

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

**Regular Meeting**  
May 17, 2018 at 5:30pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Thursday, May 17<sup>th</sup>, 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; and 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 18<sup>th</sup>, 2018.

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. Both Ms. Avena and Mrs. Jones confirmed the over budget on maintenance was due to the large number of turnovers this past year and over budget on utilities due to extreme winter temperatures.

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.

**Year Ending March 31, 2018**

Ms. Jones stated that fiscal year for the Authority ended on March 31, 2018. The accountants are in the process of "closing the year" for year-end reports. The year-end financial information will be filed with HUD within 60 days of the year-end.

The BHA State Budget is also being presented for Adoption at the meeting.

**Smoke-Free Public Housing Policy**

The Smoke-Free Public Housing Policy is being presented to the board for adoption at the board meeting. The Policy has an effective date of July 1, 2018. New No Smoking Signs will be going up around the property including the park at the entrance. A meeting had been held with the tenants and notices have been put up on the bulletin boards.

### **Maintenance Projects.**

Ms. Jones had Ron Miller present and discuss some proposed maintenance projects with the board. Mr. Miller stated that during the next quarter, the replacement of the Site security lights on the buildings with LED fixtures, and the Unit number lights retrofitted to LED. This will be contracted to an electrician.

He also mentioned that benches (3 for now) will be placed around the property, contracting with a mason to do the concrete work. Since the park at the entrance is our property, the benches there will be repaired and painted.

Also, looking into having the sewer lines jetted and cleaned. Hopefully, reducing the drain clog situations.

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

**Update: The Government did respond and this is still being tweaked.**

### **Work Order Activity by Category from 4/1/2017 through March 31, 2018**

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 800. Tenant generated work orders for the same time frame is 219.

### **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.).

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

Completed

Ms. Jones also stated that she has continued trying to reach out to 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 2018-12 Approval of Monthly Expenses January 19, 2018 to February 28, 2018**

### **Resolution 2018-13 Approval of Monthly Expenses March 1, 2018 to March 31, 2018**

### **Resolution 2018-14 Approval of Monthly Expenses April 1, 2018 to April 30, 2018**

### **Resolution 2018-17 Approval of Monthly Expenses May 1, 2018 to May 17, 2018.**

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

### **Resolution 2018-15 Adoption of BHA State Budget FY 4/1/2018 – 3/31/2019.**

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

**Resolution 2018-16 Approval & Authorizing the Implementation of the Smoke-Free Policy, effective July 2018**

It was asked if there was any area on the property to make a non-smoking area and Ms. Jones said there is no area that meets the required distance from the buildings.

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.

Chairperson Giovinazzi then called for a motion to end the meeting.

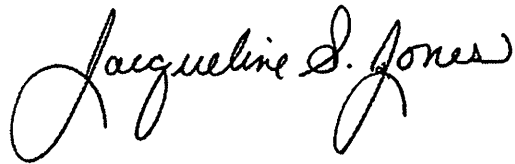
A motion was made by Commissioner Cooper, and seconded by Vice Chairperson Hoban.

The motion was approved by unanimous vote.

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

At 6:00pm the meeting was adjourned.

Respectfully submitted,

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

Jacqueline S. Jones  
Executive Director