

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

**Regular Meeting**

January 18, 2018 at 5:30pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Tuesday, January 18, 2018, 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, Ronald Miller, QPA; Christine Trout, Site Manager; Nina Sorelle and Mike Thilker, Auditors.

Chairperson Giovinazzi read the "Sunshine Law Statement".

Chairperson Giovinazzi then called for a motion to approve the minutes of the meeting held on November 16<sup>th</sup>, 2017.

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

Mrs. Jones introduced the Auditors from Bowman & Company, Nina Sorelle, and Mike Thilker, to present an overview of the Audit Report for years 2016 to 2017. Mr. Thilker mentioned that it was a clean report with no findings. There were two highlights. The main differences were due to RAD. The Pension liability information reflects the Authority's future pension obligation. The Auditors departed the meeting after the presentation.

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 is due to the large number of turnovers this past year. Ms. Jones also mentioned that the project based voucher administrative fees is no longer paid by Buena and is now paid to Vineland directly by HUD.

Chairperson Giovinazzi then called for a motion to approve the Financial Report.

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

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 complete and has been filed with HUD. A resolution for the approval of the audit is presented in the packet for your review.

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

**Update: The attorneys representing the housing authorities in this lawsuit sent an email in December 2017 that the lawsuit had been filed. They also reported that, as requested, the case was assigned the same judge as in the original lawsuit.**

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

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

## **Work Order Activity by Category from 4/1/2017 through December 31, 2017**

Ms. Jones reported on the Work Order Completed Activity for the BHA as of April 2017 to present, showing the different Categories and Total counts for each category. The total number from year-to-date, April 2017 to present is now 599.

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

Ms. Jones also gave an updated 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.).

Ms. Jones stated that she has been trying to reach out to Mayor Zappariello to discuss the need for board members.

The subject of the possible Government Shutdown was mentioned.

After Mrs. Jones finished her report, the Election of Officers for Year April 1, 2018 to March 31, 2019 was held by Attorney Robert DeSanto.

Attorney DeSanto asked for nominations for Buena Housing Authority Chairperson.

Commissioner Delano nominated Chairperson Carla Giovinazzi. There were no other nominations for Chairperson. Seconded by Commissioner Cooper. All were in favor.

Attorney DeSanto then asked for nominations for Buena Housing Authority Vice Chairperson. Commissioner Cooper nominated Lynn Hoban. Seconded by Commissioner Delano. There were no other nominations for Vice-Chairman. All were in favor.

Jacqueline Jones is Secretary/Treasurer by statute.

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

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

### **Resolution 2018-01 Approval of Monthly Expenses December 1, 2017 to December 31, 2017**

### **Resolution 2018-02 Approval of Monthly Expenses January 1, 2018 to January 18, 2018**

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

These resolutions for Approval of Designated newspapers were bundled and voted on together.

**Resolution 2018-03 Approval Designation Official Newspaper for Business Related Matters**  
**Resolution 2018-04 Approval Designation Official Newspaper for Publication of Advertisements for Contracting Purposes or Other Items**

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

The motion was approved by unanimous vote.

The following resolutions for Approval of Legal, Accounting and Audit Services were bundled and voted on together:

**2018-05 Approval of Legal Services 4/1/2018 – 3/31/2019**

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

**Resolution 2018-06 Approval of Fee Accountant 4/1/2018 to 3/31/2019**

**Awarded to Linda M. Avena, CPA, PA**

**Resolution 2018-07 Approval of Auditor FYE 2018**

**Awarded to Bowman & Company, LLP**

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

The motion was approved by unanimous vote for Resolutions 2018-05 through 2018-07.

**Resolution 2018-08 Approval Authorizing Contracts w/Approved State & National Contract Vendors**

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

The motion was approved by unanimous vote.

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

**Resolution 2018-09 Approval of Operating Budget 2018-2019 for NJ 201-002**

**Resolution 2018-10 Approval of BHA State Budget FY 4/1/2018 to 3/31/2019**

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

The motion was approved by unanimous vote

**Resolution 2018-11 Approval of 2016-2017 Audit Report**

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

The subject of the Non Smoking issue was mentioned. Ms. Jones stated that a meeting is to be set up with the tenants to make them aware of the new policy. A question of medical marijuana was asked and Ms. Jones stated that is not allowed at all.

Chairperson Giovinazzi asked for a motion to close the meeting.

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

The motion was approved by unanimous vote.

The next meeting is scheduled for Thursday, April 19th, 2018 at 5:30 pm.

At 6:35pm the meeting was adjourned.

Respectfully submitted,



Jacqueline S. Jones  
Executive Director