07-2025	32.36
cocc - Central Office Cost	14264	mazza - Frank Mazza & Son Inc.	7/3/2025	07-2025	317.60
cocc - Central Office Cost	14265	pbrese - Reserve Account	7/3/2025	07-2025	2,000.00
cocc - Central Office Cost	14266	prinsol - Print Solutions Plus Inc	7/3/2025	07-2025	330.00
cocc - Central Office Cost	14267	sherwi - Sherwin Williams Company	7/3/2025	07-2025	617.40
cocc - Central Office Cost	14268	shred - STERICYCLE, INC.	7/3/2025	07-2025	78.66
cocc - Central Office Cost	14269	veriw - Verizon Wireless	7/3/2025	07-2025	1,089.71
cocc - Central Office Cost	14270	vidauto - VINELAND DODGE CHRYSLER JEEP RAM	7/3/2025	07-2025	823.95
cocc - Central Office Cost	14271	njdmv - NJ Motor Vehicle Commission	7/16/2025	07-2025	85.00
cocc - Central Office Cost	14272	aceplu - Ace Plumbing and Electrical Supplies Inc	7/17/2025	07-2025	165.13
cocc - Central Office Cost	14273	adcass - Advanced Cabinetry & Storage Systems LLC	7/17/2025	07-2025	317.00
cocc - Central Office Cost	14274	amacap - Amazon Capital Services Inc	7/17/2025	07-2025	32.88
cocc - Central Office Cost	14275	ambcom - Ambient Comfort	7/17/2025	07-2025	208.00

## Payment Summary

Bank=sec8hap AND mm/yy=06/2025-07/2025 AND Check Date=06/20/2025-07/17/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check	Post	Total Date
			Date	Month	Amount Reconciled
cocc - Central Office Cost	14276	ampli - Amplified Protection LLC	7/17/2025	07-2025	1,115.00
cocc - Central Office Cost	14277	aprsup - APR SUPPLY CO	7/17/2025	07-2025	187.32
cocc - Central Office Cost	14278	avena - Linda M Avena CPA	7/17/2025	07-2025	7,295.83
cocc - Central Office Cost	14279	barret - Barretta Plumbing Heating Cooling	7/17/2025	07-2025	279.00
cocc - Central Office Cost	14280	blocklsi - TELESYSTEM	7/17/2025	07-2025	2,073.77
cocc - Central Office Cost	14281	bolste - Bolster Hardware II LLC	7/17/2025	07-2025	14.38
cocc - Central Office Cost	14282	callexp - Call Experts New Jersey	7/17/2025	07-2025	484.58
cocc - Central Office Cost	14283	canfin - Canon Financial Services Inc	7/17/2025	07-2025	216.54
cocc - Central Office Cost	14284	carahsoft - Carahsoft Technology Corporation	7/17/2025	07-2025	6,076.94
cocc - Central Office Cost	14285	ccia - Cumberland Co Improvement Auth	7/17/2025	07-2025	3,346.96
cocc - Central Office Cost	14286	cheuni - Cheryl's Uniform Downtown	7/17/2025	07-2025	240.00
cocc - Central Office Cost	14287	cintas - Cintas Corporation #100	7/17/2025	07-2025	563.55
cocc - Central Office Cost	14288	coloni - Colonial Electrical Supply	7/17/2025	07-2025	1,514.07
cocc - Central Office Cost	14289	conser - County Conservation Company LLC	7/17/2025	07-2025	220.00
cocc - Central Office Cost	14290	culligan2 - Culligan of South Jersey	7/17/2025	07-2025	262.50
cocc - Central Office Cost	14291	eldpes - ELDER PEST CONTROL, INC.	7/17/2025	07-2025	2,376.00
cocc - Central Office Cost	14292	ezpass - E-Z PASS	7/17/2025	07-2025	750.00
cocc - Central Office Cost	14293	flowho - The Flower Shoppe	7/17/2025	07-2025	89.95
cocc - Central Office Cost	14294	gannet - GANNETT NEW YORK/NEW JERSEY LOCALIQ	7/17/2025	07-2025	202.81
cocc - Central Office Cost	14295	genelec - Gen X Electrical Contractors LLC	7/17/2025	07-2025	275.00
cocc - Central Office Cost	14296	getrai - G & E Trailer Sales LLC	7/17/2025	07-2025	2,550.00
cocc - Central Office Cost	14297	hdsupp - HD Supply Facilities Maintenance LTD	7/17/2025	07-2025	2,427.21
cocc - Central Office Cost	14298	himina - DELSEA LAUNDROMAT	7/17/2025	07-2025	996.25
cocc - Central Office Cost	14299	homest - HP Homestead Plumbing and Heating Inc	7/17/2025	07-2025	325.58
cocc - Central Office Cost	14300	hompro - HD SUPPLY formerly Home Depot Pro	7/17/2025	07-2025	8,022.70
cocc - Central Office Cost	14301	jccupa - JC'S Custom Painting	7/17/2025	07-2025	875.00
cocc - Central Office Cost	14302	miles - Miles IT Company	7/17/2025	07-2025	7,353.28
cocc - Central Office Cost	14303	natten - National Tenant Network	7/17/2025	07-2025	1,014.00
cocc - Central Office Cost	14304	nelrod - THE NELROD COMPANY	7/17/2025	07-2025	279.00
cocc - Central Office Cost	14305	pdq - PDQ Supply Inc	7/17/2025	07-2025	145.32
cocc - Central Office Cost	14306	pitneq - Pitney Bowes Global Financial Services, LLC.	7/17/2025	07-2025	574.26
cocc - Central Office Cost	14307	rengro - Rentgrow, Inc.	7/17/2025	07-2025	2,860.50
cocc - Central Office Cost	14308	riggin - Riggins Inc	7/17/2025	07-2025	225.02
cocc - Central Office Cost	14309	ringcen - RingCentral Inc	7/17/2025	07-2025	885.54
cocc - Central Office Cost	14310	robrob - Robinson & Robinson LLC	7/17/2025	07-2025	2,282.50
cocc - Central Office Cost	14311	rpmlan - RPM Landscape Contractor LLC	7/17/2025	07-2025	1,999.00
cocc - Central Office Cost	14312	semper - Semper Secure , LLC	7/17/2025	07-2025	2,890.88
cocc - Central Office Cost	14313	sherwi - Sherwin Williams Company	7/17/2025	07-2025	25.43
cocc - Central Office Cost	14314	sjglas - South Jersey Glass & Door Company	7/17/2025	07-2025	1,117.25
cocc - Central Office Cost	14315	vercon - Verizon Connect Fleet USA LLC	7/17/2025	07-2025	414.85
cocc - Central Office Cost	14316	vhapet - Gloria Pomaes	7/17/2025	07-2025	304.88
cocc - Central Office Cost	14317	weaequ - Weaver Equipment Sales & Service LLC	7/17/2025	07-2025	315.50
cocc - Central Office Cost	14318	yardi - Yardi Systems Inc	7/17/2025	07-2025	36.00
cocc - Central Office Cost	1450163	axaequ - Equitable	6/27/2025	06-2025	2,085.00
cocc - Central Office Cost	1453727	axaequ - Equitable	7/11/2025	07-2025	2,085.00
cocc - Central Office Cost	6272025	paychex - Paychex of New York LLC	6/27/2025	06-2025	364.16
cocc - Central Office Cost	7012025	aflac - AFLAC	7/1/2025	07-2025	156.00
cocc - Central Office Cost	7112025	paychex - Paychex of New York LLC	7/11/2025	07-2025	364.16
cocc - Central Office Cost	18431526	pers - Public Employees Retirement System	7/7/2025	07-2025	14,792.25
cocc - Central Office Cost	5463994734	sjgas - South Jersey Gas Company	6/26/2025	06-2025	377.63

**101,976.62**

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

RESOLUTION #2025-45  
Resolution for Member Participation in a Cooperative Pricing Agreement  
Hunterdon County Educational Services Commission #34HUNCCP

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on August 21, 2025 the governing body of the Vineland Housing Authority, County of Cumberland, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Vineland Housing Authority

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

ADOPTED: August 21, 2025

MOVED/SECONDED:

Resolution moved by Commissioner Asse Ita

Resolution seconded by Commissioner Chapman

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa  
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 August 21, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: Jacqueline S. Jones  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer



## **Hunterdon County Educational Services Commission**

37 Hoffmans Crossing Road

Califon, New Jersey 07830

Phone: 908-439-4280 Fax: 908-975-3753

*Corinne Steinmetz/ Superintendent x4500*

*Heidi Gara, SBA/Board Secretary x4501*

### **COOPERATIVE PRICING AGREEMENT**

*This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the Board of Directors of Hunterdon County Educational Services Commission, referred to as the "Lead Agency" and various governing boards, authorities, commissions and other governmental contracting units within the State of New Jersey.*

#### **WITNESSETH**

*WHEREAS, the Lead Agency is conducting a voluntary Cooperative Pricing System with boards of education, municipalities, and other types of public bodies located within the State of New Jersey, utilizing the Lead Agency's administrative purchasing services and facilities in order to effect substantial economies in the purchase of work, materials and supplies; and*

*WHEREAS, the Cooperative Pricing System is authorized by N.J.S.A. 40A: 11-11 and has been approved by the Division of Local Government Services in the Department of Community Affairs pursuant to N.J.A.C. 5:34-7.1 et seq., and*

*WHEREAS, all the parties hereto shall approve this Agreement by Ordinance or Resolution, as appropriate, in accordance with the aforesaid statute; and*

*NOW, THEREFORE, it is mutually agreed as follows:*

- 1) *The work, materials or supplies to be priced cooperatively may include fuels, office supplies, paper products, instructional materials and equipment, vehicles, modulators and such other items and services as two or more participating contracting units in the system agree can be purchased on a cooperative basis.*

- 2) *Upon approval of the Cooperative Pricing System and during each January thereafter, the Lead Agency shall publish a legal ad in such format as required by the State Division of Local Government Services in a newspaper normally used for such purpose by it, to include such information required by N.J.A.C. 5:34-7.9. as may be amended from time to time, including:*
  - a. *The name of the participating contracting unit, and*
  - b. *The name of the Lead Agency soliciting competitive bids or informal quotations, and*
  - c. *The address and telephone number of Lead Agency, and*
  - d. *The State Identification Code for the Cooperative Pricing System, and*
  - e. *The expiration date of the Cooperative Pricing Agreement.*
- 3) *Each of the participating contracting units shall indicate, in writing to the Lead Agency, the items to be purchased by the contracting unit, the approximate quantities desired, the location for delivery and other such requirements necessary for the Lead Agency to prepare specifications as provided by law. Although the Lead Agency endeavors to serve the needs of all registered members of the Cooperative Pricing System, the Lead Agency may not be able to prepare specifications and/or solicit bids for all projects and makes no such guarantee.*
- 4) *The specifications shall be prepared and approved by the Lead Agency and filed as required by law, and no changes shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.*
- 5) *A single advertisement for bids/proposals or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be presented by the Lead Agency on behalf of all registered members desiring to purchase any item in the Cooperative Pricing System. All advertisements and solicitations shall be made in compliance with the Public School Contracts Law.*
- 6) *The Lead Agency shall receive bids or quotations on behalf of all participating contracting units. The Lead Agency shall review said bids and, on behalf of all registered members, either reject all bids or award a contract in compliance with the Public School Contract Law and the specifications. This award shall result in the Lead Agency entering into a master contract with the successful bidder(s) providing for two categories of purchases:*
  - a. *The quantities ordered for the Lead Agency's own needs, and*
  - b. *The estimated aggregate quantities to be ordered by other participating contracting units by separate contract, subject to the*

*specifications and prices set forth in the Lead Agency's overall (master) contract.*

*The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) when required by law and, only after the Lead Agency has certified the funds available only for its own needs.*

*Each registered member shall: (1) certify that it has the funds available necessary for its own order(s) from the Cooperative Pricing System; (2) enter into a formal written contract directly with the successful bidder(s) when required by law and the project specifications; (3) issue purchase orders in its own name directly to the successful bidder(s) against said contract; (4) accept its own deliveries; (5) be invoiced by and receive statements from the successful bidder(s) and (6) be responsible for any tax liability. No registered member shall be responsible for payment for any items ordered or for performance generally, by or to any other registered member. Each registered member shall accordingly be liable only for its own performance and for items ordered and received by it.*

*The provisions of this paragraph shall be quoted or referred to and sufficiently described in all advertisements for bids by the Lead Agency so that each bidder shall be on notice as to the respective responsibilities and liabilities of the registered members.*

- 7) The Lead Agency reserves the right to exclude any item or commodity from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable as to the Lead Agency or the registered members..*
- 8) The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement. It is understood that all fees for each participating contracting unit are paid to the Lead Agency by the successful bidder(s) with the exception of HCESC in-house order preparation (4%) and fuel participation. This amount shall be paid forty-five (45) days from the receipt of billing from the Lead Agency.*
- 9) This agreement shall become effective upon approval of the Director of the Division of Local Government Services and shall continue in effect for a period of five (5) years pursuant to N.J.A.C. 5:34-7.5(f), or until a party to this Agreement shall give written notice of its intention to terminate its participation in the Cooperative Pricing System..*
- 10) All records or documents maintained or utilized pursuant to terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services and such other numbers*

as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.

- 11) Additional local contracting units may from time to time, execute this Agreement by means of a Rider annexed hereto, which addition shall not invalidate this agreement with respect to other signatories. The Lead Agency is authorized to execute the Rider on behalf of the members of the System.
- 12) This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed.

**GOVERNING BOARD / BOARD OF EDUCATION**

DISTRICT/MUNICIPALITY: VINELAND HOUSING AUTHORITY

ATTEST: Jaqueline Jones  
Secretary to the Board

BY: Mario Ruiz Mesa  
Board President

DATE: 8/21/25

**LEAD AGENCY  
HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION**

ATTEST: \_\_\_\_\_  
Secretary to the Board

BY: \_\_\_\_\_  
Board President

DATE: \_\_\_\_\_



# Hunterdon County ESC

## Cooperative Purchasing

37 Hoffmans Crossing Rd., Califon, NJ 07830

<http://purchasing.hcesc.com>

## Contact Information Survey - 25/26

**Name & Address of Participant:**

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**County:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Tele. w/ext #:** \_\_\_\_\_

*Lisa Perry, Purchasing [lperry@hunterdonesc.org](mailto:lperry@hunterdonesc.org)*

*Ph: 908-439-4280 x1474*

**#34HUNCCP**

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

RESOLUTION #2025-46  
Resolution Authorizing use of Contract #HCESC-SER-24-16

**WHEREAS**, it is necessary for the proper conduct of the order of business that the Vineland Housing Authority enter into contract agreement with McCloskey Mechanical Contractors for HVAC Services; and,

**WHEREAS**, it is necessary for the Vineland Housing Authority to procure HVAC services; and,

**WHEREAS**, funds are available for the purpose of entering into a contract agreement with McCloskey Mechanical Contractors; and,

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5 – the Hunterdon County Educational Services Commission of New Jersey is registered as Lead Cooperative agency NJ System Identifier #34HUNCCP; and,

**WHEREAS**, the Hunterdon County Educational Services Commission of New Jersey awarded Bid # HCESC-SER-24-16 to McCloskey Mechanical Contractors with a maturity date of November 3, 2026; and,

**WHEREAS**, the Vineland Housing Authority may through the use of the aforementioned contract purchase in excess of the bid threshold; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Vineland Housing Authority authorizes the Purchasing Agent to purchase certain goods or services utilizing cooperative contract with McCloskey Mechanical Contractors (HCESC-SER-24-16), in excess of the bid threshold pursuant to all conditions of the contract; and

**BE IT FURTHER RESOLVED**, that the governing body of the Vineland Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

**ADOPTED:** August 21, 2025

**MOVED/SECONDED:**

Resolution moved by Commissioner

Chapman

Resolution seconded by Commissioner

Asse Ha

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

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 August 21, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

RESOLUTION #2025-47  
Resolution Authorizing use of Contract #HCESC-SER-24-15

**WHEREAS**, it is necessary for the proper conduct of the order of business that the Vineland Housing Authority enter into contract agreement with Shade Environmental for Remediation Services – Water, Mold, Asbestos & Lead; and,

**WHEREAS**, it is necessary for the Vineland Housing Authority to procure Remediation Services; and,

**WHEREAS**, funds are available for the purpose of entering into a contract agreement with Shade Environmental; and,

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5 – the Hunterdon County Educational Services Commission of New Jersey is registered as Lead Cooperative agency NJ System Identifier #34HUNCCP; and,

**WHEREAS**, the Hunterdon County Educational Services Commission of New Jersey awarded Bid # HCESC-SER-24-15 to Shade Environmental with a maturity date of October 8, 2025; and,

**WHEREAS**, the Vineland Housing Authority may through the use of the aforementioned contract purchase in excess of the bid threshold; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Vineland Housing Authority authorizes the Purchasing Agent to purchase certain goods or services utilizing cooperative contract with Shade Environmental (HCESC-SER-24-15), in excess of the bid threshold pursuant to all conditions of the contract; and

**BE IT FURTHER RESOLVED**, that the governing body of the Vineland Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

**ADOPTED:** August 21, 2025

**MOVED/SECONDED:**

Resolution moved by Commissioner

Chapman  
Asselta

Resolution seconded by Commissioner

**VOTE:**


Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

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 August 21, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:   
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

**RESOLUTION #2025-48**

**Amending Resolution # 2025-30  
Contract Agreement with All Risk, Inc. for the Construction Renovations  
at D'Orazio Terrace – Bldg. #2 & #4 – Change Order #1**

**WHEREAS**, the Housing Authority of the City of Vineland awarded a contract agreement to All Risk, Inc. via Resolution 2025-30 at the June 19, 2025 board meeting; and,

**WHEREAS**, D'Orazio Terrace – Building #2 & #4 sustained damage by a fallen tree on May 15, 2025; and,

**WHEREAS**, it is necessary for the Housing Authority of the City of Vineland to complete renovations at D'Orazio Terrace – Building #2; and,

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5 – the Educational Services Commission of New Jersey is registered as Lead Cooperative agency NJ System Identifier #65MCESCCPS; and,

**WHEREAS**, the Educational Services Commission of New Jersey awarded Bid #ESCNJ 22/22-23 to All Risk, Inc. on September 15, 2022; and,

**WHEREAS**, the Housing Authority of the City of Vineland is a registered member with the Educational Services Commission of New Jersey; and,

**WHEREAS**, change order #1 - \$2,820 is necessary for replacement of gutters on building #2 at D'Orazio Terrace; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Vineland hereby authorizes additional repair work as indicated above for renovations at D'Orazio Terrace – Building #2 with All Risk, Inc. – 801 E. Clements Bridge Rd., Runnemede, NJ 08078.

**ADOPTED:** August 21, 2025

**MOVED/SECONDED:**

Resolution moved by Commissioner *Asse Ha*

Resolution seconded by Commissioner *Chapman*

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

VINELAND HOUSING AUTHORITY

*Mario Ruiz-Mesa*  
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 August 21, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: *Jacqueline S. Jones*  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

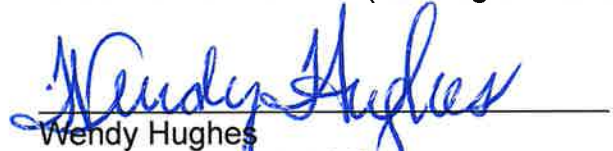

## CERTIFICATION

Funding is available for:

**ADDITIONAL SCOPE**  
**CONSTRUCTION RENOVATIONS AT D'ORAZIO TERRACE – Building #2**

**Change Order # 1 - \$2,820**

in the amount totaling **\$2,820** from the Scattered Site sales proceeds. The line item to be charged for the above expenditure is account #1400-06-000 (Buildings – Dwelling).

  
Wendy Hughes  
Certifying Financial Officer  
  
Date



## CHANGE ORDER

801 E. Clements Bridge Road

Runnemede, NJ 08078

24 Hour - (856)546-0016

Fax - 856-627-0023

Toll Free- 877-247-5252

[www.TeamAllRisk.com](http://www.TeamAllRisk.com)

Contractor Registration # 13VH00684300

Date: July 31, 2025

Contractor: AllRisk, Inc.

Project Name: Vineland Housing Authority  
D'Orazio Terrace - **Building #2**  
84 S. West Avenue  
Vineland, NJ 08360

AllRisk, Inc. File # NJ25-5132

Change Order No. 1

Additional Labor and Materials to remove and replace balance of gutters and downspouts not included in original estimate.

Net "Add" To Contract .....\$2,820.00

Terms: To Be Billed At Completion Of Services

Owner Approval Marguerite Sporer Date 8/2/25

Contractor Acceptance [Signature] Date 8/2/25

Some change orders resulting in an increase from the original contract price will require a 50% deposit upon contractor acceptance. Any credit owed to client will be adjusted in the final contractor invoicing. Change orders may result in extended completion times to original contract.



**AllRisk, Inc**

---

801 E Clements Bridge Road  
Runnemede, New Jersey 08078  
(O) 856-627-0076

Client: Vineland Housing Authority - #2 Building  
Property: 84 S. West Avenue  
Vineland, NJ 08360

Operator: TOM

Estimator: Thomas Messina

Type of Estimate: Wind Damage  
Date Entered: 5/27/2025 Date Assigned:

Price List: NJCA8X\_MAY25  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: 2025-7-31-5132SUPP1  
File Number: Gutter Supplement

**ALL CHARGES ARE IN ACCORDANCE WITH THE NEW JERSEY DEPARTMENT OF LABOR PREVAILING WAGE REGULATIONS AND THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY STATE APPROVED COOP DISASTER RECOVERY BID ESCNJ 22/23-23.**

**Labor rates have been adjusted to reflect Davis-Bacon Wages as per contract.**

**All Labor is non-overtime.**

**\* Supplement scope/cost to remove balance of gutters and down spouts not provided for in original quote.**

**AllRisk, Inc**

801 E Clements Bridge Road  
Runnemede, New Jersey 08078  
(O) 856-627-0076

**2025-7-31-5132SUPP1****Roof Covering/Gutters**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Roofing (Bid Item)	1.00 EA @	2,350.00 =	2,350.00
Remove balance of gutters and down spouts not allowed for in original scope.			

**General Conditions**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
2. Project Management - Construction Administration	1.00 EA @	141.00 =	141.00



**AllRisk, Inc**

801 E Clements Bridge Road  
Runnemede, New Jersey 08078  
(O) 856-627-0076

**Summary**

Line Item Total	2,491.00
Overhead	235.00
Profit	94.00
Replacement Cost Value	<b>\$2,820.00</b>
Net Claim	<b>\$2,820.00</b>

Thomas Messina

# AAMCO ROOFING

PO Box 29

Runnemede, NJ 08078

Phone 856-939-4736 Fax 856-939-1825

mopnroll@yahoo.com

## PROPOSAL

All Risk  
Runnemede, NJ

7-30-25

Re: Vineland Housing  
Bldg. # 2 Change Order

Balance of gutters and spouts to be replaced on outside of building inside court  
not included

To supply approximate 180 lf of 5 inch K gutter.

To supply approximate 50 ft. of 3x4 spouts.

David Bacon Rate

TOTAL SUM FOR LABOR AND MATERIAL.....\$2,350.00

Thank You,  
Anthony Martino

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

RESOLUTION #2025-49

Resolution Awarding As-Needed Special Legal Services

**WHEREAS**, the Vineland Housing Authority has solicited Requests for Quotes for As-Needed Special Legal Services; and

**WHEREAS**, the Vineland Housing Authority has determined that the value of the Special Legal Services may exceed \$17,500;

**WHEREAS**, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Vineland Housing Authority recommends to its Board of Commissioners to authorize the use of the proposal received from:

Hill Wallack LLP, 21 Roszel Road, PO Box 5226, Princeton, NJ 08540-5226

to provide the Vineland Housing Authority with As-Needed Special Legal Services commencing August 15, 2025, through August 14, 2026, in accordance with the attached fee schedule; and

**WHEREAS**, Hill Wallack LLP, 21 Roszel Road, PO Box 5226, Princeton, NJ 08540-5226 has completed and submitted the required Disclosure Certification which certifies that Hill Wallack LLP has not made any reportable contributions to a political or candidate committee in the Vineland Housing Authority in the previous one year, and that the contract will prohibit Hill Wallack LLP from making any reportable contributions through the term of the contract, and

**WHEREAS**, it is recommended to the Board of Commissioners to award a contract to Hill Wallack LLP to provide the Vineland Housing Authority with its As-Needed Special Legal Services for a 12-month period commencing August 15, 2025, through August 14, 2026, in an amount not to exceed \$53,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to utilize the services of As-Needed Special Legal Services with Hill Wallack LLP as indicated above.

**ADOPTED:** August 21, 2025

**MOVED/SECONDED:**

Resolution moved by Commissioner *Chapman*

Resolution seconded by Commissioner *Asse Ha*

**VOTE:**

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

VINELAND HOUSING AUTHORITY

*Mario Ruiz-Mesa*  
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 August 21, 2025 at the Authority’s principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

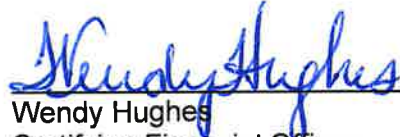
By: *Jacqueline S. Jones*  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## CERTIFICATION

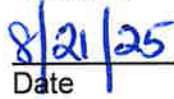
Funding is available for:

**AS-NEEDED SPECIAL LEGAL SERVICES CONTRACT**

from the Operating Budget Account #4130-04-000 (General Legal Expense)



Wendy Hughes  
Certifying Financial Officer



Date

# THE HOUSING AUTHORITY OF THE CITY OF VINELAND

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM  
LEGAL SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for Counsel.	\$215.00	60	\$12,900.00
LEGAL-PARA	Provide price per hour for a Paralegal	\$100.00	40	\$ 4,000.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.  
THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 16,900.00

Sixteen Thousand Nine Hundred Dollars and no cents

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Hill Wallack LLP BY: Michael Kahme

Firm Name

21 Roszel Road, Princeton, NJ 08540

Street, Town, State, Zip Code

609-924-0808

Telephone

609-452-1888

Fax

Sworn to and subscribed  
before me on this

day of August 2025

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Managing Partner

Title

Notary Public

(SEAL)

KRISTI L. SOBKE  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
MY COMMISSION EXPIRES MAY 8, 2029

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

RESOLUTION #2025-50  
(2025-2026) ADOPTED BUDGET RESOLUTION  
Fiscal Year October 1, 2025 – September 30, 2026

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Housing Authority of the City of Vineland for the fiscal year beginning October 1, 2025 and ending, September 30, 2026 has been presented for adoption before the governing body of the Housing Authority of the City of Vineland at its open public meeting of August 21, 2025; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$17,510,860, Total Appropriations, including any Accumulated Deficit, if any, of \$17,496,930 and Total Unrestricted Net Position utilized of \$0; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,736,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Housing Authority of the City of Vineland, at an open public meeting held on August 21, 2025 that the Annual Budget and Capital Budget/Program of the Housing Authority for the fiscal year beginning, October 1, 2025 and, ending, September 30, 2026 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**ADOPTED:** August 21, 2025

**MOVED/SECONDED:**

Resolution moved by Commissioner

Chapman

Resolution seconded by Commissioner

Asselta

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

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 August 21, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:   
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

RESOLUTION #2025-51

Resolution of the Housing Authority of the City of Vineland  
Granting an Official Leave of Absence (FMLA)

**WHEREAS**, employee Frankie J. Ruize applied for Family and Medical Leave Act (FMLA) and was approved to use FMLA leave effective August 5, 2025; and

**WHEREAS**, said employee has requested FMLA leave for the birth of his child; and

**WHEREAS**, it is recommended that the Board of Commissioners of the City of Vineland grant an official leave of absence under FMLA to Frankie J. Ruiz; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioner of the City of Vineland grants Frankie J. Ruiz an official leave of absence.

**ADOPTED:** August 21, 2025

**MOVED/SECONDED:**

Resolution moved by Commissioner

Asse Ha

Resolution seconded by Commissioner

Chapman

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa

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 August 21, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

RESOLUTION #2025-52

Resolution Adopting Protection and Safe Treatment of Minors Policy

**WHEREAS**, the Housing Authority of the City of Vineland is a member of the New Jersey Municipal Excess Liability Joint Insurance Fund; and

**WHEREAS**, in order for the Housing Authority of the City of Vineland to remain qualified for lower deductibles and copays, the Authority must certify to the Fund that it has adopted the Protection and Safe Treatment of Minors Policy; and

**WHEREAS**, it is in the best interest of the Authority to adopt the Protection and Safe Treatment of Minors Policy; and

**WHEREAS**, it is the intent of the Board of Commissioner of the Housing Authority of the City of Vineland to adopt the proposed Protection and Safe Treatment of Minors Policy attached here to; and

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioner of the Housing Authority of the City of Vineland to adopt the proposed Protection and Safe Treatment of Minors Policy.

**ADOPTED:** August 21, 2025

**MOVED/SECONDED:**

Resolution moved by Commissioner

Porter

Resolution seconded by Commissioner

Asselta

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman – Vice Chairperson	✓			
Brian Asselta	✓			
Albert Porter	✓			
Iris Acosta-Jimenez	✓			
Elizabeth Serrano	✓			
Mario Ruiz-Mesa – Chairperson	✓			

VINELAND HOUSING AUTHORITY

Mario Ruiz-Mesa

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 August 21, 2025 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By:

Jacqueline S. Jones

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

# **Policy Addressing the Protection and Safe Treatment of Minors And F.A.Q.'s**



# **Policy Addressing the Protection and Safe Treatment of Minors**

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## Policy Addressing the Protection and Safe Treatment of Minors

### I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 9:6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child, or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education, or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called **neglect**.
- The intentional use of physical force that results in injury, which is called **physical abuse**.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is **emotional abuse**.
- Engaging in sexual acts with a child, including pornography, which is **sexual abuse**.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. Fifty thousand of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least four years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.

- ✓ In contrast, "**adult-to-child**" abuse is typically thought out and planned in advance, demanding access, privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** However, it is important not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though seven out of every eight molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for their dedication to children.
- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely, or troubled children, especially those who live with step-parents or single parents, may be targeted. Children between the ages of 7 and 13 are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as "**grooming**" their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity, and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent anymore, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even

resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey, every level of government has a role in protecting minors.

- At the State level:

- State law is enforced through the N.J. Family Division of the State court system. The court has broad powers, including the ability to remove children from dangerous situations
- The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates, and law enforcement.
- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.

- At the local level:

- Educational professionals have the most contact with children, meaning they are often the first to detect issues.
- Housing Authority employees may also frequently come into contact with children.
- Municipalities and counties operate or sponsor a variety of programs that involve children, including but not limited to:
  - Recreation programs
  - Before and After Care programs
  - Youth sports leagues
  - Youth centers
  - Youth in Government programs
  - Junior law enforcement training programs
- The role of **law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family, or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there

is probable cause to believe acts of domestic violence have been committed. Now, if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The **VINELAND HOUSING AUTHORITY** ("Authority") is committed to the safety of all individuals in its community. however, the **AUTHORITY** has a particular concern for those who are potentially vulnerable, including minor children. The **AUTHORITY** regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees, and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but is typically in a caregiver role. They can have any relationship to the child, including a playmate, family member, a teacher, a coach, or instructor.

The **AUTHORITY** is fully committed to protecting the health, safety, and welfare of minors who interact with officials, employees, and volunteers of the **AUTHORITY** to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the **AUTHORITY** or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the **AUTHORITY** or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

## **II. Definitions:**

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the (local unit type), including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance, or control of children or routine interaction with children.
- **Dual Reporting** - Reporting possible abuse to both the N.J. Department of Children and Families and law enforcement at the same time by the individual designated by the (local unit type) to report all possible cases of abuse.
- **Employees, Staff, or Counselors** - persons working for the Authority on a full-time or part-time basis, and compensated by the Authority.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Authority.

- **Grooming** - is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **N.J.M.E.L. JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Elected officials of the Authority or acting as a liason between the Authority and other public entities, Appointed Board members and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent, or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Authority.
- **Volunteers**-Individuals volunteering their time to provide services to the Authority who are not on the payroll and receive no compensation.

### III. **Policy:**

The **AUTHORITY** is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the **AUTHORITY** is firmly committed to protecting children under the care and supervision of the **AUTHORITY** from all forms of physical, mental, sexual, and emotional abuse. The **AUTHORITY** is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the **AUTHORITY**. The procedures outlined below shall apply to all officials, employees, and volunteers of the **AUTHORITY**.

### IV. **Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:**

- i. All prospective employees and volunteers shall undergo a thorough and complete background check as follows and as applicable:
  - 1. For part-time summer employees who will be interacting with minors, including but not limited to lifeguards, camp counselors, coaches, and instructors:**
    - a. National Database Criminal History Search
    - b. National Sex Offender Search
    - c. Social Security Trace/Validation
  - 2. For full-time employees in supervisory positions involving minors:**
    - a. National Database Criminal History Search
    - b. National Sex Offender Search
    - c. Social Security Trace/Validation
    - d. Education Verification
    - e. Employment Verification
    - f. Credit Check

- g. Motor Vehicle Record
- h. Reference Check

Many local governments hire minor children to work in their summer or seasonal programs. It may be difficult to obtain any background information for minors. It is recommended that the local government attempt to verify any past employment for minors between 16 and 18 years of age, with the consent of the parents or guardians.

Recognizing that fingerprint identification checks may not yield results in time for hiring purposes, the NJMEL assembled a list of qualified vendors for background checks through an RFQ process, and the five vendors on the list along with their contact information can be found at the following link on the NJMEL website.

Whenever fingerprint identification checks are required under this policy and/or New Jersey law, the Authority will make efforts to obtain such services from one or more of the vendors listed in Appendix D.

***Written documentation of the background check shall be maintained by the Authority in perpetuity.***

- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Authority **prior to** the individual being hired and/or working with minors. **Provisional hiring is not permitted.**
- iii. All prospective employees and volunteers must complete the training adopted by the Authority **PRIOR TO** starting employment or volunteer service. **In addition to completing the training course adopted by the (local unit type),** it is highly recommended that all volunteer coaches complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™), which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) The current Rutgers Safety Clinic Course includes a module on the sexual abuse of minors. If coaches completed the Rutgers course more than five years ago and it did not have any training on the sexual abuse of minors, it is highly recommended that the coaches be required to watch the video on the MEL website. Documentation verifying that the coaches watched and understood their responsibilities must be kept to confirm that the training was completed.
- iv. The Authority shall periodically re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, Authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction in order to ascertain the fitness of those employees and volunteers to interact with children.

## V. Procedures and Responsibilities of Officials:

**Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the AUTHORITY.** Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the (local unit type).

➤ Officials of the **AUTHORITY** are required to :

- i. Complete the initial training course adopted by the **AUTHORITY**, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The training program will include the following concepts:
  - Recognizing the signs of abuse and neglect of minors.
  - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
  - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
  - Becoming familiar with the legal requirements to report suspected cases of abuse.
  - Fully understanding the legal consequences for not being diligent in making certain that employees of the **AUTHORITY** adhere to all policies and procedures as adopted.
- ii. Meet ***annually*** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. **If the policy is not being adhered to, it is the legal obligation of the officials of the AUTHORITY to implement whatever changes are necessary as soon as possible to make certain the policy is followed.**
- iii. Conduct ***random and unannounced*** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the **AUTHORITY**.

## VI. Program Procedures:

All Programs operated or sponsored by **the AUTHORITY** shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors through a Program (as defined herein), and those employees who supervise employees who interact with or could potentially interact with minors through a Program, shall adhere to the following policy.

The following policies shall apply to **all Programs** (as defined herein) operated by or sponsored by the **AUTHORITY**. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the **AUTHORITY** shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, **AUTHORITY** shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a ***Medical Treatment Authorization form annually*** to the **AUTHORITY**.
- c. Implement and adopt a ***"Code of Conduct"*** for volunteer and paid staff members, which, ***at a minimum***, will include the following:

<b><i>Code of Conduct</i></b>
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- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.
- Staff members shall wear a photo ID badge at all times.

**In addition to the Code of Conduct, the following shall be a part of the specific Program provisions:**

- The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.
- The **AUTHORITY** shall set forth rules and procedures governing when and under what circumstances participants may leave the **AUTHORITY** property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyberbullying is prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of **AUTHORITY** property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited, including the use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the **AUTHORITY** to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- If possible, the **VINELAND HOUSING AUTHORITY** shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur, and that appropriate levels of supervision are implemented.
- Take appropriate steps to ensure that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. This shall include annual written authorization on file in advance.
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with the rules.
- The **recommended** ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
  1. One staff member for every six participants ages 4 and 5
  2. One staff member for every eight participants ages 6 to 8

3. One staff member for every ten participants ages 9 to 14
  4. One staff member for every twelve participants ages 15 to 17
- The Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all of the rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

#### **Specific Policy and Procedures for Use of Restrooms by Children/Minors:**

- All restrooms shall be checked in advance by staff persons before minor children enter to ensure that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make sure that no one else enters the restroom while a child is there. Children should not be permitted to enter restrooms in pairs or in groups, unless it is absolutely necessary.
- For field trips, staff members must monitor bathroom use by minor children and shall not permit a child to enter a restroom alone.

#### **VII. Procedures for Law Enforcement Officers:**

Law enforcement officers of the **VINELAND HOUSING AUTHORITY** frequently interact with minors in a variety of ways. In addition to the guidance provided by the Attorney General's office, it is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the **VINELAND HOUSING AUTHORITY** shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the N.J. State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the **"Code of Conduct"** for counselors shall be included in the policy for officers assigned to work in school settings (i.e., Class 3 officers):

- i. Officers will, at all times, respect the rights of students and use positive techniques of guidance, including positive reinforcement and encouragement.
- ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school, and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
- iv. Officers shall make certain that they are neat, clean, and appropriately attired.
- v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. Officers shall not buy gifts for students at any time.
- vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

### **VIII. Training Requirements:**

Individual training courses have been designed for each of the following categories, and **all** officials, employees, and volunteers of the **AUTHORITY** are required to complete training (and refresher course training) adopted by the **VINELAND**. ALL employees of the **AUTHORITY** shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each **AUTHORITY** and individual trainees also keep copies of their own training records.

#### **a. Elected Officials, Appointed Officials, Department Heads, and Supervisors:**

All elected officials, appointed officials, department heads, and supervisors shall complete the **initial virtual training course** offered by the NJMEL, **"PROTECTING CHILDREN FROM ABUSE"** and adopted by the **AUTHORITY**, and any updated/refresher course in order to better understand their legal duties and responsibilities under Federal and N.J. State Law. The course includes the following:

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.
- o Fully understanding the legal consequences for not being diligent in making certain that employees of the **AUTHORITY** adhere to all policies and procedures as adopted.

#### **b. Volunteers and Employees of the VINELAND HOUSING AUTHORITY**

All employees and volunteers (regardless of whether they will be working with children or not) shall complete applicable and/or required training provided by the NJMEL.

**NOTE: This link is no longer valid; the MEL provides in person training only and it is not currently scheduled; researching some alternative training; - J Jones – 8/1/25**

i. Course Content shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e., Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

## **IX. Reporting Suspected Child Abuse/Neglect:**

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The **AUTHORITY** shall also train officials, department heads, employees, and volunteers in the concept of "**dual reporting**," which involves reporting the suspected abuse to local law enforcement in addition to reporting the abuse to the Department of Children and Families. Reporting suspected abuse to local law enforcement is critically important in cases where there is the potential for violence.

Child Abuse is a hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not "investigate" an abuse situation. Do not interrogate the child.** The investigation will be undertaken by those who are trained to undertake that critical task. Instead report it immediately, as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible, and report the abuse to local law enforcement.

**As noted above, it is highly recommended that, whenever possible, officials, employees, and volunteers report the suspected abuse to both the N.J.**

**Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."**

**For ALL elected officials, appointed officials, supervisors, department heads, full or part-time employees or volunteers of programs conducted by the VINELAND HOUSING AUTHORITY :**

- Report the suspected abuse to the New Jersey Department of Children and Families. Please be prepared to include the following information to the extent the information has been told to you.
  - a. **Who:** The child and parent/caregiver's name, age, and address and the name of the alleged perpetrator and that person's relationship to the child.
  - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child, and what caused you to become concerned.
  - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
  - d. **Where:** Where the incident occurred, where the child is now, and whether the alleged perpetrator has access to the child.
  - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
  
- Call the Hotline established by the N.J. Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to decide whether a case should be reported. All cases shall be reported.
  
- For ***Law Enforcement Officers:***
  - Immediately report any suspected or alleged cases of abuse or neglect to the New Jersey Department of Children and Families and to the County Prosecutor.

**X. Important Information Regarding Reporting Suspected Abuse Under NJ Law:**

**The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The encourages all officials, employees, and volunteers in programs operated by the AUTHORITY or affiliated programs or activities to report suspected cases of abuse with the following in mind.**

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.
- ii. However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions is a disorderly person.
- iii. When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

**XI. Acknowledgment of Receipt and Review of Policy:**

All officials, employees/counselors, and volunteers shall sign and date an acknowledgment form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the **VINELAND HOUSING AUTHORITY**. The same process shall be used for any revised policy issued in the future.

## Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

### **Indicators of Child Abuse / Neglect**

Different types of abuse and neglect have different physical and behavioral indicators.

#### Physical Abuse

<b>Physical Indicators</b>	<b>Behavioral Indicators</b>
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"><li>• On face, lips, mouth</li><li>• On torso, back, buttocks, thighs</li><li>• In various stages of healing</li><li>• Cluster, forming regular patterns</li><li>• Reflecting shape of article used to inflict (electric cord, belt buckle)</li><li>• On several different surface areas</li><li>• Regularly appear after absence, weekend or vacation</li></ul> <p>Unexplained burns:</p> <ul style="list-style-type: none"><li>• Cigar, cigarette burns, especially on soles, palms, back or buttocks</li><li>• Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)</li><li>• Patterned like electric burner, iron, etc.</li><li>• Rope burns on arms, legs, neck or torso</li></ul> <p>Unexplained fractures:</p> <ul style="list-style-type: none"><li>• To skull, nose, facial structure</li><li>• In various stages of healing</li><li>• Multiple or spiral fractures</li></ul> <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"><li>• To mouth, lips, gums, eyes</li><li>• To external genitalia</li></ul>	<p>Wary of adult contacts Apprehensive when other children cry Behavioral extremes:</p> <ul style="list-style-type: none"><li>• Aggressiveness</li><li>• Withdrawal</li></ul> <p>Frightened of parents Afraid to go home Reports injury by parents</p>

## Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

## Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in P.E. Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

## Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none"><li>• Compliant, passive</li><li>• Aggressive, demanding</li></ul> Overly adoptive behavior: <ul style="list-style-type: none"><li>• Inappropriately adult</li><li>• Inappropriately infant</li></ul>

## **Appendix B – Grooming Behavior**

Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to "groom" a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs, including:
  - Sexual behaviors or strong sexual language that is too adult for their age.
  - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
  - Also, look for cuts and scratches or other self-inflicted injuries.

## Appendix C – Frequently Asked Questions Concerning the Model Policy

1. Is the *Model Policy for the Protection and Safe Treatment of Minors* mandatory?
  - a. Yes, the policy is mandatory for all NJMEL members.
2. Can the Model Policy be modified?
  - a. The model policy is a guide that includes recommended “best practices” based on research conducted by the Safety Director’s office, in consultation with the NJMEL attorney and other experts, including a noted Child Psychologist. The form and content of the policy may be modified, so long as it is approved by legal counsel. The model policy includes certain elements that should not be modified or deleted. Before making any significant modifications or deleting any portions of the policy, it is recommended that officials consult with and seek an opinion from their local attorney.
3. Are background checks mandatory for minors?
  - a. It may be difficult to obtain any background information for minors. For minors between the ages of 16 to 18 who will be working with children, we recommend acquiring as much background information, including a check of all work references, if any, and a copy of their driver’s license.
4. The model policy specifically mentions a “fingerprint” background check. Is that the only acceptable method?
  - a. No. Municipalities and counties may also conduct a background check themselves or through a third-party agency, as long as that background check includes a criminal history check of all 50 states, a review of the applicant’s motor vehicle history, a check of Megan’s law directory for NJ and other states where the applicant or volunteer has lived, and a credit check. (See pages 5-6). The NJMEL put together a list of qualified vendors, which can be found in **Appendix D**.
5. Why is a credit check recommended?
  - a. A credit check is recommended because credit check results include a listing of the applicant’s known addresses for at least the past 20 years. This information is of value in the following ways:
    - i. If a job application required a listing of all known addresses for the past 20 years, and an applicant failed to disclose that information, a prospective public employer would be justifiably concerned about the applicant’s honesty and would have immediate grounds to disqualify the applicant.
    - ii. For individuals working with children in a paid or volunteer capacity, the out-of-state addresses on the credit check would provide a basis to check Megan’s Law websites for the other states.
  - b. Please note that credit checks and background checks should comply with the ***New Jersey Fair Credit Reporting Act*** and in accordance with the guidance from your legal counsel.
6. Do we have to conduct background checks on volunteers?
  - a. The recommended “best practice” is to treat volunteers ***who work with children*** the same way as prospective paid employees are treated for background checks. Unfortunately, there are many claims in which volunteers have been accused of sexually molesting minors. However, appointed board members, such as Planning

and Zoning board members, and other similar board members who **do not** work with children in any capacity may be considered for exclusion.

7. The model policy states, "background checks that disclose any negative or questionable results must be reviewed and approved by the (local unit type) prior to the individual being hired and/or working with minors. Provisional hiring is not permitted." What constitutes "negative or questionable results," and who makes the final determination on whether to hire the individual or permit the volunteer to participate?
  - a. Some examples of "questionable results" would be:
    - i. Any results from a criminal history check that do not agree with the applicant's statements on their job application, such as arrests or convictions not listed.
    - ii. Reference checks with prior employers that do not match the applicant's information.
    - iii. Refusal to allow an employer to check with former employers may be a "red flag."
    - iv. An unexplained "blank space" in an applicant's employment history.
    - v. Personal reference checks that reveal negative information about the applicant.
    - vi. Any information that proves to be false on the job application.
  - b. It is a local decision as far as who decides to hire the individual or permit the volunteer to participate. In many, if not most municipalities, the public employer's chief administrative officer is responsible for making that decision or making the final recommendation to hire someone or accept an individual as a volunteer. However, that is a local decision. We recommend that local communities establish appropriate guidelines, standards, and an appeal process with respect to decisions not to hire an individual or volunteer to participate based on the outcome of a background check.
8. If there is a break in seasonal employment, do the background checks need to be re-run? Is there an acceptable "break in service time"?
  - a. Many municipalities run background checks every year regardless of whether the employee has worked there in the past, and that is a "best practice" from the standpoint of protecting the municipality; however, as far as what the acceptable frequency is for conducting background checks on seasonal employees, that is a local decision. There is no absolute time frame in the policy pertaining to a "break in service" for the requirement of new background checks for seasonal employees because that is a local decision.
9. Do background checks carry over from other entities? For example, if, a school teacher, teaches a class for the township, can we use or assume his/her background check is valid and satisfies our needs?
  - a. Unless the local government entity has access (i.e., a copy or certification from the other entity) to the background check, we would be reluctant to recommend acceptance. If a problem arises in the future concerning an employee, I am not sure that reliance on a background check from another employer would be a

sufficient defense. It would be best to check with your local attorney on this issue before accepting a background check from another entity.

10. If a municipality does not have a police or fire department or hold any recreational activities and does not have any programs that hire children. Is this policy still required to be adopted?

a. We recommend that the municipality adopt the policy and complete the training. Unfortunately, municipalities sometimes find themselves named in cases like this by the plaintiff's attorneys, even though the municipality has nothing to do with the matter. By adopting the policy and completing the training, you will be able to provide documentation of that as part of any defense.

11. Who is required to take the training?

a. All municipal officials, employees, and volunteers are required to take the training.

1. Elected officials, managers, administrators, supervisors, and department heads must complete the ***Virtual Instructor-Led training***. The course is available through the NJMEL Learning Management System, and classes are scheduled periodically. Please note: Elected and appointed officials, supervisors, and department heads who already attended the course offered by the NJMEL at the NJSLOM conference in November of 2019 or any of the webinar sessions conducted by the Safety Director's office or Risk Managers up to now have already complied with this MEL requirement.
2. Police superior officers will receive training as part of their annual or semi-annual training provided by the Safety Director's Law Enforcement Risk Control Unit.
3. All other employees and volunteers, regardless of whether they work with children or not, must view the 20-minute video available through the MEL MSI Learning Management System. Please make sure you register to view the video to document your training.

12. How often is "refresher training" expected?

a. For existing employees, we recommend refresher training every two years. New employees should receive training before they begin work.

13. Should every volunteer or employee sign off on the entire policy?

a. All Employees and volunteers should be required to read the entire policy and, at a minimum, sign off on the Code of Conduct.

14. Our municipality does not operate any recreational sports leagues. Other outside organizations are fully responsible for the leagues; however, the sports leagues are conducted on our fields and facilities. Is our municipality still accountable for any claims that arise?

1) Even if your municipality does not directly operate recreational leagues, if the activity occurs on fields or facilities owned by the municipality, it is more likely than not that the municipality may be brought into any litigation or claim. For that reason, the recommended "best practice" is for municipalities to draft and enter into written agreements annually with the organizations who are operating the leagues that set forth the following at a minimum:

- i) Insurance requirements, including a copy of a Certificate of Insurance for the organization naming the municipality as an additional insured and including a "hold harmless" clause.
- ii) A certification by the organization that they have read the Model Policy and will adhere to conduct requirements, including mandatory background checks for all coaches and volunteers involved in the program. Completing the Rutgers Safety Course (or acceptable equivalent course) by all coaches, viewing the MEL Protecting Minors video, and adherence to a "Code of Conduct" for all coaches and parents.
- iii) The permitted dates and hours of use for the facilities and a requirement that the organization will keep the fields clean and safe for use.

A Model agreement is available on the NJMEL website. **Gloria contacted JIF for this and they could not produce it; Draft MOU modeled for review – J JONES – 8/1/25**

15. Our Lifeguards have separate male and female locker/shower rooms, but the locker/showers do not have stalls for privacy. We have employees aging from 16 to 70 years old. What protocols would you recommend that the municipality implement to protect the minors while in the locker/shower rooms? The MEL's model policy speaks to the procedures for the use of restrooms used by minors. Should we follow the same procedure as the locker rooms?

a. It is essential to make sure that the municipality recognizes and implements a policy addressing the lifeguards who are minors that acknowledges the need to separate them from the adult-aged Lifeguards. If the municipality follows the Model Policy recommendations for the use of bathrooms, that should be more than sufficient to protect the minors working as Lifeguards.

### **Questions Raised by Library Personnel Concerning How the Policy Impacts Library Operations**

- Do the provisions in the Model Policy apply to daily library operations when children are present?
  - Most of the "best practices" in the model policy were written for organized programs sponsored or conducted by a local governmental unit. All of the provisions would apply, for example, to programs sponsored by or conducted by the library or third party individuals in the library. Examples of these types of programs would be story hours, tours of the library, arts and crafts programs, and educational programs. If parents or guardians attend any of these programs along with children, and children are not left on their own, then the library would not be acting "In Loco Parentis" in those situations. However, if children are dropped off

**for whatever purpose**, the library will need to provide safeguards to eliminate opportunities for abuse, including but not limited to monitoring bathrooms and making sure that children are not left alone in portions of the library where they are vulnerable. Appropriate library personnel should be assigned to the critical task of monitoring these areas.

- Also, it is vitally important for the library to follow the hiring guidelines and training requirements pertaining to employees and volunteers in light of the number of children who typically use the library.
- Can the library request that parents opt out of any photo opportunities and/or social media exposure for their children instead of asking permission any time the Library wants to do so? The Library uses such photos and social media exposure as a way of advertising their programs.
  - This would be acceptable as long as the library would be able to document that: (1) parents and guardians have been made aware of the policy (i.e., have adequate notice) and (2) the library maintains copies of the "opt-out" documentation (i.e., signed "opt out" forms).

**Appendix D – List of Qualified Vendors for Background Checks  
Developed by the NJMEL Through an RFQ Process June 2021**

**Found at:**

**<https://njmel.org/wp-content/uploads/2021/05/RFQ-Results-21-02-background-Check-Services.pdf>**

**Castle Branch, Inc  
1844 Sir Tyler Drive  
Wilmington, NJ 28405  
Phone: 888-723-4263  
Email: [rfp@castlebranch.com](mailto:rfp@castlebranch.com)**

**Adam Safeguard  
1187 Washington St.,  
Suite # 2  
Toms River, NJ 08753  
Phone: 732-506-6100  
Email: [terrih@nsshire.com](mailto:terrih@nsshire.com)**

**Southern Background Services  
7 Lattimer St.  
Hazelhurst, GA 31359  
Phone: 912-205-3113  
Email: [ddukes@southernbackgrounds.com](mailto:ddukes@southernbackgrounds.com)**

**TABB Inc.  
PO Box 10  
555 E. Main St.  
Chester, NJ 07930  
Phone: 908-879-2038  
Email: [bbodkin@tabb.net](mailto:bbodkin@tabb.net)**

**True View BSI, LLC  
25 Newbridge Road  
Suite 210  
Hicksville, NY 11801  
Phone: 516-289-0275  
Email: [wmanning@trueviewbsi.com](mailto:wmanning@trueviewbsi.com)**

## Vineland Housing Authority – Policy Addressing Safe Treatment of Minors Policy and Form Checklist

Task	FORM/POLICY #	Assigned To	Complete Y/N	Comments
1. Update policy with VHA name;		J Jones	Y	
2. Update policy with any additions to policy;		J JONES	Y	Authorization from parent for child to attend program;
3. Application for use of Facility – Tenant and Non-Tenant	F1A – F1B	J JONES	Y	FORM – 2 DIFFERENT FORMS
4. Memorandum of Understanding	F2	J JONES	Y	FORM
5. Staff/Volunteer Roster	F3	J JONES	Y	FORM-Use this as checklist for Background Checks and Sign off of Policy and Training;
6. Supervision & Attendance Log	F4	J JONES	Y	FORM
7. Parent/Guardian Consent Form for Minor Participation	F5	J JONES	Y	FORM
8. Emergency Notification of Minors Parent/Legal Guardian	F6	J JONES	Y	POLICY
9. Medical Treatment Authorization Form for Minors	F7	J JONES	Y	FORM
10. Code of Conduct Policy Working with Minors	F8	J Jones	Y	POLICY
11. Participant Departure Policy for Minors & Log	F9	J Jones	Y	POLICY/PROCEDURE-Form for Log
12. <u>Restroom Use Procedures for Children/Minors</u>	F10	J Jones	Y	POLICY/PROCEDURE
13. Training & Policy Acknowledgment Form for Individuals Working with Minors	F11	J Jones	Y	FORM
14. Background check log for all employees & volunteers participating in the program	N/A	Gloria Pomaes	Y	FORM – Use Staff/Volunteer Roster from Participating Organization

# VINELAND HOUSING AUTHORITY

191 W. Chestnut Avenue, Vineland, NJ 08360

Phone: (856)-691-4099

## APPLICATION FOR NON-TENANT FACILITY USE – F1A

Facility Requested: \_\_\_\_\_ Corbin Center \_\_\_\_\_ Brown Center

\_\_\_\_\_ Kidston Community Room \_\_\_\_\_ Olivio Community Room

### SECTION 1: APPLICANT INFORMATION

Organization Name: \_\_\_\_\_

Nonprofit / For-Profit / Other (Circle One)

Contact Person: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(City, State, ZIP)

### SECTION 2: FACILITY USE DETAILS

Requested Date(s) of Use: \_\_\_\_\_

Requested Time(s): From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Use / Event Description: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Age Range of Participants: \_\_\_\_\_

Will minors be present? ☐ Yes ☐ No

If yes, how many? \_\_\_\_\_

### SECTION 3: AREAS REQUESTED

☐ Community Room ☐ Kitchen ☐ Bathrooms ☐ Outdoor Area ☐ Other: \_\_\_\_\_

### SECTION 4: REQUIRED DOCUMENTS CHECKLIST

The following documents must be submitted with this application:

- ☐ **Certificate of Insurance** naming **Vineland Housing Authority** as Additional Insured
- ☐ **Proof of General Liability Coverage** with minimum \$500,000 combined single limit for bodily injury and property damage
- ☐ **Signed Memorandum of Understanding (MOU)**
- ☐ Program description and schedule (if recurring program)
- ☐ Staff/Volunteer Roster (if working with minors). All Background Checks to be given to VHA prior to start of program

### SECTION 5: ACKNOWLEDGMENTS

By signing this application, the applicant affirms and agrees to the following:

- I have read and understand the **Vineland Housing Authority's Model Policy Addressing the Protection and Safe Treatment of Minors**, and will ensure all staff and volunteers comply with it.
- I understand that **no smoking and no alcohol** use is permitted **in or outside** the facility.
- I am responsible for the **conduct of all guests, cleaning the facility after use, removing trash, and returning any furniture to its original location.**
- I will ensure the facility is **secured and locked** after use.
- I accept full **financial responsibility for any damage** caused by my organization or guests during use.
- I understand that failure to comply with any policy may result in **termination of access and/or liability for damages.**

### Applicant Signature

I certify that the above information is accurate and that I understand and accept the terms of facility use.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### FOR VHA OFFICE USE ONLY

**Date Received:** \_\_\_\_\_

☐ Application Complete ☐ MOU Signed ☐ Insurance Approved ☐ Approved ☐ Denied

**Notes/Conditions:**

**Approved By (Name/Title):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_