



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 **APRIL 20, 2020**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on MONDAY, APRIL 20, 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 (via Conference Call)
- ✓ Commissioner Andrew Halter (via Conference Call)
- ✓ Commissioner Shirley Anderson (via Conference Call)
- ✓ Commissioner Thurasingham Mohanakanthan (via Conference Call)
- ✓ Commissioner Jennifer Wells (via Conference Call)

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 Vazquez, 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 Andrew Halter

All in favor

- Public present via Conference Call.
- Peggy Briggs, resident of 151 Delsea Manor, inquired about having her unit painted, Chairman Lapp forwarded request to P.M. Madeline Vazquez to be entered on the Work Order System to have the unit assessed.

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 MARCH 2020, as read,

Motion: Vice Chairman Ed Hutchinson

Second: Commissioner Andrew Halter

All in favor

FINANCE REPORT:

- There is no Financial Report available this month since the Finance Department is working at about 60% capacity due to COVID-19, additionally the bill list to be approved may not be complete. As such, there is a resolution on the Agenda that asks the Commissioners to approve an interim payment of expenses to keep the accounts current. A detailed listing of all expenses paid will be available at next month's meeting.

DIRECTORS REPORT:

- E.D. Gober advises we are still working remotely with the public under Covid-19 Pandemic, but staff is onsite. HUD considers our operations exempt from executive orders as we provide services to low income households. Community rooms are closed, offices closed to the public, appointments being conducted via telephone to protect employees, no inspections being completed at this time, and only work orders classified essential to resident's well-being are being completed.
- E.D. Gober indicates that HUD has issued a 64-page notice that summarizes available waivers, for various procedures that HUD is allowing to be delayed but completed at the back end of the year, this includes inspections. Another waiver that is being requested is for recertifications for residents, we are striving to complete what we can, but HUD is giving some lead way knowing the situation and delays involved. The Voucher program is receiving a lot of requests from families who have lost sources of income, for interim examinations, which are examinations done in between annual examinations to recalculate the family income. These interim examinations take priority over recertifications and there is Resolution #2020-23 on the Agenda asking to approve a list of waivers we believe are necessary and appropriate at this time.
- E.D. Gober indicates regarding FEMA, GHA may not meet the threshold for money spent under the pandemic. GHA has submitted a Memorandum of Understanding (MOU) with New Jersey

Office of Emergency Management for their public assistance fund, in the case GHA needs to request funds this is in place to do so, this is addressed in Resolution #2020-24.

- E.D. Gober indicates a conference call was held with representatives from Pennrose on April 10, 2020, this call included E.D. Gober, Brooke Group Consultant Rick Ginnetti, and Mark Asselta, Esq., and summarized where Pennrose stands and an update on gap funding solutions. Pennrose is working all components on parallel tracks to not be held up by a single item to get to closing. The matter at hand now is the 24 units of affordable housing left over from the Ellis Project to be converted to the RAD program. We must go through a process with HUD for approval, we cannot go to closing with NJHMFA without this being done. Pennrose hopes to get this process started as of June and GHA would be looking at a Fall closing.
- Mark Asselta, Esq. reviews from last meeting the Board's objective of obtaining an update of where Pennrose stands and that they are doing everything in their control to keep things moving to get everything completed as soon as possible. From the conference call, it appears Pennrose is not going to be slowed down by Covid-19. Pennrose is counting on getting additional financing from NJHMFA at their June meeting and if these funds are received they will proceed with the application to HUD for the 24 RAD units, at that point Pennrose will be waiting for HUD approval and once approved, they would be able to proceed to a closing. When asked about groundbreaking, Pennrose committed to groundbreaking the very next day after closing and will send a notice to proceed to their contractor. GHA has requested for them to layout a detailed schedule for moving forward, we are waiting to receive this. While waiting on HUD approval Pennrose will be working on other items such as the negotiations of the ground lease and other closing documents that require GHA's review before closing. Pennrose mentioned if they receive the new round of financing from NJHMFA they are going to go to closing even without the other gap financing in place, they are going to take that risk.
- E.D. Gober indicates with the Gap solutions update Pennrose provided, that Pennrose is not waiting for the Federal Home Loan Bank to make awards from the application that was submitted, the Federal Home Loan Bank usually makes awards in late fall, Pennrose is also not waiting for the Gloucester County Home awards either to proceed. If they receive the bulk of the gap funding from NJHMFA Special Needs Housing Trust Fund, Pennrose made the commitment to GHA to move forward once they receive it.
- Vice Chairman Edward Hutchinson inquires although Pennrose committed to move forward once they receive the NJHMFA funding, are they still able to accept the other funding once approved, which it can be accepted.
- E.D. Gober reminds the Commissioners of their Financial Disclosure Forms and having them completed. If any help is needed reach out to Administrative Assistant Nelly Rojas.
- Commissioner Shirley Anderson asks how the \$2.1 million funding is broken down, which is \$731,000 from Federal Home Loan Bank, \$1.3 million from Special Needs Housing Trust Fund, \$120,000 from Gloucester County Home, which we do not know if is being awarded, and \$150,000 from the tax credit equity increase.
- Chairman Jay Lapp inquired on bill list Check# 040 to tenant, which was security deposit refund and Check# 045 to ASAP Customs, which were the gutter cleanings.
- E.D. Gober indicates the Families First Corona Virus Response Act has specific stipulations involving treatment of employees and we are in compliance with that act, also the CARES Act will provide the Authority with 2 additional months of funding for the Housing Choice Voucher Program, which should be received in May.
- Commissioner Thuraisingham Mohanakanthan asked about sanitation of the laundry area, which GHA is sanitizing that area for residents.
- E.D. Gober would like to keep correspondence with residents every couple of weeks so they do not feel isolated or abandoned, a previous letter with activities included was given out and this next letter will include masks for the residents as well. Commissioner Jennifer Wells suggested adding some type of exercise to the resident correspondence letter.

- E.D. Gober indicates that Executive order 122 exempts Affordable Housing from any halts to construction, regarding Pennrose there should be no delays in this sense, if the pandemic continues.
- **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>2020-20</u>	CONSIDER RESOLUTION APPROVING INTERIM PAYMENT OF EXPENSES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2020-21</u>	CONSIDER RESOLUTION AUTHORIZONG CONTRACT WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2020-22</u>	CONSIDER RESOLUTION AUTHORIZING GHA TO EXTEND PARTICIPATION IN CAMDEN COUNTY EDUCATIONAL COOPERATING PRICING SYSTEM Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2020-23</u>	CONSIDER RESOLUTION AUTHORIZONG THE SUBMISSION OF APPLICABLE WAIVERS UNDER PIH NOTICE 2020-05 Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2020-24</u>	CONSIDER RESOLUTION RATIFYING THE EXECUTION OF A MOU BETWEEN GHA AND THE STATE OF NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT (NJOEM) Motion: Commissioner Shirley Anderson Second: Commissioner Jennifer Wells All in Favor
<u>2020-25</u>	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - TABLED

 ADJOURNMENT

Motion to Adjourn

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

Respectfully submitted,


Kimberly Gober, Executive Director
DATED: April 20, 2020