



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

## **REGULAR MEETING MINUTES** **OCTOBER 18, 2021**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on MONDAY, October 18, 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 Thurasingham Mohanakanthan
- ✓ Commissioner Jennifer Wells

Absent:

- ✓ Commissioner Sal Fogarino
- ✓ Commissioner Shirley Anderson
- ✓ Anna Miller, Counsel Representative

Also in attendance were:

- ✓ Kim Gober, Executive Director
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Mike Watson, Esq. Solicitor
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Site 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: Vice Chairman Edward Hutchinson**

**All in favor**

No members of the public are present.

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

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Thuraisingham Mohanakanthan**

**All in favor**

### **MINUTES**

#### **Motion to approve the Minutes from SEPTEMBER 2021, as read,**

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Thuraisingham Mohanakanthan**

**All in favor**

### **FINANCIAL REPORT:**

- Finance Director, Grace Seeny indicates the financial statements for GHA overall are positive, Williams Street is still showing a loss.
- Finance Director, Grace Seeny indicates GHA’s budget is in line with the previous year, difference being salaries increased about 20% and benefits increased about 34% with the increased salaries. E.D. Gober indicates the budget document is a requirement of the State Department of Community Affairs, an oversight agency, where GHA’s expenses and income from last year’s audit are compared to year-to-date and other estimated factors to project the budget. Resolution# 2021-56 requests the Boards approval of the FY2022 budget.
- Vice Chairman Edward Hutchinson inquiries about GHA’s rent collections and rent increases, E.D. Gober explains GHA’s rents are set by HUD using OCAF (Operating Cost Adjustment Factor) a factor presented to us by HUD, which GHA completes effective December 1<sup>st</sup> of each year according to HUD’s regulations.

#### **Motion to approve the Financials,**

**Motion: Commissioner Andrew Halter**

**Second: Vice Chairman Edward Hutchinson**

**All in favor**

### **DIRECTORS REPORT:**

- E.D. Gober discusses the revision of the employee handbook, the personnel policies, and procedures manual. GHA staff and counsel have worked on updating these items in accordance with NJ law. Mike Watson, Esq. indicates every two years public entities in NJ are required to revise documents such as the personnel policies and employee manual if covered under the Municipal Excess Liability Joint

Insurance Fund, which GHA is a part of. The main changes being the Conflict-of-Interest Policy being replaced by a new Ethical Conduct Policy, which addresses possible conflicts that may be encountered and need to be avoided. The Social Media and Communications Policy has been updated to more practically address email and internet use on Authority property, right to monitor usage and regulation of social networking when impacting the Authority. The Overtime Policy was updated per the MEL to more clearly address the addition of criminal background checks under protections and treatment of minor's legislation, all public entities to the extent that employees, volunteers, or board members who may engage with minors (anyone under the age of 18) the Authority needs to perform criminal background checks and procedures determining whether or not a criminal history disqualifies that particular employee and a review process. The Sexual Harassment and General Harassment Policies have also been updated to incorporate a clearer format indicating what is strictly prohibited.

- E.D. Gober explains the need for Resolution# 2021-58 asking for the Boards consideration of the sale of a 2005 Ford F-150 pickup truck. Previously, GHA staff used the truck to go between the properties and maintenance shops but with increased traffic in the area GHA thought it better served the maintenance staff to purchase a van that contains the proper equipment and standard stock items needed for typical jobs, which has served GHA well. There is also a truck assigned to GHA's Home Service Aide and then this truck sits at the property not assigned to anyone. It is thought to be in the best interest of GHA and HAGC for HAGC to purchase this truck, E.D. Gober contacted both GHA and HAGC counsel reviewed this act and presented documentation regarding the value of the vehicle. Mike Watson, Esq. indicates this sale would fall under the local public contract law.
- E.D. Gober indicates that Resolution# 2021-59 includes a list of property and old equipment to be written off, a few items are felt to be worth selling and a few items will be scrapped due to being inoperable.
- E.D. Gober indicates last month opening the waitlist for GHA RAD Programs was discussed, GHA had only received 45 applications during the few days the waitlist was opened. GHA has again published a notice in the newspaper that the waitlist will be opened for the preference of individuals who are 62 and older or between the ages of 50 – 62 and disabled, the determination was made to keep the list open until we have a sufficient number of applicants. Once there is a sufficient number of applicants, we will publish a notice with the closing date of the waitlist.
- E.D. Gober indicates we are coordinating with multiple parties to set a date for the Groundbreaking ceremony for the Pennrose Project, once a date is set it will be shared with the Commissioners.
- E.D. Gober indicates there are before and after pictures of the four remodeled units included in the Commissioners packets.
- E. D. Gober indicates GHA is a member of NAHRO, who is heavily advocating for funding, we are operating under a continuing resolution until December 3<sup>rd</sup>, the two main issues being the debt ceiling and the other being the actual budget. E.D. Gober indicates on the NAHRO website there is an advocacy center area where individuals may send letters to leadership at the federal level to advocate for programs, we are at the risk of losing funding that we use to house and serve our residents from the Build Back Better Act and we can advocate on behalf of our programs.
- E.D. Gober indicates GHA has started the process to apply for funding from Emergency Rental Assistance Program (ERAP), which includes certifications we as the landlord must make but we weren't comfortable making we fully understand the certifications properly, specifically regarding evictions and the 12 months following receipt of ERAP funding. We want to try to get answers from the funding source before turning to counsel and investing the time and financial resources, we have not received answers at this time. E.D. Gober indicates that the eviction moratorium has expired but there is now a law in place at the state level that prevents landlords of low-income households to evict for nonpayment of rent. E.D. Gober indicates GHA's rent collections have been consistent with previous months.

**No further questions by the Commissioners.**

**Motion to accept the Correspondence:**

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

**Motion to accept the Reports:**

**Motion: Commissioner Jennifer Wells**  
**Second: Commissioner Andrew Halter**  
**All in Favor**

**NEW BUSINESS- RESOLUTIONS:**

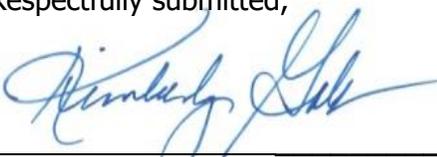
<b><u>2021-55</u></b>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES <b>Motion: Commissioner Thuraisingham Mohanakanthan</b> <b>Second: Commissioner Jennifer Wells</b> <b>All in Favor</b>
<b><u>2021-56</u></b>	CONSIDER RESOLUTION APPROVING BUDGET FY2022 <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Thuraisingham Mohanakanthan</b> <b>All in Favor <b>ROLL CALL VOTE</b></b>
<b><u>2021-57</u></b>	CONSIDER RESOLUTION APPROVING THE ADOPTION OF THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO'S UPDATED EMPLOYEE HANDBOOK AND PERSONNEL POLICIES & PROCEDURES <b>Motion: Commissioner Thuraisingham Mohanakanthan</b> <b>Second: Commissioner Jennifer Wells</b> <b>All in Favor</b>
<b><u>2021-58</u></b>	CONSIDER RESOLUTION AUTHORIZING SALE OF A 2005 FORD F-150 PICKUP TRUCK <b>Motion: Commissioner Jennifer Wells</b> <b>Second: Commissioner Thuraisingham Mohanakanthan</b> <b>All in Favor</b>
<b><u>2021-59</u></b>	CONSIDER RESOLUTION AUTHORIZING DISPOSITION AND WRITE OFF OF EXPENDED PROPERTY <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Thuraisingham Mohanakanthan</b> <b>All in Favor</b>
<b><u>2021-60</u></b>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - <b>TABLED</b>

**ADJOURNMENT**

**Motion to Adjourn**

**Motion: Commissioner Thuraisingham Mohanakanthan**  
**Second: Commissioner Jennifer Wells**  
**All in Favor**

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED: October 18, 2021**