



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

## **MEETING MINUTES** **FEBRUARY 18, 2020**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, FEBRUARY 18, 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 Shirley Anderson
- ✓ Commissioner Andrew Halter (Via Conference Call)
- ✓ Commissioner Thuraisingham Mohanakanthan
- ✓ Commissioner Jennifer Wells

Absent:

- ✓ 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
- ✓ Anna Miller, Council Representative

### **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."

## **PUBLIC PORTION:**

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

**Motion: Vice Chairman Ed Hutchinson**

**Second: Commissioner Thuraisingham Mohanakanthan**

**All in favor**

- Resident Wilma Calloway asks if the residents can clean the heating vents, since dust flies out when they are turned on. E.D. Gober indicates that Ms. Calloway should enter a WO for Madeline to look at the vents and determine what needs to be done. It sounds like this is a housekeeping issue and the residents (or a friend/family member) should be able to take the cover off to clean the inside of the vent if needed, however, a final determination will be made after we have a visual.
- Ms. Calloway also indicates that other residents have commented to her that when it is windy outside and it rains, there is water coming in from the exhaust on the kitchen. This does not happen all the time, just during rain with strong winds. E.D. Gober indicates that anyone who has this issue, or other related maintenance issues, should contact the WO number and someone will go to their unit and assess the situation. Madeline also adds that there are no cables or electricity on those vents and should not be a hazard issue.

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

**Motion: Commissioner Shirley Anderson**

**Second: Vice Chairman Ed Hutchinson**

**All in favor**

## **MINUTES**

### **Motion to approve the Minutes from January 2020, as read,**

**Motion: Vice Chairman Ed Hutchinson**

**Second: Commissioner Shirley Anderson**

**All in favor**

## **FINANCE REPORT:**

- Finance Director Grace Seeney indicates GHA is still going thru closings for the end of the year. We have provided an estimate for December financials, including a couple of adjustments as noted on the cover sheet, which will officially be added to the financials once we have final numbers for them. It appears we have a deficit for the year 2019, if you take out the recent sale of the property, the expenses for the maintenance of the buildings was higher than the revenue received.

- E. D. Gober indicates that we started to keep separate records for each building to have a better understanding of where the money goes towards. Commissioners ask if there is a way to reduce these costs, E.D. Gober indicates that is difficult because as an affordable housing entity, we are not structured to have profits, however, there are ways to reduce expenses. For example, if we make a comparison of the utilities used in each building, per unit, we may find ways to reduce usage or maybe separate billing would be an option. Commissioner Anderson indicates that separate billing would be an option to consider, since there are available utilities assistance programs from third parties' organizations.

- Commissioners ask how our HA compare to others in terms of profitability. E. D. Gober indicates that for the most part, HAs are struggling just as we are, the RAD Conversion has stabilized our funding, however, moving forward we still need to come up with a plan to increase revenue.

## **DIRECTORS REPORT:**

- E.D. Gober indicates that the President has published his budget and there was a 15.2% decrease to HUD funding in general. As with the last 2 budgets, the President proposes to eliminate funding for Capital Funds, HOME Funds and CDBG Funds, amongst others. Luckily, since the RAD Conversion, GHA does not receive its main funding from these programs, however, cuts on administrative fees for the management of the HCV is proposed to be prorated at only 70%. This Budget proposal still needs to go to Congress for approval, and before is adopted it usually gets modified with concessions added from both Houses of Congress. E.D. Gober encourages all attending to advocate to local government to make sure these programs stay and are properly funded. Additional information will be distributed to the Commissioners for a clearer understanding of the proposal.

- During the last Board meeting, E.D. Gober mentioned there was a conference call scheduled with HUD REAC representatives to go over the negative administrative fee equity notice for the HCV program we received. A big portion of this negative fee has to do with the pension expense we are required to record in our books, which equals the portion the state has unfunded on their end, referred to as GASB68. Finance Director Grace Seenev, Accountant Michel Jezierski and E.D. Gober had a conference call with Mr. Wendell Connor for HUD REAC, a detailed summary of this call is in the Commissioner's packets. Essentially, Mr. Connor indicated he sees an issue with booking these legacy costs since HUD is not funding them, apparently this is a nationwide issue, and some HAs are in dire stress financially due to having to include these liabilities in their books.

- Pennrose met with the construction and engineering companies to resolve the soil issue. A big part of the gap funding has to do with the calculation of the amount of soil needed for construction. There are 2 components to the soil issue, one, the strategy the engineers use to strip the soil from the site, compact it and then added back so that is structurally sound for the building to be placed on, and second, how much additional soil is needed to be brought in. There is a discrepancy between what the engineers have calculated and what the construction team calculated, this difference amounts to about \$400k on the construction cost and is part of the current funding gap. The difference most likely is due to the change from the original 2-story buildings to a 1-story building plan, which would weight significantly less, however, is critical to arrive at the correct number. Pennrose is looking to file the permit application with the Borough before March 1<sup>st</sup>.

- There are 2 resolutions on today's agenda regarding funding applications for the project. One is asking the Board to ratify the submission of an application for CBDG funds and the other is approving the submission of an application to the Federal Home Loan Bank.

- Chairman Lapp asks if is feasible to expect groundbreaking by the middle of the year. E.D. Gober indicates that it most likely be sometime in the Fall.

- Commissioner Anderson asks if, once the project is built, a preference would be given to those already in our waiting lists. E.D. Gober indicated that a new waitlist will be opened specifically for the project, and the NJHMFA would have some say on how this list is structured.

**No further questions by the Commissioners.**

## **NEW BUSINESS- RESOLUTIONS:**

<b><u>2020-12</u></b>	<b>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES</b> <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Shirley Anderson</b> <b>All in Favor</b>
<b><u>2020-13</u></b>	<b>CONSIDER RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR LAWN MAINTENANCE</b> <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Jennifer Wells</b>

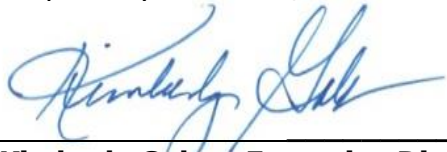
	All in Favor
<b><u>2020-14</u></b>	<b>CONSIDER RESOLUTION RATIFYING THE SUBMISSION OF AN APPLICATION OF HOME LOAN FUNDS</b> <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Shirley Anderson</b> <b>All in Favor</b>
<b><u>2020-15</u></b>	<b>CONSIDER RESOLUTION SUPPORTING PENNROSE PROPERTIES, LLC APPLICATION FOR GRANT FUNDS TO THE FEDERAL HOME LOAN BANK OF NEW YORK</b> <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Jennifer Wells</b> <b>All in Favor</b>
<b><u>2020-16</u></b>	<b>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION</b> <b>TABLED</b>

## **ADJOURNMENT**

### **Motion to Adjourn**

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

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED: February 18, 2020**