

Housing Authority of the City of Vineland

REGULAR MEETING **Thursday, September 20, 2018** **7:00 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Mario Ruiz-Mesa on Thursday, August 16, 2018 at 7:00 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 Rudolph Luisi
Commissioner Nicholas Fiocchi
Commissioner Alexis Cartagena
Commissioner Daniel Peretti
Commissioner Brian Asselta
Chairman Mario Ruiz-Mesa

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountants, Rick Ginnett, The Brooke Group LLC 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 April 19, 2018. A motion was made by Commissioner Peretti and seconded by Commissioner Fiocchi. The following vote was taken:

Commissioner Chris Chapman	(Abstain)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Abstain)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Abstain)

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on June 21, 2018. A motion was made by Commissioner Cartagena and seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Abstain)
Commissioner Rudolph Luisi	(Abstain)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
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 Regular Meeting held on July 19, 2018. A motion was made by Commissioner Chapman and seconded by Commissioner Peretti. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Abstain)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Abstain)
Chairman Mario Ruiz-Mesa	(Yes)

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on August 16, 2018. A motion was made by Commissioner Chapman and seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Abstain)
Commissioner Nicholas Fiocchi	(Abstain)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Abstain)
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 August 16, 2018. A motion was made by Commissioner Cartagena and seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Abstain)
Commissioner Nicholas Fiocchi	(Abstain)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Abstain)
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 eleven months ended August 31, 2018.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated some of her report will be discussed during the resolution section of the meeting. Mr. Ginnetti has an update on the RAD conversions. Mrs. Jones stated in her report she informed the Board about the Cumberland Collective to Help Reverse Inequality & Violence Everywhere (CC-THRIVE). This is a grant that the prosecutor applied for and the VHA was asked to participate on the steering committee. CC-THRIVE is a community-based initiative that will focus on addressing gangs, guns and youth violence, as well as the impact of violence on youth and young adults (ages 10-25 years old) in Bridgeton, Millville and Vineland. Every City and agency in the County are involved.

Also, there is a push with some Congressmen for housing authorities to relax their admissions policy for people on re-entry to the community or those being released from prison. The Authority's policies currently address the qualifications for applicants. This is just for informational purposes at this time. We may need to discuss further at another time.

Committee Reports:

Commissioner Chapman reported for the Contract Committee (Chapman, Ruiz-Mesa & Cartagena) met today and reviewed the recommended company for Environmental Consulting Services. He stated the proposals were received, reviewed and scored by the VHA Staff. It is the Contract Committee's recommendation to the Board to award the Environmental Consulting Services to Pennoni Associates Inc. as recommended by the Authority's staff.

Old Business: Mr. Ginnetti stated the RAD application for D'Orazio and the submission date has been accepted as being recorded in their system. The VHA was notified that it should hear from HUD within 60-90 days. Mr. Ginnetti gave an update on the closing with respects to Tarkiln, Asselta and Parkview. The week before July 4th the documentation was submitted for closing to Washington for underwriting and transaction review and Newark for legal review. Within two weeks approval from Washington was received. The first week of August further legal documentation was submitted. On September 6th a legal review was received on Parkview, which the VHA responded to. To date, the VHA has not received the legal review for Tarkiln/Asselta. The VHA is currently following up. The plan was to close in September. The VHA may need to contact them to push it along because this project is tied to financing. Capital Bank has not raised the rates and they have the right to under the agreement, but they haven't.

For the last couple of years the VHA has been discussing what to do with the Scattered Sites project. A disposition plan was submitted to HUD. HUD wanted the VHA to find a way to maintain 72 affordable units. Under the original RAD notice there wasn't a good way to do this because the rent numbers on the Scattered Site homes for RAD are not high enough. Under the latest RAD notices, HUD is allowing authorities to transfer the assistance of these 72 units to another building and then sell the houses. A month ago, Mr. Ginnetti and Mrs. Jones had a conversation with a transaction manager from HUD where his understanding is that you are able to sell those houses and keep the funds for other affordable housing projects including renovation rehabs or other new projects including the new project that gets build. Clarity is needed on this. A development partner would serve best because of site acquisitions, site development, planning board approval and on new construction you need 9% tax credits. The VHA currently does not have a RAD approval and/or application for RAD conversion on the Scattered Sites. It is probably a good time to start looking for a partner so the partner can be part of the application process to HUD. There was a discussion on the VHA's previous approach with HUD regarding the sale of the Scattered Sites homes and how they would be disposed. Discussion regarding over income residents in the Scattered Site Units. To get into public housing you have to be at or below 80% of the area median income, but once you are in there is no limitation. However, now there is limitation. The limitation is 2 years and then after 2 years with notification the residents have 6 months to move out. There are some other caveats to this and Mrs. Jones will be bringing this back to the Board in a month or two because the VHA has to modify the annual plan for this rule. Implementation for this rule has to be completed by March of 2019. Discussion in regards to the relocation of the residents and the over income residents. It is best to get a developer involved and bring them in early for make the plan. The partner is going to need to have patience. Mr. Ginnetti is suggesting an RFP for a developer and start the procurement process in hopes to secure a developer in the early part of next year. Sometime next year there will be another round of applications for RAD. The application can be put in advance and placed on HUD's wait list. Discussion regarding developer and 9% tax credit application process. Mrs. Jones summarized the consultant's recommendation is to put an RFP out for a developer and then submit a RAD application. Mr. Ginnetti will draft the RFP and if the board agrees will have it for the next board meeting for the Board's review. The Board agreed to review a draft RFP before the next board meeting. Commissioner Chapman wanted the Board to be warned that there will be push back from the scattered site residents and possible backlash from the community on a new project site. Mrs. Jones stated we focused on the RAD option tonight because we had some resistance from

HUD with the other avenue in regards to disposing the Scattered Sites. The VHA will not shut that avenue down because we don't know if that might be a possibility coming up because these rules with RAD are changing constantly. The Scattered Sites seems to be an issue with HUD in Washington because it is a very unique problem all over the country. HUD is always opening up other possibilities. The VHA will keep all the avenues open, but this is certainly one that will be interesting to explore. Chairman Ruiz-Mesa suggested the possibility of a townhouse development to avoid some push back from the community and/or residents.

New Business: None.

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

Resolution #2018-55
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa stated he reviewed all the bills and recommended payment in the sum of \$991,774.34. A motion was made by Commissioner Chapman; seconded by Commissioner Fiocchi. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-56
Resolution Extending Painting Service Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-56. Mrs. Jones stated this is the painting contract that was awarded 2 years ago. It was awarded as a 1-year contract with two 1-year extensions. This is the final year with the extension option. A motion was made by Commissioner Chapman; seconded by Commissioner Fiocchi. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-57
Resolution Extending Extermination Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-57. Mrs. Jones stated this is the extermination contract that was awarded 2 years ago. It was awarded as a 1-year contract with two 1-year extensions. A motion was made by Commissioner Chapman; seconded by Commissioner Cartagena. This is the final year with the extension option. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-58

Resolution Authorizing Expenditures for Air Conditioning Replacement at Olivio Towers (Elevator Machine Room)

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-58. Mrs. Jones stated this is a resolution to document an emergency purchase. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-59

Resolution for the Intention of Providing Management Services to the Ocean City Housing Authority

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-59. Mrs. Jones stated this is the renewal of the contract for 1 year from October 1, 2018 through September 30, 2019. The contract has a 30 day out clause for either party. The contract was increased from \$58,500 to \$75,000. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Chairman Ruiz-Mesa stated that all Board Members received a copy of a letter received from Chairman Barr of Ocean City Housing Authority. The Ocean City Housing Authority is suggesting the VHA give special compensation to the employees that directly work with the OCHA. This was done last year and Chairman Ruiz-Mesa suggests this be done again this year. Resolution 2018-64 addresses this compensation. Mrs. Jones stated she prepared a list of the shared services agreements, management agreements, HAP contracts and grants. There is a certain group of employees that works on these items. There are about a dozen listed and they total \$538,000 in additional income per year to the VHA. Last September the Board authorized a one-time salary adjustment for the individuals mentioned in the OCHA letter. We are revisiting this again this year based on the amount of revenue the Authority receives each year, which is valued at over half a million dollars.

Mr. Gabage stated he is the solicitor for the OCHA, Linda Cavallo is the accountant, Rick is the consultant and he is sure they would share these thoughts. The administration of the Vineland employees that work on OCHA actually saved the OCHA because it was a shade away from collapsing. Now that this was the first full year where there is an accounting report and the accounting report was unbelievable in the difference in the amount of income that was brought in and the way the VHA personnel operated the OCHA. His personal opinion is these employees work very hard running OCHA, Buena, Vineland as well as Oakview in Millville. Mr. Gabage states these employees are worth every penny suggested in the resolution.

Commissioner Chapman stated that over the years when the VHA has done these similar agreements there was always a complexity as to how you would compensate the individuals that were working at multiple places. He believes this is a much better system. The other way was on an ongoing basis as it was happening for the hours the employees were putting in. This current way is post, after the fact, after the money has been received and after the job has been completed and executed. He believes this is an ability to say that the performance has been met, revenues has been received and the authority profited from those operations.

Resolution #2018-64

**Resolution Approving One-Time Salary Adjustment to Certain Authority Employees
Based on Increased Hours and Responsibilities in Connection with the Authority's
Shared Services Agreements, Management Agreements
and Housing Assistance Payment Agreements**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-64. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-60

Resolution Awarding Environmental Consulting Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-60. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-61

**Resolution Approving the Adoption of the Housing Authority of the City of Vineland's
Personnel Policy and Employee Manual**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-61. Mrs. Jones stated every 2 years the Authority has to update its policy and procedures manual to stay in compliance with the Employment Practices Liability Program with the Public Housing Joint Insurance Fund (JIF) – Municipal Excess Liability (MEL). Mrs. Jones briefly reviewed the changes. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-62

**Resolution Approving the Union Contract between the Communication Workers of
America (CWA) and the Housing Authority of the City of Vineland
January 1, 2018 – December 31, 2021**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-62. Mrs. Jones stated last month during Executive Session a conversation was held about the changes to the contract, which were documented in the Executive Session and are in the Executive Session minutes provided to the Board this evening. The contract was ratified and the VHA received a signed contract from the CWA. It is a four year contract and she believes it is favorable to both sides. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2018-63

Resolution Adopting State Budget

Chairman Ruiz-Mesa called for a motion to approve Resolution #2018-63. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Nicholas Fiocchi	(Yes)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session tonight.

Chairman Ruiz-Mesa asked for comments from the Commissioners, press and/or public. There was a brief discussion regarding the maintenance employee rates. Mrs. Jones explained local comparables from housing authorities in the area were completed in each category. It has been really hard to find qualified workers. Some of the current maintenance employees were hired in the lean years and with small increases over the last few years there were no dramatic changes in their salaries. No further comments.

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 8:13 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer