



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: SEPTEMBER 17, 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, SEPTEMBER 17, 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:

- ✓ Kim Gober, Executive Director
- ✓ Stella Barnes, Administrative Assistant
- ✓ 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

BOOK 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:

Debra Nash:

- **NON-SMOKING:** Ms. Nash would like to know if there were meetings with the Residents about Non-Smoking Apartment Buildings. She would have liked an opportunity to comment on the non-smoking for GHA. Ms. Nash had hoped to have input on where the mandated 25 feet from the building would be since she is apparently the only smoker at GHA. Under RAD, the Non-smoking policy is not mandated. She stated she had sent two requests to the office for clarity on this matter.

Chairman Lapp reported he was under the impression that there were meetings for the non-smoking mandate.

Executive Director Kim Gober knows that the non-smoking issue was brought to the attention of the residents at the quarterly resident meetings.

Mark Asselta, Esq. stated Ms. Nash has every right to comment on issues she has with the board. He voiced that she should please state the issues, the Board will take note and follow up. We cannot have back and forth during the meeting. Some issues take time and research to resolve.

- **PARKING:** Why does management park up front? Management does not seem to have any mobility problems whereas tenants and people applying are usually elderly and disabled.
- **LIGHT:** A work order was filled out for a light out on the pole outside Ms. Nash Apartment. It took 26 days for the light to be fixed.

Chairman Lapp explained that unless an emergency, each work-order has 30 days to be resolved. Hannibal has 3 complexes to work on.

- **SAFETY:** Safety is a concern to Ms. Nash. After 25 feet, her safety button will not work.

Chairman Lapp states we do not have the funds to be a gated community.

- **HUD:** According to HUD, there is a stipend of \$25 per apartment for the tenants to use. Ms. Nash would like to know how this money is being spent.
- **PAINT:** How often is it mandated that the tenants are supposed to get their apartments painted?

Willa Calloway:

- **VENTS CLEANED:** Ms. Calloway would like to request the vents in the apartment ceilings can be cleaned.

Site Manager Madeline Vazquez replied that a work order would have to be placed for this but Hannibal is already overwhelmed. Under HUD rules, the Glassboro Housing

Authority is eligible for one Maintenance person. This is calculated by the number of units.

Executive Director Gober states she will personally visit Ms. Callaway's apartment to see if she can understand the issues. Ms. Gober said that GHA is independent living where the tenants are responsible for cleaning the unit themselves but maybe there is something she is missing.

- TOILETS: They are located too low to the floor. ED Gober will look into options for this.

Ms. Calloway spoke for another tenant who has issues with her broken toilet.

Chairman Lapp explained again, some things are work orders to be called in first and please inform the other tenant to call in a work order.

- GRATES ON THE STOVE TOP: the Grates are a problem cleaning. Ms. Nash explained to Ms. Calloway to put in a work order for that. Ms. Nash's issue was resolved that way.
- FILTERS BEING CHANGED IN THE UNITS: Madeline Vazquez explained Hannibal changes them once a year in sequence.
- HALF A RAIL ON A SLOPE: Wilma questioned why hasn't the rail been completed? It is located at Building 10. When Ms. Gober visits, she will check the railing as well.

Lois Clark:

- HUD: Ms. Clark spoke to HUD office in Newark and the person she spoke to was very rude and disrespectful. She spoke to Elizabeth Fall at HUD.

Chairman Lapp expressed regret to Ms. Clark that her conversation with HUD was not helpful. The Glassboro and the County Housing Authorities try to be respectful to our residents.

- TREES: The Trees need to be trimmed.

Chairman Lapp finds the tree mentioned has been examined and is healthy. The landscapers we have can only trim so far. An arbiter is on a whole different level of how trees need to be cut. We would have to get bids for that and it would be very expensive.

Mr. Tucker:

- HANDICAP SHOWER: The Residents here are in need of walk in showers before a new blacktop and non-smoking signs.

Chairman Lapp states we have looked into putting in walk in showers.

Executive Director Kim Gober is very aware that a walk in shower is needed by *all* of the residents. It is going to be a very pricey and comprehensive job. What we did in the interim is have Leona Mathers from GC Senior Services talk to the residents about how to use a shower chair and how to get them for free. It is our long term plan to convert to walk in showers. It is much more expensive than blacktop and signs which were also

needed. Ms. Gober is a strong advocate for the walk in showers to help the residents to age in place and she has been researching this. We have to come up with a long term Capital Plan. This cannot be done in a day as it is very complicated with moving drains and piping. We have 104 units and the residents would have to be relocated while the work is being done. The blacktop was done because there was a need for that as well and did not cost the same amount as one walk in shower installation.

Chairman Lapp reported that the non-smoking signs were mandated by HUD and Dr. Carson (Secretary of HUD). The Chairman sees this non-smoking rule being put in place in all apartment complexes.

Ms. Nash disagrees. She feels as if the federal government is penalizing a person because they need help with their rent. RAD is supposed to fix up this Housing Authority. It seems as if it is not about the community but about the complex. There are a lot of services she cannot get because of her age.

Chairman Lapp questioned if she is diagnosed disabled?

Ms. Nash responded she is.

ED Kim Gober stated she will connect Ms. Nash with the GC Division of Disability services to see if there are services she is entitled to and not receiving.

Ms. Nash requested the chain of command for questions or problems?

Ms. Gober told Ms. Nash to (in this order):

1. Contact Madeline Vazquez, Site Supervisor to enter a work-order.
2. Contact Kim Gober, Executive Director (in writing at 100 Pop Moylan Blvd., Deptford NJ 08096).
3. If you are not satisfied with your response you may attend The Board of Commissioners meeting.

Laura Clark interjected that Ms. Madeline is an exceptional employee and thanks to everyone for doing a good job but there is always a need for improvement.

Ms. Nash agreed. Ms. Madeline is helpful in times of trouble, she looks out for the residents but like Laura said, there is need for improvement at the Housing Authority.

Chairman Lapp responded that he and the Board appreciates all of the resident's comments. He would like the residents to know that Management has gone out of their way to get other agencies to help out in emergencies. Management and the Board Members really do care about the residents. They will always try to help if it is their means to do so.

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 non-emergency problems in a months' time, please call the office.

Motion to Close the Public Portion:

MOTION: COMMISSIONER EDWARD HUTCHINSON

SECOND: COMMISSIONER ANDREW HALTER

AGENDA

MINUTES:

Motion to approve the **Minutes:**

MOTION: COMMISSIONER EDWARD HUTCHINSON

SECOND: COMMISSIONER ANDREW HALTER

FINANCIALS:

Kim Gober, Executive Director stated there is information in your package concerning the RAD program. HUD has announced that the Admin fee has been announced at 80%

DIRECTORS REPORT:

EXECUTIVE DIRECTOR KIM GOBER:

- **CONTRACTS FOR PROFESSIONAL SERVICES:** The Resolutions are on the Agenda to approve the contracts for The Brooke Group (Financial Consultant) , Brown and Connery (General Legal Services) and Angelini, Viniar and Freedman (Tenant Legal Services).
- **HOUSEKEEPING GRANT:** The Grant has been renewed. Madeline does a great job putting the documents together as well as keeping up with the reporting.
- **STRIPING:** There was a change order in the pricing. The striping was not in the original bidding.
- **HUD:** HUD sent a letter reporting they sent money to GHA incorrectly. Grace knew this and put the money aside, so we have the money to send back.
- **CAPITAL FUNDS:** We can use this to pay for development work for the Attorney, for the Professional Consultant, to maintain Ellis for the grass, etc. Commissioner Anderson questioned if we can use it for another maintenance person. ED Gober responded no. GHA is only eligible for one maintenance person because of 104 units. Kim stated that we do look into each individual task and outsource some projects if it is more cost effective so that some of the work orders may be sent out to someone other than Hannibal. Commissioner Wells feels that when we do have the walk in showers, we should start a list of residents who absolutely cannot get into the current shower. Ms. Gober explained we did have different people to come and show the residents how to use the shower chairs for now.
Ms Miller (liaison to the Borough) suggests finding out how much money it would cost and the steps to be taken to put into the showers. Ms. Gober recommends a letter be sent to the residents explaining GHA is considering it, but there are other repairs needed before we get to that point. We can go through the work-order procedure as well in a letter to the residents from Chairman Lapp.
Chairman Lapp suggests the letter give a few examples of what a work order would be to the residents.

- **ELLIS SITE:** We are satisfied with the site as it looks now.
- **NJHMFA APPLICATION:** NJHMFA is working on the application and that is good news. This means the NJHMFA is reviewing the application. We are hoping the announcements will be in the Fall.
- **SEALCOAT:** Chairman Lapp reports that it looks like an awful job. He feels that this should have been a full covering instead of a coating. He questioned if it was going to be repaired. Kim voiced that she will speak to Ron. She knows we got \$800.00 from the bus company who rode through it.

MOTION: COMMISSIONER EDWARD HUTCHINSON

SECOND: COMMISSIONER JENNIFER WELLS

All in Favor

NEW BUSINESS- RESOLUTIONS:

2018-45	RESOLUTION APPROVING MONTHLY EXPENSES MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED
2018-46	CONSIDER RESOLUTION UPDATING THE PERSONNEL POLICY TO INCLUDE COMPLETION OF TRAINING & MONITORING COMPLIANCE OF THE TRAINING AS WELL AS THE OVERALL EFFECTIVENESS OF THE REPORTING MOTION: COMMISSIONER MOHAN SECOND: COMMISSIONER HALTER ALL APPROVED
2018-47	CONSIDER RESOLUTION APPROVING CONTRACT FOR AUDIT SERVICES BOWMAN AND COMPANY MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED
2018-48	SIGNATURES FOR THE LOCAL AUTHORITIES GROUP AFFIDAVIT FORM PRESCRIBED BY THE LOCAL FINANCE BOARD. AUDIT REVIEW CERTIFICATE FY 2017 MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED
2018-49	CONSIDER RESOLUTION APPROVING CONTRACT FOR GENERAL LEGAL SERVICES BROWN & CONNERY MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED
2018-50	CONSIDER RESOLUTION APPROVING CONTRACT FOR TENANT LEGAL SERVICES ANGELINI, VINIAR, AND FREEDMAN, LLC MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER HALTER ALL APPROVED

<p>2018-51</p>	<p>CONSIDER RESOLUTION APPROVING CONTRACT FOR PROFESSIONAL CONSULTANT SERVICES</p> <p>BROOKE GROUP, LLP MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED</p>
<p>2018-52</p>	<p>CONSIDER RESOLUTION TO APPROVE THE DATE CHANGE FOR OCTOBER'S BOARD MEETING.</p> <p>CHANGE TO OCTOBER 22ND, 2018 MOTION: COMMISSIONER EDWARD HUTCHINSON SECOND: COMMISSIONER SHIRLEY ANDERSON ALL APPROVED</p>
<p>2018-53</p>	<p>CONSIDER RESOLUTION AUTHORIZING REVISION OF THE COST ALLOCATION PLAN</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED</p>
<p>2018-54</p>	<p>CONSIDER RESOLUTION AUTHORIZING APPROVING OF THE CHECK SIGNING AUTHORIZATION POLICY</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER ANDERSON ALL APPROVED</p>
<p>2018-55</p>	<p>CONSIDER RESOLUTION AUTHORIZING REVISION OF THE GHA CAPITALIZATION POLICY</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED</p>
<p>2018-56</p>	<p>CONSIDER RESOLUTION ACCEPTING AND APPROVING THE GRANT FOR HOME SUPPORT</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED</p>
<p>2018-57</p>	<p>CONSIDER RESOLUTION APPROVING THE CHANGE ORDERS#1 and #2 FOR THE DAMAGED ASPHALT APPLICATION AND STRIPING</p> <p>AMERICAN ASPHALT COMPANY MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER ANDERSON ALL APPROVED</p>
<p>2018-58</p>	<p>CONSIDER RESOLUTION APPROVING THE ORIGINAL ANNUAL STATEMENT REPORT FY2018 PROJECT NJ39P05150-18</p>

	CAPITAL FUND PROGRAM MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER ANDERSON ALL APPROVED
2018-59	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER MOHAN ALL APPROVED CORALUZZO CONTRACT MOTION TO COME OUT OF EXECUTIVE SESSION MOTION: COMMISSIONER HALTER SECOND: COMMISSIONER HUTCHINSON ALL APPROVED
2018-60	CONSIDER RESOLUTION ACCEPTING AND APPROVING A CONTRACT WITH CORALUZZO INC. MOTION: COMMISSIONER ANDERSON SECOND: COMMISSIONER HALTER ALL APPROVED
MOTION	TO MOVE FORWARD WITH DEPOSITING FUNDS MOTION: COMMISSIONER HALTER SECOND: COMMISSIONER WELLS

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: September 28, 2018