

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

Regular Meeting

November 17th, 2016 at 5:30 pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairman Giovinazzi on Thursday, November 17th, 2016, at 5:30 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 Delano
Commissioner Hoban
Commissioner Johnston

The following individuals were also present: Jacqueline Jones, Executive Director; Linda Avena, Accountant; Robert DeSanto, Solicitor, Ron Miller, Purchasing Agent, 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 August 9th, 2016. Commissioner Johnston made a motion and it was seconded by Commissioner Delano. Commissioner Hoban abstained, and all other Commissioners 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 Hoban. All were in favor.

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

Mrs. Jones then gave an **Update on the RAD application:**

The Authority, Brooke Group Consultant, Rick Ginnetti, and Bob DeSanto, Authority's 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 HUD in preparation for the conversion. Numerous documents have been prepared, reviewed and revised over the last several months in working towards the conclusion of the conversion process. It is preferred the conversion take place in November 2016. If the conversion is not concluded in November due to the numerous "conversions" taking place across the country and the limited HUD resources to perform the conversions, the conversion is likely to occur in early 2017.

The Authority was required to do a new property survey of the property for the RAD conversion.

The next meeting is scheduled for January 19, 2017 at 5:30pm.

The following Resolutions were then presented and passed as follows:

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

Resolution 2016-28 Approval of Monthly Expenses August, 2016 to August 31, 2016

Resolution 2016-29 Approval of Monthly Expenses September 1, 2016 to September 30, 2016

Resolution 2016-30 Approval of Monthly Expenses October 1, 2016 to October 31, 2016

Resolution 2016-31 Approval of Monthly Expenses November 1, 2016 to November 17, 2016

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

Resolution 2016-32 Approval to Renew Membership to NJ Public Housing Authority Joint Insurance Fund

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

Resolution 2016-33 Appointing JJ as JIF Commissioner for 2017

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

Resolution 2016-34 Authorize Administrative Fees to VHA as Administrator of Project Based Vouchers for BHA for the Year of Conversion

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

Prior to the vote, a question was asked by Commissioner Delano as to the high cost (\$85.41) administrative fee per unit listed in the resolution. Mrs. Jones stated that this was a HUD (maximum) fee, and probably not what would be charged. A discussion followed on an amount that would replace the fee mentioned, and Mrs. Jones agreed to a fee of \$50.00 per unit.

Then a motion was made by Commissioner Delano, to amend the resolution to reduce the administrative fee to \$50.00, and seconded by Commissioner Cooper. This motion was approved by unanimous vote.

The original motion was then approved by unanimous vote.

Resolution 2016-35 Approval of Revision of BHA By-Laws (change of Meeting time)

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

Resolution 2016-36 Approval of Board Meeting Dates for 2017

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

Commissioner Cooper stated that the Tenants Association had disbanded. No one else wants to be involved. She also asked if Holiday Gift Cards would be given. Mrs. Jones stated that the Tenants Services Budget Line dictates up to \$25, but it cannot be for food.

Chairman Giovinazzi asked for a motion to close the meeting.

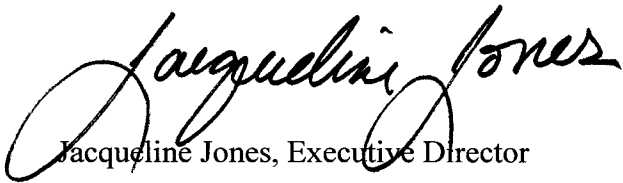
A motion was made by Commissioner Hoban, and seconded by Commissioner Cooper.

The motion was approved by unanimous vote.

The next meeting is scheduled for January 19, 2017 at 5:30 pm.

At 7:30 pm the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Jacqueline Jones". The signature is written in a cursive, flowing style with large loops.

Jacqueline Jones, Executive Director