

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, October 19, 2023
6:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairperson Ruiz-Mesa on Thursday, October 19, 2023, at 6:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

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

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, Director of Affordable Housing, Jose Calves, Esquire – Solicitor, 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 September 21, 2023. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairperson Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the twelve months ending September 30, 2023.

Executive Director's Report:

Chairperson Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated Ron Miller will update the Board on all the ongoing projects.

Ron stated there is no new update on the Tarklin roof project this month. The Kidston/Olivio elevator project is the same update as last month. The project is not expected to get started until 2024. The Kidston/Olivio Interior Renovation project is at the same punch list phase. A water conditioning system is being installed. The fire pump replacement at Kidston and Olivio will be discussed during the resolution section of the meeting.

Mrs. Jones updated the Board regarding the Scattered Sites. She referred to her chart in her written report. There are currently 8 Scattered Site homes sold, but there are 7 either listed or pending settlement. This would mean there are 19 remaining to sell. The Authority is reporting to HUD on this because it is part of the disposition application with Scattered Site Program. The

Authority and its consultant believe the remaining homes will all be sold by the second quarter of 2024 or sooner.

Mrs. Jones believes the Authority is at a comfortable place to start having some serious discussions about D'Orazio redevelopment which the Authority had started discussing before the pandemic. The Authority needs to sell all of the Scattered Site homes before the RAD conversion of D'Orazio because it is the Authority's last project to utilize all of those profits otherwise those funds from the Scattered Sites would have to be given back to HUD. The plan is for the Authority's consultant, Rick Ginnetti to attend next month's board meeting to discuss the redevelopment process for D'Orazio.

Last month the Board approved the resolution to begin to renovate the 10 units in the one building where a couple of the units were involved in a fire. This renovation is moving along. Ron Miller reported he met with the insurance adjustor. The MEL JIF does not meet again until December 6th for approval and the Authority anticipate settling the insurance claim before their meeting. Until then the construction on the insurance side cannot start.

Mrs. Jones reported there is one vacancy at Melrose Court. The project is healthy and looks good as it is maintained very well. The Authority received a score from NJHMFA similar to a high performer. This is good news. It means everything is going well and the inspections are good when they come down to inspect the units.

Mrs. Jones mentioned the Authority had a lot of new tenants move in the last fiscal year. There were a lot of vacancies from COVID and then the two risers were empty from the construction at Kidston/Olivio towers that had to be filled. There were 103 new residents in the public housing/RAD development in the last 12 months. In Section 8, there are 83 new families under contract. For the new fiscal year, Section 8 has already leased 24 new families. There is another group of families being leased up for November. This has to do with some of the additional funds that came from HUD and there is a little bit of reserves as well. The financial statement looks like we have a lot of money in Section 8 sitting there not being used, but it is being used. The Authority anticipated it could have 50 new lease ups before December 31st, but it is over halfway there. This means the Authority is helping every family that we can help as well as earning as much administrative fees as it can. For every resident that is under contract on the 1st of every month in Section 8 a fee is earned. This is important because if the funds are not used, HUD will take them back and the Authority's program will not grow. Part of the 83 that were leased this past year in Section 8, 15 were Emergency Housing Vouchers, which was a new program that HUD produced during the pandemic and some of these families/individuals were homeless or in a shelter. The Authority also had some administrative money to assist with security deposits, utility deposits and furniture. There were also 40 Mainstream Vouchers where someone in the family must be declared disabled. These vouchers were also leased up as of October as well.

Committee Report: None.

Old Business: None.

New Business: None.

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

Resolution #2023-53
Resolution to Approve Monthly Expenses

Chairperson Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$1,392,087.13. A motion was made by Commissioner Porter; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2023-54
Authorizing Contracts with National Contract Vendors

Ron Miller explained resolutions 2023-54 and 2023-55 are done annually to reduce the burden on the procurement side. By using these contract vendors, it authorizes the Authority to purchase from them without receiving multiple quotes or going out to public bid. Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-54. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2023-55
Authorizing Contracts with State Contract Vendors

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-55. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Resolution #2023-56
Awarding Fire Pump Replacement at Kidston & Olivio Towers

Ron Miller reported the Authority went out to bid twice for the fire pump replacement. The first time no bids were received. The second time a single bid was received and it was over budget and rejected by the Board. The Board approved to negotiate with the vendor or other vendors to obtain a better price. The Authority negotiated with the sole bidder along with two other vendors who did not bid on the project. The single bidder that was originally rejected came in with the best price. The same schedule of values form was used for all three. It was reviewed by Mr.

Watson of Brown and Connery and a recommendation was made by the staff and the architect to recommend to the Board to award the contract to J. H. Williams in the amount of \$558,900. Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-56. A motion was made by Commissioner Porter; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2023-57

Approval to Adopt Personnel Policy and Employee Manual

Jose Calves of Brown and Connery explained this resolution is to update the Authority's employee manual and personnel policies. The Authority combines these into one document. The Authority's insurance recommends and incentivized the Authority to update every 2 years. Mr. Calves briefly summarized and explained the changes. Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-57. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

There is no need for an Executive Session.

Chairperson Ruiz-Mesa asked for comments from the press, public or any Board Member. No comments.

With no further business to discuss, Chairperson Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:18 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer