



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 **May 17, 2021**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on MONDAY, MAY 17, 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 in @ 5:08pm
- ✓ Commissioner Thuraisingham Mohanakanthan
- ✓ Commissioner Shirley Anderson in @ 5:12pm
- ✓ Commissioner Jennifer Wells

Absent:

- ✓ Commissioner Sal Fogarino

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Mark Asselta, Esq. Solicitor
- ✓ Anna Miller, Counsel Representative
- ✓ Michael Jezierski, Accountant
- ✓ 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”.

PUBLIC PORTION:

Motion to Open the Public Portion

Motion: Commissioner Thuraisingham Mohanakanthan

Second: Commissioner Jennifer Wells

All in favor

No members of the Public.

Motion to Close the Public Portion

Motion: Commissioner Thuraisingham Mohanakanthan

Second: Vice Chairman Edward Hutchinson

All in favor

MINUTES

Motion to approve the Minutes from APRIL 2021, as read,

Motion: Commissioner Jennifer Wells

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

FINANCIAL REPORT:

- E.D. Gober indicates net operating loss is approximately \$40,000 of this amount \$20,813 is attributed to the Whitney Site. There are also non-cash expenses contributing to the loss such as \$35,200 is depreciation and approximately \$17,000 GASB68 expense.
- E.D. Gober indicates the audit is progressing, the auditors are waiting for the GASB68 numbers.

Motion to approve the Financials,

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Jennifer Wells

All in favor

DIRECTORS REPORT:

- E.D. Gober indicates that GHA has been selected at random by HUD for a VMS review, which is for the S8 Housing Choice Voucher Program, they will be auditing from March 1, 2020, through February 28, 2021, for units reported under lease and that an administrative fee was claimed for. HUD had requested a list of items needed that we provided, and we are waiting for HUD to get back to us. Vice Chairman Edward Hutchinson asks about the last time GHA has done a VMS review. E.D. Gober indicates GHA has not had a review to her knowledge.

- E.D. Gober indicates GHA was not selected to issue Emergency Housing Vouchers, DCA who has jurisdiction throughout the state has been given a decent amount.

- E.D. Gober indicates a federal judge declared the CDC's Eviction Moratorium not constitutional. GHA is still subject to the more stringent State Eviction Moratorium in effect, there are no changes to our operations at this time.

- Chairman Jay Lapp asks about the HUD performed inspections. E.D. Gober indicates that HUD plans to increase inspections, which were mostly paused in early 2020, since converting from Public Housing to RAD, HUD is less likely to and perform inspections for GHA.
- E.D. Gober indicates the confirmed COVID-19 cases at state and county level are on a downward trend. According to the states' website 262,000 vaccines have been administered in Gloucester County. Commissioner Halter advises the Gloucester County Mega Site has administered about 450,000 vaccinations and continue to vaccinate about 2,000 individuals daily.
- E.D. Gober indicates resolution 2021-35 is for a financial consultant's contract with BDO PHA Finance. They are a helpful resource to have for management and a backup for any type of emergency in our operations. GHA has authorized this agreement for the last 4-5 years, they have helped with financial statements and entering them into HUD's system and are a beneficial tool for our finance team.
- E.D. Gober indicates resolution 2021-37 is for clarification of the awarded contract to A&J Flooring, the not to exceed amount is \$32,000. We are clarifying this some units may need more or less work, we don't want to set a particular amount per unit as we don't want to spend more of our resources than needed, counsel Mike Watson, Esq. has reviewed.
- E.D. Gober indicates the municipal clerk has requested to use the community room as a polling location for District 7, they have done so in the past, only concern being that they properly adhere to the CDC guidelines and they clean and sanitize the room, which they assured they would. Madeline Vasquez, Property Manager is in the process of finalizing details.
- E.D. Gober indicates that GHA had submitted copious amounts of documents to the HUD RAD Desk for our RAD submission, we anticipate a July closing or August at the latest. Mark Asselta, Esq. indicates E.D. Gober and Consultant Rick Ginnetti have been working diligently to keep everything moving and a lot of progress has been made. E.D. Gober appreciates Mark Asselta's efforts. Mark Asselta, Esq. adds Pennrose has a big incentive to get moving as soon as possible because of their contract status and escalating pricing. E.D. Gober indicates that GHA is negotiating with Pennrose regarding project management.
- E.D. Gober indicates resolution 2021-32 involves implementing new intake procedures for the Housing Choice Voucher Program for tenant-based subsidy. We have difficulties getting the needed documents from applicants and end up going back and forth, we want to change this order of the process to have the applicants provide documents first, then conduct our interview. We believe this will increase our success rate in determining the applicant eligibility.
- E.D. Gober thanks the Commissioner's for completion of their Financial Disclosures, GHA is completely filed.
- Vice Chairman Edward Hutchinson inquires when the Board may start meeting in person. E.D. Gober indicates if the Board is ready, she would like to confirm with counsel before any promise is made, we must also be able to accommodate the public. Mark Asselta, Esq. adds in-person meetings may not be possible to accommodate until the 6ft rule is eliminated.

No further questions by the Commissioners.

Motion to accept the Reports:

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

 NEW BUSINESS- RESOLUTIONS:

<u>2021-30</u>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Jennifer Wells All in Favor
<u>2021-31</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS Motion: Vice Chairman Edward Hutchinson

	Second: Commissioner Andrew Halter All in Favor
<u>2021-32</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED NATIONAL CONTRACT VENDORS FOR CONTRACTING UNITS Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2021-33</u>	CONSIDER RESOLUTION AUTHORIZING GHA TO EXTEND PARTICIPATION IN CAMDEN COUNTY EDUCATIONAL COOPERATING PRICING SYSTEM Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2021-34</u>	CONSIDER RESOLUTION AUTHORIZING GHA TO CONTINUE TO PARTICIPATE IN OMNIA PARTNERS GOVERNEMENT PURCHASING ALLIANCE Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2021-35</u>	CONSIDER RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN GHA AND BDO PHA FINANCE Motion: Commissioner Thuraisingham Mohanakanthan Second: Commissioner Shirley Anderson All in Favor
<u>2021-36</u>	CONSIDER RESOLUTION AUTHORIZING AMENDING THE S8 ADMINISTRATIVE PLAN TO ADOPT A REVISED POLICY ON INTAKE PROCEDURES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2021-37</u>	CONSIDER RESOLUTION CLARIFYING TERMS OF CONTRACT FOR MODERNIZATION AND IMPROVEMENT OF VACANT UNITS AND INTERIOR COMMON AREAS Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2021-38</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

ADJOURNMENT

Motion to Adjourn

**Motion: Vice Chairman Edward Hutchinson
Second: Commissioner Shirley Anderson
All in Favor**

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: May 17, 2021