

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

**Regular Meeting**

November 16, 2017 at 5:30pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Tuesday, November 16th, 2017, 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:

Chairperson Giovinazzi  
Commissioner Cooper  
Commissioner Delano  
Vice-Chairperson Hoban

The following individuals were also present: Jacqueline Jones, Executive Director; Linda Avena, Accountant; Robert DeSanto, Attorney, Christine Trout, Site Manager.

Chairperson Giovinazzi read the "Sunshine Law Statement".

Chairperson Giovinazzi then called for a motion to approve the minutes of the meeting held on September 26th, 2017.

Vice Chairperson Hoban made a motion and it was seconded by Commissioner Delano. All were in favor.

Chairperson Giovinazzi then called for the Financial Report to be given. The report was given by Linda Avena, Accountant. Both Ms. Avena and Mrs. Jones confirmed that the loss on the financial report is due to the reduction in operating subsidy for the fiscal year. Over budget on Legal expenses were due to filing for the recapture of funds. The over budget on maintenance due to the large number of turnovers this past year.

Mrs. Jones stated that beginning 01/01/2018, the Vineland Housing Authority (VHA) will be receiving and disbursing the BHA's housing assistance payments. In addition, beginning in January, the VHA will be receiving the administrative fee for administering the RAD vouchers directly from HUD.

Mrs. Jones explained that we drew down the final Capital Fund in full. The Housing Authority has over \$50,000 in the Reserve for Replacement Account since RAD, which is for repairs to the property.

Chairperson Giovinazzi then called for a motion to approve the Financial Report.  
Commissioner Delano made a motion and it was seconded by Commissioner Cooper.

Chairperson Giovinazzi called upon Mrs. Jones to present her Executive Report.

### **Audit – Year Ending 3/31/2017**

Ms. Jones stated that the audit for the year ending 3/31/2017 is in process. The auditors were on-site this past week and will work on the audit completion remotely. An audit exit meeting by phone will be conducted prior to the audit filing. The audit filing to HUD is due by November 30, 2017. The auditors anticipate presenting the audit to the Board at the January 2018 meeting.

### **Buena HA and HUD Recapture of Funds from 2012**

Ms. Jones stated as reported in the September 2017 report, the BHA had approximately \$39,000 recaptured by HUD in 2012. The BHA has joined the lawsuit in an attempt to recover these funds. An update will be provided on the progress of this lawsuit. It is anticipated that this process will not be quick. As of today, there is no new information.

### **Vineland Housing Authority – Shared Services Agreement**

Ms. Jones stated that the current contract between the Buena HA and the Vineland HA to provide management services to the Buena HA is up for renewal. There is a resolution in the packet for the board consideration to renew the agreement with no increase in the annual cost of \$29,500.

### **Work Order Activity by Category from 4/1/2017 through March 2018**

Ms. Jones reported on the Work Order Completed Activity for the BHA as of May 2017 to present, showing the different Categories and Total counts for each category. She explained that in the areas showing numerous work orders, it would draw attention to see why this was happening and possibly require repair. An example is plumbing/clogged drains. This may require pipes to be jetted. The Total number of work orders completed this month were 104. The total number from year-to-date, May 2017 to present are 305.

### **Buena HA – Characteristics of All Household Members**

Ms. Jones also gave a 50058 Statistical Review report on all Units in the complex, which included Unit Characteristics and Characteristics of ALL Household Members.(M/F; Age; Race; Ethnicity, etc.).

### **Board of Commissioners – Training Program Status**

Training is complete at this time.

Ms. Jones stated that she will be in touch with Mayor Zappariello to discuss the need for board members.

### **The following Resolutions were then presented and passed as follows:**

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

### **Resolution 2017-31 Approval of Monthly Expenses September 27, 2017 to October 31, 2017**

### **Resolution 2017-32 Approval of Monthly Expenses November 1, 2017 to November 16, 2017**

A motion was made by Vice-Chairperson Hoban and seconded by Commissioner Cooper to approve the resolutions.

The motion was approved by unanimous vote.

**Resolution 2017-33 Appointing JJ as JIF Fund Commissioner for Fund Year 2018**

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

**Resolution 2017-34 Approving the VHA/BHA Administrative Services Agreement 1/1/2018 to 12/31/2022**

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

Before closing Ms. Jones also mentioned that HUD is instituting a NO SMOKING RULE in housing authorities, and are required to institute Smoke Free housing. New rules are being written to comply with this new rule. Before it was no smoking in common areas and within 25 feet of buildings. Now apartments must be included. We are not required to provide an area for smoking, but it will be investigated. Some of the reasons behind this are: fires, and maintenance on turnovers. It takes 2 to 3 times more paint, etc., as well as health reasons. The gazebo was suggested. Some discussion followed.

Any further discussions were tabled until the next meeting in January 2018.

There was no one from the Public in attendance.

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

The subject of the BBPD/Franklin Township PD take over was mentioned. Nothing is exactly known for sure at this time. Not sure of when this is happening or if there will be any police in the Municipal building or not.

Chairperson Giovinazzi asked for a motion to close the meeting.

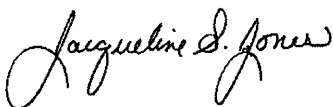
A motion was made by Vice-Chairperson Hoban, and seconded by Commissioner Delano.

The motion was approved by unanimous vote.

The next meeting is scheduled for Thursday, January 18<sup>th</sup>, 2018 at 5:30 pm.

At 6:30pm the meeting was adjourned.

Respectfully submitted,



Jacqueline S. Jones  
Executive Director