



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

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

REGULAR MEETING MINUTES **FEBRUARY 19, 2019**

"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 TUESDAY, FEBRUARY 19, 2019 at 5:00 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 (late)
- ✓ Commissioner Andrew Halter
- ✓ Commissioner Edward Hutchinson
- ✓ Commissioner Shirley Anderson

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Stella Barnes, Administrative Assistant
- ✓ Michael Watson, Esq. Solicitor
- ✓ Nelly Rojas, Administrative Aide
- ✓ Anna Miller, Liaison from the Borough of Glassboro

Absent:

- ✓ Commissioner Sal Fogarino
- ✓ Commissioner Jennifer Wells

📁EXECUTIVE DIRECTOR:

Declared a quorum present

📖 SOLICITOR:

The Solicitor 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.

Chairman Lapp:

The Chairman would like to thank the Board members for their confidence in him to lead the Board and he will do all in his power to help the residents and the Board.

Open meeting to comments from the Public.

Motion: Commissioner Shirley Anderson

Second: Commissioner Andrew Halter

Seeing no one from the Public, the Chairman requests a motion to close.

Motion: Commissioner Edward Hutchinson

Second: Commissioner Andrew Halter

AGENDA

MINUTES:

Chairman Lapp asks the Commissioner if there were any comments on the Minutes from the January Board meeting.

Motion to approve the Minutes:

Motion: Commissioner Ed Hutchinson

Second: Commissioner Andrew Halter

FINANCIALS:

- Year End Financials are due to be submitted to REAC by March 15, 2019.
- Finance Director Grace Seeney is not able to attend the meeting tonight due to medical reasons.
- BDO Finance will assist us in closing the books and sending the submission to REAC.
- ED Gober reports the Auditors are currently working on the Audits.

DIRECTORS REPORT:

- ❖ Executive Director Kimberly Gober: Operations are continuing and we have a Federal Budget. The President signed the Budget into law on February 15, 2018.

Commissioner Mohan arrived at 5:15 PM

We still do not have numbers from HUD for the Voucher Program but since GHA converted to RAD, we have been able to project your income and have a better operating idea.

- ❖ Back to the Boro will be making a presentation at 5:30 PM

- ❖ Pennrose will be making a presentation at 6:00 PM, a follow up to the meeting of January 29, 2019 at Boro Hall.
- ❖ Additional lighting will be installed at the smoking area in Delsea Manor.
- ❖ Additional lighting has been installed at Summit Park and has made quite a difference with the brightness and it is energy efficient.
A telephone pole near the trash area had a light fixture installed as well.
- ❖ Lighting for Whitney Gardens will be on the March Agenda.
- ❖ Washers were not defective. It's an energy efficient washer.
- ❖ There was a snow fall on a Friday and ED Kim Gober received word that the snow had not been removed yet. The staff was scheduled the next morning. The snow was less than 2 inches. Maintenance usually waits until the snow stops before the staff comes out to shovel. In accordance with the Boro's standards, GHA did not even have to be out for 48 hours. An alternative to what it costs for HAGC to respond or to hire a snow removal company can be researched for next season.
- ❖ Chairman Lapp questions if GHA will ever be able to get another maintenance person? Kim feels due to budget constraints, maybe a part time position but it would be hard to fill. Finding someone who would work part time is hard to find. The Board recommends looking into finding a part time maintenance person.
- ❖ Commissioner Hutch questioned if the Borough would help with snow removal. The Borough of Glassboro is not sufficiently staffed. We have previously reached out to them but they responded they could not help. Next year we will look into how much it would cost for snow removal contractor.
- ❖ Smoke Free housing flyers from HUD are included in your packet. Chairman Lapp feels GHA should monetarily fine the residents after 3 strikes. ED Kim Gober finds that we are trying to help some people who have smoked 60 years. Instead of fining them, at the moment we are sending helpful tips. We want to present to them some ideas of how to stop. ED Gober will find out what other Housing Authorities do at the NJ NAHRO conference in May.
- ❖ Commissioner Halter stated that the Police Chief is aware of the residents' safety concerns at the complexes. He would like the residents to know the police will be briefed daily and will visit the area more on their routine patrols.

Motion to accept the reports:

Motion: Commissioner Shirley Anderson

Second: Commissioner Edward Hutchinson

ALL IN FAVOR

**BACK TO THE BORO: ANDREW PERRONE FROM
ROWAN DIVISION OF STUDENT LIFE**

BACK TO THE BORO IS A DAY OF SERVICE AND OF THANKS, A COMMUNITY SERVICE TAKING PLACE AT RESIDENTS HOMES BY STUDENTS AT ROWAN. PARTICIPANTS MUST BE GLASSBORO RESIDENTS AND THE SERVICES INCLUDE THOSE THAT THE UNSKILLED VOLUNTEERS CAN COMPLETE WITHIN A FEW HOURS. THERE ARE NO AGE REQUIREMENTS. IT'S ABOUT HELPING YOUR NEIGHBORS. THE RESIDENT FILLS OUT THE FORM AND A ROWAN REPRESENTATIVE COMES OUT TO MAKE SURE IT CAN SAFELY BE COMPLETED. GROUPS OF 5 VOLUNTEERS ARE SENT OUT. THERE WERE 1800 PARTICIPANTS LAST YEAR. THIS EVENT WILL BE APRIL 28 FROM 1-3 PM AND INCLUDES A BARBEQUE BACK AT ROWAN FOR THE PARTICIPANTS AFTER THE EVENT. MUSIC AND FOOD IS INCLUDED. THE FORMS MUST BE BACK TO ANDREW BY MARCH 18. ALL RESIDENTS FROM GHA WILL BE INFORMED OF THIS SERVICE. WE WILL SEND OUT THE APPLICATIONS.

NEW BUSINESS- RESOLUTIONS:

<p><u>2019-10</u></p>	<p>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES Chairman Jay Lapp had a question about check to Robert Supio from the RAD account. ED Gober stated It was paid out of the RAD account because that is where the money originated, The Federal Government under RAD.</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER HALTER ALL IN FAVOR</p>
<p><u>2019-11</u></p>	<p>CONSIDER RESOLUTION APPROVING CONTRACT FOR ROOF REPAIR LOCATED AT WHITNEY GARDENS.</p> <p>LIFE ROOFING LLC</p> <p>MOTION: COMMISSIONER HUTCHINSON SECOND: COMMISSIONER HALTER ALL IN FAVOR</p>
<p><u>2019-12</u></p>	<p>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION TABLED</p> <p>MOTION: COMMISSIONER SECOND: COMMISSIONER ALL IN FAVOR</p>

PENNROSE PROPERTIES:

DOCUMENTS DISTRIBUTED AT THE MEETING ARE ATTACHED TO THESE MINUTES.

RICK GINETTI: THIS PROJECT MUST BE PREVAILING WAGE, WHICH IS HIGHER IN SOUTH JERSEY THAN NORTH JERSEY. THE CURRENT RATES IN GLOUCESTER COUNTY ARE VERY HIGH AND TEND TO DEVELOP A GAP IN THE FUNDING NEEDED FOR CONSTRUCTION. WE HAVE HIGHER CONSTRUCTION COSTS AND LOWER RENTS. IT IS PAR FOR THE COURSE TO HAVE A GAP AT THIS POINT AND NOW WE HAVE TO FIGURE OUT HOW TO GET THIS PROJECT DONE.

JACOB FISHER : THIS PROJECT WILL REQUIRE MAKING SIGNIFICANT CHANGES TO THE PLAN WE HAVE NOW. WE NEED SOME FEEDBACK FROM THE BOARD MEMBERS. WE WERE ABLE TO BE SUCCESSFUL IN RECEIVING THE TAX CREDITS FROM NJHMFA AND NOW WE NEED TO GET TO A FEASIBLE PROJECT THAT WE WILL ALL BE PROUD OF.

NOAH FREIBERG: PACKET HANDED OUT SHOWS A PLAN WITH A 4 STORY WIDE SHAPED STRUCTURE. BECAUSE OF THE WAGE RATES IN GLOUCESTER COUNTY, THE GAP IN THE FUNDING WAS CLOSE TO 5 MILLION DOLLARS SO OUR ORIGINAL APPLICATION WAS REDUCED TO 65 UNITS BUT WHEN YOU GET TO A 5 MILLION DOLLAR GAP THAT IS INFEASIBLE. GAPS AT THIS POINT ARE COMMON BUT NOT AT THAT AMOUNT. THE SOLUTION WE CAME UP WITH WAS TO GO WITH A LOW RISE STRUCTURE SIMILAR TO DELSEA MANOR. (A RENDERING IS SHOWN TO THE BOARD MEMBERS)

JACOB FISHER: THE ARCHITECT WAS ASKED TO TAKE THE MID-RISE AND TIGHTEN IT UP TO TRY AND SAVE MONEY. WE NEEDED TO ELIMINATE SQUARE FOOTAGE IN THE BUILDING AND WE QUESTIONED WAS THERE A WAY TO CUT CONSTRUCTION COSTS?

CHAIRMAN LAPP: CONTINGENCY, IS THAT IN CASE THERE IS A PROBLEM WITH THE PROJECT?

JACOB FISHER: THE NJHMFA REQUIRES PENNROSE TO CARRY A 5% OF THE CONSTRUCTION COST AND 2% OF OTHER SOFT COSTS, ANTICIPATING THE COSTS OVERRUNS.

NOAH FREIBERG: THIS PROPERTY IS 100 % SUBSIDIZED, SO THE RENT RECEIVED FROM RAD AS WELL AS THE TAX CREDIT FUNDS ARE CAPPED OUT. HOW DO WE BRING OUR USAGE DOWN TO THE POINT IT MEETS THE SOURCES? THE BEST WAY IS TO ELIMINATE SQUARE FOOTAGE. A MID-RISE INCLUDES MAIN LOBBY, THE ELEVATORS, THE HALLWAYS , ALL USING UP SQUARE FOOTAGE AND CURRENTLY 65,000 SQUARE FEET. SO HOW CAN WE ELIMINATE THAT? AN IDEA IS TO GO WITH A COTTAGE STYLE.

CHAIRMAN LAPP: DOESN'T ESCROW ACCRUE OVER TIME?

RICK GINETTI : ON THESE DEALS (AFFORDABLE HOUSING) ESCROW HAS TO BE LOADED UP FRONT. IT IS REQUIRED. IN THIS PARTICULAR BUDGET, THERE ARE A COUPLE HUNDRED THOUSAND DOLLARS FOR RESIDENT SERVICES, WHICH DON'T HAVE TO BE ACCUMULATED. SOME OF THE BANKS REQUIRE A FULL YEAR OF FUNDING. THIS IS REIMBURSED ONCE THE MONEY COMES IN.

JACOB FISHER : THE LIVING SPACE ON THE UNITS REMAINS CONSTANT WHICH IS REQUIRED BY THE NJHMFA.

KIM GOBER: CAN YOU DESCRIBE THE UNITS RICK?

RICK GINETTI : THESE UNITS ARE BIGGER THAN THE CURRENT ONE BEDROOM UNITS GHA OR HAGC CURRENTLY HAS.

COMMISSIONER HUTCH: DEVELOPER FEE? WHY ARE THEY DIFFERENT NUMBERS?

NOAH FREIBERG : ONE IS THE *DEFERRED* DEVELOPMENT FEE.

RICK GINETTI : THE DEFERRED DEVELOPMENT FEE, YOU DON'T GET. YOU GET THE DEVELOPMENT FEE DURING THE PROCESS. AFTER IT IS BUILT AND LEASED UP, YOU GET THE REST.

NOAH FREIBERG : SO, THE IDEA IS TO GO WITH A COTTAGE STYLE IN A PLANNED DEVELOPMENT STYLE. SQUARE FOOTAGE AMOUNT IS 52,000. NOW THE COST OF THE CONSTRUCTION IS BROUGHT DOWN AND IS IN THE RANGE TO MAKE THE GAP GOES AWAY.

JACOB FISHER : CONSTRUCTION COSTS=SAME PRICING FOR THE MIDRISE. THE COTTAGE STYLE WILL HAVE MORE SIDEWALKS, MORE UNDERGROUND UTILITIES, ETC.

CHAIRMAN LAPP: STILL THE SAME AMOUNT OF UNITS? CAN WE ADD A SECOND PHASE? HOW MUCH PROPERTY WOULD PHASE ONE CONSIST OF?

JACOB FISHER : THERE IS PROBABLY NOT ENOUGH GROUND FOR A SECOND PHASE. THE CORNER IS SAVED FOR A POTENTIAL RETAIL AND IS 2 ACRES. DOES GHA WANT TO KEEP THAT FOR RETAIL?

NOAH FREIBERG : IF WE TAKE ON THE MODIFIED APPROACH, WE CAN FIGURE THAT OUT. PROBABLY A LITTLE MORE GROUND IS BEING TAKEN FOR THE COTTAGE STYLE.

RICK GINETTI : HOW MANY UNITS WOULD YOU LIKE IN GLASSBORO, AN URBAN AREA? YOU CAN MAKE IT WORK. AN ARCHITECT AND SITE ENGINEER WOULD ANSWER QUESTIONS IF THEY CAN DO IT AT ALL.

CHAIRMAN JAY LAPP : WE WENT INTO THIS TO GET AS MANY UNITS AS POSSIBLE.

RICK GINETTI : DID YOU STILL WANT THE RETAIL PHASE? YOU CAN SCRATCH THE RETAIL AND USE THAT TOWARDS A SECOND PHASE. MAYBE LOOK AT THE EXTRA SPACE AS OPEN SPACE. IF YOU DO COTTAGES, THE RESIDENTS WILL HAVE A BIGGER LIVING SPACE WHICH IS A BENEFIT TO THE RESIDENTS. TWO STORY SENIOR UNITS ARE NOT CONDUCIVE FOR AGING IN PLACE.

JACOB FISHER : IT'S SOMEWHAT TYPICAL FOR GLASSBORO TO HAVE THESE TYPES OF COTTAGE UNITS. SINGLE STORY, EACH HAS THEIR OWN FRONT DOOR, PARKING SPACES CLOSE TO THE UNIT. THERE WOULD BE A STANDALONE MAINTENANCE UNIT, COMMUNITY ROOM AND OFFICE.

NOAH FREIBERG : NEXT STEP WOULD BE, AFTER THE SUPPORT OF THE BOARD, TO TAKE IT TO THE BOROUGH COUNCIL AND THEN THE PLANNING STAGE.

ED KIM GOBER: WE MET WITH THE BOROUGH ON JANUARY 29, WE THREW OUT THIS CONCEPT TO THEM. WE WANTED TO PRESENT IT TO THE ENTIRE BOARD TO SEE IF THE BOARD IS IN AGREEMENT TO THIS BECAUSE WE NEED TO MOVE FORWARD. THE NEXT WORK SESSION FOR COUNCIL IS ON MARCH 7TH BASED ON FEEDBACK FROM THE BOARD MEMBERS.

CHAIRMAN LAPP: DO WE NEED AN EXECUTIVE SESSION?

MICHAEL WATSON, ESQ.: NO, NO EXECUTIVE SESSION IS NEEDED, JUST AN APPROVAL OR NON-APPROVAL FROM BOARD MEMBERS.

JACOB FISHER : WE NEED TO DO AN ENTIRE NEW SET OF DRAWINGS AND GO BACK TO THE BOROUGH. PENNROSE NEEDS TO KNOW IF WE HAVE APPROVAL FROM THE BOARD TO MOVE FORWARD.

NOAH FREIBERG : THERE ARE A FEW SOURCES FOR THE GAP FUNDS;

- FHLB (FEDERAL HOME LOAN BANK) THE NJHMFA TAX CREDITS RECEIVED INCREASES THE SCORE FOR THIS APPLICATION. GHA IS LISTED AS THE SPONSOR AND THE ROUND OPENS AT THE END OF FEBRUARY. THE APPLICATION SHOULD BE FAIRLY EASY AND TAKES ABOUT 6 MONTHS.
- GLASSBORO HAS AN AFFORDABLE HOUSING TRUST FUND, WE JUST DON'T KNOW IF THAT HAS BEEN COMMITTED YET.
- THE NJHMFA HAS A NEW SOURCE OF FUNDS. THE SPECIAL NEEDS TRUST FUND. THEY HAVE FUNDING UP TO \$100,000. PER UNIT CAPPED AT \$500,000. IT IS A SOFT LOAN AND BE REPAYABLE THROUGH SOME CASH FLOW OR DEFERRED UNTIL MATURITY
- ED KIM GOBER: USUALLY IN SPRING THE COUNTY ALLOCATES A POT OF MONEY THAT WE CAN APPLY FOR. IT IS NOT A GUARANTEE. SOMETIMES THERE IS MONEY THAT THE COUNTY HAS BEEN AWARDED THAT CANNOT BE USED AND THERE IS A SPENDING DEADLINE. WE CAN APPLY FOR THAT.

ED KIM GOBER: THERE WAS CORRESPONDENCE, AN EMAIL ABOUT THE NJHMFA SPECIAL NEEDS FUND.

NOAH FREIBERG : PLEASE FORWARD TO ME. SPECIAL NEEDS UNITS ALREADY EXIST IN OUR PLANNING WHICH WILL MAKE THAT APPLICATION EASIER.

CHAIRMAN LAPP: WHAT IS THE PER UNIT COST?

JACOB FISHER: \$246,000

MICHAEL WATSON, ESQ. : SO WHAT TYPE OF GO AHEAD ARE YOU LOOKING FOR

JACOB FISHER: THE GO AHEAD TO CONTINUE TO EXPLORE GARDEN TYPE PLAN. TO TAKE THE REVISED PLAN TO THE BOARD AND TO BOROUGH COUNCIL TO TELL THEM THE DIRECTION WE ARE GOING IN.

MICHAEL WATSON, ESQ.: THERE IS NO NEED FOR AN EXECUTIVE SESSION BUT JUST A CONSENT VOTE ON IT, IF THE BOARD MEMBERS WOULD LIKE PENNROSE TO MOVE FORWARD.

RICK GINETTI: ALL OF THE GAP FILLERS ARE NOT GUARANTEED. I HAVE WORKED THE NUMBERS WITHOUT ANY SOURCES. IT WILL REQUIRE SOME PAIN TO GET THIS BUILT ACROSS THE BOARD BUT WITHOUT PHASE ONE AND WITHOUT THE CONSTRUCTION WE HAVE NOTHING. THE GARDEN STYLE WORKS, THE SENIORS LIKE TO HAVE THEIR OWN HOME. THESE ARE MORE OF THE NORM TODAY. RESIDENTS DON'T LIKE HIGH RISES. THEY WANT TO BE ON THE GROUND.

ED KIM GOBER: GARDEN STYLE BRINGS BAD FEELINGS TO THE BOROUGH BECAUSE IT IS SIMILAR TO THE LAST BUILDINGS THERE BUT THIS IS A DIFFERENT COMMUNITY (SENIOR). I LOVE THE COTTAGE STYLE AND THINK IT WOULD BE A LOVELY PLACE TO AGE IN PLACE. THE RIGHT SIDE OF LINCOLN BLVD IS A NEIGHBORHOOD WITH SINGLE FAMILY HOMES AND THE GARDEN STYLE WOULD NESTLE IN BETTER THAN A HIGH RISE.

CHAIRMAN LAPP : I AM INTERESTED IN THE CONCEPT BUT I WOULD LIKE SPACE FOR A SECOND PHASE.

COMMISSIONER MOHAN EVEN AFTER WE DECIDE, IS IT UP TO THE BOROUGH TO DECIDE TO GO AHEAD?

ED KIM GOBER: YES, WE WILL HAVE TO GO BACK TO THE PLANNING BOARD.

COMMISSIONER ANDERSON WHAT WOULD HAPPEN TO THE REST OF THE LAND?

ED KIM GOBER: MAYBE A SECOND PHASE.

NOAH FREIBERG: AS SHOWN, IT WOULD BE ALL PART OF THE PROJECT.

JACOB FISHER: WHAT ABOUT THE RETAIL? IT DOES CREATE SOME LIMITATIONS.

RICK GINETTI: THAT WOULD BE A CONVERSATION. MAYBE YOU DON'T DO THE RETAIL. IT MAY BE ECONOMICALLY BETTER FOR A SECOND PHASE INSTEAD OF RETAIL.

JACOB FISHER: WE WILL POSE THE QUESTIONS TO THE ARCHITECT AND ENGINEER ON HOW TO RECONFIGURE.

RICK GINETTI: COULD WE RECONFIGURE FIRST FOR A SECOND PHASE AND THEN WITH A RETAIL SPACE? WE NEED TO SPEND SOME MONEY TO START WORKING WITH THE PROFESSIONALS.

ANNA MILLER: WHAT IS THE SIZE OF UNITS?

ED KIM GOBER: A LITTLE BIGGER THAN DELSEA MANOR

CHAIRMAN JAY LAPP: I WOULD LIKE PENNROSE TO GET SOME CONCEPTS. MY VOTE IS YES.

COMMISSIONER HUTCH: VOTE YES

COMMISSIONER MOHAN: VOTE YES

COMMISSIONER ANDERSON: VOTE YES

COMMISSIONER HALTER: VOTE YES

JACOB AND NOAH: THANK YOU

FOR THE BOROUGH OF GLASSBORO MEETING: COMMISSIONER HALTER, COMMISSIONER HUTCHINSON AND CHAIRMAN LAPP WILL ATTEND. 6:30 PM MARCH 7, 2019.

ADJOURNMENT

Motion to Adjourn

Motion: Thuraisingham Mohanakanthan

Second: Ed Hutchinson

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

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: March 4, 2019