

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

Regular Meeting
July 16th, 2015 at 4:00 PM

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairman Giovinazzi on Thursday, July 16th, 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
Vice Chairman Brunini
Commissioner Cooper
Commissioner Hoban
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.

Chairman Giovinazzi read the "Sunshine Law Statement".

Chairman Giovinazzi then called for a motion to approve the minutes of the meeting held on January 15, 2015. Commissioner Hoban made a motion and was seconded by Commissioner Cooper.

The following Vote was taken:

Approved: Commissioners Cooper; Hoban; Delano; and Giovinazzi. Abstain: Commissioners Johnston and Brunini.

Chairman Giovinazzi then called for a motion to approve the minutes of the meeting held on April 16, 2015. Commissioner Cooper made a motion and was seconded by Commissioner Brunini.

The following vote was taken:

Approved: Commissioners Cooper, Johnston; Brunini; and Giovinazzi. Abstain: Commissioners Hoban and Delano.

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 Hoban made a motion and was seconded by Commissioner Delano.

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 mentioned that the Authority's year end was March 31, 2015, and that the accountant had prepared the final reports and had filed them with HUD. Mrs. Jones mentioned that we will be hosting the Auditors in the near future for the audit for this year end.

Mrs. Jones mentioned the Capital Improvements projects that had been completed:

- **Painting and Carpet Replacement**

During the month of May 2015, letters were mailed to residents who had been living at Parkview Gardens for 10 years or more to inquire if they wished to have their unit painted and/or carpeted. There were sixteen (16) tenants who met that criteria. Responses were received from five (5) residents who expressed interest, and one of them changed their mind. The residents that requested painting (4) have been completed. Carpet replacement responses were received from four (4) residents that expressed interest in having their unit carpeted and two (2) of those residents changed their mind. Currently, one unit has had their carpet replaced and another is scheduled for the end of July.

- **Parking Extension – Extension of parking stalls between F & G Buildings.**

GWP Enterprises has completed the pavement extension between F & G buildings. Parking was expanded from two (2) standard stalls to now include a total of one (1) Van Accessible Handicap parking stall and three (3) standard parking stalls.

Mrs. Jones also updated the latest information on the Rental Assistance Demonstration (RAD) Program.

The Authority has received an approval from HUD to continue with the submission of the RAD application. The consultant and staff are working on the financial section of the application with current data to determine if the program would be beneficial to the Buena Housing Authority. Board approval would be required for the final submission. A Special Board Meeting may be required to consider the submission of this application.

Mrs. Jones mentioned that a conference call with Authority staff, HUD and consultants was conducted on July 8th, to discuss the status of the application.

Mrs. Jones did a quick refresher on the RAD Program. Stating that, in theory, if the BHA had a contract with HUD under the RAD program, the BHA could take that contract to a bank to obtain funds for capital improvements.

Mrs. Jones then mentioned that we needed to discuss the replacement of the Fire Alarm/Emergency Call system. She turned this over to our Purchasing Agent, Ron Miller to explain what is needed.

Ron Miller explained there is a need for the Authority to replace the current fire alarm system with a non-monitored system. Mr. Miller has applied for a waiver from the local Fire Official to replace the current fire system, and if the waiver is granted, the Board of Commissioners would need to authorize the replacement. The cost he estimates to be \$25,000+-, but not to exceed \$30,000. Mr. Miller could then proceed with obtaining construction permits from Buena Borough. Mrs. Jones and Mr. Miller also mentioned the installation of Fire Stops that are mounted in the exhaust vents over the stove and if a cooking fire breaks out, the stops go off and put out the fire.

Approval to move forward on the installation of the fire alarm system if we are granted the waiver was sought.

A motion to move forward was made by Commissioner Delano, and Seconded by Commissioner Cooper. All were in favor.

The following Resolutions were then presented and passed as follows:

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

Resolution 2015-24 Approval of Monthly Expenses April 17, 2015 to May 31, 2015

Resolution 2015-25 Approval of Monthly Expenses June 1, 2015 to June 30, 2015

Resolution 2015-26 Approval of Monthly Expenses July 1, 2015 to July 16, 2015

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

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 asked that since there are many new tenants, is there a way to limit alcohol outside of their units. Mrs. Jones stated that if/when a problem occurred of this nature it would be handled as needed.

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 October 15th, 2015 at 4:00 pm.

At 4:55pm the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline Jones". The signature is written in black ink and is positioned above the printed name.

Jacqueline Jones, Executive Director