



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

ANNUAL MEETING MINUTES **JANUARY 19, 2021**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, JANUARY 19, 2021 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 Andrew Halter
- ✓ Commissioner Thuraisingham Mohanakanthan
- ✓ Commissioner Shirley Anderson
- ✓ 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

EXECUTIVE DIRECTOR:

Declared a quorum present

SOLICITOR:

"In accordance with the Open Public Meetings Act of 1975, this meeting is called to order pursuant to both, adequate notice and electronic notice of a 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, a copy of which has been posted publicly and a copy of which has been posted online in the Authority's website in accordance with the law. Members of the public may make public comments remotely during a remote public meeting when permitted in accordance with the meeting agenda. Members of the public may submit public comments in writing forty-eight hours in advance of a remote public meeting to be read aloud during public comment. All public comments, whether made remotely or in writing in advance of a remote public meeting, shall be limited to five (5) minutes per person. Members of the public attending the meeting shall be muted until public comments are permitted, at which time they may ask to be recognized. In the event that a member of the public

becomes disruptive during a remote public meeting, including during public comment, the Board Chair, or his/her designee, shall mute or continue muting such disruptive member of the public. After receiving a warning, continued disruptive acts may result in such disruptive individual being muted, kept on mute for the remainder of the meeting, or removed from the meeting at the discretion of the Board Chair. During the course of the meeting, a portion of the meeting may be closed to the public to discuss matters falling under exceptions to the Open Public Meetings Act”.

ELECTION OF OFFICERS:

Solicitor Mark Asselta, Esq. indicates first order of business is the Reorganization of the Board. This includes the selection of new officers for the Board of Commissioners. In light of the COVID-19 pandemic, memo 2021-01 has been issued to Commissioners regarding remote procedures for GHA and AHCG’s election of officers.

Nominations for the Chairperson of the Board: Chairman Jay Lapp,

**Nominated by Commissioner Shirley Anderson.
Second by Commissioner Jennifer Wells**

No other nominations on the table

All Commissioners voted via roll call vote; Chairman Jay Lapp continues as Chairman of the Housing Authority of the Borough of Glassboro FY2021.

Nomination for the Vice-Chairperson of the Board: Vice-Chairman Edward Hutchinson,

**Nominated by Chairman Jay Lapp.
Second by Commissioner Andrew Halter**

No other nominations on the table

All Commissioners voted via roll call vote; Vice-Chairman Edward Hutchinson continues as Vice-Chairman of the Housing Authority of the Borough of Glassboro FY2021.

PUBLIC PORTION:

Motion to Open the Public Portion

**Motion: Commissioner Andrew Halter
Second: Vice-Chairman Edward Hutchinson
All in favor**

No members of the Public.

Motion to Close the Public Portion

**Motion: Vice Chairman Edward Hutchinson
Second: Commissioner Thuraisingham Mohanakanthan
All in favor**

ANNUAL RESOLUTIONS:

<u>2021-01</u>	CONSIDER RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS Motion: Vice Chairman Edward Hutchinson Second: Commissioner Mohanakanthan Thuraisingham All in Favor
<u>2021-02</u>	CONSIDER RESOLUTION DESIGNATING ANNUAL SCHEDULE OF MEETINGS
<u>2021-03</u>	CONSIDER RESOLUTION DESIGNATING OFFICIAL DEPOSITORY BANK FULTON BANK
<u>2021-04</u>	CONSIDER RESOLUTION TO AUTHORIZE ELECTRONIC FUNDS TRANSFERS (EFT)
<u>2021-05</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACTS WITH STATE CONTRACT VENDORS
<u>2021-06</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACTS WITH NATIONAL CONTRACT VENDORS (TO ALLOW THE HA TO PURCHASE FROM THE CONTRACT VENDORS LIST)
<u>2021-07</u>	CONSIDER RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING FILING NOTICES OF TORT CLAIMS
<u>2021-08</u>	CONSIDER RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING INDEMNIFICATION OF COMMISSIONERS AND EMPLOYEES CONSISTENT WITH NJSA 59:10-4
<u>2021-09</u>	CONSIDER RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING REIMBURSEMENT OF AUTHORITY COMMISSIONER/EMPLOYEES FOR COST OF DEFENDING AGAINST CRIMINAL CHARGES

Motion to Approve Annual Resolutions 2021-02 thru 2021-09,
Motion: Commissioner Thuraisingham Mohanakanthan
Second: Commissioner Shirley Anderson
All in favor

MINUTES

Motion to approve the Minutes from DECEMBER 2020, as read,
Motion: Vice Chairman Edward Hutchinson
Second: Commissioner Thuraisingham Mohanakanthan
All in favor

FINANCIAL REPORT:

NO FINANCIALS DUE TO END OF YEAR CLOSEOUTS

DIRECTORS REPORT:

- E.D. Gober thanks the Board members for all their time and leadership to keep our operations current and keeping business going.
- E.D. Gober indicates we have been in contact with the Health Department to express our interest in providing the COVID vaccine to our residents. We have also reached out to the private sector to see if we can get someone into our facilities to offer the vaccines to our residents. The state has identified Affordable Housing that is funded through the HUD 202 program for the elderly and has designated at the state level this group as receiving the vaccine in the 1A Distribution Category. E.D. Gober is attempting to communicate with the Department of Health the necessity for not only the HUD 2020 program individuals to receive, but for all our properties to receive the vaccine as well as extend to our employees that service the residents if able to do so. We have also contacted the CDC to find out how we can bring someone on site rather than have the residents scramble to find the vaccine especially with many of our residents having no transportation and the challenge of online registration. Commissioner Andrew Halter indicates he will assist in reaching out to contacts to see if we can reach a resolution for

our residents and staff that desire to receive the vaccine. E.D Gober indicates we will do what we can to try to bring the vaccine to our residents.

- E.D Gober indicates resolution 2021-11 is to pay the NJPHA JIF insurance payment by the end of January to keep our insurance enforced. Resolution 2021-12 involves preparing information for SEMAP which we normally file with HUD, but we had requested a waiver not requiring submittal. We thought it would be prudent to prepare the report to see how we fared through the pandemic, once complete we will supply to the Board.

- E.D. Gober indicates resolution 2021-14 involves replacement of exterior lighting at Delsea Manor. Williams & Grillo sites were upgraded previously, this upgrade made a huge difference in the way it brightened up the site and for security.

- E.D. Gober and Mark Asselta, Esq. indicate resolution 2021-16 involves a Home Loan from Gloucester County.

- E.D. Gober indicates resolution 2021-17 is asking to approve a contract for unit renovation at Delsea Manor.

- E.D. Gober indicates that our operations remain the same, we remain closed to the public this may change if we are able to make progress with the vaccine.

- E. D Gober indicates we are negotiating with Penrose some of the more detailed documents that need to be presented to HUD, counsel is involved. Weekly calls are set with counsel and consultant to keep momentum going.

- E.D. Gober indicates that the Families First Coronavirus Response Act (FFCRA) paid sick leave and expanded family and medical leave requirements that went into effect on April 1, 2020, expired on December 31, 2020. Although not a requirement under the FFCRA and/or the CAA, the GHA will extend the original 80 hours of emergency sick leave and expanded FMLA for COVID and for COVID related reasons as specified in the FFCRA, through March 31, 2021, we believe this is the right thing to do for our employees.

No further questions by the Commissioners.

Motion to accept the Reports:

Motion: Commissioner Thuraisingham Mohanakanthan

Second: Vice Chairman Edward Hutchinson

All in Favor

NEW BUSINESS- RESOLUTIONS:

<u>2021-10</u>	<p>CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor</p>
<u>2021-11</u>	<p>CONSIDER RESOLUTION AUTHORIZING THE PAYMENT FOR THE NJPHA JOINT INSURANCE FUND (JIF) FY 2021 Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor</p>
<u>2021-12</u>	<p>CONSIDER RESOLUTION AUTHORIZING THE HAGC TO COMPILE AND PREPARE INFORMATION IN ACCORDANCE WITH SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FY 2020 Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor</p>

<u>2021-13</u>	CONSIDER RESOLUTION APPROVING THE RENEWAL AND AMENDMENT OF A PROPERTY LEASING AND MANAGEMENT AGREEMENT WITH THE AHCG Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2021-14</u>	CONSIDER RESOLUTION APPROVING REMOVAL AND REPLACEMENT OF EXTERIOR LIGHTING – DELSEA MANOR Motion: Vice Chairman Edward Hutchinson Second: Commissioner Jennifer Wells All in Favor
<u>2021-15</u>	CONSIDER RESOLUTION AUTHORIZING THE IMPLEMENTATION OF PUBLIC MEETING POLICY Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2021-16</u>	CONSIDER RESOLUTION AUTHORIZING GHA TO EXECUTE A HOME INVESTMENT PARTNERSHIP GRANT AGREEMENT WITH THE COUNTY OF GLOUCESTER Motion: Commissioner Shirley Anderson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2021-17</u>	CONSIDER RESOLUTION APPROVING CONTRACT FOR UNIT RENOVATION AT DELSEA MANOR Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2021-18</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

 **ADJOURNMENT**

Motion to Adjourn

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

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: January 19, 2021