

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

**Regular Meeting**

January 15, 2015 at 4:00 PM

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairman Giovinazzi on Thursday, January 15th, 2015, at 4:00 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  
Commissioner Cooper  
Commissioner Hoban  
Commissioner Delano

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".

Mrs. Jones again introduced the Auditors from Bowman & Company to present an overview of the Audit Report for years 2013 to 2014. The Auditors departed the meeting after the presentation.

Chairman Giovinazzi then called for a motion to approve the minutes of the meeting held on October 16th, 2014. A motion was made by Commissioner Delano and seconded by Commissioner Hoban.

The motion was approved by unanimous vote.

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. Commissioner Cooper made a motion and was seconded by Commissioner Hoban.

The motion was approved by unanimous vote.

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

Mrs. Jones said that the Operating Budget for the period April 1, 2015 through March 31, 2016 was included in the packet for review. Resolutions for the State and Operating Budgets were also included for Board consideration.

Mrs. Jones mentioned that the Audit for Fiscal Year Ending 2014 is complete and had been filed with HUD.

Mrs. Jones mentioned the **Resident Advisory Board Meeting (RAB) & Annual/Five-Year Plan**. The meeting with the RAB was held on November 25<sup>th</sup>, 2015, to discuss the Authority's Annual and Five-Year Plan, which is a comprehensive guide to the agencies policies, operations and strategies for meeting housing needs and goals. The suggestions made by the RAB are included in the Annual and Five-Year plan.

Mrs. Jones then mentioned the **Early Retirement Incentive Lump Sum Payment**. She mentioned that at the October 2014 meeting a discussion was had regarding the Early Retirement Incentive (ERI) liability the Authority is currently paying. The ERI is a program the Authority approved in 1993 that was offered by the Public Employees Retirement System. It effected one employee at the time. The liability maintains an 8% interest rate. The Director believes it is in the best interest of the Authority to pay this off with available funds. The pay-off amount is \$19,702. There was a resolution in the packet for Board consideration on this subject.

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:

- Apartment Windows – The removal and replacement of caulking on the apartment windows has been completed. Residents are pleased with the results.
- Office Renovation – The office renovation project has been completed and all are very satisfied with the results.
- There have been a few residents that have responded to the offer of having their apartments painted. That work will commence shortly.
  - Another letter will be sent to residents with the offer of having the painting contractor move their furniture for the painting of the apartments to see it this will increase the positive responses of having apartments painted. The residents will need to remove all items from the walls and secure any knick-knacks.
- Parking – As a result of the RAB discussion and suggestions for capital improvements, additional parking spaces along the back road of the complex have been included in the Annual/Five –year Plan. We could not commit to this last year.

**The following Resolutions were then presented and passed as follows:**

These resolutions for Approval of Monthly Expenses were grouped and voted on together.

**Resolution 2015-01 Approval of Monthly Expenses October 17, 2014 to October 31, 2014**

**Resolution 2015-02 Approval of Monthly Expenses November 1, 2014 to November 30, 2014**

**Resolution 2015-03 Approval of Monthly Expenses December 1, 2014 to December 31, 2014**

**Resolution 2015-04 Approval of Monthly Expenses January 1, 2015 to January 15, 2015.**

A motion was made by Commissioner Hoban and seconded by Commissioner Delano to approve the resolutions.

The motion was approved by unanimous vote.

**Resolution 2015-05 Adoption of Revisions to the Disposition Policy**

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban.

The motion was approved by unanimous vote.

**Resolution 2015-06 Approval of 2013 – 2014 Audit Report**

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

The motion was approved by unanimous vote.

The following Resolutions were also grouped and voted on together.

**Resolution 2015-07 Approval of Designation Official Newspaper for Business Related Matters.**

**Resolution 2015-08 Approval of Designation Official Newspaper for Publication of Advertisements for Contracting Purposes or Various Other Items.**

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

The motion was approved by unanimous vote.

**Resolution 2015-09 Approval of Legal Services 4/1/2015 to 3/31/2016**

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

The motion was approved by unanimous vote.

**Resolution 2015-10 Approval of Fee Accountant April 1, 2015 to 3/31/2016**

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

The motion was approved by unanimous vote.

**Resolution 2015-11 Approval of Auditor FYE 2015**

Prior to the approval, Mrs. Jones explained that we received only one other proposal, and it was incorrectly quoted.

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban.

The motion was approved by unanimous vote

**Resolution 2015-12 Approval Authorizing Contracts w/Approved State and National Contract Vendors for Contracting Units Pursuant to N.J.S.A. 52:34-6.2(b)(3)**

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

The motion was approved by unanimous vote.

The following Resolutions were also grouped and voted on together.

**Resolution 2015-13 Approval of Operating Budget 2015 – 2016 for NJ 201-002**

**Resolution 2015-14 Approval of BHA State Budget FY 04/01/2015 to 03/31/2016**

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban.

The motion was approved by unanimous vote.

**Resolution 2015-15 Certification of Compliance (5 Year Plan)**

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban.

The motion was approved by unanimous vote.

**Resolution 2015-16 Approval to Pay Off Early Retirement Lump Sum**

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper.

The motion was approved by unanimous vote.

**Resolution 2015-17 Approval Revising Voucher Certification Policy**

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

The motion was approved by unanimous vote.

**Resolution 2015-18 Approval of Operating Subsidy for 2015**

A motion was made by Commissioner Cooper and seconded by Commissioner Hoban.  
The motion was approved by unanimous vote.

There were no members of the public present.

Mrs. Jones asked if there were any comments from the Board Members.

Commissioner Cooper made mention that two other RAB officers said they did not want to be officers any longer. That would leave her as the only officer. It was asked whether RAB officers were necessary.

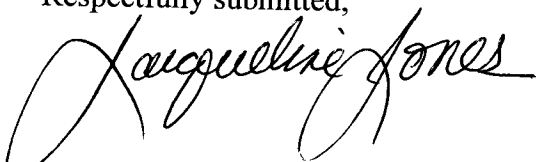
Chairman Giovinazzi made a motion to close the meeting. A motion was made by Commissioner Cooper and seconded by Commissioner Hoban.

The motion was approved by unanimous vote.

The next meeting is scheduled for April 16th, 2015 at 4:00 pm.

At 5:20pm the meeting was adjourned.

Respectfully submitted,



Jacqueline Jones, Executive Director