



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** **NOVEMBER 21, 2022**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on Monday, November 21, 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 Jennifer Wells (virtually)
- ✓ Commissioner Shirley Anderson (virtually)

Absent:

- ✓ Commissioner Thuraissingham Mohanakanthan

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Michael Watson, Esq. Solicitor (virtually)
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Site Manager (virtually)

### **📁 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:** Vice Chairman Edward Hutchinson

**Second:** Commissioner Shirley Anderson

**All in favor**

No members of the Public.

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

**Motion:** Vice Chairman Edward Hutchinson

**Second:** Commissioner Jennifer Wells

**All in favor**

## **MINUTES:**

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

**Motion:** Commissioner Shirley Anderson

**Second:** Commissioner Jennifer Wells

**All in favor**

## **FINANCIAL REPORT:**

- Grace Seeney, Finance Director, indicates GHA is currently operating at a loss of about 216K, adding depreciation back GHA is operating at 116K loss, there are also end of year adjustments still to be made as GHA is notified. The Finance Director also notes that last year GHA was operating at a loss and once the Audit was complete and adjustments were made GHA showed an income.
- E.D. Gober mentions a trend from October of 2021 of GHA showing a 48K loss and indicates GHA’s trend may have grown. E.D. Gober also notes GHA has had additional vacancy losses including the time the vacancies were being modernized, which is a decrease in revenue and increase in expense. Speaking with Madeline Vasquez, Site Manager, the modernized units have been easier to rent and the residents are happy with the updates. GHA will discuss further plans to update the units that have not been modernized in the future. Currently, fourteen units have been modernized.

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

**Motion:** Vice Chairman Edward Hutchinson

**Second:** Commissioner Shirley Anderson

**All in favor**

## **DIRECTORS REPORT:**

- E.D. Gober indicates Gloucester County Health Department presented onsite November 16, 2022 to provide GHA residents with booster shots, they have also been out earlier in the year to provide Flu shots.
- E.D. Gober informs the Commissioners that GHA has resumed its Thanksgiving luncheons at Williams and Grillo.

- E.D. Gober updates the Commissioners on the Village at Harmony Garden Project. Lease-up with Pennrose will soon start, individuals on the waitlist will be contacted based on date and time of their application to start processing their files for occupancy. Pennrose will be the main point of contact to gather information, GHA will ultimately approve the file for voucher issuance for the Village at Harmony Garden units. Pennrose will also be using some space in GHA’s Community Rooms moving forward. Management is scheduled to walk the site with Pennrose and architects on December 1, 2022 for punch list items. If any Commissioners would like to see the units, GHA will schedule times to do so. Also, the Village at Harmony Garden was selected by the Supportive Housing Association as project of the year.
- E.D. Gober indicates the Resolutions include designating Primary and Secondary Counsel, Audit Services FYE 2022, and Housing Development Consultant in accordance to the RFP’s for each. For counsel, Brown and Connery is recommended for primary and Angelini, Viniar and Freedman as secondary counsel. Bowman and Company are recommended for FYE 2022 Audit Services, and The Brooke Group is recommended for Housing Development Consultant Services FY23. Also, GHA has been operating under a waiver approved by HUD that expires December 31, 2022 to extend search time for voucher holders and Resolution 2022-60 requests the Board to make a change to the Section 8 Administrative Plan that will allow GHA to continue to grant additional search time to voucher holders having difficulty finding housing in the current market.
- E.D. Gober mentions during the last meeting a discussion was held regarding a security plan and advises more time is needed to properly develop a plan and bring a more formal presentation to the Board. GHA would need to update its camera infrastructure and management would like to get an estimate to do so, and to also confirm the current internet is sufficient ,as well as factor any other associated expenses.
- E.D. Gober indicates PHADA will be having their Annual Commissioners Conference, if any Commissioners are interested in attending, please let management know before December 9, 2022.

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

**Motion to accept the Reports:**

**Motion:** Commissioner Andrew Halter

**Second:** Commissioner Shirley Anderson

**All in Favor**

**NEW BUSINESS- RESOLUTIONS:**

<b><u>2022-56</u></b>	<b>CONSIDER RESOLUTION AUTHORIZING PAYMENT OF MONTHLY EXPENSES</b> <b>Motion:</b> Commissioner Shirley Anderson <b>Second:</b> Commissioner Jennifer Wells <b>All in Favor</b>
<b><u>2022-57</u></b>	<b>CONSIDER RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR PRIMARY AND SECONDARY LEGAL SERVICES FY23</b> <b>Motion:</b> Commissioner Shirley Anderson <b>Second:</b> Commissioner Jennifer Wells <b>All in Favor</b>
<b><u>2022-58</u></b>	<b>CONSIDER RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR AUDIT SERVICES FYE 2022</b> <b>Motion:</b> Commissioner Jennifer Wells <b>Second:</b> Commissioner Shirley Anderson <b>All in Favor</b>
<b><u>2022-59</u></b>	<b>CONSIDER RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR HOUSING DEVELOPMENT CONSULTANT SERVICES FY23</b> <b>Motion:</b> Commissioner Jennifer Wells <b>Second:</b> Commissioner Shirley Anderson <b>All in Favor</b>

<u>2022-60</u>	<b>CONSIDER RESOLUTION AUTHORIZING CHANGES TO VOUCHER TIMEFRAMES</b> <b>Motion:</b> Commissioner Jennifer Wells <b>Second:</b> Commissioner Shirley Anderson <b>All in Favor</b>
<u>2022-61</u>	<b>CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED</b>

 **ADJOURNMENT:**

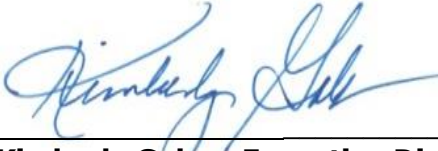
**Motion to Adjourn,**

**Motion:** Commissioner Shirley Anderson

**Second:** Commissioner Jennifer Wells

**All in Favor**

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED:** November 21, 2022