



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

MEETING MINUTES **MARCH 16, 2020**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on MONDAY, MARCH 16, 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 (via Conference Call)
- ✓ Commissioner Thuraissingham Mohanakanthan
- ✓ Commissioner Jennifer Wells (via Conference Call)

Absent:

- ✓ Commissioner Sal Fogarino
- ✓ Commissioner Andrew Halter

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

- No public present.

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 February 2020, as read,

Motion: Commissioner Shirley Anderson

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

FINANCE REPORT:

- Finance Director Grace Seeney has submitted the REAC information to HUD, audits are underway, and financial statements have been prepared for February. The starting numbers are based on un-audited numbers as well as the management teams' numbers are estimated for January and February. As of now there looks to be a surplus. Williams Street Whitney Gardens is still showing a deficit, the statement of Revenue and Expense shows depreciation is already in the negative. E.D. Gober indicates at some point decisions need to be made on how to proceed with this property, operation costs are high.

DIRECTORS REPORT:

- E.D. Gober indicates that under the COVID Pandemic, we are not expecting unforeseen occurrences yet, but we should start to prepare since the situation is rapidly changing. For example, HAGC has a program that provides meals to residents. The Coordinator of the program was asked to purchase additional nonperishable food and supplies for the individuals dependent on us if an interruption in deliveries occurs. GHA should think of how to progress in this rapidly changing situation and how to take care of the residents and facilities.

- E.D. Gober indicates a memo was issued to give direction to staff on the handling of operations at this point and how to proceed and stay safe and compliant, including any employee leave time laws. GHA employees are Civil Service employees and Civil Service guidelines prevail and are being adhered to, everything is still being interpreted as the COVID Pandemic progresses. GHA is adhering to CDC and HUD guidance and recommendations with information given to employees and residents. For the safety of staff and residents the community rooms are now closed, we will hang signs. In respect to appointments, recertifications, etc., we would like to do as much as possible remotely, if unable, the closed community rooms can now be used for this purpose and keep a safe social distance. In respect to work orders we need to keep up on the facilities, but if residents are ill with any symptoms associated to COVID19, we must use discretion. For emergency calls we are providing employees with PPE and instruction on how to use them. Non-essential resident meetings have been canceled and any routine inspections have been postponed, exception being if inspecting vacancies at this point, some municipalities have stopped issuing CO's. Commissioner Thuraisingham Mohanakanthan advised at this

time the Fire Department has canceled inspections statewide. Council Rep Anna Miller advised the code office and municipal buildings are closed to the public, we can call to see if possible, to have vacancies inspected.

- E.D. Gober indicates where GHA stands with the fire inspections, GHA has somehow not been inspected by the Fire Department for some years. E.D. Gober and AHO D. Paul Letizia set a meeting with the County Fire Marshall Shawn Layton and Glassboro Fire Chief Steve Smith and scheduled to have all facilities inspected, which is currently done, there were some minor corrections to be made like doors labeled for access, the main item to be corrected was the installation of Knox boxes at the three locations with fobs and keys to the units. The Knox boxes are installed, GHA is now waiting for the fire department to come lock the keys in and all will be complete.

- E.D. Gober indicates with funding, the appropriations bill was previously on schedule and has now been interrupted with the COVID Pandemic. The Emergency COVID bill has passed the House we wait to see if it passes the Senate. We are keeping track of any additional costs incurred and what they are, for any possible FEMA money made available, at this point incurred costs are minimal. We want to be prepared until we know how to proceed as the situation progresses.

- Vice Chairman Edward Hutchinson asks about the cause of the emergency no heat work orders noted on the report. P.M. Vazquez indicates new thermostats were needed.

- Chairman Jay Lapp inquired about Wolf Smith Home Services bill, which was a hot water heater replacement at Delsea Manor.

NEW BUSINESS- RESOLUTIONS:

<u>2020-17</u>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2020-18</u>	CONSIDER RESOLUTION APPROVING AN EXTENSION TO THE CONTRACT FOR COIN OPERATED LAUNDRY EQUIPMENT Motion: Commissioner Shirley Anderson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2020-19</u>	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor

ADJOURNMENT

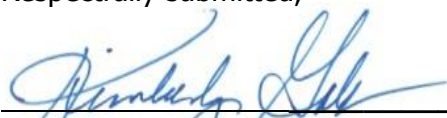
Motion to Adjourn

Motion: Vice Chairman Ed Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: March 16, 2020