



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

ANNUAL MEETING MINUTES **JANUARY 21, 2020**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, JANUARY 21, 2020 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 Thuraisingham Mohanakanthan
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Jennifer Wells (Arrived at 5:15pm)

Absent:

- ✓ Commissioner Andrew Halter
- ✓ Commissioner Sal Fogarino

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Mark Asselta, Esq. Solicitor
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Property Manager

📁 EXECUTIVE DIRECTOR:

Declared a quorum present

📖 SOLICITOR:

The Solicitor stated "In accordance with the Open Public Meetings Act of 1975, this meeting is called to order pursuant to notice of Annual Meeting, a copy of which has been made available to newspapers of general local public circulation, a copy of which has been made available to the Clerk of Gloucester County, and a copy of which has been posted publicly in accordance with the law."

ELECTION OF OFFICERS:

Solicitor Mark Asselta, Esq. indicates first order of business is the Reorganization of the Board. This includes the selection of new officers for the Board of Commissioners.

Nominations for the Chairperson of the Board:

**Chairman Jay Lapp,
Nominated by Commissioner Shirley Anderson.
Second by Commissioner Thuraisingham Mohanakanthan**

No other nominations on the table

All Commissioners voted via paper ballot; Chairman Jay Lapp continues as Chairman of the Housing Authority of the Borough of Glassboro FY2020.

Nomination for the Vice-Chairperson of the Board:

**Vice-Chairman Edward Hutchinson,
Nominated by Commissioner Thuraisingham Mohanakanthan.
Second by Chairman Jay Lapp**

No other nominations on the table

All Commissioners voted via paper ballot; Vice-Chairman Edward Hutchinson continues as Vice-Chairman of the Housing Authority of the Borough of Glassboro FY2020.

ANNUAL RESOLUTIONS:

<u>2020-01</u>	CONSIDER RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS
<u>2020-02</u>	CONSIDER RESOLUTION DESIGNATING ANNUAL SCHEDULE OF MEETINGS
<u>2020-03</u>	CONSIDER RESOLUTION DESIGNATING OFFICIAL DEPOSITORY BANK FULTON BANK
<u>2020-04</u>	CONSIDER RESOLUTION TO AUTHORIZE ELECTRONIC FUNDS TRANSFERS (EFT)
<u>2020-05</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACTS WITH STATE CONTRACT VENDORS
<u>2020-06</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACTS WITH NATIONAL CONTRACT VENDORS (TO ALLOW THE HA TO PURCHASE FROM THE CONTRACT VENDORS LIST)

Motion to Approve Annual Resolutions

**Motion: Vice Chairman Edward Hutchinson
Second: Commissioner Thuraisingham Mohanakanthan
All in favor**

PUBLIC PORTION:

Motion to Open the Public Portion

Motion: Commissioner Thuraisingham Mohanakanthan

Second: Commissioner Shirley Anderson

All in favor

- Resident Josephine Wiemer indicates that she is present at the meeting because her neighbor Wilma Calloway wants to know when the air vents are going to be changed, no one's vents filters have been changed. Chairman Lapp asks if she has reached out to the Property Manager Madeline, Ms. Wiemer indicates she is just here on behalf of Ms. Calloway. Property Manager Madeline Vazquez indicates that vent filters are scheduled to be changed in February, like every year.
- Ms. Wiemer indicates that last Sunday she was walking over to ShopRite and slipped on some leaves and fell, she then headed to the management office where Madeline helped her and contacted the Bank to see if they own that sidewalk, the Bank indicated that they do not, but ShopRite does. Ms. Wiemer then headed to ShopRite a couple of days later and spoke with the Manager who indicated that GHA owns it. Ms. Wiemer also indicates she contacted AHO Director Paul Letizia, who said that while he did not know who the owner was, he would take care of the cleanup so that the residents could use the sidewalk, Ms. Wiemer said that the sidewalk was cleaned the next day, however, she wants to know who owns this sidewalk and is responsible for maintaining it, since it is the only safe way to access the supermarket.
- Commissioner Shirley Anderson indicates that would be easy to find this information with zoning. Solicitor Mark Asselta indicates that it would be better to consult with the Planning Board, since not all projects have to go thru zoning.
- Resident Peggy Briggs indicates that during the weekend, visitors use the whole parking lot, leaving no space for the residents or those visitors who would benefit from a handicapped space. Commissioner Shirley Anderson comments that common sense indicates that if you are an able body visitor, you should think of leaving the closer parking spots for those who cannot move freely. Ms. Briggs indicates that this is not an ongoing issue, just for long weekends or holidays. Commissioners discussed various possible solutions.
- E. D. Gober will reach out to other HA's to see how other agencies are handling this issue.
- GHA will issue a letter to all residents addressing the parking issue, reminding residents that they are responsible for their guests' actions and to remember to treat each other in a respectful manner.

Motion to Close the Public Portion

Motion: Vice Chairman Ed Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

MINUTES

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

Motion: Vice Chairman Ed Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

DIRECTORS REPORT:

- E.D. Gober indicates that there will be no financial report due to end of the year closeouts. The Audit FY2019 is underway, auditors are conducting compliance and internal controls testing.
- GHA has received a notice from HUD regarding “negative administrative fee equity” this is due to GHA’s obligation to book the pension expense. Many HA’s across the nation have received the same letter and is not surprising since HUD funds the HCV programs at about 75-80% of what HUD indicates it takes to run the program under the current regulatory structure.
- E.D. Gober indicates that she attended a PHADA conference in Phoenix and was able to speak with Mr. David Vargas, head of HUD REAC regarding the negative fee and the obligation of GHA to book the unfunded portion of the pension by the State. Mr. Vargas indicated that he would connect her with someone in REAC who would understand the complexities of our case. A conference call has been scheduled with Mr. Quincy Riley and our Finance Department to address our concerns.
- E.D. Gober indicates the GHA participates in the Point in Time Survey for the County, which is an assessment of the homeless situation in the County.
- Landscapers were brought in December for a final leaves clean-up, this was procured as a separate contract, since we had to terminate the landscaping contract due non-compliance. A bid is out for the 2020-2021 seasons and a resolution will be on next month’s agenda for approval.
- Commissioner Shirley Anderson indicates that there are County buses that can transport our residents to the supermarket, however, residents must call to schedule it. E.D. Gober asks Property Manager Madeline Vazquez to look into obtaining an information session or literature to inform the residents of this option.
- Vice-Chairman indicates that you can also call, or email, an order to ShopRite and it can either be ready for pick-up or they also do a drop-off for free on specific days. Madeline will investigate.
- Discussion was made regarding the amount of a monetary gift for Hannibal Ross, a recently retired employee, Commissioners reach an agreement.
- Stella Barnes, Administrative Assistant has retired, and her luncheon will be held on February 7th, 2020. An invitation is in the packets, please RSVP to Nelly Rojas by January 31st.
- Pennrose has scheduled a “90% meeting”, meaning that the construction plans have reached 90% completion. This meeting will go over the small details’ specs.
- We have not received any response on the use of the maintenance shop, we had reached out to different organizations and offered the space, but we have yet to hear from anyone. At this point we are moving on and sharing the space with Pennrose, they will use the space to store their maintenance equipment, but will have separate meters for electricity, water and sewer.
- The NJHMFA announced their awards for their 2019 round, only 2 were awarded to South Jersey projects, which goes to show how difficult it is to receive funding in our area.
- MARC-NAHRO is having a conference in May 4-6, 2020 at the Hard Rock Hotel, if any of the commissioners are interested to attend, please contact Nelly Rojas.

No further questions by the Commissioners

NEW BUSINESS- RESOLUTIONS:

<u>2020-07</u>	<p>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES</p> <p>Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor</p>
<u>2020-08</u>	<p>CONSIDER RESOLUTION AUTHORIZING THE PAYMENT FOR THE NJPHA JOINT INSURANCE FUND (JIF) FY 2020</p> <p>Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor</p>

<u>2020-09</u>	CONSIDER RESOLUTION AUTHORIZING THE HAGC TO COMPILE, PREPARE, AND SUBMIT INFORMATION IN ACCORDANCE WITH SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FY 2019 Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2020-10</u>	CONSIDER RESOLUTION APPROVING THE RENEWAL AND AMENDMENT OF A PROPERTY LISTING AND MANAGEMENT AGREEMENT WITH THE AHCG Motion: Vice Chairman Edward Hutchinson Second: Commissioner Jennifer Wells All in Favor
<u>2020-11</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION TABLED

Motion to Approve the Resolutions

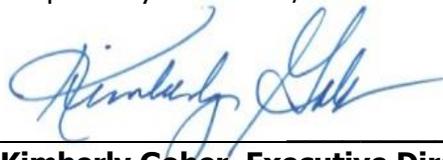
Motion: Vice Chairman Edward Hutchinson
Second: Commissioner Thuraisingham Mohanakanthan
All in Favor

 **ADJOURNMENT**

Motion to Adjourn

Motion: Commissioner Shirley Anderson
Second: Commissioner Jennifer Wells
All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: January 21, 2020