

Borough of Buena Housing Authority  
County of Atlantic  
State of New Jersey

**REGULAR MEETING**

February 21, 2013 at 4:10 PM

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Vice Chairman Giovinazzi on Thursday, February 21, 2013 at 4:10 p.m.

Prior to the reading of the Sunshine Law Statement, Jacqueline Jones introduced the two new Board Commissioners: Mary Cooper and Jeffery Johnston.

Jacqueline Jones also mentioned that Christine Trout had passed her first class and received the Public Housing Specialist Certification.

Roll call was taken.

The following commissioners were present:

Vice Chairman, Carla Giovinazzi  
Commissioner, Lynn Hoban  
Commissioner, Mary Cooper  
Commissioner, Jeffery Johnston

The following individuals were also present: Jacqueline Jones, Executive Director; Christine Trout, Site Manager; Linda Avena, Accountant; Robert DeSanto, Solicitor, Ron Miller, and Elizabeth Dugan, Auditor from Bowman & Company.

The "Sunshine Law Statement" was read by Vice Chairman Giovinazzi.

After reading the "Sunshine Law Statement", Vice Chairman Giovinazzi called for a motion to approve the minutes of the meeting held on October 18th, 2012. The minutes were not approved as not enough commissioners were present from the October meeting to approve the minutes. This was tabled for the next meeting.

Vice Chairman Giovinazzi called for a motion to approve the minutes of the meeting held on December 5<sup>th</sup>, 2012. The minutes were not approved as not enough commissioners were present from the December meeting to approve the minutes. This was tabled for the next meeting.

Vice Chairmen Giovinazzi then called for the Audit 2012-2013 Report. The report from Bowman & Company was given by Elizabeth Dugan. Elizabeth explained some of the details in the audit.

Vice Chairman Giovinazzi called upon Linda Avena, Accountant to present the 10 Month Financial Report ending on January 31, 2013. A motion was made by Commissioner Hoban, and seconded by Commissioner Cooper to accept the Financial Report. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

Mrs. Jones gave her Administrative Report covering December 6, 2012 through February 12, 2013.

Mrs. Jones also explained that we have not been notified as to what our funding will be for the year ending 2014, not unlike previous years. Mrs. Jones also stated that we will continue to be conservative in our spending until we receive notification of HUD's funding intentions.

Mrs. Jones also stated that we are required to file a State Budget FYE 2014, giving our best estimates to fulfill State requirements, which is included in the packet for approval.

Mrs. Jones mentioned the next topic for discussion would be the issue with the parking lots. Solicitor DeSanto stepped out of the meeting room due to a possible conflict of interest.

Mrs. Jones commented that the parking lot issue has not fully been settled as yet. Ron Miller and our Attorney in this matter, Charles Gabage, are working on a settlement amount.

Solicitor DeSanto then came back into the room.

Mrs. Jones also explained a few of the Resolutions to be voted on during tonight's meeting:

**2013-07** Adopting Revisions to the Disposition Policy – to add the use of “Govdeals” to the Authority's disposition policy. Govdeals is a website used to sell items the Authority no longer has use for.

**2013-08** Authorizing Contract w/Approved State Contract Vendors and

**2013-09** Approval of Ron Miller as Purchasing Agent for BHA. These two are to formalize the purchasing process through the Inter-Local agreement with the VHA allowing the BHA to be more flexible in making purchases under State guidelines.

Vice Chairman Giovinazzi called for a motion to approve the Administrative Report. A motion was made by Commissioner Hoban and seconded by Commissioner Cooper. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

Mrs. Jones then stated that the Election of Officers for the 2014 was next on the agenda and Vice Chairman, Giovinazzi asked for nominations from the Commissioners. Commissioner Hoban nominated Frank Dandrea for Chairman, and Carla Giovinazzi for Vice Chairman. All present were in favor.

The following Resolutions were presented and passed as follows:

**Resolution #2013-01**

Resolution #2013-01 approving the Monthly Expenses from December 6, 2012 to December 31, 2012

(Commissioner Hoban had a question about the monthly expenses concerning the bill for Robert Browne Detective Agency for \$500.30. The Executive Director explained that there had been a complaint as to the number of occupants in a unit so an investigation was conducted.)

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-02**

Resolution #2013-02 approving the Monthly Expenses from January 1, 2013 to January 31, 2013.

(Commissioner Hoban had a question as to what the payment to VHA for a tenant's CSP charge was for. An explanation from Christine Trout, Site Manager was given. CSP charges stem from VHA providing services to some of our tenants for cleaning, etc. The tenant pays BHA who in turn reimburses VHA.)

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-03**

Resolution #2013-03 approving the Monthly Expenses from February 1, 2013 to February 21, 2013.

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-04**

Resolution #2013-04 appointing Jacqueline Jones as the Housing Authority of the Borough of Buena's Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF) for the Fund Year 2013.

(Mrs. Jones gave a brief explanation of this resolution.)

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-05**

Resolution #2013-05 approving the 2012 – 2013 Audit Report

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-06**

Resolution #2013-06 approving an Executive Session of the Buena Housing Authority. Died for lack of need.

**Resolution #2013-07**

Resolution #2013-07 adopting Revisions to the Disposition Policy.

(Mrs. Jones explained that the revisions would permit the Authority to use Govdeals as a method to dispose of Authority property pursuant to the procedure in the existing policy.)

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-08**

Resolution #2013-08 Authorizing Contracts with Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a

In conjunction with the approval of:

**Resolution #2013-09**

Resolution #2013-09 Appointing Ron Miller as Purchasing Agent for the Housing Authority of the Borough of Buena

(Ron Miller explained that using State Contractors & Vendors, BHA would be able to increase the bid threshold to \$36000)

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve both of the resolutions. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-10**

Resolution#2013-10 Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy

(Mrs. Jones explained that adopting changes to the ACOP would streamline our verification and recertification processes.)

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-11**

Resolution #2013-11 Designating an Official Newspaper for the Publication of Business Related Matters regarding the Borough of Buena Board of Commissioners.

In conjunction with the approval of:

**Resolution #2013-12**

Resolution #2013-12 Designating an Official Newspaper for the Publication of Advertisements for Contracting Purposes or Various Other Items.

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve both of the resolutions. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-13**

Resolution #2013-13 approving professional legal services.

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve both of the resolutions. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-14**

Resolution #2013-14 approving the Fee Accountant for Fiscal Year April 1, 2013 through March 31, 2014.

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve both of the resolutions. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-15**

Resolution #2013-15 approving a Professional Audit Firm Fiscal Year End 3/31/2013

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve both of the resolutions. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-16**

Resolution #2013-16 approving Professional Carpet Install Services

(A discussion took place over the various Bids received. It was decided to stay with Brewin Flooring)

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve both of the resolutions. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution #2013-17**

Resolution #2013-17 Housing Authority Budget Fiscal Year: From April 1, 2013 to March 31, 2014.  
(To be considered for adoption on June 20, 2013)

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban to approve the resolution. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

**Resolution 2013-18**

Resolution 2013-18 approving the Final Payment to J.J.M. Excavating, Inc. for Site Improvement Project.

Mrs. Jones and Ron Miller gave a full explanation of the outcome and options of this problem issue. A long discussion with all present was held, mainly to explain to new Commissioner Johnston about the issues. Mrs. Jones advised we are still waiting for the final decision.)

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper to approve both of the resolutions. The following vote was taken:

Chairman, Frank Dandrea	Absent
Vice Chairman, Carla Giovinazzi	Yes
Commissioner, Nancy Brunini	Absent
Commissioner, Lynn Hoban	Yes
Commissioner, Mary Cooper	Yes
Commissioner, Jeffery Johnston	Yes

There were no members of the public present.

Vice Chairman Giovinazzi asked if there were any comments from the Board Members. There were none.

Mrs. Jones reminded the Board Members to remain to sign the resolutions.

.Vice Chairman Giovinazzi made a motion to close the meeting. All were in agreement.

The next meeting is scheduled for April 18<sup>th</sup>, 2013 at 4:00p.

At 5:40 p.m. the regular meeting was adjourned.

Respectfully submitted.



Jacqueline Jones,  
Executive Director