

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

**Regular Meeting Minutes**

December 3, 2020 at 3:05 PM Via Tele-Conference

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Thursday, December 3<sup>rd</sup>, 2020, at 3:05 pm via tele-conference hosted by Jacqueline Jones, Executive Director, from the Management Offices of the BHA, located at 191 W. Chestnut Avenue, Vineland, NJ 08360. 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.

Chairperson Giovinazzi read the “Sunshine Law Statement”.

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, Solicitor; Ronald Miller, Operations Manager, Michael Thilker, Sr. Manager Bowman/Auditor, Rick Ginnetti, The Brooke Group, and Christine Trout, Site Manager.

Chairperson Giovinazzi called on Auditor, Mike Thilker to present the Audit for FY 2019 to 2020.

Mr. Thilker stated that there were no findings to report. It is a very clean report. There was an increase in income to the authority by \$14K, due to subsidy increase and decreased Administrative Expenses (Pension/Health Care), smaller than 2019. Mr. Thilker also stated if anyone had any questions on anything in the audit, they could contact him either by phone or email.

Chairperson Giovinazzi then called on Rick Ginnetti of the Brooke Group to explain the Resolution concerning RAD and HUD included in the packet. Mr. Ginnetti explained that when BHA converted to RAD in 2017, it was not on the check list to formally disconnect from HUD. HUD formalized a closing process to disconnect BHA from HUD releasing HUD from annual contributions for units. The Housing Authority converted all 60 units and the PHA is now a Section 8 Property owner. The Authority can now closeout the Public Housing Program and terminate the Annual Contributions Contract (ACC). The Resolution certifies that the Authority has no Public Housing property, no outstanding litigation, debts, audits, etc., and adequate assurances are in place to ensure compliance with HUD approvals. Commissioner Delano asked if the outstanding shortchange lawsuit will affect this. Both Ms. Jones, and Mr. Ginnetti said they didn’t think so. Solicitor DeSanto said we should run this by our contact in the lawsuit to make sure, and, that the Commissioners should Adopt on a contingency, subject to any difference of opinion. Also, Commissioner Delano asked if changes anything that Ms. Jones does, or regulatory items. Ms. Jones stated that the management style, reports, etc., are the same, they just do not report to HUD.

Chairperson Giovinazzi then called for a motion to approve the minutes of the meeting held on September 24, 2020. Commissioner 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 Financial Report for the period ending October 30, 2020 was given by Linda Avena, Accountant. 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.

Mrs. Jones updated the board on several areas of the Administrative Report. The Authority has nine (9) vacancies and one (1) anticipated in the next few weeks. Leasing of units was suspended during the height of the Pandemic. Leasing has not begun and efforts to fill all vacancies are underway.

The Budget for the year beginning April 1, 2021 and ending March 31, 2022 was reviewed with the Board. No significant changes are recommended.

The replacement of countertops and kitchen floors will continue with the vacant units.

The Replacement for Reserve account maintains a \$177,581 balance.

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

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

### **Resolution 2020-21 Approval of Monthly Expenses September 25, 2020 to October 31, 2020**

### **Resolution 2020-22 Approval of Monthly Expenses November 1, 2020 to December 3, 2020**

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

### **Resolution 2020-23 Approval of BHA Budget 2021-2022 for NJ 201-002**

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

(Ms. Jones mentioned that HA has received 2.2% Increase in HAP Rent Supp. And Includes Capital Budget to start working on Improvements.)

### **Resolution 2020-24 Approval of BHA Audit FY 2019 to 2020**

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

### **Resolution 2020-25 Approval Termination HUD PHAACC Contract**

A motion was made by Commissioner Hoban and seconded by Commissioner Cooper  
The motion was approved by unanimous vote. (Passed on a Contingency Basis at this time)

### **Resolution 2020-26 Approval of J Jones as JIF Commissioner 2021**

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

### **Resolution 2020-27 Approval of Board Meeting Dates for 2021**

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

**Resolution 2020-28 Adoption Protection & Safety of Children Policy**

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

The motion was approved by unanimous vote.

(Ms. Jones mentioned that this was suggested by the Insurance Company for better ratables)

**Resolution 2020-29 Approval Designation Official Newspaper for Business Related Matters**

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

The motion was approved by unanimous vote.

**Resolution 2020-30 Approval Designation Official Newspaper for Publication of Advertisements for Contracting Purposes or Other Items**

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

The motion was approved by unanimous vote.

**Resolution 2020-31 Approval Authorizing Contracts w/Approved State and National Contract Vendors**

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

The motion was approved by unanimous vote.

**Resolution 2020-32 Approval One Time Compensation Certain Authority Employees Related to Exceptional Performance during Authority's Response to COVID-19 Pandemic**

A motion was made by Commissioner Delano and seconded by Commissioner Hoban

The motion was approved by unanimous vote.

Both Commissioners Giovinazzi and Cooper said "Thank you" to Chris and Augusto for doing a really good job during the Pandemic. Chris did respond with a "Thank you" to Ms. Jones and the Commissioners for the Compensation check.

There was no one from the Public online.

Chairperson Giovinazzi asked if there were any comments from the commissioners.

Solicitor DeSanto suggested that it be set up before meeting starts who will Motion and Second each Resolution.

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, February 18<sup>th</sup>, 2021 at 5:00 pm.

At 3:46pm the meeting was adjourned.

Respectfully submitted,



Jacqueline S. Jones  
Executive Director