



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

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

REGULAR MEETING **MINUTES: JULY 19, 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, JULY 19 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
- ✓ Vice Chairman Thuraisingham Mohanakanthan
- ✓ Commissioner Edward Hutchinson
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Andrew Halter
- ✓ Commissioner Jennifer Wells

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, Liaison to the Borough of Glassboro

Absent:

- ✓ 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:**

SPEAKER:

- Wilma Calloway: What is the status of the railings?
ED Kim Gober reports she is still evaluating this. The doors have been reversed and the concrete fixed and now the railings have to be addressed. As soon as she had an answer, she will send the board a memo with her recommendation.
- Wilma Calloway: the speeding has to be addressed into the complexes. Madeline always follows up with the resident If you know who the resident is. Slow down signs are requested.
- Laura Clark: Ms Clark would like to report that Ms Madeline is a hard worker who helps the residents and would like to thank GHA for cleaning up the back leaves.. She does not intend to call the Work order number, she prefers to speak to Madeline.
Commissioner Anderson questioned the turnaround time for work orders when they are called in. ED Kim Gober replies if it is an emergency, it's within 24 hours. It depends on the situation. They are completed in the seriousness or urgency of the situation.
Ms. Clark feels that Hannibal is overwhelmed with the amount of work he has to do in the GHA complexes. Ms. Gober conveys that HUD only approves the wages for one maintenance man for GHA. Emergencies are handled by HAGC when Hannibal is on vacation. Ms. Clark would like to speak to HUD. ED Kim Gober gave her the number for the Newark HUD office.

Executive Director Kim Gober again encouraged any residents to call the work order line. GHA will then be aware of the problem. There is only one maintenance man for GHA but if he does not take care of the problem in a months' time, please call the office.

Motion to Close

MOTION: COMMISSIONER ANDREW HALTER

SECOND: COMMISSIONER EDWARD HUTCHINSON

AGENDA

MINUTES:

Motion to approve the **Minutes:**

MOTION: COMMISSIONER EDWARD HUTCHINSON

SECOND: COMMISSIONER ANDREW HALTER

FINANCIALS:

**Michael Thilker, CPA, CITP, Manager and Nina Sorrelle, Partner
from Bowman and Co.**

GHA AUDIT FOR 2017

Michael Thilker, manager for the audit:

This year was a clean audit and no audit findings. He would like to note:

- **A decrease in the net position was sizeable caused by the Loss recorded for the demolition of Ellis Manor.**
- **The operating income increased \$100,000.**
- **There are no new accounting pronouncements in the near future.**
- **Please read the letter to the Board located in the packet.**

Kim Gober, Executive Director stated we were able to complete the audit in a timelier manner. We had consulted with BDO, which is an Accounting firm for Housing Authorities. Management recognizes when there is something out of our comfort zone and we moved to rectify this by hiring BDO.

Nina Sorrelle reports that looking forward with the RAD conversion, the bottom line should look better in the future.

DIRECTORS REPORT:

EXECUTIVE DIRECTOR KIM GOBER:

- Back to the Borough: We will be considering this in January for our residents to benefit from this.
- The Commercial Sign is up on the Ellis Property to obtain information about putting something commercial there. It has created curiosity with the residents but there has been no commercial interest as of yet.

Ellis Manor Site:

- The Ellis lot looks much better after being cleared and seeded.

FOLLOW UP ON RESIDENTS COMPLAINTS:

- A memo went out concerning bringing in family members or contractors with insurance to clean for the residents at the residents expense. GHA staff clean the windows in the common rooms. GHA is public housing and independent living therefore the residents are expected to clean their own homes. The work order number is in place for anything the residents may need repaired as well as a fall or injury. This is a lot of work for one person so HAGC staff fills in as well. Commissioner Anderson supports a Resident Organization to bring any complaints to the office. The residents receive a lot that they do not consider a benefit. As the present time, there is not a Resident Organization.

Commissioner Wells asked if there was a way a group could speak to Madeline. Madeline states she is available every day and the residents do come in to voice their complaints. Kim will get the data on how long it typically takes to answer a work order. The Summary of the work orders is in the Directors Report.

PAVING:

- This was publicly bid with specs being sent out as well as published in the SJ Times. We only received 2 quotes. We have used American in the past. HAGC has used them previously. American Asphalt won the bid.

LIGHTING:

- Has anyone noticed the new light installed? No one has noticed but Chairman Lapp will be investigating.

CAPITAL FUNDS:

- If the Board is in agreement, Executive Director Kim Gober would like to use Capital Fund money to modernize the Maintenance Shop. In the meantime, she would like to know what the EMT’s intention would be. Going through the chain in the County is most likely a timely process. She will proceed to drawing up the modernization plans.

- **Financials and Directors Report:**

MOTION: COMMISSIONER SHIRLEY ANDERSON
SECOND: COMMISSIONER EDWARD HUTCHINSON
All in Favor

NEW BUSINESS- RESOLUTIONS:

2018-38	RESOLUTION APPROVING MONTHLY EXPENSES MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER ANDERSON ALL IN FAVOR
2018-39	CONSIDER RESOLUTION AFFIRMING THE GHA’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PERSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH THE AUTHORITY’S EMPLOYEES, OFFICIALS AND VOLUNTEERS MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHANAKANTHAN ALL IN FAVOR
2018-40	CONSIDER RESOLUTION AWARDING CONTRACT FOR REPAIR AND SEALCOAT PARKING AREA MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER ANDERSON ALL IN FAVOR

	<u>WE WILL COORDINATE WITH JAY ON THE LINING OF THE PARKING SPOTS. KIM WILL FIND OUT WHO IS DOING THE STRIPING.</u>
2018-41	<p>CONSIDER RESOLUTION AWARDING PROFESSIONAL CONSULTING SERVICES FOR GHA TO BDO PHA FINANCE (LIKELY USED FOR STATE BUDGET)</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHANAKANTHAN ALL IN FAVOR</p>
2018-42	<p>CONSIDER RESOLUTION ACCEPTING and APPROVING THE AUDIT FY2017.</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHANAKANTHAN ALL IN FAVOR</p> <p><u>ED KIM GOBER SUGGESTS AN AUDIT COMMITTEE TO GO OVER AUDIT BEFORE THE MEETING. THIS CAN BE ESTABLISHED AT THE ANNUAL MEETING. IT CAN BE 1,2, OR 3 COMMISSIONERS.</u></p>
2018-43	<p>CONSIDER RESOLUTION APPROVING AUGUST MONTHLY EXPENSES</p> <p>MOTION: COMMISSIONER EDWARD HUTCHINSON SECOND: COMMISSIONER MOHANAKANTHAN ALL IN FAVOR</p>
2018-44	<p>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION</p> <p>EXECUTIVE SESSION FOR :</p> <ul style="list-style-type: none"> • PENNROSE SUBMISSION • CORALUZZO SALE <p>MOTION: COMMISSIONER MOHANAKANTHAN SECOND: COMMISSIONER HUTCHINSON ALL IN FAVOR</p>

ADJOURNMENT

Motion to **Adjourn**

MOTION: COMMISSIONER EDWARD HUTCHINSON

SECOND: COMMISSIONER SHIRLEY ANDERSON

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

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: JULY 30, 2018