

# Housing Authority of the City of Vineland

*REGULAR MEETING*  
**Thursday, October 28, 2021**  
**6:00 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order via video teleconference by Chairman Ruiz-Mesa on Thursday, October 28, 2021, at 6 p.m. at the Brown Community Center located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

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

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Michael J. Watson, Esq. – Brown and Connery, LLP, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on August 5, 2021. The August 5, 2021, minutes will not be approved as one of the Board Members needed to approve these minutes is no longer an acting member of the Board.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on September 16, 2021. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Executive Session held on September 16, 2021. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

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

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

**Executive Director’s Report:**

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated there were no updates to her written report. She stated all the active projects the Housing Authority has in progress are in motion. There is a resolution tonight for the Asselta Camera project as well as the exterior contract for Kidston and Olivio Towers. The scattered site project is moving along but there are no other additions to the written report.

Mrs. Jones indicated there are many resolutions this evening and she will explain each as they come up during the resolution section of the meeting.

**Committee Report:** None.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2021-60**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$904,291.78. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-61**  
**Approval to Amend Personnel Policy and Employee Manual**

Michael J. Watson of Brown and Connery, LLP (Labor Attorney) explained and reviewed the key areas of the revisions made to the Authority’s Personnel Policy and Employee Manual. Mr. Watson stated most of the changes were made as a requirement from the NJ MEL’s required Employment Practices Liability Program, which comes around every 2 years, but in this case 3 years due to COVID. Every municipality and local housing authority are required to comply with the program in its entirety. Part of the program is revising and updating personnel policies with some required language by NJ MEL and some recommended language from his office or through input from the Vineland Housing Authority. The Authority can complete its compliance as the deadline is November 1<sup>st</sup>. His office will certify to the NJ MEL that the Authority complies and by doing that, the Authority will be able to maintain the low deductible on any claims. Mr. Watson stated there were no major changes made to the policy that would substantially change the nature of employment as to what employees are entitled to and what employees are allowed to do. These areas are still the same. Some changes were made regarding updates in NJ and Federal Laws. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-61. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-62**  
**Void Checks not presented for Payment**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-62. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-63**  
**Accounts Receivable Decried as Uncollectible**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-63. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-64**  
**Authorizing Contracts with National Contract Vendors**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-64. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-65**  
**Authorizing Contracts with State Contract Vendors**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-65. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-66**  
**Approving Shared Services Agree for Life Skills Training Classes  
with the Millville Housing Authority**

Mrs. Jones stated the last couple of years the Authority has been organizing Life Skills training classes at the Corbin Center in conjunction with the Prosecutor's Office. The Prosecutors Office received a national grant with an initiative to combat gangs and gang violence. Mrs. Jones was on a committee with the Prosecutor's Office and one of the objectives was to do some community outreach and focus on housing authority children. Bridgeton, Millville, and the Vineland Housing Authority all conducted a pilot program last year once a week with different presenters discussing different topics. It was successful, but it was very difficult to coordinate the presenters. Mrs. Jones' suggestion was for all the housing authorities to get together and coordinate the program presentations for a more efficient way to all Authorities present the program. In conjunction with this, the Prosecutor's Office had suggested to the County to budget some funds for the initiative. The County has granted each housing authority \$5,000 for Life Skills classes. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-66. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-67**  
**Approving Change Order #5 and #6 for Asselta Acres Camera Project**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-67. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-68**  
**Awarding Contract for the Exterior Improvements Project at Kidston and Olivio Towers**

Mrs. Jones explained the Authority put this project out for bid in March 2021, with a due date of April 2021, and received no responses. The project went out for bid a second time and the responses were over budget and they were rejected. Based on the procurement laws, the Authority can negotiate after the second bidding process. The Authority was able to negotiate with the vendor and brought the cost down about \$200,000. The scope was not changed. The project consists of all new windows at Olivio Towers as well as some exterior work at both Towers. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-68. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-69**  
**Authorizing Revisions to Capital Expenditures for YE 2022**

Mrs. Jones reviewed and discussed the attachment to the resolution listing items for Capital Expenditures for Administration and Public Housing. The funds have been certified as available for each project. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-69. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-70**  
**Authorizing Purchase of Compact Utility Tractor (Deere & Co.)**

Mrs. Jones stated the Authority has a small utility tractor and needs a larger one. The small one will be sold on Gov Deals. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-70. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-71**  
**Authorizing Entering into a Contract Agreement with United Ford, LLC  
(2022 Ford W3X Transit Vans)**

Mrs. Jones stated this is for two (2) vans for the maintenance department. This will completely replace the fleet. Mrs. Jones mentioned Resolution #2021-72 is for outfitting the two (2) new vans with shelving, back up lights and back up warning system. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-71. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-72**  
**Authorizing Entering into a Contract Agreement with A & K Equipment Co.**  
**(Up-fit work Ford Transit Vans)**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-72. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-73**  
**Authorizing Entering into a Contract Agreement with A & K Equipment Co.**  
**(re-body of 2004 Ford F-450)**

Mrs. Jones stated the 2004 Ford F-50 is the Authority's stake body truck used to haul various items. The Authority would like to repurpose this truck by putting a box on the back of it and use it for the food program. The Authority picks up food at the Food Bank and rotates delivery to each of its sites on a monthly and bi-monthly basis. The Authority has been using vans, but by repurposing this truck the Authority can pick up the food with one trip rather than make several trips. Resolution #2021-75 is for a purchase of a forklift to enable the Authority to load the food on to this truck to avoid injuries as staff has been loading the food manually. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-73. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-74**  
**Authorizing Purchase of Equipment Trailer (G & E Trailer Sales)**

Mrs. Jones explained this for the maintenance department for moving furniture to dump or empty out units. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-74. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-75**  
**Authorizing Purchase of 2015 Nissan Lift Truck (MHS Lift)**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-75 A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-76**  
**Authorizing Entering into a Contract Agreement with National Fleet Auto Group  
(2002 Ford Super Duty F-550 XL Reg Cab)**

Mrs. Jones this is to replace the stake body that is being converted. This will be the new stake body truck for the Authority. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-76. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-77**  
**Rescind Resolution 2021-56 (Contract with Hertrich Fleet Services, Inc.)**

Mrs. Jones explained the Authority approved Resolution #2021-56 in September for a passenger van that is no longer available. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-77. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-78**  
**Authorizing Entering into a Contract Agreement with National Fleet Auto Group  
(2022 Ford Transit Passenger Wagon)**

Mrs. Jones stated this is for the van that is anticipated to be available in 2022. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-78. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-79**  
**Authorizing Purchase of enclosed 7' x 14' Trailer (G & E Trailer Sales)**

Mrs. Jones stated this is for the landscaping equipment the Authority uses in Vineland and Ocean City as well as with the anticipation of selling the Scattered Site homes which many have garages the Authority uses to store equipment. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-79. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

**Resolution #2021-80**  
**Authorizing Conditional Payment of Additional Compensation from the Ocean City Housing Authority to the Housing Authority of the City of Vineland**

Mrs. Jones stated the Ocean City Housing Authority passed this same resolution last year to recognize the efforts of the Vineland staff. Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-80. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

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

Chairman Ruiz Mesa wanted to congratulate Jackie and the entire staff because the Ocean City Housing recognizes the good job they are doing.

There is no need for Executive Session.

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

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 6:35 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer