

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

Regular Meeting

November 21st, 2019 at 5:00pm

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Thursday, November 21st, 2019, at 5:00 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; Julia Hahn, in for Robert DeSanto, Solicitor; Ronald Miller, Operations Manager; and Christine Trout, Site Manager.

Chairperson Giovinazzi read the "Sunshine Law Statement".

Mrs. Jones introduced the Auditor from Bowman & Company, Mike Thilker, who was giving a phone report, to present an overview of the Audit Report for the FYE March 31, 2019. Mr. Thilker mentioned that it was a clean report with no findings. The main differences were due to RAD, and the GASB 75 Liability added. It was an uneventful year for the Housing Authority and loss less than last year. Not an accounting issue. There was a brief discussion regarding the audit. The Auditor hung up the phone after the presentation.

Chairperson Giovinazzi then called for a motion to approve the minutes of the meeting held on September 19th, 2019.

Vice-Chairperson 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 Jacqueline Jones, in the absence of 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 Delano. All were in favor.

Chairperson Giovinazzi called upon Mrs. Jones to present her Executive Report.

Financial Statement at October 31, 2019

The Financial Statement for the period ending October 31, 2019, is being presented at the Board Meeting. The Authority is ahead of budget after seven months and there are no financial concerns.

The Replacement for Reserve account maintains a \$129,681 balance.

Audit for Year Ending March 31, 2019

The audit for the Year Ending March 31, 2019, is complete and filed with HUD. The Auditor will present the audit at the November meeting to the Board, and the audit is included in the Board Packet.

Maintenance Projects

The replacement of the kitchen floors and countertops is being done on a unit turnover basis at this time.

Work Order Activity by Category from 04/01/2019 through 10/31/2019

Ms. Jones reported on the Work Order Completed Activity for the BHA as of April, 2019 to October 31, 2019, showing the different Categories and Total counts for each category. The total number year-to-date from April 1, 2019 to October 31, 2019 is 504. Tenant generated work orders for the same time frame is 121.

BHA Waiting List

The Waiting List contains 34 applicants (BB – 12; BVT-22) that are either residents of Buena Borough or Buena Vista. There are an additional 131 applicants from other areas totaling 165. Since there are enough applicants to fill vacant units for the next year or so, the waiting list will be closed on 12/31/2019.

The following Resolutions were then presented and passed as follows:

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

Resolution 2019-27 Approval of Monthly Expenses September 20, 2019 to October 31, 2019

Resolution 2019-28 Approval of Monthly Expenses November 1, 2019 to November 21, 2019

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

Resolution 2019-29 Approval of 2018-2019 Audit Report Affidavit FYE 03/31/2019

A 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.

Commissioner Hoban asked if there was any information on new Commissioners.

Ms. Jones also stated that she has reached out to Mayor Zappariello via phone and left a message to discuss the need for board members.

Chairperson Giovinazzi said she may know someone, maybe two, and would contact them. Miss Jones stated that Rutgers will train up to 3 Commissioners at \$700 per class. Classes could be scheduled for here at Buena and 1 in Atlantic City. There is no State statute, it depends on the town.

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, January 16, 2020 at 5:00 pm.

At 5:30pm the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, reading "Jacqueline S. Jones". The signature is written in a cursive, flowing style with a large initial 'J'.

Jacqueline S. Jones
Executive Director