



JAY LAPP • Chairman  
ANDREW HALTER • Commissioner  
SHIRLEY ANDERSON • Commissioner  
KIMBERLY GOBER • Secretary/Executive Director

EDWARD HUTCHINSON • Vice Chairman  
THURAISSINGHAM MOHANAKANTHAN • Commissioner  
JENNIFER WELLS • Commissioner

## **REGULAR MEETING MINUTES** **SEPTEMBER 19, 2022**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on Monday, September 19, 2022 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 (virtually)
- ✓ Commissioner Andrew Halter (virtually)
- ✓ Commissioner Shirley Anderson (virtually)

Absent:

- ✓ Commissioner Thuraissingham Mohanakanthan
- ✓ Commissioner Jennifer Wells

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Mark Asselta, Esq. Solicitor (virtually)
- ✓ Madeline Vasquez, Site Manager (virtually)
- ✓ Michael Thilker, Bowman & Co.
- ✓ Nina Sorelle, Bowman & Co.
- ✓ Carol McCallister, Bowman & Co.

### **📁 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 Edward Hutchinson

**Second:** Commissioner Shirley Anderson

**All in favor**

No members of the Public.

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

**Motion:** Commissioner Edward Hutchinson

**Second:** Commissioner Shirley Anderson

**All in favor**

## **MINUTES:**

### **Motion to approve the Minutes from July 2022, as read,**

**Motion:** Commissioner Edward Hutchinson

**Second:** Commissioner Shirley Anderson

**All in favor**

## **FINANCIAL REPORT:**

- Auditors present to make presentation.
  - Nina Sorelle from Bowman & Co introduced Carol McCallister, who will be taking her place when she retires.
  - Michael Thilker made the audit presentation, thanking our finance department for excellent bookkeeping.
  - Audit reports FYE2021 are clean, and the Opinion is unmodified.
  - Overall total assets in the Balance Sheet have increased slightly due in part to the Aug 2021 construction closing at Ellis Manor.
  - There is an increase in income and expenses on the Income statement. Overall, the net position increased from 1.6mil to 3 mil.
  - Footnotes:
    - New accounting pronouncement adoptions did not impact bottom line but were implemented.
    - Pension plan – statement of net position liability increased. Note: State has not paid their portion; housing authority has. Therefore, our liability is skewed by the portion that is not owed by the authority but rather by the state.
  - Audit FY2021 result - NO FINDINGS
- Grace Seeney, Finance Director, reported on August financial reports. We are operating at a loss of \$276,000, even when depreciation of \$70,000 is considered. Primary causes are development and modernization. R & R fund money has not been received even though the revenue is recognized on the books. These funds will not be received this year. Tenants Accounts receivable is \$67,000 because some tenants took advantage of eviction moratoriums during covid. The Authority is now encouraging residents behind in their rent payments to apply for rental assistance

from the County, but this is a long process, and the Authority will soon begin eviction process for tenants not paying rent.

- Commissioner Anderson asked when R & R funds will be received, since it is not expected this year. E. D. Gober answered that the payments are triggered when certain milestones are met. Development agreement says, for every dollar Pennrose earns in development fee, the authority will get \$0.33. A portion will be paid when the final closing happens for tax credits. The Authority must just wait for the milestones. Pennrose also assumed all debt over \$100,000, which decreased our long-term debt.
- E. D. Gober was asked when does the eviction process begins; 30 days or 60 days after non-payment? The process is long and complicated. Tenants are in many months of arrears and the court dates are scheduled far into future because of backlog. They are also trying very hard to avoid homelessness.
- E. D. Gober noted that each Commissioner must sign the audit certification for State submission. It will be made available at the GHA office for signature.

### **Motion to Accept the Financial Reports**

**Motion:** Commissioner Edward Hutchinson

**Second:** Commissioner Andrew Halter

**All in favor**

### **DIRECTORS REPORT:**

- PHADA's position paper included in this month's packet shows that about 20% of housing authorities are experiencing decreased income from tenants not paying rent.
- 3 articles in packet also talk about the difficulty in finding housing, even with a voucher. It is estimated we are 3.8M homes short of meeting housing needs in the Phila metro area. Another article showed how much you need to work in order to afford fair market rent. Applying the methodology to the figures HUD published, a 1-bedroom unit average rent in Glassboro is \$1400. A person making minimum wage would have to work 89 hours a week to pay that rent. Likewise, a 2-bedroom unit would require someone to work 108 hours.
- There is a Resolution to increase payment standard to 110% of fair market rent to help voucher holders affording housing. This is within HUD's standards.
- Home support grant application was submitted, and a \$52,000 grant has been awarded. This grant is for helping seniors remain in independent by providing housekeeping, shopping, cleaning services.
- We have a contract with A & J to modernize units as they turn over. We have used \$313,000 of the \$320,000 contract. There is an agenda item asking for a change order to this contract to address an occupied unit in which the floor is failing. We think floor joist needs to be added, which will require \$25,000 additional funds. With the extent of this work, it makes more sense to move the tenant to another unit, make the repairs and modernizations at the same time and re-rent the unit. GHA would supply assistance to the tenant with the move.
- New Development – site work is just being done because sewer line work needed to wait on a part that had supply chain delays. All units will be available at once in mid-Nov to Dec. We need to lease 2/3 of the units by mid-January. Currently, we have 225 applicants for 65 units.
- Resolution 22-47 is for August and September expenses.
- Resolution 22-50 asks for the approval of the Audit FY2021 and needs a roll call approval.
- E.D. Gober asked Commissioners to please RSVP to HAGC 50<sup>th</sup> Anniversary celebration.
- E.D. Gober reminds the Commissioners they need to sign the Audit Certification to be submitted to the State in a timely manner.
- **No further questions or comments by the Commissioners.**

**Motion to accept the Reports:**

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

**NEW BUSINESS- RESOLUTIONS:**

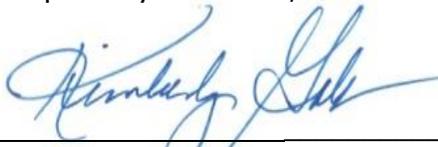
<u>2022-47</u>	CONSIDER RESOLUTION RATIFYING REGULAR MONTHLY EXPENSES FOR AUGUST 2022 AND AUTHORIZING PAYMENT OF MONTHLY EXPENSES <b>Motion:</b> Commissioner Edward Hutchinson <b>Second:</b> Commissioner Shirley Anderson <b>All in Favor</b>
<u>2022-48</u>	CONSIDER RESOLUTION APPROVING SUBMISSION OF CIVIL RIGHTS CERTIFICATION <b>Motion:</b> Commissioner Andrew Halter <b>Second:</b> Commissioner Edward Hutchinson <b>All in Favor</b>
<u>2022-49</u>	CONSIDER RESOLUTION ESTABLISHING UPDATED PAYMENT STANDARDS FY2022-2023 <b>Motion:</b> Commissioner Andrew Halter <b>Second:</b> Commissioner Shirley Anderson <b>All in Favor</b>
<u>2022-50</u>	CONSIDER RESOLUTION ACCEPTING AND APPROVING GHA'S AUDIT FY2021 ROLE CALL VOTE <b>All in Favor</b>
<u>2022-51</u>	CONSIDER RESOLUTION APPROVING A CHANGE ORDER FOR CONTRACT FOR MODERNIZATION AND IMPROVEMENT OF VACANT UNITS A&J FLOORING <b>Motion:</b> Commissioner Shirley Anderson <b>Second:</b> Commissioner Edward Hutchinson <b>All in Favor</b>
<u>2022-52</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

**ADJOURNMENT:**

**Motion to Adjourn,**

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

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED:** Sept 19, 2022