



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: OCTOBER 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, OCTOBER 22, 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
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Jennifer Wells

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Stella Barnes, Administrative Assistant
- ✓ Michael Watson, 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
- ✓ Vice Chairman Thuraisingham Mohanakanthan
- ✓ Commissioner Andrew Halter

### **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:** Commissioner Jay Lapp asks the attending public to please keep their comments to 5 minutes or less so the meeting can proceed in a timely manner.

Motion: Edward Hutchinson

Second: Shirley Anderson

All Ayes from the Commissioners

### **SPEAKER:**

#### **Josephine Wiemer:**

**Filters:** Can the filters be changed and have the heaters checked and or maintained? **GHA Site Manager Madeline Vazquez** explained that our Senior Maintenance Man, Hannibal Ross will begin to change the filters shortly but the heaters will not be checked unless there is a problem, which you can then call in a work order.

**Executive Director Kim Gober** again encouraged any residents to call the work order line if there are any maintenance problems such as the heater not working properly.

#### **Debra Nash:**

**Minutes:** How are the minutes of the meeting given out, monthly, quarterly, bi-annually? **Executive Director Gober** explained that the minutes are approved monthly and then published on the GHA website the next day. If anyone would like a printed copy, they may fill out an OPRA form available at the office. Ms. Nash feels that the minutes should be available in case anyone would like to discuss Old Business at the next meeting. Ms. Nash said she took notes of the previous meeting so she is prepared for this present meeting.

**Painting of Apartment:** Ms. Nash has been a resident for five years. How often are the apartments painted? According to HUD, all apartments are to be painted every five years. She is requesting to have her apartment painted. **Ms. Vazquez** responded the apartments were painted 3 years ago. Ms. Nash denies she was ever offered this. She did not ever refuse. ED Kim Gober indicated she will look into the details.

Motion to Close the Public Portion:

**MOTION: COMMISSIONER EDWARD HUTCHINSON**

**SECOND: COMMISSIONER SHIRLEY ANDERSON**

## **AGENDA**

### **MINUTES:**

Motion to approve the **Minutes:**

**MOTION: COMMISSIONER EDWARD HUTCHINSON**

**SECOND: COMMISSIONER JENNIFER WELLS**

Ms. Debra Nash was handed a printed copy of the previous month minutes.

## **FINANCIALS:**

### **BUDGET:**

Financial Director Grace Seeney explained

there is no loss on the Budget for 2019. The additional Capital Funds may be used for future development of the Ellis site. It may be used for pre-development expenses and anything to maintain the Ellis Manor site.

In the monthly financials, Ms. Seeney clarified that each project has a profit except for Williams with a loss of \$5,000. Williams has fewer units and it doesn't bring in enough revenue.

Commissioner Shirley Anderson would like clarity on the \$96,000 for the additional Capital Funds. Why is it under "other"? HUD has a way to report these funds but Executive Director verified that it is being reported correctly.

Commissioner Anderson is concerned when she hears the residents' complaints about the need for another Maintenance person and the complaints about how long it takes for the work orders to be handled. ED Kim Gober explained that the work orders tell a different story. Most work orders are handled in a timely manner. Our maintenance man responds promptly but some issues are more complicated matters and we have to call in experts in that area. Emergencies are always abated (not always fully fixed) in 24 hours. Sometimes certain problems take a few more days. Ms. Gober offered to obtain more statistics on the work orders but the Commissioners feel her Director Report already shows sufficient information. Ms. Gober then stated that she is available for any of the commissioners if there is a concern between meetings.

## **DIRECTORS REPORT:**

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

- ✓ The President signed a Continuing Resolution which continues through December 7, 2018.
- ✓ Parking Lot: We have elected not to do a full paving of the Delsea Manor parking lot but just sealcoat due to the expense of it. Hopefully this will buy us some time until we can fully pave it. Williams' and Grillo's parking lots were much worse; thereby a full paving was done.
- ✓ Joseph Brigandi announced he is going to retire, officially March 2019.
- ✓ Holiday Luncheons for the residents will continue even though we no longer receive the \$25 per unit for residents that we received for Public Housing. The dates for Thanksgiving are November 14 for Williams and Grillo and the 15<sup>th</sup> for Delsea Manor. Christmas Luncheon is December 11 for Williams and Grillo and the 12<sup>th</sup> for Delsea Manor. All Commissioners are invited to attend. Chairman Lapp reported these are catered events and the residents really enjoy them.
- ✓ ED Kim Gober requested the Commissioners please call her if they see anything of concern at the Ellis Manor Site. It is currently being maintained by the staff.
- ✓ During the Governors Housing Conference, the Executive Director of the NJHMFA announced he expected to make awards by the end of October, 2018. Kim will send an email to the Chairman and Commissioners when she hears the outcome. She heard at the conference that the GHA may have a chance of winning an award and be funded.
- ✓ Agreement with Coraluzzo was signed on September 20, 2018.

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

**NEW BUSINESS- RESOLUTIONS:**

<p><b>2018-61</b></p>	<p><b>RESOLUTION APPROVING MONTHLY EXPENSES</b></p> <p>CHAIRMAN LAPP ABSTAINS FROM CHECK #340</p> <p>MOTION: COMMISSIONER SHIRLEY ANDERSON          SECOND: COMMISSIONER EDWARD HUTCHINSON          ALL AYES</p>														
<p><b>2018-62</b></p>	<p><b>CONSIDER RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO BUDGET FY2019</b></p> <p>ROLL CALL VOTE:</p> <table border="0"> <tr> <td>CHAIRMAN LAPP</td> <td>YES</td> </tr> <tr> <td>VICE CHAIRMAN MOHAN</td> <td>ABSENT</td> </tr> <tr> <td>COMMISSIONER FOGARINO</td> <td>ABSENT</td> </tr> <tr> <td>COMMISSIONER HUTCHINSON</td> <td>YES</td> </tr> <tr> <td>COMMISSIONER HALTER</td> <td>ABSENT</td> </tr> <tr> <td>COMMISSIONER ANDERSON</td> <td>YES</td> </tr> <tr> <td>COMMISSIONER WELLS</td> <td>YES</td> </tr> </table> <p>UNANIMOUS VOTE FROM THE BOARD OF COMMISSIONERS</p>	CHAIRMAN LAPP	YES	VICE CHAIRMAN MOHAN	ABSENT	COMMISSIONER FOGARINO	ABSENT	COMMISSIONER HUTCHINSON	YES	COMMISSIONER HALTER	ABSENT	COMMISSIONER ANDERSON	YES	COMMISSIONER WELLS	YES
CHAIRMAN LAPP	YES														
VICE CHAIRMAN MOHAN	ABSENT														
COMMISSIONER FOGARINO	ABSENT														
COMMISSIONER HUTCHINSON	YES														
COMMISSIONER HALTER	ABSENT														
COMMISSIONER ANDERSON	YES														
COMMISSIONER WELLS	YES														
<p><b>2018-63</b></p>	<p><b>CONSIDER RESOLUTION APPROVING AN AGREEMENT FOR REPLACEMENT OF SITE LIGHTING</b>          (Summit Park Apartments) <b><u>TABLED</u></b></p> <p>MOTION: COMMISSIONER SHIRLEY ANDERSON          SECOND: COMMISSIONER EDWARD HUTCHINSON          ALL AYES</p>														
<p><b>2018-64</b></p>	<p><b>CONSIDER RESOLUTION ESTABLISHING UPDATED PAYMENT STANDARDS FY2019 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM</b></p> <p>MOTION: COMMISSIONER HUTCHINSON          SECOND: COMMISSIONER WELLS          ALL AYES</p>														
<p><b>2018-65</b></p>	<p><b>CONSIDER RESOLUTION AUTHORIZING THE REVISION OF THE PROCUREMENT POLICY</b></p> <p>MOTION: COMMISSIONER HUTCHINSON          SECOND: COMMISSIONER ANDERSON          ALL AYES</p>														
<p><b>2018-66</b></p>	<p><b>CONSIDER RESOLUTION AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE</b>          (The Commissioners are approving this with the stipulation that GHA will save at least \$2000)</p> <p>MOTION: COMMISSIONER HUTCHINSON          SECOND: COMMISSIONER ANDERSON          ALL AYES</p>														

<b>2018-67</b>	<b>CONSIDER RESOLUTION AUTHORIZING THE PURCHASE OF NATURAL GAS SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE (REJECTED)</b>  <b>MOTION: COMMISSIONER HUTCHINSON</b> <b>SECOND: COMMISSIONER ANDERSON</b> <b>RESOLUTION DOES NOT PASS</b>
<b>2018-68</b>	<b>CONSIDER RESOLUTION AUTHORIZING REVISION FY2018 PROJECT NJ39P05115018 CAPITAL FUND BUDGET</b>  <b>MOTION: COMMISSIONER HUTCHINSON</b> <b>SECOND: COMMISSIONER ANDERSON</b> <b>ALL AYES</b>
<b>2018-69</b>	<b>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION TABLED</b>

## **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: October 31, 2018**