

# **Housing Authority of the City of Vineland**

## ***REGULAR MEETING*** **Thursday, November 21, 2019** **7:16 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Ruiz-Mesa on Thursday, October 17, 2019 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	<i>(Absent)</i>
Commissioner Alexis Cartagena	<i>(via phone)</i>
Commissioner Daniel Peretti	<i>(Absent)</i>
Commissioner Brian Asselta	
Chairman Mario Ruiz-Mesa	<i>(Absent)</i>

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Special Meeting held on September 25, 2019. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Executive Session held on September 25, 2019. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on October 17, 2019. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Special Meeting held on November 4, 2019. Tabled for next month.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Executive Session held on November 4, 2019. Tabled for next month.

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo was unable to attend tonight's meeting.

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated the RAD conversion for Kidston and Olivio is moving forward. Next week a tenant meeting will be held with the residents of Kidston and Olivio to update them regarding the RAD conversion. Settlement will possibly be June of 2020.

In regard to D'Orazio Terrace proposals for co-developer, there is a need of confirmations from the Commissioners for the January meeting schedule (January 16, 23, and 30). Gloria will send out an email out again to the entire board. A quorum is needed for each of the meetings. In regard to the three meetings, an RFP was issued for a "Conflict Attorney". No responses were received. Mrs. Jones

spoke with Attorney Mike Fralinger and she spoke to him about it. He stated he did not have any conflict with any of the proposers and he would be willing to assist us. The Authority can do this without an RFP up to \$17,500. The Authority can engage him for the meetings for January and beyond that if we need to go out for an RFP then it can be done at that point. Mrs. Jones needs to confirm the meeting dates with him to see if they work with him as well.

Melrose Court had a NJHMFA agency inspection today. Mrs. Jones stated it was the first time she ever saw on an inspection report to read "excellent". There are currently no vacancies at Melrose.

The Landscaping Services is normally put out for bid to start in the Spring. This year Management would like to bring the landscaping in-house for Kidston, Olivio, Melrose, Parkview and D'Orazio. There is already a position on the Table of Organization that is not filled for that. The VHA will also share this person with Ocean City. Most of that person's salary will be paid for through the Shared Services Agreement. Mrs. Jones stated it is difficult to acquire a landscaper and get them to do what the Authority requires. Ron Miller would like to try the in-house route.

Mrs. Jones discussed the Admissions Policy for both Section 8 and Public Housing. There is a change that needs to be made regarding allowing individuals some leeway that have had a criminal record. Mrs. Jones stated she would bring further information with solid language next month. Basically, HUD is strongly suggesting that there is more of a lax policy on non-violent offenses. Mr. Gabage stated HUD has been pushing lately for a softening of its policy in regard to previous criminal convictions. If the Authority does not have this language in its policy and denies someone admission that person has the absolute right to object because the correct policy is not in effect. He stated it is important to update the policy.

Mrs. Jones reported a resolution was added tonight for the Board to consider a change in the Table of Organization with the addition of a position called Compliance Manager. Mrs. Jones has written a job description for this position. This position is an administrative position with assistance in keeping up the Authority's policies for Section 8 and Public Housing to ensure the Authority is in compliance with federal regulations. In addition, the Authority has taken on a lot of different types of projects in the last couple of years including tax credits, working with Federal Home Loan Bank (FHLB), NJHMFA and now taking on mortgages and working with investors. All of these ventures require reporting as well as maintaining records and statistics. The potential candidate needs to be able to read, understand and interpret regulations, write suggested policy among other needed skills.

**Committee Reports:** Chairman Ruiz-Mesa stated a Committee will need to be appointed for Re-Organization for the coming year. He appointed Commissioners Chapman, Asselta and himself to the Committee. The Committee will report to the Board next month.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2019-64**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$379,741.57. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2019-65**  
**Granting an Official Leave of Absence (Workman's Compensation – Leonardo Velez)**

Chairman Ruiz-Mesa called for a motion to Approve Resolution #2019-65. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2019-66**  
**Execution of Standard Board Resolution for the Congregate Housing Services Program**

Chairman Ruiz-Mesa called for a motion to Approve Resolution #2019-66. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2019-67**

**Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy**

Chairman Ruiz-Mesa called for a motion to Approve Resolution #2019-67. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2019-68**

**Awarding Information Technology Services Contract**

Chairman Ruiz-Mesa called for a motion to Approve Resolution #2019-68. Mrs. Jones stated this was advertised and the Authority received one response from Miles Technologies. They quote they provided is the same as last year. The Authority is happy with their services. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2019-69**

**Approve Initial Loan Commitment Fee to Ocean First Bank of New Jersey  
and Revised Loan Term Sheet for the Rental Assistance Demonstration (RAD) Program for  
Kidston and Olivio Towers**

Chairman Ruiz-Mesa called for a motion to Approve Resolution #2019-69. Mrs. Jones stated the document provided in the initial packet was the incorrect document. The correct document was distributed to all the commissioners present. The only difference is the proposed loan amount. In April the amount was \$2.6 million and the correct amount is up to \$3 million due to the current favorable interest rate. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

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

**Resolution #2019-70**  
**Approving Revised Organizational Chart**

Chairman Ruiz-Mesa called for a motion to Approve Resolution #2019-70. There was a brief discussion regarding the new position added to the Organizational Chart (Compliance Manager). This person will report to Mrs. Jones. Mrs. Jones stated she wants to work closely with this person and she wants to be able to ensure this person can handle the responsibilities. Chairman Ruiz-Mesa reminded the Board that Mrs. Jones in addition to her duties at the VHA she also handling Buena and Ocean City. Mrs. Jones thanked him for the remark. She stated if the VHA lost the Ocean City contract and/or Buena contract this new position would not be affected. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

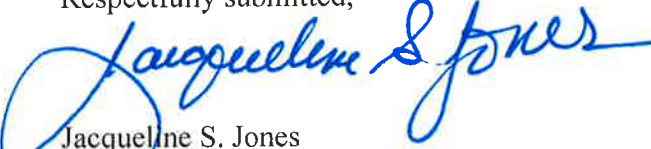
Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Absent)
Commissioner Alexis Cartagena	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session tonight.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No comments. 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 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 7:38 p.m.

Respectfully submitted,

  
 Jacqueline S. Jones  
 Secretary/Treasurer