

**The Housing Authority of the Borough of Glassboro**  
Meeting Minutes  
September 15, 2014

**Opening:**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, County of Gloucester and State of New Jersey met in regular session on Monday, September 15, 2014. At approximately, 7:00 pm, Chairperson Ryan called the meeting to order and announced public notice of the meeting had been properly given to the South Jersey Times by written notice and posted at the Borough Hall in accordance with the Open Public Meetings Act of 1975. In addition, each commissioner was served by email with written notice of the meeting.

The following Commissioners were present:

Chairperson, Daniel Ryan  
Vice Chairperson, Jeffrey Silvestri  
Commissioner Ingres Simpson  
Commissioner Salvatore Fogarino  
Commissioner Thuraisingham Mohanakanthan  
Commissioner Edward Munin  
Commissioner Jay Lapp

**Approval of Minutes**

**Approval of Minutes – July 21, 2014 (Regular Meeting)**

Upon a motion by Commissioner Munin and second by Commissioner Simpson, **the votes were as follows:**

Ayes: Commissioners Silvestri, Simpson, Fogarino, Mohanakanthan, Munin and Ryan.  
Nays: None.  
Abstain: Lapp.  
Absent: None.

**Director's Report**

Mrs. Jones reported Ellis and Whitney A are completely empty. There are no vacancies in any of the other projects.

Mrs. Jones provided an update on the Operating Subsidy. Washington does not have a budget and they didn't have one when they left for the summer. The current resolution runs out the end of September. This is not unusual and happens every year in Washington for last 10 years or so. They are working on a continuing resolution for October 1<sup>st</sup>.

The activity for Republic Bank is moving along. The GHA Staff had asked for a couple of improvements that were not on the plan to make the area better for the residents. It was all approved.

The Boiler Replacement project at Williams and Grillo is going well. The contractor needs to work quickly since they got started a little bit late and the cold weather is coming. The contractor assured the GHA that it would be finished in a timely matter. There is a resolution tonight for the first payment on this project. The first payment is generally a high because this invoice includes the equipment.

The Home Support Grant that the GHA applies for every year has been awarded. This grant has been funded for the last 20+ years. However, the grant amount has been reduced the last two years to \$52,100.

Mrs. Jones briefly discussed the classes the new commissioners are required to complete. Information was emailed to them and hard copies are available this evening for anyone who needs them.

Mrs. Jones stated Rick Ginnetti, The Brooke Group, will be giving an update regarding the redevelopment project.

Upon motion by Commissioner Mohanakanthan and second by Commissioner Lapp, the Executive Director's report was approved by a 7-0 vote.

### **Attorney's Report**

Mr. Watson introduced himself. Mr. Watson discussed two items. Negotiations have been scheduled with Local 1085 for the maintenance workers whose contract expired in 2011. The meeting is scheduled for September 30, 2014 and we are pushing negotiations along.

Mr. Watson mentioned from his understanding the GHA Board had previously authorized the Authority to seek permission from the Civil Service Commission Department of Personnel to layoff an employee. In and around late August, the Authority received that permission from the Civil Service Commission Department of Personnel and today that employee was served with a layoff notice in accordance with the Civil Service regulation.

Commissioner Fogarino stated he thought the GHA was not going to lay-off anybody. Mrs. Jones stated the Authority needed to reduce staff by at least one because of the Ellis and Higgins property being vacated.

Upon motion by Commissioner Simpson and second by Commissioner Mohanakanthan, the Attorney's report was approved by a 7-0 vote.

### **Old Business**

Rick Ginnetti of the Brooke Group stated in the last report he gave the Board it was mentioned that the first draft of the development agreement had some global issues that needed to be corrected before moving forward. Pennrose was provided with a multiple page memo detailing the broader points. They reviewed, understood it and incorporated to the best of their ability in the second draft of the development agreement provide for our review.

The second draft was thoroughly reviewed line by line. In return, the Authority provided Pennrose a memo detailing questions, comments and concerns. These items were discussed with Pennrose and a meeting was also held on Friday with Pennrose to review the remaining open issues. In the development agreement everyone has a responsibility. One of the Housing Authority's responsibility is to get HUD approvals. There is still a lot of HUD approvals to obtain. HUD approvals were briefly reviewed and explained. Once the property is disposed, the Housing Authority will need to negotiate the terms of the disposition. The developer will own the property, the Authority as a Board need to make sure that if they are not doing the job properly that you have first rights come to replacement the management entity. The Housing Authority can also assist in obtaining funds for the project, but is not obligated to obtain funds for the project.

Mr. Ginnetti discussed HUD's requirements regarding prevailing wage as well as Section 3 requirements. The 120 day diligence period was discussed. Pennrose not only has to obtain the funding, but has to provide the guarantees. They also have to fund all predevelopment activities. In the agreement a structure was set up for the Authority to receive monthly report on all activities regarding the project. They are also going to provide services to the new residents out of their expense. Brief discussion regarding development rights agreement and its general terms. The properties unit types were briefly discussed. The possible third phase of the project was also discussed. Mr. Ginnetti explained the Development Fee. One component that Pennrose was advised that needs to be in the plan is that the Borough conditionally designated them the Developer so that Pennrose will fund the redevelopment plan cost for the boro. Lastly, there is a schedule that needs to be developed to help monitor milestones.

Mrs. Jones stated two meetings were also held with the GHA's attorney Mark Asselta of Brown & Connery. Mark Asselta is the attorney for this project and he is also involved in reviewing the development agreement.

Mr. Ginnetti stated the next step is for Pennrose to incorporate the issues discussed into the next development agreement for review again.

Upon motion by Commissioner Fogarino and second by Commissioner Munin, Mr. Ginnetti's report was approved by a 7-0 vote.

### **New Business**

Commissioner Simpson stated on August 27<sup>th</sup> she received a call from the Borough Administrator, Joe Brigandi and solicitor, Tim Scaffidi and they told her that the night before the governing body had authorized them to contact the Housing Authority of Gloucester County to take over the running of the Glassboro Housing Authority. She was told she was contacted because she is a board member of both Authorities. Commissioner Simpson asked if any other Board member was called. No other Board members indicated were aware of this information.

Chairman Ryan asked if she received any further information to please inform the GHA Board.

Commissioner Fogarino had questions in regards to Joe Booker being laid off. He questioned Paul Letizia hours and salary. Mrs. Jones explained he comes to the GHA on a part time basis to supervise certain projects and maintenance staff. Mrs. Jones explained his salary. Mr. Letizia has a background property management and is certified in UPCS and HQS inspections and conducts all the inspections as well. He does not need to be certified in multiple housing inspections. Mr. Letizia hours may vary

from month to month. Commissioner Fogarino asked who Steve Cleveland was. Mrs. Jones explained Mr. Cleveland is an inspector at the Vineland Housing Authority and if Mr. Letizia is not available to do inspections in Glassboro he will occasionally fill in when needed. Mr. Cleveland also inspected all of units the relocated residents from Ellis Manor moved to in various counties in the area. These were houses or apartments. One of the GHA's responsibilities with residents of Ellis Manor is to monitor how they are doing in their new homes for 48 months. This is a social service aspect to the relocation to make sure they are complying with the lease, to make sure their new homes are affordable, etc.

Commissioner Fogarino stated he does inspections and asked why continuous inspections need to be completed. Mrs. Jones stated there are HUD regulations that dictate the frequency of inspections for both Public Housing and Section 8 Voucher units. The Housing Authority is subjected to different inspections including HUD inspections. The Authority is also subject to State inspections. Commissioner Fogarino discussed Commissioner Lapp's inspection and believes the Authority should have an independent inspection. Mr. Lapp moved into his unit several years ago. His inspection of his unit was discussed and Mrs. Jones will look into Mr. Lapp's concerns.

Commissioner Fogarino asked as a commissioner if he could inspect the GHA's units. Mrs. Jones stated no because that is not a commissioner's role. A commissioner's role would be to request the Executive Director to investigate a concern that they may have.

Commissioner Fogarino asked what will be done with Grillo Street. Mrs. Jones stated that is the Authority's next goal. Commissioner Fogarino asked if the Authority was getting any grants for this. Mrs. Jones stated the Authority has applied for the Rental Assistance Demonstration Program, which may be the tool to revitalize the Authority's remaining properties.

Commissioner Fogarino asked again if Paul Letizia is a contractor. Mrs. Jones stated he is an employee. Commissioner Fogarino asked if the GHA can terminate him. Mrs. Jones stated he is an employee of the Vineland Housing Authority (VHA). Mrs. Jones explained the goal is to not hire new GHA employees. Reducing the GHA's payroll reduces the future liability of the Authority. The GHA is not paying a pension or any benefits on this employee. The VHA is taking all the liability and responsibility.

Commissioner Lapp questioned the lay-off in regards to seniority as in regards to if one person does the majority of the work. Mrs. Jones explained the Authority is governed under a Union Contract with the Communication Workers of America and the lay-off process is dictated by that contract and the Civil Service Commission. Although the contract period ended in 2011, the contract continues until a new contract is negotiated.

Commissioner Lapp questioned the Ross Grant billing. Mrs. Jones explained with the Ross Grant there are three categories of charges. The three categories are wages, administration and training. The administration fee is basically for applying for these grants, making sure the money is being spent properly, drawing down the money and the bookkeeping piece of it. This is completely separate from the actual person that is at the GHA doing the work under this grant. Mrs. Jones explained this grant was applied for with the assistance of The Brooke Group about three years ago. It is a three year grant and the cost of it is a pass through. What the GHA gets from the federal government is what the Authority spends. It does not spend any more than that. The billing is for two different services. One is for the wages for someone to come to the GHA and assist the residents under this program. The

other billing is for the administration of the grant, which is necessary to maintain the grant. Track the expenses, draw down the funds, etc.

Commissioner Lapp asked if people are getting paid for mileage for to and from work in regards to Hatice Kayis. Hatice Kayis is a Vineland employee who comes to GHA from Vineland to work in the home services program. She uses one of the Vineland vehicles and the mileage is for her going back and forth in the Vineland vehicle. She does not get that mileage. That is part of the Vineland billing.

Commissioner Fogarino asked what Paul Letizia's job duties are. Mrs. Jones explained he supervises the contractors onsite and employees onsite. Mr. Letizia has been assisting with the moving of the Administrative Office staff to Delsea Manor from Ellis Manor and moving the Home Support staff to Williams Street. There was a lot of work involved with making this happen. Mrs. Jones anticipate his hours to reduce.

Commissioner Lapp asked how many people at the GHA has under the Section 8 program at Holly Bush. Mrs. Jones said about 21.

Commissioner Fogarino received a call from the school system. They are getting a big influx of kids of using addresses. There was a discussion on how the GHA could assist in this matter.

Commissioner Lapp raised concerned about a Pet Policy violation at his property. Mrs. Jones stated as with any other complaint we ask the residents to call the office and provide the information. The GHA then can start the process of investigating. Commissioner Lapp gave Mrs. Jones the apartment numbers with the pet policy issues. One of the residents may have a service dog and he would like to confirm that.

Commissioner Fogarino requested to have the Board Packet a week in advance.

Commissioner Lapp further discussed his recent inspection. He believes it was not filled in its entirety and believe the resident should be required to sign. Mrs. Jones requested his copy and would look into it further.

### **Public Comments**

For the record there is no member of the public at the meeting.

### **Resolutions**

**Resolution 2014-34** – Resolution Approving Regular Monthly Expenses.

A motion was made by Commissioner Silvestri; seconded by Commissioner Simpson.

#### **Upon roll call, the votes were as follows:**

Ayes: Commissioners Silvestri, Simpson, Mohanakanthan, Munin, Lapp and Ryan.  
Nays: Fogarino.  
Abstain: None.  
Absent: None.

**Resolution 2014-35** – Resolution Extending Extermination Services Contract to E & G Exterminators, Inc.

A motion was made by Commissioner Silvestri; seconded by Commissioner Munin.

**Upon roll call, the votes were as follows:**

Ayes: Commissioners Silvestri, Simpson, Mohanakanthan, Munin, Lapp and Ryan.

Nays: Fogarino.

Abstain: None.

Absent: None.

**Resolution 2014-36** – Resolution Authorizing Payment under the Capital Fund Appropriations Program to GreenLife Energy Solutions (Boiler Replacement Project Grillo & Williams Street) in the amount of \$109,361.14.

A motion was made by Commissioner Munin; seconded by Commissioner Simpson.

**Upon roll call, the votes were as follows:**

Ayes: Commissioners Silvestri, Simpson, Fogarino, Mohanakanthan, Munin, Lapp and Ryan.

Nays: None.

Abstain: None.

Absent: None.

**Resolution 2014-37** – Resolution Authorizing an Executive Session – died due to lack of need.

Chairman Ryan stated there are now members of the public present and the Board already had the Public Portion and moved on, but will now need a motion from the floor to go back to the Public Portion.

A motion was made by Commissioner Munin; seconded by Commissioner Lapp. Approved by a 7-0 vote.

Resident George Tucker a resident of Delsea Manor expressed concerned about the bus schedule issues as well as the back street lights are all out. The Park and Recreation Department of the Borough can be contacted in reference to the bus schedule. Mrs. Jones will look into what lights Mr. Tucker is speaking about and will find out if they are owned by the Authority and if so will make sure they are in working order. If they are owned by the shopping complex, the Authority will make a phone call to make sure they are aware of the issue and asked that they be repaired.

Resident Denise Pratt-Bing also a resident of Delsea Manor expressed concerned of the safety issues in the area with the Wawa and the new bank. Although there is a sign stating no outlet, people are still cutting through the complex. There is also concern of skateboarders and bikers out in the back of the property. She would like to have the residents educated on bed bugs. She also requested if it was possible to get a TV for the Delsea Manor Community Center.

The residents also raised a concerned about the landscapers and the quality of their work. Overall the residents are very happy with the property in which they live in. Mrs. Jones will look into all the resident's concerns and will handle accordingly.

With no further business, a motion to adjourn was made by Commissioner Munin and seconded by Commissioner Fogarino. The motion was adopted by a 7-0 vote.

The Regular Meeting of The Board of Commissioners was adjourned at 8:24 p.m.

Respectfully submitted,

  
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Jacqueline S. Jones, Executive Director

Dated: 10/17/2014