

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

Regular Meeting
August 9th, 2016 at 6:00 pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairman Giovinazzi on Tuesday, August 9th, 2016, at 6:00 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.

There was to have been an introduction of new Board Commissioner, Vera Sharp; she was not in attendance, and may have declined the position.

Roll call was taken.

The following commissioners were present:

Chairman Giovinazzi
Commissioner Cooper
Commissioner Delano
Commissioner Johnston

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

Chairman Giovinazzi read the "Sunshine Law Statement".

Chairman Giovinazzi then called for a motion to approve the minutes of the meeting held on January 14, 2016; and May 3rd, 2016, which were bundled and voted on together.

Commissioner Cooper made a motion and it was seconded by Commissioner Delano. All were in favor.

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 Delano made a motion and was seconded by Commissioner Johnston. All were in favor.

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

Mrs. Jones mentioned the **New Commissioner, Vera Sharp.**

Unfortunately, we are not sure if she is going to accept the position. An email with the Board Packet and a copy of the Audit was sent to Ms. Sharp. Ms. Sharp responded that she was not sure if she could undertake the responsibility of the position at this time.

Audit – Year Ending 3/31/2016

Mrs. Jones stated that the Audit for the year ending 3/31/2016, is complete. An exit conference was scheduled for Thursday, July 28th, with the auditor, fee accountant and the executive director.

Parking

As discussed at the May 2016 Board Meeting, the parking rules for the complex were being considered to be altered to permit overnight street parking in certain locations. The change to allow overnight street parking in certain locations was implemented without incident.

Update on the RAD application:

- The Authority and The Brooke Group Consultant, Rick Ginnetti, have continued to work on the Rental Assistance Demonstration (RAD) Program application for the conversion of the Authority's funding to project based vouchers. The approval from HUD, known as the RAD Conversion Commitment (RCC) has been received.
- There is a resolution included for Board consideration to authorize the conversion of funding to the Rental Assistance Demonstration Program.

Mrs. Jones then had Mr. Ginnetti speak and answer any questions the Commissioners had regarding the conversion. Mr. Ginnetti explained the remaining papers needed to be completed. A new survey may need to be done on the property. He mentioned we would like to close this year, again stating it is actually a conversion and not an actual "closing". Mr. Ginnetti mentioned that there may be a need for a title search. Commissioner Giovinazzi asked what that would cost. A definite title search would be approximately \$840.

Buena HA – Personnel Policy & Employee Manual Update.

The Authority is required to update its Personnel Policy and Employee Manual based on changes in the law and at the recommendation of the Authority's insurance company, the NJ Public Housing Joint Insurance Fund.

The policy is being amended to include the following changes:

1. Communications Media Policy and Video Surveillance Policy;
2. Family and Medical Leave Act Policy;
3. Domestic Violence Leave Policy;
4. Payment for Accumulated Absence;
5. Workers Compensation Policy;
6. Eliminate the Election Day holiday and replace with Christmas Eve holiday.

The next meeting is scheduled for October 20, 2016, or a Special Meeting may be needed for the RAD final application submittal.

The following Resolutions were then presented and passed as follows:

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

Resolution 2016-20 Approval of Monthly Expenses May 4, 2016 to May 31, 2016

Resolution 2016-21 Approval of Monthly Expenses June 1, 2016 to June 30, 2016

Resolution 2016-22 Approval of Monthly Expenses July 1, 2016 to July 31, 2016

Resolution 2016-27 Approval of Monthly Expenses August 1, 2016 to August 9, 2016

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

The motion was approved by unanimous vote.

Resolution 2016-23 Amending Personnel Policy/Manual to include Updated Policies

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

The motion was approved by unanimous vote.

Resolution 2016-24 Authorize Exec Director to Execute RAD Conversion for Parkview Gardens and Take All Actions Necessary to Complete RAD Conversion Set Forth in the RCC .

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

The motion was approved by unanimous vote.

Resolution 2016-25 Authorize Administrative Fees to VHA as Administrator of Project Based Vouchers for BHA for the Year of Conversion

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

The motion was approved by unanimous vote.

Resolution 2016-26 Approval of 2015-2016 Audit Report

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

The motion was approved by unanimous vote.

There was no one from the Public in attendance.

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

There were none.

Chairman Giovinazzi asked for a motion to close the meeting.

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

The motion was approved by unanimous vote.

The next meeting is scheduled for October 20th, 2016 at 4:00 pm.

At 6:40 pm the meeting was adjourned.

Respectfully submitted,



Jacqueline Jones, Executive Director

Housing Authority of the Borough of Buena

Administrative Report

DATE: November 8, 2016

TO: Board of Commissioners, Buena Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report

PERIOD: August 9, 2016 through November 8, 2016

Rental Assistance Demonstration (RAD) Program

The Authority staff, consultant, Rick Ginnetti, The Brooke Group, and Bob DeSanto, Authority Attorney, have continued to work on the Rental Assistance Demonstration Program conversion process of the Authority's funding to project based vouchers.

The current status is the "closing" or "conversion" documents have been submitted to the Department of Housing and Urban Development (HUD) in preparation for the conversion. There are numerous documents that have been prepared, reviewed and revised over the last several months in working towards the conclusion of the conversion process. It is preferred that the conversion to take place in November 2016. If the conversion is not concluded in November due to the numerous "conversions" taking place and the limited HUD resources to perform the conversions, the conversion is likely to occur in early 2017.

Next Meeting – January 19, 2017.

Board of Commissioners -Training Program Status

Commissioner	Training Program Status
Nancy Brunini	Completed
Mary Cooper	Completed
Robert Delano	Completed
Carla Giovianazzi	Completed
Lynn Hoban	Completed
Jeffery Johnston	Completed
Vera Sharp, Governor's Appointment	To Be Scheduled