



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

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

REGULAR MEETING MINUTES **OCTOBER 21ST, 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, OCTOBER 21ST, 2019 at 5:25 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 Andrew Halter (in at 5:45 p.m.)

Absent:

- ✓ Commissioner Thurasingham Mohanakanthan
- ✓ Commissioner Sal Fogarino

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Mark Asselta, Esq. Solicitor
- ✓ Nelly Rojas, Administrative Aide
- ✓ Michael Jezierski, Accountant
- ✓ 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 Portion:

Motion to Open the Public Portion

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Shirley Anderson

All in favor

- Ms. Josephine Wiemer asks E.D. Gober if she was able to find out why there were employees at her residence 6 months ago measuring her unit, as described during the September meeting. E.D. Gober corroborates that they were measuring the unit to initiate a cost estimate process to have the bath tubs converted to walk-in showers, this is necessary in order to develop a long-term plan for all the facilities. E.D. Gober thanks Ms. Wiemer for granting them entrance to her unit, as there were no vacancies available at the time. This upgrade is not something that will happen in the immediate future, as the early estimates for these upgrades are about \$30K per unit.
- Mr. George Tucker indicates that he knows of other places that have just cut a side of the tub and easily converted to walk-in showers. E.D. Gober indicates that the process for our buildings is more involved since there are plumbing and drainage issues that need to be addressed, besides GHA wants these upgrades to stand the passage of time, and not have to re-do them in five years. However, E.D. Gober also indicates that we are in the early stages of the process and GHA will be looking at all options available.
- Mr. Tucker indicates that the landscapers are not doing their work and that the trees and bushes are overgrown. E.D. Gober indicates that the landscaping agreement was terminated last month due to substandard performance. GHA employees are completing some of the work to finish out the season. Mr. Tucker adds that a resident has approached him asking him to tell the Board there is a tree in front of her unit that needs to be cut down. E.D. Gober indicates the resident should call the Work Order line, so the matter can be reviewed.
- Mr. Tucker indicates that there is an ongoing dispute between tenants and one of the parties used a racially charged insult, he would like for this to stop; Mr. Tucker spoke with Madeline and has not heard back. Site Manager Madeline Vazquez indicates that the matter was already addressed with the respective parties, however, she cannot share details of the conversation with Mr. Tucker due to privacy regulations.
- Mr. Tucker also indicates he heard tenants are not receiving their security deposits back when they leave. Chairman Lapp indicates there are various reasons for that to happen, like lease violations or tenant caused damages to the unit. E.D. Gober adds that if anyone has an issue with charges to their accounts, they can write a letter to her office requesting a review. The process for a move out includes a walk-thru inspection of the unit with the tenant and a GHA employee, which is signed by both. By law, a letter detailing all charges against the security deposit must be provided to the tenant, if there is a charge that is disputed, the tenant can request a review. E.D. Gober indicates that we cannot go into more detailed explanations for a specific case during a public meeting, therefore if Mr. Tucker knows of anyone interested in a review, please have them make a request in writing to the office personally.
- Mr. Tucker indicates that he heard that visitors are not allowed to use the bathrooms in the Community room and would like to know why. Madeline Vazquez indicates that the bathroom is not for public use, if someone is visiting, they can use the tenant's bathroom.
- Mr. Tucker indicates that he heard tenants who are vacating a unit must leave their air conditioner unit when they leave. Madeline Vazquez indicates that some tenants choose to leave their AC units because is not a standard size (it must fit the sleeve) however, no one is requested to leave them, tenants moving out decide whether they take the unit or not.
- Mr. Tucker indicates that he heard tenants must pay \$100 for a pet deposit. Madeline Vazquez indicates that this is correct and is in the Pet Policy.

- Mr. Tucker indicates that some time ago, he was told that GHA was going to provide a place for residents to plant something, nothing has happened, so he took it upon himself to take a piece of land and planted vegetables, but Madeline had them taken out. Chairman Lapp indicates that the lease indicates he is not allowed to plant things just anywhere. Mr. Tucker indicates he planted the vegetables on the Bank's property not GHA's. E.D. Gober indicates that if the residents would like to take care of a garden, a space may be allocated for that purpose, however, Management would have to decide the best place for it to be located.
- Mr. Tucker indicates that the money spent on placing a handicapped ramp on the smoking area should have been better used on getting everyone a walk-in shower, not everyone smokes in the complex. E. D. Gober indicates the ramp was placed there in compliance with ADA regulations and the amount spent was nowhere near what would be necessary to upgrade the bathrooms.
- Tenants present Indicate that there is a lot of foot traffic coming into the complex, people cut thru the property and one time someone slept on a flower bed. E.D. Gober asks if the police was called, since it could have been a medical emergency, the tenant indicates that most residents don't want to get involved in something like that, but they contacted Madeline the next morning. Madeline indicates that she personally inspected the flower bed that same morning, but no one was there. E.D. Gober expressed that it is very important for residents to report any and all suspicious activity to the police, especially after hours.
- The tenants also indicate that the complex gets many trespassers, people driving without realizing there is no thru traffic, once one of them even urinated on the side of the trash receptacles. E.D. Gober indicates that in that circumstance, residents should call 911 and then note the time of the incident so that we can review the video and follow up with the police.

Motion to Close the Public Portion

Motion: Vice Chairman Ed Hutchinson

Second: Commissioner Andrew Halter

All in favor

MINUTES

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

Motion: Vice Chairman Ed Hutchinson

Second: Commissioner Andrew Halter

All in favor

FINANCE REPORT

- Accountant Michael Jezierski indicates that the deficits shown are related to the big repair items we had to take care of at the beginning of the year. Additionally, there are other expenses to be accounted during this year, such as: one of the employees has indicated they were retiring, prompting the hiring of a replacement to be trained, increasing payroll expenditures. Consulting, legal and payroll processing also increased. E.D. Gober indicates some of these expenses will dwindle. Legal expenses were up due to the land parcels title issues and redevelopment issues. Consulting fees increased due to the redevelopment at Ellis and the RAD conversion of the remaining 24 units.
- Michael Jezierski indicates that the deficit and Net loss under GAAP has decreased since August. Cash flow we are breaking even. Is important to mention that if it wasn't for Depreciation, which is an expense we are obligated to show, we would be showing a positive Net Income.
- Commissioner Shirley Anderson indicates that if GHA is just breaking even, where are we planning to get funds for the renovations the residents are requesting? E.D. Gober indicates that GHA will have some income coming from the sale of parcels and Developers fees, once closing with the NJHMFA is final. Additionally, since the RAD Conversion, there are some funds diverted to an R&R reserve account, specifically for these expenses.

- Commissioner Anderson would like to know if the plans for the buildings are available to find a way to upgrade the bathtubs to a walk-in shower without re-doing the whole thing, as \$30k for unit is extremely high. E.D. Gober indicates that we are just in the beginning faces of the plan, and once all avenues are explored, then a concise recommendation for a plan will be presented to the board for approval.

- Commissioners present voice different ideas to deal with some of the unwanted traffic experienced, some of the ideas include: adding more signs indicating “no trespassing” or “no outlet”, adding neon paint to the existing signage or adding solar lights to the top of the signs, so that they are visible at night; adding a camera and signage to the entrance/exit path; adding a gate or a security guard. E.D. Gober indicates that while all avenues can be explored, GHA has very limited financial sources and any solution considered must be feasible within our budget.

No further questions from the Commissioners.

 **DIRECTORS REPORT:**

- E.D. Gober indicates that management still has not received a signed CBA, therefore, retro payments have not been issued. Once GHA receives the executed copy, retro payments will be processed.

- The Federal Appropriations Bill has yet to be enacted, we are operating under a continuing resolution until November 21, 2019.

- All Commissioners are welcome to attend the NJNAHRO Conference if interested, the Conference will be during the League of Municipalities, at the Tropicana in Atlantic City on November 19-21. Educational sessions are on Tuesday 19th and Wednesday 20th, with a breakfast on Wednesday 21th. E.D. Gober will attend Tuesday and Wednesday, two of our Commissioners are registered to attend Tuesday until Wednesday. If anyone else is interested to attend, please communicate with Nelly Rojas asap.

- The Budget FY2020 is on the agenda today, it is due to the State by the end of the month and must be approved via roll call vote. The Budget was prepared based on our year to date expenses, our last year audited numbers and the increase on the salaries by the agreed upon percentages in the CBA.

- Included with the packets is information from PHADA regarding fungibility advocacy for the HCV's, Commissioners are encouraged to review this information and participate, if in agreement.

- We did receive approval from the Planning Board on October 2, 2019 and a meeting is scheduled for October 28th in Philadelphia, to go over the details needed to move forward with the agreement with the investors and Pennrose.

- The Thanksgiving luncheons will be held on 11/20/19 at Williams/Grillo and on 11/22/19 at Delsea Manor, both are at 12:30 pm. The Christmas Luncheons will be held on 12/18/19 at Williams/Grillo and on 12/20/19 at Delsea Manor, both are at 12:30 pm. All Commissioners are welcome to attend.

No further comments or questions by the Commissioners.

 **NEW BUSINESS- RESOLUTIONS:**

2019-42	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER SHIRLEY ANDERSON ALL IN FAVOR
2019-43	CONSIDER RESOLUTION APPROVING BUDGET FY2020 MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER SHIRLEY ANDERSON ROLL CALL

2019-44	CONSIDER RESOLUTION ESTABLISHING UPDATED PAYMENT STANDARDS FY2020 FOR SECTION 8 HCV PROGRAM MOTION: VICE CHAIRMAN EDWARD HUTCHINSON SECOND: COMMISSIONER JENNIFER WELLS ALL IN FAVOR
2019-45	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION TABLED

ADJOURNMENT

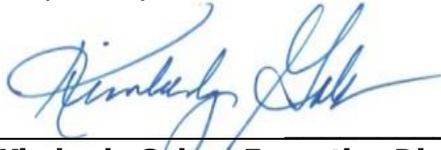
Motion to Adjourn

Motion: Vice Chairman 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 21, 2019