

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

Regular Meeting

October 15th, 2015 at 4:05 PM

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairman Giovinazzi on Thursday, October 15th, 2015, 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 (by phone)
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; Rick Ginnetti, the Brooke Group; and Ann Lind, Tenant.

Chairman Giovinazzi read the "Sunshine Law Statement".

Chairman Giovinazzi then called for a motion to approve the minutes of the meeting held on July 16th, 2015.

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

The following Vote was taken:

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

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 Commissioners Cooper; Hoban; Delano; & Johnston. Vice Chairman Brunini abstained as she did not have a copy of the report.

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

Mrs. Jones reported the BHA once again **received High Performer Status for the Year Ending 3/31/2015.**

The Authority repeated the 100% score of last year, and she congratulated Ron Miller, Augusto Fierro, and Chris Trout for a job well done.

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 on site starting Tuesday for the audit for this year end.

Mrs. Jones mentioned the Capital Improvements projects that are in progress:

- Replacement of the Fire/Smoke Detector System
- Replacement of the Call for Aid System

Mrs. Jones called on Ron Miller, to give the status of these projects.

Mr. Miller stated that the Fire/Smoke alarms had been installed and inspection completed.

Mr. Miller also stated that there was a resolution in the packet for replacement/installation of the Call for Aid system, not to exceed \$15,000, which would also be a non-reporting system. This system would entail an outside light and sounding alarm for each unit.

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

HUD requires housing authority's to include specific information in the Annual Plan for the RAD approval process, and since BHA's Annual Plan was approved and submitted to HUD for the current fiscal year, BHA must amend the Plan. A change to the Plan during the year is called a "Significant Amendment to the Annual Plan". A resolution is included in the packet for Board consideration for approval of the "Significant Amendment to the Annual Plan".

The Authority has received an approval from HUD to continue with the submission of the RAD application. Mrs. Jones then called on Mr. Rick Ginnetti, from the Brooke Group, to further explain how the Authority is proceeding with the RAD application for BHA.

Mr. Ginnetti stated that since the start of our application in August 2013, HUD has rewritten the process. Congress had not approved the original notices that had gone out.

Mr. Ginnetti stated that the CHAP for BHA had been approved. This would include the use of Section 8 vouchers for funding. This could also be helpful to some tenants should they want to move elsewhere. With the conversion to RAD, the Authority would be able to save funds towards larger capital projects.

Mrs. Jones and Mr. Ginnetti explained the Project Based Vouchers. There are positive things to this as there would be no REAC, no PHAS, and would provide the tenants with the ability to move with the Choice Mobility feature of the vouchers.

Since BHA does not have a Section 8 Voucher Program, and therefore cannot administer their own vouchers under the RAD program, there is a resolution in the Board Packet for consideration for the Vineland Housing Authority to administer the Buena Housing Authority's Project Based Vouchers under the Rental Assistance Demonstration program conversion.

This resolution is necessary to permit the Executive Director to execute a Choice Mobility Letter Agreement with the Vineland Housing Authority. This letter is required by HUD to consider this request under the RAD program. There would be no change to the residents rent calculations, still the same 30%, just where the funding comes from.

Mr. Ginnetti also explained that there is a requirement to have a RAD Property Condition Assessment (RPCA), which would be an outside professional engineering assessment of the property. A resolution is included in the Board Packet to approve the cost, not to exceed \$4,100.

Mrs. Jones then mentioned that we need to revise the Community Service and Self-Sufficiency Policy (CSSR), which is mandated by Congress as part of the Public Housing Reform Act of 1998. This law requires that low-income families in public housing participate in a community service or a self-sufficiency activity as a condition of receipt of Federal Housing assistance. Noncompliance with this policy is a violation and is grounds for non-

renewal of the lease at the end of a 12-month lease term. In general, the residents of the Buena Housing Authority would not be required to perform Community Service or Self-Sufficiency Programs through various exemptions in the policy. There is no one in tenancy currently required. There is a resolution in the Board Packet to adopt revisions to the Community Service and Self-sufficiency Policy.

Mrs. Jones also brought up the subject of **the next Regular Meeting – January 21, 2016.**

Mrs. Jones said the January 21, 2016, meeting date was not going to work, because we need to get some approvals done prior to that date for RAD. She asked for suggestions and it was decided to **change the January meeting date to JANUARY 14th, 2016 at 4pm.**

Mrs. Jones again mentioned the Board of Commissioners – Training Program Status. All commissioners have completed their required training.

The following Resolutions were then presented and passed as follows:

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

Resolution 2015-28 Approval of Monthly Expenses July 17, 2015 to August 31, 2015

Resolution 2015-29 Approval of Monthly Expenses September 1, 2015 to September 30, 2015

Resolution 2015-30 Approval of Monthly Expenses October 1, 2015 to October 15, 2015

A motion was made by Commissioner Delano and seconded by Commissioner Cooper to approve the resolutions. The motion was approved by unanimous vote.

Resolution 2015-31 Approval of JJ as JIF Fund Commissioner for Fund Year 2016

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

Resolution 2015-32 Approval of Trash Collection Contract 11/1/2015 – 10/31/2017

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

Resolution 2015-33 Approval of Board Meeting Dates for 2016.

Correction was made to the January meeting date.

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

Resolution 2015-34 Approval of Employees' Annual Increases

The motion was made by Commissioner Cooper and seconded by Commissioner Johnston.

A discussion followed when Commissioner Brunini stated that the increase should have been more, since we do have the funds. Mrs. Jones stated that these figures were in this year's approved budget. The increases are calculated based on industry standards at the time of budget preparation and Commissioner Brunini's comments would be considered for the next year's budget.

The motion was approved by Commissioners (yes) Hoban; Delano; Cooper; Johnston. (No) Commissioner Brunini.

Resolution 2015-35 Authorizing Expenditure for Replacement/Call for Aid System

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

These resolutions pertaining to RAD application were grouped and voted on together.

Resolution 2015-36 Authorize Executive Director to Execute a Choice Mobility Letter of Agreement w/VHA to Contribute Housing Choice Vouchers for BHA's RAD Conversion, & VHA Administering of the Vouchers.

Resolution 2015-37 Approving Significant Amendment to the PHA Plan

Resolution 2015-38 Authorizing Expenditure for the Rental Assistance Demonstration (RAD) Property Condition (PCA)

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

Resolution 2015-39 Adopting Revisions to the Community Service & Self-Sufficient Policy

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

The tenant that was present during the meeting left prior to the end of the meeting.

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

Chairman Giovinazzi asked if there was any information on the vacant position on the Board. Mrs. Jones said that she had received a call a few months ago from the NJDCA asking about the open position. There was an individual being considered for the position, but she has not heard anything else since that phone call.

Chairman Giovinazzi made a motion to close the meeting.

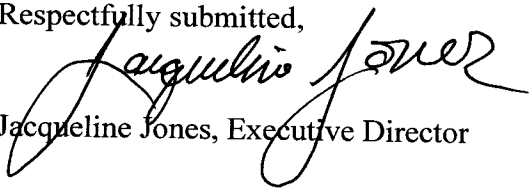
A motion was made by Commissioner Hoban, and seconded by Commissioner Johnston.

The motion was approved by unanimous vote.

The next meeting is scheduled for January 14th, 2016 at 4:00 pm.

At 5:25pm the meeting was adjourned.

Respectfully submitted,



Jacqueline Jones, Executive Director