

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

**Regular Meeting**

May 18<sup>th</sup>, 2017 at 5:00pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Thursday, May 18th, 2017, at 5:20 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 January 19th, 2017.

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

Chairperson Giovinazzi then called for the Financial Report to be given. The report was given by Linda Avena, Accountant. Mrs. Jones was called upon by Ms. Avena to further explain the loss shown on the financial report. The loss on the financial report is due to the reduction in operating subsidy for this fiscal year. The federal budget has not been finalized and once it is the operating subsidy may increase.

Through 12/31/2017, the Authority is being funded under the "Operating Subsidy" formula. Beginning 01/01/2018, the Authority will be funded under the Rental Assistance Demonstration (RAD) program funding formula.

Mrs. Jones also incorporated the remainder of her Executive Report at this time.

**Update on the Rental Assistance Demonstration (RAD) Program:**

Mrs. Jones explained that on Wednesday, January 11, 2017, the documents for the RAD Conversion for the Buena Housing Authority were signed at Landis Title Corporation. The documents were recorded by Landis Title on January 18, 2017, in Atlantic County. All required and recorded documents were forwarded to the HUD closing coordinator on January 23, 2017, which included the following:

- 1, Fully executed RAD Use Agreement with all exhibits and evidence of recordation.
2. (2) Releases of Declaration of Trust
3. RAD PBV HAP Contract: Parts I and II, all Exhibits and RAD PBV Rider.

The recording of the above documents officially concludes the RAD transaction with HUD.

Mrs. Jones also noted that the State Budget had been adjusted to show the Reserve for Replacement was shown separately as discussed in the January 2017 meeting.

### **Software – Change from PHAWEB to Yardi**

PHA-WEB is the industry software that the Buena Housing Authority (BHA) had been using prior to the RAD conversion. This software had an annual cost of \$4,970 per year payable to Management Computer Systems. The increase trend has been 5% per year over the last several years. The projected cost for PHAWEB software for 2018 is estimated at \$5,219.

As a cost saving initiative, the BHA is able to utilize the Vineland Housing Authority (VHA) software at a significant cost savings. The annual cost to BHA will be \$2,399.18, beginning April 1, 2017. This is an annual cost savings of \$2,819 per year. The annual software cost increase is tied to the annual cost of living increase. A resolution is included in the packet for board consideration for the annual cost of the Yardi software for the BHA.

### **New Jersey Public Housing Authority Joint Insurance Fund (NJPHA-JIF) Site Visit**

On March 22, 2017, a “risk management” site visit was conducted by PMA Companies on behalf of the NJPHA-JIF.

There were a few minor observations made by the inspector, which have been addressed. Overall, it was an excellent site visit.

### **Amendment to Violence Against Woman Act Policy (VAWA)**

An Amendment to the VAWA policy is required due to some changes in recent regulations regarding this Act. Primarily, an addition to the policy must be made to accommodate emergency transfers for victims of domestic violence, dating violence, sexual assault, or stalking. Policy language will be presented at the meeting for board consideration and approval.

Mrs. Jones said if a situation were to arise, the Authority would do its best to assist those that needed help.

Chairperson Giovinazzi then called for a motion to approve the financial report.

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

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

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

#### **Resolution 2017-13 Approval of Monthly Expenses January 20, 2017 to February 28, 2017**

#### **Resolution 2017-14 Approval of Monthly Expenses March 1, 2017 to March 31, 2017**

#### **Resolution 2017-15 Approval of Monthly Expenses April 1, 2017 to April 30, 2017**

#### **Resolution 2017-16 Approval of Monthly Expenses May 1, 2017 to May 18, 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 2017-17 Adoption of Housing Authority State Budget 4/1/2017 to 3/31/2018**

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

### **Resolution 2017-18 Approval of Closing Bank Accounts**

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

Prior to the vote Mrs. Jones explained that the Flexible Spending Account (FSA) was not being used by the BHA employees and since the account does not meet the minimum balance requirements by the bank, the recommendation is to close the account rather than incur monthly fees.

The motion was approved by unanimous vote.

### **Resolution 2017-19 Accounts Receivable Decried as Uncollectable**

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

There were some questions on write-off balances and security deposit refunds. Commissioner Delano asked about the current occupancy. Mrs. Jones advised there are 58 in residence and two vacancies currently being turned over for occupancy. The waiting list is open with 101-102 applicants on the list. Approximately 12 are Buena Borough residents.

The motion was approved by unanimous vote.

### **Resolution 2017-20 Amendment to Violence Against Woman Act (VAWA)**

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

### **Resolution 2017-21 BHA Agreement for Yardi Software**

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

### **Resolution 2017-22 Approval to Void Checks Not Presented for Payment**

The motion was made by Vice-Chairman Hoban and seconded by Commissioner Cooper. 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.

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 July 20, 2017 at 5:30 pm.

At 6:10pm the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive style with a large initial 'J'.

Jacqueline S. Jones  
Executive Director