



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 **SEPTEMBER 16TH, 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, SEPTEMBER 16, 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
- ✓ Commissioner Thuraisingham Mohanakanthan
- ✓ Commissioner Andrew Halter

Absent:

- ✓ Commissioner Sal Fogarino

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Mark Asselta, Esq. Solicitor
- ✓ Nelly Rojas, Administrative Aide
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Property Manager
- ✓ Anna Miller, Liaison from the Borough of Glassboro

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 HEARING:

Motion to Open the Public Hearing to Approve the Submission of the 5-year Agency Plan to HUD FY2020-2024

Motion: Commissioner Andrew Halter
Second: Commissioner Shirley Anderson
All in favor

- Kimberly Gober indicates that since GHA is a small PHA and considered Qualified, every 5 years it must comply with submitting a summary of the operating policies in place to HUD. The main difference between this submission and the previous one is the application to convert 24 affordable units from Ellis into the RAD program, which then will be associated with the redevelopment project.

Chairman Lapp opens the floor for comments from the Public present, hearing no comments,

2019-35	CONSIDER RESOLUTION AUTHORIZING AND APPROVING THE 5-YEAR PLAN FY2020-2024 FOR SUBMISSION TO HUD MOTION: COMMISSIONER ANDREW HALTER SECOND: COMMISSIONER SHIRLEY ANDERSON ALL IN FAVOR
2019-36	CONSIDER RESOLUTION APPROVING THE PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLANS AND RELATED REGULATIONS- RESOLUTION TO ACCOMPANY THE 5-YEAR PLAN (HUD 50077CR) MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER SHIRLEY ANDERSON

Motion to Close the Public Hearing

Motion: Commissioner Andrew Halter
Second: Vice Chairman Ed Hutchinson
All in favor

MINUTES

Motion to approve the Minutes from July 2019, as read,

Motion: Vice Chairman Ed Hutchinson
Second: Commissioner Jennifer Wells
Abstain: Commissioner Andrew Halter & Commissioner Thuraisingham Mohanakanthan (Due to absence)
All in favor

FINANCE REPORT

- Finance Director Grace Seeney indicates that the Financials are cumulative, including all year until August, she also would like to highlight the All Funds column at the beginning of the report where it indicates there is a deficit before depreciation, this is due to mayor items completed during the year, like lighting update at the Williams and Grillo sites and roof repairs at Williams. The funds used came from the Operating funds and not the R&R.

No further questions from the Commissioners.

PUBLIC PORTION:

Motion to Open the Public Portion

Motion: Commissioner Andrew Halter

Second: Commissioner Shirley Anderson

All in favor

- Ms. Josephine Wiemer indicates that in March, employees from the GHA entered her unit to measure her bathroom and kitchen, they indicated that they were measuring for the renovation of the units, once finished they asked Ms. Wiemer to keep the visit a secret from her neighbors. Ms. Wiemer comments that it has been 6 months since then and nothing has happened, she can see how the empty units have been upgraded but not hers and she needs a walk-in shower. E.D. Gober asks if they had properly asked her for permission to enter the unit, Ms. Wiemer said yes, and that they were very nice. Ms. Gober also indicates that when there are no units vacant, employees may have to enter occupied units in order to complete a cost estimate, this is to develop a long-term plan, as any remodeling is a big undertaking which involves not only purchase and installation but also dealing with the displacement of the residents during the work. While GHA understands that walk-in showers are needed, an actual plan is yet to be finalized for Board approval.
- Ms. Wiemer indicates that, of the two, she prefers a bathroom remodeling instead of the kitchen as she is having extreme difficulties using the current set-up. She also indicates she has seen other units being remodeled with new ovens and refrigerators. Chairman Lapp indicates those are not remodeling but regular unit turn-over activities. Chairman Lapp asks for a ball park figure for the remodeling. E.D. Gober indicates that she cannot commit to a number but can provide a rough estimate during the October meeting.
- Ms. Wiemer indicates that she is still dealing with bats. Chairman Lapp indicates that the exterminator came to her unit twice and found no evidence of bats. Ms. Wiemer indicates she wants an opening near her door in her porch to be sealed, as she believes bats may be staying there and does not want to have to clean her porch every other day due to the droppings. E.D. Gober reiterates the exterminator indicated twice that there are no bats there and reminds Ms. Wiemer to please contact the Work Order line if she needs a repair, however, even if there was bat activity on her porch, the GHA cannot do anything because bats are a protected species.
- Ms. Wilma Calloway would like to know when the trees are going to be trimmed, it has not been done all season. E.D. Gober indicates that while the trees were trimmed at the beginning of the season, there is a Resolution on the Agenda regarding the termination of the Agreement with the landscaping service due to substandard performance, even after numerous requests to rectify the deficiencies. GHA is now using its own personnel to mow the lawns and finish out the season, rather than continue to pay for deficient services. E.D. Gober acknowledges the complaints and asks the residents to be understanding of the situation. A Resident asks what is the procedure to become a landscaper for GHA. E.D. Gober indicates that there is a bidding process that must obey NJ Procurement Laws and requirements, anyone who is interested should properly respond to the public solicitation.
- Ms. Wilma Calloway would like to know why GHA buildings don't have a flag, all other Senior buildings she has seen seem to have one. Commissioners present asks E.D. Gober to have an estimate of the cost to have one at each site for the next meeting. E.D. Gober also suggests the quote should include wiring to have the flag lit and permanently displayed as GHA does not have sufficient personnel to ensure the flag would be taken up/down each day as required by law.

Motion to Close the Public Portion

Motion: Commissioner Andrew Halter

Second: Vice Chairman Ed Hutchinson

All in favor

DIRECTORS REPORT:

- E.D. Gober informs the Board that the GHA Home Support Grant was renewed for another year for about \$52K. This Grant helps pay for services available to Residents, that would allow them to age in place including laundry, housekeeping and shopping.
- E.D. Gober points out that Resolution #2019-37 includes August and September bills since the Board does not meet in August.
- To expand on Resolution #2019-38, cancelling of the landscaping contract was reviewed by Counsel, who agreed there were sufficient ground for termination for cause and all insufficiencies were properly documented. Since the termination was deemed an emergency, the resolution also acknowledges the purchase of a zero-turn lawn mower, landscaping tools and equipment and the approval of overtime for employees of GHA and HAGC to complete these landscaping tasks, as needed.
- E.D. Gober would like the current procurement process to obtain landscaping services to be changed from IFB (Invitation to Bid) to an RFP (Request for Proposals). The difference between the two is that an IFB outlines the specs of the job and companies bid, with the contract going to the lowest responsive bidder. An RFP allows for an evaluation of the proposals received and assignment of points for things like experience.

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:

<u>2019-37</u>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES FOR AUGUST AND SEPTEMBER MOTION: COMMISSIONER ANDREW HALTER SECOND: VICE CHAIRMAN EDWARD HUTCHINSON ALL IN FAVOR
<u>2019-38</u>	CONSIDER RESOLUTION ACKNOWLEDGING TERMINATION OF AGREEMENT BETWEEN RAHN LANDSCAPING AND GHA AND APPROVING EMERGENCY PURCHASE OF LANDSCAPING TOOLS AND EQUIPMENT MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER ANDREW HALTER
<u>2019-39</u>	CONSIDER RESOLUTION APPROVING THE FOURTH AMENDMENT TO THE MASTER DEVELOPER'S AGREEMENT BETWEEN GHA AND PENNROSE MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER THURASINGHAM MOHANAKANTHAN ALL IN FAVOR
<u>2019-40</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION MOTION TO GO INTO CLOSED SESSION: COMMISSIONER ANDREW HALTER SECOND: VICE CHAIRMAN EDWARD HUTCHINSON ALL IN FAVOR

	<ul style="list-style-type: none"> • AMENDMENT TO THE DEVELOPER'S AGREEMENT. • NEGOTIATION WITH CWA LOCAL 1085 • CORALUZZO UPDATE <p>MOTION TO GO OUT OF CLOSED SESSION: COMMISSIONER MOHANAKANTHAN SECOND: VICE CHAIRMAN EDWARD HUTCHINSON ALL IN FAVOR</p>
2019-41	<p>CONSIDER RESOLUTION AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT BETWEEN GHA AND CWA LOCAL 1085</p> <p>MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER JENNIFER WELLS ABSTAIN: COMMISSIONER ANDREW HALTER & COMMISSIONER SHIRLEY ANDERSON ALL IN FAVOR</p>

 **ADJOURNMENT**

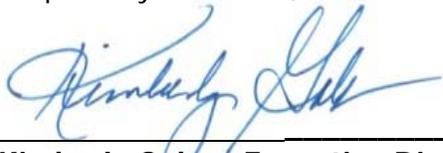
Motion to Adjourn

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Andrew Halter

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

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: September 16, 2019