



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 **NOVEMBER 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, NOVEMBER 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 Andrew Halter
- ✓ Commissioner Edward Hutchinson
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Jennifer Wells

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Mark Asselta, Esq. Solicitor
- ✓ Grace Seeney, Financial Director
- ✓ Madeline Vazquez, GHA Manager
- ✓ Nelly Rojas, Administrative Aide

Absent:

- ✓ Commissioner Sal Fogarino
- ✓ Anna Miller, Liaison to the Borough of Glassboro

📖 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

Solicitor Mark Asselta asks the attending public to please keep their comments to 5 minutes, so the meeting can proceed in a timely manner.

Motion to Open the Public Portion

Motion: Andrew Halter

Second: Jennifer Wells

- Ms. Debra Nash presented the Board the following comments and concerns:
 - a) Needs clarification on the proper chain of command to report concerns and receive information.
 - b) To request a night guard to be hired, she fears for her safety while she smokes at night.
 - c) Concerns regarding the location of the designated smoking area.
 - d) Issue with a question on the OPRA Form.
 - e) Painting of her apartment.
 - f) Concerns regarding the Smoking Rule and ADA.

Motion to Close the Public Portion

Motion: Ed Hutchinson

Second: Jennifer Wells

AGENDA

MINUTES:

Chairman Lapp asks the Commissioner if they had any comments on the Minutes from the October Board meeting.

Motion to approve the Minutes

Motion: Ed Hutchinson

Second: Jennifer Wells

Abstention: Andrew Halter

FINANCIALS:

Financial Director Grace Seeney indicates that the units at Williams St are the only ones that are yet to show a surplus before depreciation.

ED Gober indicates that the Audit FY2018 has commenced, auditors have started to perform compliance testing.

GHA Budget was submitted and the State indicated that it was approved; a resolution will be on the December agenda to adopt this approved Budget.

CORRESPONDENCE:

Chairman Lapp would like to commend everyone who made the GHA's Thanksgiving luncheons at Grillo/Williams and Delsea possible. Chairman Lapp attended and helped serve the food, he believes the residents were happy and really enjoyed it.

ED Gober indicates that the GHA's Christmas luncheons will be held on December 11 for Williams/Grillo and December 12 for Delsea, all Commissioners are welcome to attend.

ED Gober also invites the Commissioners to attend the HAGC/GHA employee luncheon on December 7, in Deptford.

DIRECTORS REPORT:

ED Kimberly Gober:

- GHA is still operating under a continuing resolution, the most favorable approved budget is from the Senate, therefore is the one industry groups are supporting.
- NJNAHRO's conference was held on November 13-15 in Atlantic City, Commissioners Wells and Hutchinson were in attendance. This is a smaller conference made in conjunction with the League of Municipalities. NJNAHRO's main conference will be in May, information will be distributed to those Commissioners that want to attend.
- Michael Blazek has reached out to our Counsel Michael Watson to commence Union negotiations.
- EMEX projected \$900 in savings for electricity services, this is under the \$2,000 base threshold stipulated by the Board in our October meeting, and therefore, no contract was signed. ED Gober indicated that HAGC has entered into an agreement and will inform the Board of the experience, if it is a positive one, she suggests the Board may consider revisiting in 6 months.
- NJHMFA has not announced the Tax Credit awards as of yet, however, ED Gober believes that an announcement will be out before the end of November.
- Commissioner Anderson would like to know the budget amount for the holiday's luncheons. Madeline Vazquez indicates that around \$445 per site. ED Gober indicates that GHA gets many compliments from the residents on the quality of the luncheons; she also indicates that meals are prepared and delivered to those residents that are unable to attend.
- ED Gober indicates that the A&E contract was not renewed, after careful consideration for the needs of GHA; it appears that having an architect of record is more expensive given the amount of work we generate. ED Gober recommends bidding the major projects and completing in-house the smaller ones.
- Commissioner Wells would like to know if the landscaping contract is coming to an end. ED Gober indicates that the contract is for a 2-year period and this is the first year. ED Gober comments that this kind of services should not be awarded via Bid process, since most companies would try to bid a low amount to get awarded but in reality cannot deliver the services at that price. GHA's grounds are large and difficult to maintain.

Motion to accept the reports

Motion: Ed Hutchinson

Second: Shirley Anderson

OLD BUSINESS:

- Chairman Lapp would like to know if GHA has settled with Coraluzzo. Counsel Mark Asselta indicates that closing has not taken place; payment will be made at the closing signing.
- **COMMISSIONER MOHANAKANTHAN LEFT THE MEETING AT 6:36 PM DUE TO A PREVIOUS ENGAGEMENT.**
- Commissioner Anderson wants to know if the Activity reports are specifically for our properties and Chairman Lapp is concerned with not having a follow up report to some of the activities listed. ED Gober indicates that the police reports are requested by Madeline Vazquez and forwarded to Nelly Rojas, who then summarizes the information for the Board. Nelly Rojas indicates that the information on the Activity report is for information only, as a way of understanding the nature of the calls received by the police, if at any point an activity is believed to be troubling, a complete report is requested and the activity is investigated by management. The result of these investigations may result in eviction, if the responsible party is a resident.
- ED Gober also indicates that we have a close relationship with the GPD Community Officer; he has visited on numerous occasions with the residents.

NEW BUSINESS- RESOLUTIONS:

2018-70	RESOLUTION APPROVING MONTHLY EXPENSES MOTION: ED HUTCHINSON SECOND: ANDREW HALTER ALL IN FAVOR
2018-71	CONSIDER RESOLUTION APPROVING AN AGREEMENT FOR REPLACEMENT OF SITE LIGHTING (Summit Park Apartments) MOTION: ED HUTCHINSON SECOND: JENNIFER WELLS ALL IN FAVOR
2018-72	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION (TABLED)

ADJOURNMENT

**Motion to Adjourn
Motion: Andrew Halter
Second: Ed Hutchinson**

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



Kimberly Gober, Executive Director
DATED: November 19, 2018