



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** **JULY 20, 2020**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on MONDAY, JULY 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) Joined 5:15 PM
- ✓ Commissioner Thuraiasingham Mohanakanthan (via Conference Call)
- ✓ Commissioner Shirley Anderson (via Conference Call)
- ✓ Commissioner Jennifer Wells (via Conference Call)

Absent:

- ✓ Commissioner Sal Fogarino

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Michael Jezierski, Accountant
- ✓ Mark Asselta, Esq. Solicitor (via Conference Call)
- ✓ Anna Miller, Council Representative (via Conference Call)
- ✓ Madeline Vazquez, Site Manager (via Conference Call)
- ✓ Nina Sorelle, Partner, Bowman & Co. (via Conference Call)
- ✓ Michael Thilker, CPA, CITP, Senior Manager, Bowman & Co.

### **📁 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: Vice Chairman Ed Hutchinson**

**Second: Commissioner Thuraisingham Mohanakanthan**

**All in favor**

## **MINUTES**

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

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Shirley Anderson**

**All in favor**

## **AUDIT REPORT**

- E.D Gober indicates we did accept the HUD waiver allowing the audits to be completed late, that all along we wanted to keep our operations running as close to our normal schedule as possible and would like to recognize and extend a personal thank you to Bowman & Co. for their dedication in getting the job done.
- Michael Thilker thanks the staff and management of the Housing Authority for their assistance and extra efforts throughout the Audit process. The Audit FY2019 was clean, with no findings or recommendations. No letter to management was necessary this year.
- Michael Thilker directs the Board's attention to the Income Statement FY2019, the total net assets or the Authority's equity is at an increase this year, there was a decrease in operating revenue driven by HUDs overfunding of the Housing Assistance Payments that the authority pays to third party landlords in the Voucher Program the prior year, leaving a significant restrictive net position balance. The sale of land created an overall increase in net position. E.D Gober indicates the funds were restricted in 2018, spent in 2019 on Housing Assistance Payments, but it was not recognized as revenue in 2019.
- Commissioner Shirley Anderson asks how the revenue was recognized; Michael Thilker advises it was recognized correctly as revenue in 2018.
- Michael Thilker directs the Board's attention to the GASB accounting standard 95, which allowed all incoming accounting standards to be deferred due to the pandemic. There is also a list of incoming accounting announcements that will be effective in future periods. Another impact of the pandemic on the audit deals with subsequent events, which addresses uncertainty surrounding the pandemic and the impact on the Authority, this includes the amount of additional administration fee received for the Housing Choice Voucher Program, received in 2020 as result of the pandemic. Remainder of the audit report is very comparable to last year with some additional schedules. We recommend the Board at their convience review the Closing letter to Governance, that is sent along with the audit report.
- E.D. Gober advises if any questions arise from the Board for the auditors at any time to advise.

**No further questions from the Commissioners.**

**Motion to accept the Audit Report**

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Jennifer Wells**

**All in favor**

## **DIRECTORS REPORT:**

- E.D. Gober indicates an internal memo was issued in regard to the pandemic, GHA tries to keep operations in respect to the pandemic in sync with the county. In accordance with the Governors executive orders with the travel ban, the county issued a memo to its employees stating if you travel to a state included in the travel ban you must quarantine upon return for 14 days and use your own time, GHA issued a memo consistent to that.
- E. D Gober indicates GHA offices are opened to business members and still closed to the public as well as community rooms remain closed. As of today, 1.8 million tests have been conducted in NJ, the state has 176,963 positive cases and 13,741 deaths relating to the pandemic. Gloucester County has 2,829 positive cases and 191 deaths, which comes to .9% of the County's population that has tested positive, 702 of those positive cases are from long-term care facilities and account for 143 deaths. Two GHA residents from one household did contract COVID-19 and have unfortunately passed.
- E.D. Gober indicates GHA has resumed inspections and routine work orders with appropriate PPE. GHA has accepted waivers that gives us more time to complete inspections, but we want to keep our operations in sync with our normal time frames as to not fall behind.
- E.D. Gober indicates GHA has a need for some exterior work on the buildings like power washing and painting and with the staff capacity of one turning over vacancies and completing work orders it makes it difficult to do so. We think it would be financially more feasible to hire a temporary employee rather than an independent contractor, we are asking the board if that seems sensible. Commissioner Jennifer Wells asks of the time frame for the position, E.D. Gober states what we would do is hire for a month and evaluate the progress and go from there, no long-term commitment. Vice Chairman Edward Hutchinson asks how the position would be funded; E.D. Gober explains we are receiving extra funds this year that may be used towards the exterior work needing to be completed.
- HUD published a notice stating we can request special fees in the appropriations budget for 2020, GHA requested an additional amount, HUD has acknowledged receipt of the application, but has not given a time frame of notification. We also received additional funds from the CARES Act.
- E.D. Gober indicates with the Lincoln Blvd Development that Pennrose has received the NJHMFA letters of commitment for the funding. With respect to the 24 RAD Units GHA must go through a closing with HUD. We will start with a concept call and in order to receive a concept call we need fair housing approval, which a verbal approval from Fair Housing has been received, but we haven't received the written approval yet, we are told it is approved and being submitted for signature. Once written approval is received the concept call will be scheduled.
- E.D. Gober indicates with the Lincoln Blvd Development that one of the planning board requirements was the subdivision of the pump station at Lincoln Boulevard, as it was all one lot. The idea is to convey ownership of the pump station to the municipality, but since the whole property is under the Declaration of Trust with HUD, we cannot just convey that property to the municipality. Counsel's idea is that we do the subdivision now so we are in compliance with the planning board requirement and after the RAD conversion when the Declaration of Trust is released, we can then convey the ownership. GHA will retain ownership until the RAD conversion.

- Mark Asselta, Esq. indicates the reason this needs to be addressed is that part of the pump station is located on GHA property. For many years it was effectively an encroachment. The idea was that when the Pennrose Project was going through approval it makes sense to everyone that the portion of the pump station that is on GHA property would be subdivided and transferred to the Borough so the station would be entirely on Borough property, this does not affect our land or the development. This was really an effort to clean up the encroachment, but when subdividing you get approval for the subdivision and there is a requirement that you perfect the subdivision within a certain period of time after approval is obtained. The property was going to be deeded from GHA to the Borough to perfect the subdivision, GHA informed we could not do that since we are not allowed to transfer any property under HUDs Declaration of Trust. One way we proposed to get around this is to do a subdivision and deed the property from GHA to itself, which would take care of perfecting the subdivision and when HUD clears it we can then convey the property to the Borough, which they accepted. In the meantime, they also asked the planning board for an extension on the time to perfect, it appears this was granted, which means the issue can be postponed. One way or the other this can be solved; we will move towards our closing and deal with the issue along the way.
- Mark Asselta, Esq, also indicates there are two letters one from Remington & Vernick and one from Sickle & Associates commenting on the revised plans Pennrose submitted, which is how the process unfolds, the letters are confirmation that Pennrose is continuing to work through the process towards the start of construction. Chairman Jay Lapp asks when the pump station is subdivided does that effect anything legally with the Borough using that property, Mark Asselta, Esq. indicates although the station is on GHA property no one is going to disturb the use of it nor would we want to. From a liability standpoint it is better to get out of the Authority's name, no problems are anticipated. Commissioner Shirley Anderson asks is GHA receiving any money for the land, Mark Asselta, Esq. indicates the proposal is just to deed it to the Borough, there would not be any payment due since the station served the previous development and will continue to do so.
- E.D. Gober indicates the House released there 2021 Budget. Once we have more details they will be distributed to the Board of Commissioners.
- E.D. Gober indicates resolution 2020-36 is being presented to recognize the fabulous job of the employees during the pandemic, had we shut our doors and not performed our operations even temporarily there may have been individuals who would have suffered from it. GHA would like to reward the employees for the period of time the Governor issued stay at home order and the resolution authorizes \$1 per hour the employee was providing work on site during that period of time.

**No further comments or questions by the Commissioners.**

**Motion to accept the Reports:**

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Thuraisingham Mohanakanthan**

**All in Favor**

** NEW BUSINESS- RESOLUTIONS:**

<b><u>2020-32</u></b>	<b>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES</b> <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Thuraisingham Mohanakanthan</b> <b>All in Favor</b>
<b><u>2020-33</u></b>	<b>CONSIDER RESOLUTIONS ACCEPTING AND APPROVING MONTHLY EXPENSES FOR AUGUST 2020</b> <b>Motion: Vice Chairman Edward Hutchinson</b>

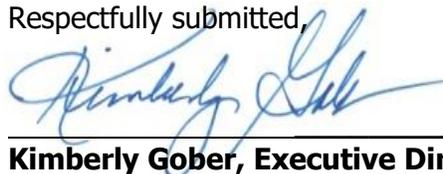
	<p><b>Second: Commissioner Thuraisingham Mohanakanthan</b>  <b>All in Favor</b></p>
<b><u>2020-34</u></b>	<p><b>CONSIDER RESOLUTION ACCEPTING AND APPROVING AUDIT FOR PERIOD JANUARY 1, 2019 TO DECEMBER 31, 2019 AS PREPARED BY BOWMAN &amp; COMPANY</b>  <b>Motion: Vice Chairman Edward Hutchinson</b>  <b>Second: Commissioner Shirley Anderson</b>  <b>All in Favor</b>  <b>Voice Vote:</b></p> <ul style="list-style-type: none"> <li>✓ Chairman Jay Lapp</li> <li>✓ Vice Chairman Edward Hutchinson (via Conference Call)</li> <li>✓ Commissioner Andrew Halter (via Conference Call)</li> <li>✓ Commissioner Thuraisingham Mohanakanthan (via Conference Call)</li> <li>✓ Commissioner Shirley Anderson (via Conference Call)</li> <li>✓ Commissioner Jennifer Wells (via Conference Call)</li> </ul>
<b><u>2020-35</u></b>	<p><b>CONSIDER RESOLUTION AUTHORIZING A REVISION OF APPLICABLE WAIVERS PURSUANT TO PIH NOTICE 2020-13</b>  <b>Motion: Vice Chairman Edward Hutchinson</b>  <b>Second: Commissioner Andrew Halter</b>  <b>All in Favor</b></p>
<b><u>2020-36</u></b>	<p><b>CONSIDER RESOLUTION APPROVING ONE-TIME COMPENSATION BONUS PAYMENTS TO CERTAIN AUTHORITY EMPLOYEES BASED ON INCREASED HOURS AND RESPONSIBILITIES IN CONNECTION WITH THE AUTHORITY'S RESPONSE TO THE COVID-19 PANDEMIC</b>  <b>Motion: Vice Chairman Edward Hutchinson</b>  <b>Second: Commissioner Thuraisingham Mohanakanthan</b>  <b>All in Favor</b></p>
<b><u>2020-37</u></b>	<p><b>CONSIDER RESOLUTION AUTHORIZING DISPOSITION AND WRITE OFF OF EXPENDED PROPERTY</b>  <b>Motion: Vice Chairman Edward Hutchinson</b>  <b>Second: Commissioner Shirley Anderson</b>  <b>All in Favor</b></p>
<b><u>2020-38</u></b>	<p><b>CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - <b>TABLED</b></b></p>

 **ADJOURNMENT**

**Motion to Adjourn**

**Motion: Vice Chairman Edward Hutchinson**  
**Second: Commissioner Jennifer Wells**  
**All in Favor**

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED: JULY 20, 2020**