



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

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

## **REGULAR MEETING MINUTES** **JULY 15, 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 MONDAY, JULY 15, 2019 at 5:00 P.M. Chairman Jay Lapp called the meeting to order requesting the Pledge of Allegiance be recited.

### **🔊ROLL CALL:**

Executive Director Kimberly Gober called the roll and the following answered "aye":

- ✓ Chairman Jay Lapp
- ✓ Vice Chairman Edward Hutchinson
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Jennifer Wells

Absent:

- ✓ Commissioner Thuraissingham Mohanakanthan
- ✓ Commissioner Andrew Halter
- ✓ Commissioner Sal Fogarino

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Michael Watson, Esq. Solicitor
- ✓ Nelly Rojas, Administrative Aide
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Property Manager
- ✓ Anna Miller, Liaison from the Borough of Glassboro
- ✓ Michael Thilker, CPA, CITP, Senior Manager, Bowman & Co.
- ✓ Philip Kramarski, Senior Accountant, Bowman & Co.

### **📁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.

## **PUBLIC PORTION:**

### **Motion to Open the Public Portion**

**Motion: Vice Chairman Ed Hutchinson**  
**Second: Commissioner Shirley Anderson**  
**All in favor**

**Seeing no members of the Public present,**

### **Motion to Close the Public Portion**

**Motion: Vice Chairman Ed Hutchinson**  
**Second: Commissioner Shirley Anderson**  
**All in favor**

## **AGENDA**

### **MINUTES**

#### **Motion to approve the Minutes from June 2019, as read,**

**Motion: Vice Chairman Ed Hutchinson**  
**Second: Commissioner Shirley Anderson**  
**All in favor**

### **AUDIT REPORT**

- Michael Thilker, CPA, CITP Senior Manager and Philip Kramarski, Senior Accountant from Bowman & Co. present the Audit FY2018.
- Michael Thilker thanks the staff and management of the Housing Authority for their assistance throughout the Audit process. The Audit FY2018 was clean, with no findings or recommendations. No letter to management was necessary this year.
- Michael Thilker directs the Board's attention to the Income Statement FY2018, a comparison of the Operating Income between 2017 and 2018 show an increase in income of about \$28k, this increase is directly derived from RAD.
- Commissioner Shirley Anderson asks why there is a decrease on the amount under Tenant Services. Kimberly Gober indicates that since GHA converted to RAD, the ROSS grant is no longer available, however, other grants, like HOME Support are still available and GHA is actively applying to them.
- Commissioner Anderson also asks why the Depreciation Expense went down. Michael Thilker indicates that there was a change in the Capitalization threshold, this is a change on accounting policy, amounts are now is notated in two places, Depreciation Expense and a couple of lines down under Loss on Disposal of Capital Assets. Kimberly Gober adds that anything that costs more than \$2,000 is being capitalized on the books, anything less is kept on a subsidiary ledger, which is a common place practice for entities such as ours.
- Chairman Jay Lapp asks why is there such a big difference in Total Non-Operating Revenue (expense) from 2017 to 2018. Michael Thilker indicates that in 2017 there was a building demolished, on the accounting side all improvements had to be removed, anything that was added since inception all the way thru to its disposition, this came out to be a loss of about \$1.6M in 2017.

#### **No further questions from the Commissioners.**

#### **Motion to accept the Audit Report**

**Motion: Vice Chairman Edward Hutchinson**  
**Second: Commissioner Jennifer Wells**  
**All in favor**

## **DIRECTORS REPORT:**

- ED Gober informs the Board that all of our buildings are designated with a classification of R2 under the residential code and fire extinguishers are not required, this is in response to an inquiry we had from a resident in one of our past meetings. Commissioner Anderson asks if the resident can choose to buy one on their own. ED Gober indicates that while there is no regulation against it, she would prefer that, in case of emergency, residents leave the building instead of stay and try to combat the flames.
- GHA is actively trying to lease up more units under the S8 Voucher program, there is additional monies available and it must be utilized.
- Pennrose has fully engaged their professionals in the project; this means that there are regular design meetings with GHA's management in order to obtain the preliminary and final site approvals from the municipality, as well as gathering documents needed for closing with the NJHMFA.
- Regarding funding gaps, the Gloucester County Home Funds should be having an announcement of funds available soon, but there is no definite date as of yet. The Federal Home Bank will not have their awards announced until, most probably, November; however they have questioned our application which is a good sign. Finally, the Special Needs Housing Trust Fund requires the preliminary and final site approvals.
- GHA has 24 RAD units that have to be taken to closing with HUD. Pennrose is paying for the ERR with TRIAD, as well as engaged AEI for the RAD Physical Needs Assessment.
- GHA is sharing these reports and progress with the newly appointed Acting Borough Administrator, Clark Pierpont, as well as Deb Fourre, Assistant Administrator.
- Commissioner Anderson asks if the landscaper is doing a better job since management spoke with them. ED Gober indicates that there is always room for improvement, this contracts must be procured following state regulations and this means we must contract the lowest responsible bidder and this is not always to our benefit. Management is monitoring their performance and notifying them of deficiencies in accordance with the contract.
- Chairman Lapp asks if there is a way that Commissioners can know ahead of time if a resident has a concern or complaint to bring to the meeting. ED Gober indicates that if the concern/issue has to do with maintenance, residents should contact the Work Order line; this step will cover most of the latest complaints. All other issues should be put in writing to management first, management in turn will respond in writing. Both GHA management and the residents must follow the lease.
- Going back to Pennrose, ED Gober indicates that the most important hurdle right now is to obtain the Preliminary and Final Site Approval, the Municipality and the Planning Board are on board with the change in concept, however, there are many details that have to be completed before we can present the application, for example, wetland buffers, parking spaces, detailed engineering drawings, etc. since we changed the site plan, all of the specs have changed and must be redone.
- Pennrose's Architect and AHO Director Paul Letizia met to review the needs of the maintenance shop, mainly the reconnection of the sewer lines, amongst other things. In the original agreement, Pennrose had permission to use one of the bays, if the maintenance shop was kept. GHA had also intended for EMS to use some of that space, however, we have not heard anything concrete from the County in the last 2 years, since we had these conversations before funding was awarded, ED Gober recommends we move forward. Commissioner Anderson asks if we should get rid of the shop. ED Gober indicates that GHA needs the storage space; there is no other land big enough to build a space capable to maintain all the tools and machinery we use. Although is far from our other units, we have the van which has been filled with common use tools and supplies to cut on driving costs.

**No further comments or questions by the Commissioners.**

**Motion to accept the Reports:**

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Shirley Anderson**

**All in favor**

**NEW BUSINESS- RESOLUTIONS:**

<b>2019-31</b>	<b>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES</b> MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER SHIRLEY ANDERSON ALL IN FAVOR
<b>2019-32</b>	<b>CONSIDER RESOLUTION ACCEPTING AND APPROVING THE AUDIT FY2018</b> MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER JENNIFER WELLS ROLL CALL VOTE– ALL COMMISSIONERS PRESENT RESPONDING “AYE”
<b>2019-33</b>	<b>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION</b> MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER JENNIFER WELLS ALL IN FAVOR
<b>2019-34</b>	<b>CONSIDER RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOROUGH OF GLASSBORO HOUSING AUTHORITY AND CWA LOCAL 1085 (January 1, 2018 thru December 31, 2021)</b> <b>TABLED</b>

**ADJOURNMENT**

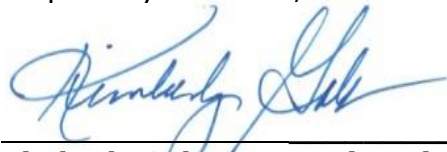
**Motion to Adjourn**

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Jennifer Wells**

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

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED: July 15, 2019**