

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

Regular Meeting Minutes

April 29, 2020 at 3:00PM Via Tele-Conference

The Regular Meeting of the Borough of Buena Housing Authority was called to order by Chairperson Giovinazzi on Wednesday, April 29, 2020, at 3:00pm 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.

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, Gloria Pomales, Assistant, 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 16, 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 report was given by Linda Avena, Accountant.

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

Commissioner 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.

COVID-19 Pandemic – Operating Status

On March 16, 2020, just prior to the Governor's Stay at Home Order, the Authority took the following operational strategies to educate and protect residents and staff against the effects of the COVID-19 Pandemic:

- Letters were written to all residents (before the “stay at home” order) informing them of the seriousness of this virus; explaining social distancing, washing hands and not touching their face among other items;
- The Community Room was closed;
- All “high touch” common surface areas are being cleaned several times each day;
- The office was closed to the public with staff strictly adhering to social distancing with at least 6 feet apart;
- Since the Stay at Home order –Admin staff is working on an as-needed basis; For phone coverage at the Vineland Housing Authority, Occupancy staff is rotating this duty in the office to answer the phone “live” from 8:30 am to 4:30 pm – Monday thru Friday;
- All in-person meetings were cancelled;
- All public meetings and board meetings were cancelled since March 16, 2020;
- Since the “stay at home” order:
 - o The phone is being answered from 8:30 am to 4:30 pm LIVE by a Vineland Housing Authority Admin Staff. This duty is rotated among 8 Admin staff; We felt it was important to have LIVE phone coverage during regular office hours; The Buena Housing Authority phone system is forwarded to Vineland and answered at one location;
 - o The phone is forwarded to the answering service after regular office hours, weekends and holidays;
 - o Inspections have been suspended
 - Inspector and Tenant Relations Officer are focusing on lease infractions, exterminator visits and property monitoring;
 - o The Executive Director and Assistant Executive Director immediately began rotating work locations between Vineland, Ocean City and Home to ensure not to be in the same location to try an avoid being infected by the virus at the same time;
 - o Maintenance Staff
 - Maintenance is handling Emergencies only and working in Vacant units;
 - o Resident Communication
 - Letters were written to all residents (before the “stay at home” order) informing them of the seriousness of this virus; explaining social distancing, washing hands and not touching their face among other items – as mentioned above;
 - Signs have been placed everywhere in common spaces about social distancing, washing hands, etc.
 - Signs are changed from time to time to try and gain attention;
 - Postcards sent reminding residents that we are working and are here; repeat HA phone number; remind residents to contact us if they need anything and we will help them get what they need;
 - Continue to monitor fragile tenant’s needs and status’ through community and staff contacts;
 - Continue to monitor all sites in Vineland, Buena and Ocean City through solitary on-site visits;
 - New signs are posted periodically to remind residents of the seriousness of COVID-19 and to practice social distancing;
 - New CDC signs regarding awareness of Pandemic where hung in the Community Building;

It has been very quiet in BHA with regards to COVID-19.

We will continue to operate this way until further notice.

Financial Statement at March 31, 2020

The Financial Statement for the period ending March 31, 2020 (Year End) is included in the Board Packet. The Authority is ahead of budget and there are no financial concerns.

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

Maintenance Projects.

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

The replacement of the kitchen floors and countertops are being done on a unit turnover basis at this time. This has been put on hold.

Only emergency work orders are being done.

Vacancies will be filled as soon as we can safely do so.

Program Statistics Report

1/2020 - 3/2020

Mar-20

Feb-20

Jan-20

<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	60.75	0.00	36.00
Annual Unit Turnaround Time (For Fiscal Year)	51.71	39.67	39.67
Monthly - Number of Vacancies Filled (this month)	0	0	2
Occupancy Rate	93.33%	93.33%	95.00%
<u>Units Leased</u>			
Level of leased units of previous month was:	56	56	58
Level of leased units this month is:	56	56	56
Number of increased leased units over last month	0	0	0
<u>Waiting List - List is closed effective December 31, 2019</u>			
Buena Residents	8	8	8
Buena Vista Residents	28	28	28
All Others	146	146	146
Total	182	182	182

Work Orders

Average work order turnaround time in days - Tenant Generated	0.35	0.34	0.29
Number of routine work orders written this month	45	40	36
Number of outstanding work orders from previous month	4	5	4
Total number of work orders to be addressed this month	49	45	40
Total number of work orders completed this month	46	41	35
Total number of work orders left outstanding	3	4	5
Number of emergency work orders written this month	0	0	0
Total number of work orders written year-to-date	350	305	265
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0

Board of Commissioners -Training Program Status

Commissioner	Training Program Status
Mary Cooper	Completed
Robert Delano	Completed
Carla Giovinazzi	Completed
Lynn Hoban	Completed
Vacant	
Vacant	
Vacant, Governor's Appointment	

The following Resolutions were then presented and passed as follows:

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

Resolution 2020-11 Approval of Monthly Expenses January 17,2020 to February 29, 2020

Resolution 2020-12 Approval of Monthly Expenses March 1, 2020 to March 31, 2020

Resolution 2020-13 Approval of Monthly Expenses April 1, 2020 to April 16/2020

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

Resolution 2020-14 Adoption of BHA State Budget 4/1/2020 to 3/31/2021

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

Resolution 2020-15 Appointing Ronald Miller as the Housing Authority of Borough of Buena's Public Agency Compliance Officer (P.A.C.O.)

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

Prior to voting, it was explained that the State Department of Treasury, DCA (AA302) Requirement through P.A.C.O. is to see the resolution in writing appointing the officer. Ron Miller explained that it has always been a part of the requirement as Purchasing Agent. Commissioner Giovinazzi asked if we have been in violation since we had not done a resolution previously. Robert DeSanto, Solicitor, stated No, and that it was an over-site and we can correct this by the appointment made by the resolution.

The motion was approved by unanimous vote

There was no one from the Public in attendance.

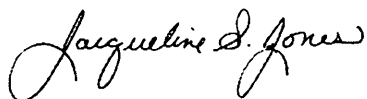
Chairperson Giovinazzi then called for a motion to end the meeting.

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

The next meeting is scheduled for Thursday, September 17, 2020 at 5:00 pm.

At 3:20pm the meeting was adjourned.

Respectfully submitted,



Jacqueline S. Jones
Executive Director