



JAY LAPP • Chairman  
ANDREW HALTER • Commissioner  
SHIRLEY ANDERSON • Commissioner  
KIMBERLY GOBER • Secretary/Executive Director

THURASINGHAM MOHANAKANTHAN • Vice Chairman  
EDWARD HUTCHINSON • Commissioner  
SALVATORE FOGARINO • Commissioner

## **REGULAR MEETING** **MINUTES: MAY 21, 2018**

"The Board of Commissioners of the Housing Authority of the Borough of Glassboro, County of Gloucester and State of New Jersey met in session on MONDAY, MAY 21, 2018 At 6:00 P.M. Chairman Jay Lapp called the meeting to order requesting the "Pledge of Allegiance" be proclaimed.

### **ROLL CALL:**

Executive Director Kimberly Gober called the roll and the following answered "aye":

- ✓ Chairman Jay Lapp
- ✓ Commissioner Edward Hutchinson (VIA PHONE)
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Andrew Halter

Also in attendance were:

- ✓ Executive Director Kim Gober
- ✓ Mark Asselta, Esq. Solicitor
- ✓ Grace Seeney, Financial Director
- ✓ Madeline Vazquez, GHA Manager
- ✓ Nelly Rojas, Administrative Aide
- ✓ Anna Miller, Liason to the Borough of Glassboro

Absent:

- ✓ Vice Chairman Thuraisingham Mohanakanthan
- ✓ Commissioner Sal Fogarino
- ✓

### **SOLICITOR:**

The Solicitor declared a quorum present as well as called the meeting to order and announced public notice of the meeting had been properly given to the South Jersey Times, Gloucester County and posted at the Borough Hall in accordance with the Open Public Meetings Act.

## **Public Portion:**

### Motion to **Open Meeting to the Public:**

MOTION: COMMISSIONER EDWARD HUTCHINSON

SECOND: COMMISSIONER

### **SPEAKERS:**

#### **Wilma Calloway:**

- After having a fall, Ms. Calloway suggests a rail on the side of the apartments in the event the tenant has a loss of balance.
- The Concrete in front of her apartment is not level ( Building 10) *(Executive Director Kim Gober will have Paul Letizia, AHO Director look at this)*
- The Building Numbers cannot be read. Can the numbers be placed where people would know the number of the building?
- Tenants are supposed to age in place, independent. She would like to place rugs in her home as well as paint her apartment.
- Windows should be cleaned. Can they have someone in their family clean them? *(Kim Gober agrees that tenants may have a family member come and clean)*
- Can the residents paint their walls different colors. *(Commissioner Anderson states that New Jersey law states a tenant may not change the walls. Private apartments allow this but Public Housing does not)*

#### **Jessica Weemer:**

- During Earth Day, students from the Rowan College (supervised) would come and clean the windows. (The program is called "Back to the Borough"). These students perform the good deeds in April. *(GHA has to find out more about the programs due to Insurance liability risks.)*
- Ms. Weemer's grandson could install a carpet in the apartment if allowed. *(ED Gober explains that due to liability insurance and state law, the tenants may not do this)*
- Is there a possibility of getting a walk in shower? *(Executive Director Kim Gober affirms that GHA would need a reasonable accommodation request to accommodate this need. GHA is required to grant this if the individual has a disability and the accommodation is linked to the disability but it cannot create an undue financial hardship on the Housing Authority. GHA needs to get a plan in place to modernize some of the apartments. Williams and Grillo are even older. We are in the process planning a Physical Needs Plan. There are currently not enough funds to refurbish every bathroom. Ms. Weemer could request to transfer to another unit)*

Ms. Weemer does not want to leave her present unit.

***(Commissioner Anderson suggested a shower chair would be a good investment for safety reasons.)***

The tenants attending voice that they cannot get their legs over the tub to get on a chair

***(Madeline Vasquez will contact Leona Mathers at Social Service to come and explain how to age in place. She will contact Fox Rehabilitation as well.)***

Elvira George:

- Many people need the walk in showers.
- How does a resident get someone to clean the vents?

***(GHA Site Manager Madeline Vasquez reports that Hannibal has changed filters. If a residents vent has not been cleaned, please put a work order in.)***

Jessica Weemer:

- Ms. Weemer reports that the landscapers are awful. They do not trim the bushes.  
***(Madeline said the landscaper who trims the bushes will be here another day. Chairman Lapp reports Ms. Weemer is not the first to complain. Madeline will be contacting the landscapers. )***

Gloria

- Where does the money come from to pay for these things? ***(Kim Gober replied the money comes from the residents rent. Rent is based on 30 % of their monthly income. The rent is called affordable by HUD. It is subsidized by the Federal Government, which means GHA has to be creative and economical in what can be fixed and what has to wait. Mark Asselta Esq. explains this means GHA has to use the money in the best way.***
- Building 10 there is a large tree which needs to be trimmed. ***( Mark Asselta, Esq. responds that GHA will see if it is a safety issue.)***

Lois Clark

- The gutters need to be cleaned out. ***(Kim Gober explained the resident should call the work order number and work orders are assigned in the order they are received)***

Motion to Close

MOTION: COMMISSIONER ANDREW HALTER

SECOND: COMMISSIONER EDWARD HUTCHINSON

## **AGENDA**

### **MINUTES:**

Motion to approve the **Minutes:**  
**MOTION: COMMISSIONER ANDREW HALTER**  
**SECOND: COMMISSIONER EDWARD HUTCHINSON**

### **FINANCIALS:**

#### ***EXECUTIVE DIRECTOR KIM GOBER:***

- Everything is progressing well in respect to the audits. The auditors are tying up the loose ends.
- Williams still has a loss because it has less units and it costs more to operate.
- Section 8: Admin fees are prorated and GHA still is not receiving what it costs to run that program.

Motion to approve the **Financials:**  
**MOTION: COMMISSIONER**  
**SECOND: COMMISSIONER EDWARD HUTCHINSON**

### **DIRECTOR'S REPORT AND CORRESPONDENCE:**

#### ***Executive Director Kim Gober:***

##### ➤ **LIGHTING:**

Modernization Coordinator, Ron Bernardini reports the lighting fixtures at all sites are outdated. The idea is to put wall pack lighting on the walls to shine and light the walkways. We are trying to get the site lighting improved. Ron and Paul Letizia (AHO Director) took the scheme to the Planning Board and after the revisions from the first session with them; GHA has been given permission to go to the permit stage. We will be going to LED technology and the range of these fixtures is about \$14,000. One of the criteria the Borough has is that the light will not shine into the homes of the residents therefore you are creating down light and that left limited fixtures available to do this. In reality the property will be lighted well enough without using post lights. Ron would like to get a sample of the light and install it on the buildings to see how well the site is lit. Part of the plan is to top off the trees. Can we move forward with the prototype? The board approves.

➤ **LANDSCAPING:**

Commissioner Halter questioned, "Is the bill for \$3448.00 the amount for monthly installments?" Would it be better to hire another employee?

ED Kim Gober replied there is a lot of landscaping at GHA. Hiring someone would entail buying equipment to cut the grass as well. She reports the monthly installments are as follows:

- Grillo and Williams- \$1064.00
- 40 Williams- \$670.00
- Delsea Manor- \$1067.00
- Shop at Higgens- \$128.00
- Ellis Manor- \$500.00 (Kim has a question about this, she will follow up and send the Commissioners an email with the results )

Commissioner Hutchinson informed the Board that Ellis looks horrible, no grass has been cut and another car ran through the fence.

Commissioner Anderson asks "What about the County Buildings and Grounds workers"? Kim responds that we have previously reached out to them and received a "no".

- **CAPITAL NEEDS ASSESSMENT:** In the financial report there is approximately 1.4 million in assets but when you have 104 bathrooms @ about \$4000.00 each.... We really need to get a Capital Needs Assessment in place. The board is in agreement that we should have some involvement from the Architect on this. We need a 5 year, ten year plan with a Capital Need Assessment in place.

➤ **PARKING AREA and PAVING:**

- **Delsea Manor: \$8,000.00**
- **Summit Park: \$33,000.00**
- **Whitney Gardens: \$8500.00**

Ron Bernardini states that the GHA could break up the areas, but we would then have to bid each time. It would be better just to do it all together. Chairman Lapp wants to know who would do the striping because GHA needs a fire lane. Kim said that is on our radar. We would add a no parking zone in front of the dumpsters and defer to the Fire marshal on what the wording would be. The paving really needs to get done. Ron feels this should be done sooner than later. The loop can be done as an alternate deduct with patching the potholes. We can have this done by fall if we put it out to bid now. We will be able to get it to the board by July meeting.

➤ **EHS: SILT FENCE:**

Ron Bernardini conveys to the Board that EHS will be gathering rocks from the Ellis site and they have gotten an approval from the County Preservation Board to remove the Silt fence. They now need clearance from the Borough. The chain link fence will be removed because the lease is up. We asked the Borough previously about mowing the area but we were told no. We will be contacting Chip Clark at the Borough Highway Department to ask about maintaining the grass for next year after the site is graded.

- **RAD PNA:** Executive Director Kim Gober and/or Modernization Coordinator Ron Bernardini will have a conversation with the Architect (McKernan Architects) on what it would cost to develop a Capital Needs schedule. We have a RAD PNA and we have a starting point but this PNA has very specific criteria which is not necessarily reality. We could combine the RAD PNA with a PNA developed by the Architect and go from there.
- **SEMAP:**  
GHA has been rated as a high performer.
- **2019 BUDGET:**  
Senator Menendez said to expect revisions to the Budget but do not get too excited because he believes the current Budget will be passed.
- **BROWN AND CONNERY COMPLAINT:**  
Brown and Connery would like to file a complaint to get title to the remaining properties and GHA will have good title. They have been appraised and \$21,000 covers all nine lots. If no one steps forward to claim the property, we will try and get the money back. Commissioner Anderson questions if there could there be relatives who could come out of the woodwork to claim ownership? Mark Asselta, Esq. replies that is correct, there could be. His office has done a lot of work trying to find any and all relatives of the lot owners.
- **HANNIBAL RETIRES:**  
Hannibal has been very kind to give us plenty of notice telling us he will be retiring the end of September. We have to find a replacement for him in the right way because this position is a Civil Service job. Mark Asselta, Esq reports that the Commissioners do not have to authorize the search, we are just informing them.
- **PENNROSE PROJECT:**  
Pennrose will be submitting the same project as last year by July 24, 2018.

**MOTION TO ACCEPT OLD BUSINESS:**

- **MOTION: COMMISSIONER SHIRLEY ANDERSON**
- **SECOND: COMMISSIONER EDWARD HUTCHINSON**

**ALL IN FAVOR**

## **NEW BUSINESS- RESOLUTIONS:**

<b>2018-25</b>	<b>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES MOTION: EDWARD HUTCHINSON SECOND: ANDREW HALTER</b>
<b>2018-26</b>	<b>CONSIDER RESOLUTION REVISING THE PERSONNEL POLICY AND EMPLOYEE MANUAL MOTION: ANDREW HALTER SECOND: EDWARD HUTCHINSON</b>
<b>2018-27</b>	<b>CONSIDER RESOLUTION REVISING THE ONE STRIKE AND YOU'RE OUT POLICY MOTION: EDWARD HUTCHINSON SECOND: ANDREW HALTER</b>
<b>2018-28</b>	<b>CONSIDER RESOLUTION REVISING THE EXPOSURE CONTROL PLAN MOTION: SHIRLEY ANDERSON SECOND: EDWARD HUTCHINSON</b>
<b>2018-29</b>	<b>CONSIDER RESOLUTION ESTABLISHING THE AHCG OF GLASSBORO TENANT SELECTION SUITABILITY SCREENING PROCEDURES MOTION: EDWARD HUTCHINSON SECOND: SHIRLEY ANDERSON</b>
<b>2018-30</b>	<b>CONSIDER RESOLUTION APPROVING 2 YEAR CONTRACT FOR LAUNDRY SERVICES MOTION: ANDREW HALTER SECOND: EDWARD HUTCHINSON</b>
<b>2018-31</b>	<b>CONSIDER RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO TO FILE A COMPLAINT TO OBTAIN CLEAR TITLE OF SEVERAL SMALL PARCELS OF LAND MOTION: SHIRLEY ANDERSON SECOND: EDWARD HUTCHINSON</b>
<b>2018-32</b>	<b>CONSIDER RESOLUTION REVISING THE GHA GRIEVANCE POLICY MOTION: EDWARD HUTCHINSON SECOND: SHIRLEY ANDERSON</b>
<b>2018-33</b>	<b>CONSIDER RESOLUTION REVISING THE SECTION 8 ADMINISTRATIVE PLAN-PROJECT BASED VOUCHER ADDENDUM MOTION: EDWARD HUTCHINSON SECOND: ANDREW HALTER</b>
<b>2018-34</b>	<b>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION MOTION: SHIRLEY ANDERSON SECOND: EDWARD HUTCHINSON</b>

## **EXECUTIVE SESSION:**

### **THE EXECUTIVE SESSION WILL CONTAIN THE FOLLOWING SUBJECTS:**

- **REAL ESTATE CONTRACT WITH CORRALUZO**
- **PERSONNEL ISSUES**

**MOTION: COMMISSIONER HUTCHINSON**  
**SECOND: COMMISSIONER HALTER**

## **ADJOURNMENT**

Motion to **Adjourn**

**MOTION: COMMISSIONER HUTCHINSON**  
**SECOND: COMMISSIONER ANDERSON**

The motion was carried by a unanimous voice vote of the Commissioners present.  
Respectfully submitted,



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**Kimberly Gober, Executive Director**

**DATED: June 6, 2018**