

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, November 16, 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, November 16, 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	
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 October 19, 2023. A motion was made by Commissioner Porter and 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	(Abstain)
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 one month ending October 31, 2023. Commissioner Chapman questioned the utilities portion of the financial report. Mrs. Jones stated the financial report was completed early in the month and the utility bills had not been received. Mrs. Jones stated this is the first financial statement of the year and it is normally not seen as a loss either, but there are some reasons for it. In the income area the Capital Funds are budgeted, but they are not always drawn down unless needed. There are also some other items such as Congregate Services income being low because the State just approved the budget. The management fee for RAD is under and there needs to be an adjustment on that line item. The first financial statement of the year typically always looks like this, but it will adjust as the year progresses.

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 the Kidston/Olivio elevators are still in the submittals stage. Some of the equipment has been ordered. There is a pending change order which is still under review with the

consultants. There will be a call scheduled regarding this project next week and he will have more information next month.

Regarding the Kidston/Olivio interior renovations project, Ron inspected the property earlier this week. Water systems are installed, but not functioning yet. They are being set up by the vendor on Tuesday next week. This is the only outstanding item on this project.

The fire pump contract was received from counsel and has been sent to vendor for signature.

Mrs. Jones updated the Board on the Scattered Site disposition from her written report. Properties located on Sunset Avenue and Lodge Place are now listed. It takes about 6-8 weeks to go to settlement once we sign the agreement because of the need to wait for HUD to sign off on the Declaration of Trust. It delays the process. The Authority is receiving offers on the homes with septic and wells, but they are low offers in some cases. The Authority is maximizing the sales revenue as much as possible but taking a hit on the homes with septic systems of \$20-25,000 for the replacements. There are 17 houses remaining and the goal is to have them sold by the end of the 2nd quarter of 2024.

Mrs. Jones discussed the letter received from HUD in April-May about the Authority's vacancy score. Mrs. Jones responded to the letter a week after receiving the letter and she heard from HUD in August or September. She had a zoom meeting with two people from HUD of the Newark office that were unfamiliar with the Authority's disposition of the scattered sites. This conversation was tabled and Mrs. Jones wrote another letter back to them explaining the issue with the vacancy score. The reason is due to the vacancies of the scattered sites and the time it has taken to dispose of the scattered sites. Mrs. Jones is updating HUD monthly on the status of the Scattered Site disposition. The PHAS score was updated based on the Authority's audit. The Authority's score came up to a score of 82 which is okay. The Authority likes to score at least a 90, but this is not possible due to the physical inspections for the scattered sites. The inspections are difficult and strict. The Authority is in an okay position with HUD, and they understand why the Authority has the score it has. The field office must report to Washington for failing scores.

Ron provided an update on D'Orazio. A draft statement of loss was just received from the insurance carrier. It was sent to JIF. Their meeting is the first week in December and the information was due on Monday this week. The information did not get there by Monday. It got there on Wednesday, but they are still going to put it on their agenda as far as we know. The Authority is still negotiating it and it is not finalized. The Authority sent it anyway because it must get work started on the building. The adjustor and Ron agreed to send it as it and do revisions as needed. The work that the Authority agreed to take on is in progress. The contractor started with what they could do as far as the abatement work. The roof trusses are on site. A considerable number of submittals for the job were received this week. The work has begun, and it will progress further into the 1st of the year.

Committee Report: Chairman Ruiz-Mesa stated a committee will need to be appointed for the Re-Organization for the coming year for the election of officers. The committee will consist of the senior members of the Board, which are Commissioners Chapman, Asselta and himself. The Committee will report to the Board next month.

Old Business: None.

New Business: None.

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

Resolution #2023-58
Resolution to Approve Monthly Expenses

Chairperson Ruiz-Mesa stated the bills have been reviewed and are recommended for payment in the sum of \$1,133,467.60. 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	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

Resolution #2023-59
Void Checks not presented for Payment

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-59. 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	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

Resolution #2023-60
Accounts Receivable Decead as Uncollectible

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-60. 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	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

Resolution #2023-61
Awarding Information Technology Services

Commissioner Chapman reported the Contract Committee reviewed the bids and scores presented by the staff. Based on the information the Committee recommends awarding the contract to Miles IT Inc. Commissioner Chapman explained the review and ranking process. Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-61. A motion was made by Commissioner Porter; 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	(Yes)
Chairperson Mario Ruiz-Mesa	(Yes)

Resolution #2023-62
Entering into a Contract Agreement with Global Furniture Group
Dealer of Record Nickerson, NJ

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-62. Mrs. Jones stated this agreement is for the purchase of new boardroom chairs and a few other pieces of office furniture needed for the Corbin Center. A motion was made by Commissioner Porter; 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	(Yes)
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 Porter. 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