

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

Regular Meeting

January 14th, 2016 at 4:00 PM

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairman Giovinazzi on Thursday, January 14th, 2016, 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 (by phone)
Commissioner Cooper
Commissioner Delano
Commissioner Johnston (came in late after roll call)

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 October 15, 2015.

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

The following Vote was taken:

Approved: All present were in agreement.

Mrs. Jones again introduced the Auditor from Bowman & Company, Mike Thilker, to present an overview of the Audit Report for years 2014 to 2015. He also mentioned that the Pension liability information will be a requirement in the next audit. The Auditors departed the meeting after the presentation.

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 Cooper. All were in favor.

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

Mrs. Jones reported the BHA's Operating Budget for the period April 1, 2015 through March 31, 2016, is included in the Board Packet for review. The Resolutions for the State and Operating Budgets are included for Board consideration.

Mrs. Jones mentioned that the audit for the FYI ending is complete and has been filed with HUD. The auditors from Bowman and Company are at the meeting to present the audit for the year ending 2015.

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

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

All residents have been notified as to the operation and expectations of these new systems. All residents will be notified again of the operation and expectations since the systems are now complete.

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

Mrs. Jones stated that the Authority and consultant Rick Ginnetti, The Brooke Group, continue to pursue the RAD Program application, and an extension had been received past tomorrow's date for the filing of the application.

Update on the RAD application:

- The RPCA – RAD Physical Condition Assessment – is complete; the report indicates that no immediate repairs/improvements are required for the conversion to RAD;
- The Environmental Review to be performed by Atlantic County will cost \$1,850; The Authority consultant and staff believe this is a reasonable fee; This should just be a paperwork review;
- The “Financial Plan” due date is now 3/31/2016; this will require a board resolution and a special meeting; the next regular meeting is April 21, 2016, which is after the due date of 3/31/2016; we may need to change the next meeting to March;
- The “Closing” – basically, the Conversion to RAD – could take place 4/1/2016; This may be optimistic;
- Internally, staff and consultant are reviewing the Income Projections for the project and the process for funding to be received; We anticipate some confusion with the funding process initially as this is a new process for HUD

Commissioner Delano asked if it were an issue if this did not happen until middle of the year. Mrs. Jones stated there would not be an issue.

- The conversion will be completed with the Buena Housing Authority remaining as it is today; there is no need for forming an additional entity at this time as there is no requirement to obtain funds through a loan for repairs at the property; there will be no change in the PILOT (property taxes) payment; there will be no change in the insurance coverage under the NJ PHAJIF – NJ Public Housing Authority Joint Insurance Fund;
- Significant Amendment to Annual Plan for RAD
 - The BHA's Annual Plan was approved and submitted to HUD for the current fiscal year. The Annual Plan informs HUD, residents and the public of the agency's mission and strategies to serve the needs of low-income and very low-income families in the BHA's jurisdiction. However, when changes to the Plan occur during the year it sometimes becomes necessary to amend the Plan. A change to the Plan during the year is called a “Significant Amendment to the Annual Plan”.
 - HUD requires housing authorities to include specific information in the Annual Plan for the RAD approval process. A resolution is included in the packet for Board consideration for approval of the Significant Amendment to the Annual Plan.

Resident Advisory Board Meeting (RAB) & Annual/Five-Year Plan for the YE March 31, 2017 and the Five-Year Plan for years 2015-2019

The meeting with the RAB was held on October 6, 2015, to discuss the Authority's Annual and Five-Year Plan. The RAB is asked for its input into 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 again mentioned the Board of Commissioners – Training Program Status. All commissioners have completed their required training.

Next Meeting – April 21, 2016 or a Special Meeting may need for the RAD final application submittal.

Mrs. Jones mentioned we may need to have the Meeting in March to replace April's meeting.

After Mrs. Jones finished her report, the Election of Officers for Year April 1, 2016 to March 31, 2017 was held by Solicitor DeSanto.

Solicitor DeSanto asked for nominations for Buena Housing Authority Chairman. Vice-Chairman Brunini nominated Chairperson Carla Giovinazzi. Seconded by Commissioner Delano. There were no other nominations for Chairman. All were in favor.

Solicitor DeSanto next asked for nominations for Buena Housing Authority Vice-Chairman. Chairperson Giovinazzi nominated Vice-Chairman Brunini. Seconded by Commissioner Cooper. There were no other nominations. All were in favor.

The position of Buena Housing Authority Secretary is automatically filled by the Executive Director.

The following Resolutions were then presented and passed as follows:

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

Resolution 2016-01 Approval of Monthly Expenses October 16, 2015 to November 30, 2015

Resolution 2016-02 Approval of Monthly Expenses December 1, 2015 to December 31, 2015

Resolution 2016-03 Approval of Monthly January 1, 2016 to January 14, 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 2016-04 Approval of 2014 – 2015 Audit Report

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

The motion was approved by unanimous vote.

The resolutions for the Designation of Official Newspapers were grouped and voted on together.

Resolution 2016-05 Approval of Designation Official Newspaper for Business Related Matters

Resolution 2016-06 Approval of Designation Official Newspaper for Publication of Advertisements for Contracting Purposes or Various Other Items

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

Resolution 2016-07 Approval of Legal Services 4/1/2016 to 3/31/2017.

Awarded to Robert DeSanto; Gruccio, Pepper.

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

Resolution 2016-08 Approval of Fee Accountant 4/1/2016 to 3/31/2017

Awarded to Linda M. Avena, CPA, PA

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

Resolution 2016-09 Approval of Auditor FYE 2015

Awarded to Bowman & Company LLP

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

Resolution 2016-10 Approval Authorizing Contracts w/Approved State Contract Vendors

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

Resolution 2016-11 Approval of Operating Budget 2016 – 2017 for NJ 201-002

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

A discussion followed prior to vote, when Commissioner Brunini stated that the increase to the Salaries and Benefits line should have been more, at least 4%, since we do have the funds. The reason is she feels 2% is too low, and needs to be discussed further. Solicitor DeSanto, suggested that Commissioner Brunini make a motion to that effect.

Commissioner Brunini proposed a Motion to amend the line items on Salaries and Benefits to 4% Increase. It was seconded by Commissioner Cooper. A discussion followed.

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.

Commissioner Delano stated that he much preferred that the Executive Director make the decision and come back to the Board at a later date with a budget amendment, if necessary.

A Vote was taken on the motion to amend the Budget at this time:

(YES) Commissioners Brunini; Cooper;
(NO) Commissioners Giovinazzi, Delano,
(Abstain) Commissioner Johnston. Original Budget Stays.

A Vote was then taken on the motion to APPROVE the Operating Budget:

(YES): Commissioners Cooper; Giovinazzi; Delano, and Johnston.

(NO): Commissioner Brunini

Motion was carried, Budget was approved.

Resolution 2016-12 Approval of BHA State Budget FY 4/1/2016 – 3/31/2017

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

A Vote was then taken on the motion to APPROVE the BHA State Budget:

(YES): Commissioners Cooper; Giovinazzi; Delano, and Johnston.

(NO): Commissioner Brunini

Motion was carried, Budget was approved.

The resolutions for the Approval of Significant Amendment to the PHA Plan; and Approval of the Five-Year and Annual Plan 2015-2019, were grouped and voted on together.

Resolution 2016-13 Approval of Significant Amendment to the PHA Plan

Resolution 2016-14 Approval of PHA Five-Year and Annual Plan 2015-2019

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

The motion was approved by unanimous vote.

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 Johnston, and seconded by Commissioner Cooper.

The motion was approved by unanimous vote.

The next meeting is scheduled for April 21st, 2016 at 4:00 pm.

At 5:25 pm the meeting was adjourned.

Respectfully submitted,



Jacqueline Jones, Executive Director