

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

Regular Meeting
April 17th, 2014 at 4:02 PM

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Vice-Chairman Brunini on Thursday, April 17th, 2014, at 4:02 pm at 600 Central Avenue, Minotola, NJ. The meeting was held in compliance with the open Public Meetings Act, and notice of the meeting was provided to the Daily Journal and The Press of Atlantic City. Roll call was taken.

The following commissioners were present:

Vice Chairman Brunini
Commissioner Cooper
Commissioner Delano
Commissioner Johnston

The following individuals were also present: Jacqueline Jones, Executive Director; Ron Miller, Purchasing Agent; Christine Trout, Site Manager; Linda Avena, Accountant, Robert DeSanto, Solicitor.

Vice-Chairman Brunini read the "Sunshine Law Statement".

Vice-Chairman Brunini then called for a motion to approve the minutes of the meeting held on January 16, 2014.

Commissioner Cooper made a motion to approve the minutes and Commissioner Delano seconded.

The following vote was taken:

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Vice-Chairman Brunini then called for the Financial Report to be given. The report was given by Linda Avena, Accountant. Vice-Chairman Brunini called for a motion to approve the financial report. Commissioner Delano made a motion and was seconded by Commissioner Johnston.

The following vote was taken:

Vice Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Vice-Chairman Brunini moved onto Old/New Business and Executive Director Jacqueline Jones gave the Executive Report.

Mrs. Jones said that Authority was awarded \$65,606 in Capital Funds for the year 2014. This is an increase of \$8,002 over 2013. This is because the sequestration was lifted.

The amount the Authority is to receive for Operating Subsidy for 2014 has not yet been decided in Washington. Funding eligibility has only been determined through May 2014.

Mrs. Jones then spoke of the Community Building improvements. The doors to the office and shop have been replaced. The lobby area has been freshly painted. The laundry room is in process of being painted, and a new sink, washers and dryers have been ordered. The old equipment will be disposed of through Govdeals. A resolution is included in the packet.

Also, Mrs. Jones stated that we are compiling a list of the residents, longest to shortest in residency, to replace carpeting and painting. We will supply storage pods for personal belongings, but the tenants and families will be responsible to move their belongings. A letter will go out, and the tenants will need to sign, or they can opt out.

Mrs. Jones also mentioned that the two sidewalks by the trash dumpsters would be installed.

Mrs. Jones then mentioned that the golf cart currently being used by the Maintenance Repairman is in very poor condition. A Utility Terrain Vehicle (UTV) has been ordered to replace the golf cart and will have a trailer attachment and will also be available for light snow plowing.

Mrs. Jones said that the physical inspection of the property has been scheduled for this summer. The last inspection from REAC was August 2011. Since the Authority is a "High Performer" inspections are only once every three (3) years.

Mrs. Jones then mentioned that the RAD application has been filed with HUD. We have received confirmation of receipt from HUD and now will wait to see where our application is on the list of HAS that have applied for the RAD program. No new units were approved for 2014, but there may be an adjustment made for 2014. A question was asked by Commissioner Delano as to if it still would be based on the 2012 numbers. It is unknown at this time.

Mrs. Jones said that the Authority's year end was March 31, 2014, and that the audit will begin in the next several months.

Mrs. Jones said that the NJ purchasing law requires a vendor certification on vouchers for goods and services received. A resolution is being presented to the Board for consideration that will set the low threshold for the requirement to have vendor certifications on vouchers to \$5,000. Therefore, if a purchase is made that is less than \$5,000 a vendor certification will not be required. By passing this resolution the Authority will be in compliance with NJ purchasing laws. This would also take care of the Audit recommendation.

After Mrs. Jones was finished her Executive Report, Commissioner Cooper mention how nice everything looks.

The following Resolutions were then presented and passed as follows:

Resolution #2014-13 Approval of Monthly Expenses January 17, 2014 to February 28, 2014

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

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Resolution 2014-14 Approval Monthly Expenses March 1, 2014 to March 31, 2014.

A motion was made by Commissioner Cooper and seconded by Commissioner Johnston.
The following vote was taken:

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Resolution 2014-15 Approval of Monthly Expenses April 1, 2014 to April 17, 2014

A motion was made by Commissioner Cooper and seconded by Commissioner Delano.
The following vote was taken:

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Resolution 2014-16 Approval of Executive Session

Dead for lack of need.

Resolution 2014-17 Approval of Resolution to Dispose of Furniture/Equipment Utilizing the Disposition Policy

A motion was made by Commissioner Delano, and seconded by Commissioner Johnston.
The following vote was taken:

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Resolution 2014-18 Adoption of Buena Housing Authority Budget 4/1/2014 to 3/31/2015

A motion was made by Commissioner Cooper, and seconded by Commissioner Delano.
The following vote was taken:

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Resolution 2014-19 Approval of BHA Capital Fund 2014-2015

A motion was then made by Commissioner Cooper and seconded by Commissioner Delano.
The following vote was taken:

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

Resolution 2014-20 Approval of Voucher Certification

A motion was made by Commissioner Cooper and seconded by Commissioner Johnston.
The following vote was taken:

Vice-Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Johnston	Yes
Commissioner Delano	Yes

There were no members of the public present.

Mrs. Jones asked if there were any comments from the Board Members. There were none.

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

The next meeting is scheduled for July 17th, 2014 at 4:00 pm.

At 4:30pm the meeting was adjourned.

Respectfully submitted,



Jacqueline Jones,
Executive Director