

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

Regular Meeting
January 19th, 2017 at 5:30 pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Thursday, January 19th, 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
Commissioner Hoban

The following individuals were also present: Jacqueline Jones, Executive Director; Linda Avena, Accountant; Nicole Curio, Attorney, Ron Miller, Purchasing Agent, 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 November 17th, 2016.

Commissioner 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.

A discussion followed and the commissioners felt that the State Budget should be redone to show the \$30K in Reserve for Replacement to be shown separately.

Chairperson 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.

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

Mrs. Jones then gave an **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. Jackie Jones, Executive Director, consultant Rick Ginnetti, The Brooke Group, and Bob DeSanto, Authority Attorney were present.

The signed "closing" documents will now be recorded at the County in Atlantic City by Landis Title. The recording of these documents will release the Declaration of Trust, record the Use Agreement, and Housing Assistance Payment Contract (HAP). The Use Agreement replaces the Declaration of Trust, which essentially restricts the transfer or encumbrance of the property.

Once the above documents are recorded, the effective date of the RAD conversion will be February 1, 2017.

Effective February 1, 2017, the Vineland Housing Authority (VHA) will be responsible for administering the Project Based Vouchers for the Buena Housing Authority (BHA). During the “conversion” year – 2017 – the BHA will use its Operating Subsidy and Capital Funds received for 2017 for operating the BHA. In addition, the BHA will pay the VHA for administering the vouchers during the “conversion” year of 2017.

Beginning January 1, 2018, the Department of Housing & Urban Development (HUD) will transmit the Rental Subsidy and Administrative Fees to the VHA for the BHA Project Based Vouchers. The VHA will then transmit the Rental Subsidy – also known as the Housing Assistance Payment (HAP) – to the BHA on a monthly basis. The HAP payment will then become Operating Income to sustain the BHA.

Mrs. Jones then mentioned the **Resolution to Authorize an Agreement between the BHA & the VHA for Payment of Administration Fees.**

At the November 2016 Meeting, discussion was had regarding the fee BHA would pay the VHA during the “conversion” year for the administration of the BHA project based vouchers. The amount of \$50 per unit was agreed upon.

The VHA board agreed to the \$50 per unit fee upon presentation at the VHA November 2016 meeting. However, to solidify the agreement, an additional resolution and agreement has been prepared for presentation at the board meeting for board consideration. This agreement provides for the Chairpersons of the BHA and the VHA signatures.

After Mrs. Jones finished her report, the Election of Officers for Year April 1, 2017 to March 31, 2018 was held by Attorney Nicole Curio.

Attorney Curio asked for nominations for Buena Housing Authority Vice-Chairman. Chairperson Giovinazzi nominated Commissioner Lynn Hoban. Seconded by Commissioner Cooper.

There were no other nominations for Vice-Chairman. All were in favor.

Attorney Curio next asked for nominations for Buena Housing Authority Chairman. Commissioner Hoban nominated Chairperson Carla Giovinazzi. Seconded by Commissioner Cooper.

There were no other nominations. All were in favor.

The following Resolutions were then presented and passed as follows:

Resolution 2017-01 Approval to Authorize Admin Fees to VHA for PBV

A motion was made by Commissioner Cooper, and seconded by Commissioner Delano. The motion was approved by unanimous vote.

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

Resolution 2017-02 Approval of Monthly Expenses November 18, 2016 to November 30, 2016

Resolution 2017-03 Approval of Monthly Expenses December 1, 2016 to December 31, 2016

Resolution 2017-4 Approval of Monthly Expenses January 1, 2017 to January 19, 2017

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

The motion was approved by unanimous vote.

The following two resolutions for Official Newspapers were bundled and voted on together.

Resolution 2017-05 Approval Designation Official Newspaper for Business Related Matters

Resolution 2017-06 Approval Designation Official Newspaper for Publication of Advertisements for Contracting Purposes or Various Other Items

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

Resolution 2017-07 Approval of Legal Services 4/1/2017 – 3/31/2018

Awarded to Robert DeSanto - Gruccio, Pepper, DeSanto & Ruth, PA.

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

Resolution 2017-08 Approval of Fee Accountant 4/1/2017 to 3/31/2018

Awarded to Linda M. Avena, CPA, PA

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

Resolution 2017-09 Approval of Auditor FYE 2017

Awarded to Bowman & Company, LLP

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

Resolution 2017-10 Approval Authorizing Contracts w/Approved State & National Contract Vendors

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

The following two resolutions concerning the Operating and State Budget were bundled and voted on together.

Resolution 2017-11 Approval of Operating Budget 2017-2018 for NJ 201-002

Resolution 2017-12 Approval of BHA State Budget FY 4/1/2017 to 3/31/2018

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

Chairperson Giovinazzi asked for a motion to close the meeting.

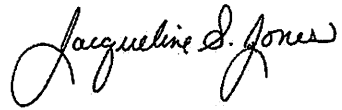
A motion was made by Commissioner Cooper, and seconded by Commissioner Hoban.

The motion was approved by unanimous vote.

The next meeting is scheduled for April 20, 2017 at 5:30 pm.

At 7:30 pm the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline S. Jones". The signature is written in black ink and is positioned above the printed name.

Jacqueline S. Jones, Executive Director