

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, December 14, 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, December 14, 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	(Absent)
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 November 16, 2023. A motion was made by Commissioner Porter and seconded by Commissioner Asselta. The following vote was taken:

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

New Business: Chairperson Ruiz-Mesa moved the order of the meeting and requested the audit report from Mike Thilker of Bowman and Company.

Mr. Thilker presented the Audit for FYE 2022. He thanked Jackie, Wendy, Ron, and Gloria for their assistance in answering the numerous questions to enable his firm to complete the audit. He began with the Independent Auditor's Report. The Independent Auditor's Report is clean. There is one finding in the audit which will be discussed. Mrs. Jones briefly mentioned the finding was previously discussed with the Board and they have some knowledge of the finding. Yellow Book Report and Single Audit Report were explained. He reviewed and explained the Statements of Net Position, as well as Revenue, Expenses and Changes in Net Position and Statements of Cash Flows for the years ended September 30, 2022 and 2021. Mr. Thilker explained the liability is due to the State of NJ has not paid their portion of the pension plan. There is a liability and/or deficit in the pension plan. He discussed the operating expenses as well as administrative expenses. There was a gain of sale of capital sales which is a one-time number due to the sale of several scattered sites homes. Mr. Thilker briefly discussed footnotes of the audit.

He discussed the finding. Mr. Thilker stated from an internal control standpoint his firm performs testing at the Authority including testing of tenants' files, disbursements as well as cash receipts and had no issues as far as any of the controls for the standard normal transactions. There was a development deal in progress and some of the early expenses that were incurred were not held on the balance sheet for reimbursement. We are required have it has a finding and disclose it to the Board. Mrs. Jones stated this finding was when the Authority was working on the Kidston/Olivio Project. The consultant did not bill the Authority because he wanted to make sure there was enough money to complete the project before he got paid. Going forward the Authority is making sure the consultant's bill on a timely basis to get the expenses on the books.

Mr. Thilker stated this concludes the audit presentation. The Board was also provided with the ending letter of governance as required as per professional standards. No questions from the Board.

Mrs. Jones stated normally there would be a resolution certifying the audit by the Board. The resolution will be presented next month giving the Board Members absent tonight time to review the audit prior to passing the resolution.

Chairperson Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the two months ending November 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 are no new updates on the Tarkiln Acres roof project. There was a meeting this week regarding the Kidston/Olivio Tower elevator refurbishment regarding a potential change order. This is being reviewed by the elevator expert. This should be presented next month. The elevator equipment is scheduled to be shipped in February, but the Authority was told it is not guaranteed due delays in supply chain issues. The contractor will not begin any work until all the equipment is received, verified, and reconfirmed. They do not want to run into the risk and taking an elevator out of service and run into not having all the proper equipment needed to put it back in service. Each car will be out of service for approximately 3 months. There will be some inconvenience to the tenants, but they will be kept informed. In regard to the Olivio Fire Pump, the performance bond was received and the contract has been signed. Some of the submittals have started and the contractor was advised to priorities the project and get started on what they can while waiting on equipment. There is a lot of underground work to be done and weather permitting, the underground work will probably start early in the new year. The Kidston/Olivio interior plumbing project is still held up with the water treatment systems. It was scheduled the other day but turned the contractor away due to some issues with the installation of the system. A meeting will be scheduled to get these issues worked out.

In regard to the D'Orazio Terrace fire, the Joint Insurance Fund preliminarily approved the claim. They have to go through the final details of the claim and provide the Authority with a full scope of work. The Brooke Group has been brought into the project for assistance with the construction administration due to the scope of the project. Changes will be made to the scope of the job. The architectural scope of the job had to be increased due to damage found to the flooring structure. A further update will be provided next month.

The Authority received notice late today from the City of Vineland that Third Street will be closed for emergency repairs to the bridge. It will affect the entrance of Asselta Acres. The residents will be advised tomorrow. The Authority will verify with the City if the school district was notified d to make sure the parents were informed.

Mrs. Jones provided an update on the scattered site project and the sale of the homes. Several months ago, the Authority received a low score from HUD due to the sale of the homes. This went in our year-end figures and it should have not been included. There are new people on the Authority account at HUD Newark and they are confused. There is an approved plan to dispose of the homes but retain 38 of them. HUD is looking for a more defined plan on how the Authority will manage the remaining 38 homes. Currently, they are considered public housing homes. The Authority will either convert them to RAD or another option would be Section 18 conversion which will still be Section 8 with vouchers attached to these homes. Next year, the Consultant will come to the Board to discuss the 38 homes as well as discuss D’Orazio Terrace. The homes need to be sold to put the funds into D’Orazio or the funds are required to be returned to HUD. The Authority anticipates the homes that are being sold to be sold by June 2024 and the Authority can start working on D’Orazio.

Mrs. Jones confirmed with Ron regarding the Tarklin roof project. The architect is working on specifications and hopefully the bid will be out fairly soon.

Committee Report: Chairperson Ruiz-Mesa stated a Re-Organization Committee will report next month in regard to the election of officers.

Old Business: None.

New Business: None.

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

Resolution #2023-63
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 Porter. The following vote was taken:

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

Resolution #2023-64
Approve 2024 Meeting Dates

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-64. A motion was made by Commissioner Porter; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2023-65
Appoint JIF Fund Commissioner

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-65. A motion was made by Commissioner Porter; seconded by Commissioner Asselta. The following vote was taken:

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

Resolution #2023-66
Appoint Risk Management Consultant

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-66. A motion was made by Commissioner Asselta; seconded by Commissioner Porter. The following vote was taken:

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

Resolution #2023-67
Dispose of Furniture & Equipment Utilizing the Disposition Policy

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-67. A motion was made by Commissioner Asselta; seconded by Commissioner Porter. The following vote was taken:

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

Resolution #2023-68
Designate Public Agency Compliance Officer (P.A.C.O.)

Chairperson Ruiz-Mesa called for a motion to approve Resolution #2023-68. Ron Miller explained that the Division of Local Government Services requires someone to function as a Public Agency Compliance Officer typically revolves around purchasing and most of the time the purchasing agent is the P.A.C.O. If there is a request from the public or the Board for a procurement activity the P.A.C.O. is responsible for the request. Ron explained to the Board of his purchasing certifications. A motion was made by Commissioner Asselta; seconded by Commissioner Porter. The following vote was taken:

Commissioner Chris Chapman	(Absent)
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 Asselta; seconded by Commissioner Porter. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:41 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer