

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

Regular Meeting

October 16th, 2014 at 4:00 PM

Prior to the meeting being called to order, Vice Chairman Brunini was sworn in for her new term on the Buena Housing Authority Board by Attorney Robert DeSanto @ 4:03pm.

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairman Giovinazzi on Thursday, October 16th, 2014, at 4:05 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:

Chairman Giovinazzi
Vice Chairman Brunini
Commissioner Cooper
Commissioner Hoban
Commissioner Delano
Commissioner Johnston (came in late after roll call)

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

Chairman Giovinazzi read the "Sunshine Law Statement".

Chairman Giovinazzi then called for a motion to approve the minutes of the meeting held on April 17th, 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 Delano	Yes
	Commissioner Johnston	Yes
	Chairman Giovinazzi	Abstain
	Commissioner Hoban	Abstain

Chairman Giovinazzi then called for a motion to approve the minutes of the meeting held on July 17th, 2014. A motion was made by Commissioner Hoban and seconded by Commissioner Cooper.

The following vote was taken:

	Chairman Giovinazzi	Yes
	Vice Chairman Brunini	Abstain
	Commissioner Cooper	Yes
	Commissioner Hoban	Yes
	Commissioner Delano	Yes
	Commissioner Johnston	Yes

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

The following vote was taken:

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

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

Mrs. Jones said that the final Operating Fund obligations were determined through December 31, 2014. Final eligibility was determined to be about 89% for an additional \$7,727 in subsidy.

Mrs. Jones mentioned that the Audit for Fiscal Year Ending 2014 has begun. The Audit is due to HUD by December 31, 2014. The Audit will be presented to the board at the January 15, 2015 meeting.

Mrs. Jones mentioned the **Capital Improvements** made of the past several months.

The following improvements have been completed in the Community Building, on the resident buildings and the grounds:

Administration/Community Building

- Mailboxes
 - Moved from hallway pedestal stand, now recessed into the wall and picture framed.
 -
- Lobby Flooring
 - New tile flooring matching Laundry Room.
 - New cove base
 - New entry and foyer mats
 -
- Painting
 - Walls and ceiling of Lobby have been painted
 - Walls and ceiling of Community space have been painted
 - Community Room wall paper boarder was removed
 - Kitchen painted
- Community Room Windows
 - New valances have been installed
- Community Building – Laundry Room
 - New washers & dryers – high efficiency
 - New sink, new flooring
 - Room painted
- Community Building - Both entrances with accessible features
- **Grounds**

- New sidewalks to access trash dumpsters
- All lamp posts have been painted
- **Property**
 - Several trees/bushes removed from rear of property
 - Stumps were ground out
 - Vendor Arbor-Tech Tree Service
 - Brush is being cleared from rear fence line, goal is to clear 3 feet back to prevent overgrown penetrating vegetation along fence line – REAC
 - To be completed by end of the year – Gus
 - Roofs, Soffits and Fascia have been professionally cleaned
 - Work to be completed by October 9th
 - Vendor: Diamond Roof Cleaning
 - Concrete Replacement
 - Scheduled October 22nd
 - In front of units O3 & O4
 - Cracked pad in front of greenhouse
 - Vendor: Fiori Concrete
 - Apartment Windows
 - Removal of existing caulk which is deteriorated
 - Replacement with new OSI spec caulking
 - Work to be completed by October 31st
 - Vendor: Precision Construction

Capital Improvements

The following improvements are in progress:

- **Signage**
 - Several new road signs are being ordered to replace faded or damaged signs around the property
 - Property Sign along Central Avenue
 - No update – need to get design/quotes
 - Entry onto Parkview Drive signage
 - No update – need to get design/quotes

Carpeting RFQ Results

- 2 Quotes were received

Painting RFQ Results

- 2 Quotes were received
- Suggesting an award be made to JC's Custom Painting of Bridgeton, NJ
 - 2 Year Contract
 - Resolution not to exceed \$20,000/annually (just a place holder so we don't need a resolution to exceed bid threshold)

Office Renovation Preliminary Ideas

- Some preliminary thoughts and plans are being developed in the office area;
- Renovation includes the removal of the dividing wall separating the reception area to the rear of the office; there will be a private meeting space; walls patched and painted; carpet tiles installed; the office will have an open floor plan making it more accessible for residents and

applicants. Contact made with an architect regarding weight bearing walls, etc. This was necessary for RFQ specs.

Mrs. Jones explained that we would like to keep moving with capital improvements as we have the funding and we don't want to lose it. We cannot put Capital Funds in escrow. Mrs. Jones stated she is hoping that Congress will pass new regulations allowing for escrowing of Capital Funds.

Mrs. Jones then asked for an approval to proceed with the office renovations.

All were in agreement.

Mrs. Jones mentioned that about a year ago, it was discussed that a former employee that opted into the Early Retirement Plan with the Public Employee Retirement System. Mrs. Jones proposed to pay off the balance of the Early Retirement Plan bill prior to March 31, 2015. Annually, the cost of this program is about \$1,200 and the amount increases each year. The interest rate is 8%. Mrs. Jones said she will have an exact figure in January and bring it back for approval to pay off the Early Retirement Plan balance.

RAD

Mrs. Jones said that we may not hear anything this year in reference to RAD. Mrs. Jones said our place will hold on the list with the application we have in with HUD.

The following Resolutions were then presented and passed as follows:

Resolution #2014-28 Approval of Monthly Expenses July 18th, 2014 to August 31, 2014

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

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

Resolution 2014-29 Approval Monthly Expenses September 1, 2014 to September 30, 2014.

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

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

Resolution 2014-30 Approval of Monthly Expenses October 1, 2014 to October 16, 2014

Prior to approval of the monthly expenses for October, Chairman Giovinazzi asked a question as to why the expense to the architect was made without consultation. Mrs. Jones explained that in order to receive cost estimates for board approval it was necessary to know what the scope of work would involve, which is why the architect was contacted.

A motion was made by Commissioner Cooper and seconded by Vice Chairman Brunini.
The following vote was taken:

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

Resolution 2014-31 Resolution Appointing Jacqueline Jones as the BHA Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF) for the Fund Year 2015

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

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

Resolution 2014-32 Resolution to Approve C&H Disposal Service, Inc., for Trash Removal Services November 1, 2014 to October 31, 2015

Prior to the approval, Vice Chairman Brunini asked why the company would not do more than 1 year. Mrs. Jones explained that because of the dump fees, etc. always changing, they could not commit to a 2 year contract.

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

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

Resolution 2014-33 Approval of Resolution of 2015 Monthly Board of Commissioner Meeting Dates

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

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

Resolution 2014-34 Approval of an Executive Session of the Buena Housing Authority
Dead for lack of need.

Resolution 2014-35 Resolution Awarding Painting Services Contract for a (1) one year period November 1, 2014 through October 31, 2015 to JC's Custom Painting, Bridgeton, NJ

Commissioner Delano asked why the \$20K limit. Mrs. Jones replied that he would be paid by the Unit that they paint.

A motion was made by Commissioner Hoban, and seconded by Commissioner Delano.

The following vote was taken:

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

Resolution 2014-36 Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy

A motion was made by Vice Chairman Brunini, and seconded by Commissioner Delano.

The following vote was taken:

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

Resolution 2014-37 Resolution Approving the Closing of Bank Accounts

A motion was made by Commissioner Johnston and seconded by Vice Chairman Brunini.

The following vote was taken:

Chairman Giovinazzi	Yes
Vice Chairman Brunini	Yes
Commissioner Cooper	Yes
Commissioner Hoban	Abstain
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.

Chairman Giovinazzi made a motion to close the meeting.

All were in agreement.

The next meeting is scheduled for January 15th, 2014 at 4:00 pm.

At 4:40pm the meeting was adjourned.

Respectfully submitted,

Jacqueline Jones, Executive Director