

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

**Regular Meeting**  
November 15, 2018 at 6:10 pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Thursday, November 15th, 2018, at 6:10 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; Stephen Barse, Attorney attending for Robert DeSanto, 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 September 27th, 2018.

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.

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

Vice-Chairperson Hoban 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.

**Financial Statement at October 31, 2018**

The financial statement for the month ending October 31, 2018 is attached for review. We are budgeted at \$4,083 profit through the month, and the actual profit is \$37,376.

**Audit**

The audit for the Year Ending March 31, 2018, is underway. The auditors will be on site in November. The audit will be filed by December 31, 2018 with HUD.

A letter from the Auditors to the Commissioners was given to each commissioner explaining what the Audit would entail.

## **Maintenance Projects.**

Mrs. Jones and Ron Miller gave an update regarding the maintenance projects:

1. The storm doors have been evaluated and there is no need to replace them at this time.
2. Unit improvements such as painting and carpeting will again be offered to tenants residing 10 years or longer. Letters will go out after the Holidays.
3. Kitchen floors will be replaced with vinyl, wood looking flooring. Will start with the next vacant unit and then possibly 5 or so per month until completed. Materials cost per unit approximately \$220. Gus may be able to do them.
4. Sanitary Sewer Clean-out – will be done soon.
5. Site Pole Lights to LED – quotes are being obtained to convert the site pole lights to LED.
6. House number lights will not be done.

## **Election of Officers**

The Election of Officers for the year April 1, 2019 to March 31, 2020, will be on the Agenda for the January 17<sup>th</sup>, 2019 Board Meeting, with the effective date of the Officers to begin April 1, 2019.

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

**Update: Copies of the updated emails from the attorneys representing the housing authorities were presented. The Government did respond and this is still being tweaked. We are now waiting for the judge to make her decision. The last update received was from September 14<sup>th</sup>, 2018.**

## **Work Order Activity by Category from 9/1/2018 through 10/31/2018**

Ms. Jones reported on the Work Order Completed Activity for the BHA as of September 1 2018 to October 31, 2018, showing the different Categories and Total counts for each category. The total number from year-to-date September 2018 to October 31, 2018 is 178. Tenant generated work orders for the same time frame is 40.

## **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.). There are 115 Applicants (13 Buena Residents; 13 BVT Residents; 89 Others. Only 1 Unit Turnover since April 1, 2018).

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 2018-25 Approval of Monthly Expenses September 28, 2018 to October 31, 2018**

### **Resolution 2018-26 Approval of Monthly Expenses November 1, 2018 to November 15th, 2018**

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

**Resolution 2018-27 Appointing Jacqueline Jones as the Housing Authority Borough of Buena's Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF) for the Fund Year 2019.**

A 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. There were none.

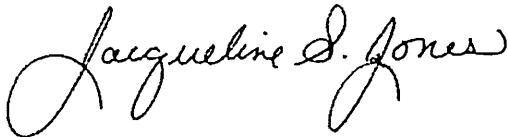
Chairperson Giovinazzi then called for a motion to end the meeting.

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

The next meeting is scheduled for Thursday, January 17th, 2019 at 5:30 pm.

At 6:30pm 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 typed name and title.

Jacqueline S. Jones  
Executive Director