



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** **MAY 18, 2020**

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

Absent:

- ✓ Commissioner Sal Fogarino
- ✓ Anna Miller, Council Representative

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Mark Asselta, Esq. Solicitor (via Conference Call)
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vazquez, Property Manager (via Conference Call)

### **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 Regular 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: Commissioner Thuraisingham Mohanakanthan**

**Second: Vice Chairman Ed Hutchinson**

**All in favor**

**No Public Present. (via Conference Call)**

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

**Motion: Commissioner Andrew Halter**

**Second: Vice Chairman Ed Hutchinson**

**All in favor**

## **MINUTES**

### **Motion to Approve the Minutes from APRIL 2020, as read,**

**Motion: Commissioner Thuraisingham Mohanakanthan**

**Second: Commissioner Andrew Halter**

**All in favor**

## **FINANCE REPORT:**

- E.D. Gober indicates the financial statements are cumulative, they include March and the interim expenses. Finance Director Grace Seeney indicates GHA is operating evenly, no surplus or loss at this time. There is still a significant loss with Williams St, that even before depreciation Williams St. is at a \$10,000 loss for the year. E.D. Gober indicates the utility expenses are high and older grounds are not efficient. Finance Director Grace Seeney indicates with only 24 units to spread the expenses between is another part of the reason for showing the loss with Williams Street. Delsea Manor and Grillo Street are operating at an income. Audit is not yet completed. Williams Street continues to operate at a loss, older not as many units not efficient. E.D Gober indicates due to COVID19 staff shortages the Board was asked to pass a Resolution allowing for interim bills to be paid, everything is caught up at this point and Resolution 2020-26 is only asking for approval of regular monthly expenses.

## **DIRECTORS REPORT:**

- E. D Gober indicates the House passed a bill this week called the HEROS Act, it is a \$3 Trillion package to stimulate the economy, once more information comes out about who and how it effects, the information will be presented to the Board.
- E.D. Gober indicates the Governor has announced his plans to reopen the state, GHA will continue to perform only essential work orders, not complete inspections and keep the community rooms closed. Our resident population is identified as most vulnerable for this virus, it is safer for our residents that we continue these measures at this point. GHA is employing the waivers adopted from last month's meeting, which include not completing inspections and recertifications through remote means, we have received approval from HUD for the late completion. E.D Gober indicates preliminarily thinking the next move to reopen our sites may be to open by appointment only, these are just thoughts at this point.
- Vice Chairman Edward Hutchinson inquiries about site maintenance in regard to the landscaping, P.M. Vazquez all is in order with the new landscapers.

- Commissioner Andrew Halter inquiries about community rooms and high traffic areas such as laundry rooms and disinfecting practices. All frequently used areas are still being properly disinfected.
- Commissioner Andrew Halter inquiries if there has been any resistance with the limited contact with our residents. E.D Gober indicates there has been no issue from GHA residents, but one concern from the beginning has been the side effects on the mental health of the residents during this time of social distance and to combat this concern GHA is keeping some communication with the residents to let them know we are here for them and thinking about them, making sure they have the resources for any of their needs. GHA has handed out letters and packets to inform residents and take their mind of the current state as well as published a newsletter that we will continue to provide monthly. The feedback about these communications has been positive. P.M. Vazquez has gotten positive feedback regarding these communications as well as about the calls being made to the residents to check on them.
- E.D Gober indicates seven Delsea Manor residents had expressed interest in starting a garden club, which GHA did proceed with, residents were informed they would have to work amongst each other in a socially distant manner.
- Commissioner Jennifer Wells suggests looking forward to reopening to the public that an option may be partitions and possibly time allotments for the residents in regard to the community room for all to have a chance to socialize.
- E.D Gober indicates Pennrose has provided an abundance of information in their report this month, they have included checklists of what is needed to provide to move forward. They have to provide a large amount of information to the NJHMFA and are projected to have this completed by the end of week , May 22, 2020, in order to get on the June 25<sup>th</sup> agenda so that they can get the commitment for the Special Needs Housing Trust Funds, once they get the commitment from the Special Needs Housing Trust Fund they will have the bulk of the GAP Funding that they need. Also, once they obtain that commitment that is a key item that GHA needs for the conversion of the 24 units for the RAD conversion. Pennrose has signed a contract with Ingerman for the general contractor. Pennrose has also provided a high-level budget for sources and uses for the Commissioners. Pennrose is working on a resolution compliance with the planning board. The planning board provided approval, but there were conditions that have to be incorporated that Pennrose is working on. If all goes well GHA will close with HUD in September 2020 and have construction start after, the goal is to close before the end of the year.
- Vice Chairman Edward Hutchinson asked for a list of the conditions the planning board wants incorporated, the information will be provided.
- Mark Asselta indicates Pennrose is moving forward and flowing documents for review. The idea is to conduct document review and revisions while waiting for the various approvals. Once past the financing authorities' approvals of the majority of the GAP Funding the next step is to go through the HUD process, at that point GHA waits for HUD and then proceed to closing shortly after. The feeling is that Pennrose is moving the process along.
- Vice Chairman Edward Hutchinson asks after the process with NJHMFA will Pennrose have all the money they need, E.D. Gober indicates Pennrose will move forward as long as they obtain the Special Needs Housing Trust Funds bulk of their GAP Funding, the Federal Home loan bank will not make awards until the Fall.

**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:**

<b><u>2020-26</u></b>	<b>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES</b> Motion: Vice Chairman Edward Hutchinson Second: Commissioner Jennifer Wells All in Favor
<b><u>2020-27</u></b>	<b>CONSIDER RESOLUTION AUTHORIZONG AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN GHA AND BDO PHA FINANCE</b> Motion: Vice Chairman Edward Hutchinson Second: Commissioner Jennifer Wells All in Favor
<b><u>2020-28</u></b>	<b>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - <b>TABLED</b></b>

## **ADJOURNMENT**

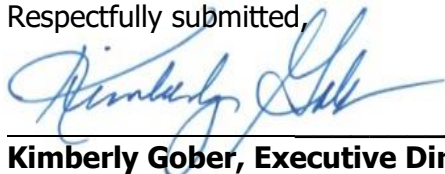
### **Motion to Adjourn**

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Jennifer Wells**

**All in Favor**

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED: MAY 18, 2020**