



JAY LAPP □ Chairman
ANDREW HALTER □ Commissioner
SHIRLEY ANDERSON □ Commissioner

EDWARD HUTCHINSON □ Vice Chairman
THURAISSINGHAM MOHANAKANTHAN □ Commissioner
KIMBERLY GOBER □ Secretary/Executive Director

REGULAR MEETING MINUTES **DECEMBER 19, 2022**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on Monday, December 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)
- ✓ Commissioner Thuraissingham Mohanakanthan (virtually)

Absent:

- ✓ Commissioner Jennifer Wells

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Jeffrey Daniels, Esq., Deputy Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Michael Watson, Esq. Solicitor (virtually)
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Site Manager (virtually)
- ✓ Anna Miller, Council Representative (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

Deborah Nash inquires when the Board Meetings will resume in person and asks about the Grievance Policy. E.D. Gober explains that a discussion is needed between the Board and counsel before a decision is made about resuming in person meetings, as well as explains the Grievance Procedure Policy.

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 NOVEMBER 2022, as read,

Motion: Commissioner Shirley Anderson

Second: Vice Chairman Edward Hutchinson

All in favor

FINANCIAL REPORT:

- Grace Seeney, Finance Director, indicates GHA is operating at about 112K loss adding in depreciation. GHA expects future revenue from the future PBV units, as well as additional revenue from the offline modernized units. E.D. Gober highlights the 40 PBV units are Project Bases Vouchers from GHA’s regular voucher allocation that the Board committed to lease at the Village at Harmony Garden. GHA will earn an administration fee from these units. Based on the current years administrative fee rate, this revenue is estimated to be about 43K annually.
- Grace Seeney, Finance Director, indicates about 37K was spent on consulting fees for RAD and construction at the Village at Harmony Garden, which is a cost that we anticipate will decrease as the construction portion of the project is almost complete.

Motion to Accept the Financial Reports

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

DIRECTORS REPORT:

- E.D. Gober introduces Jeffrey Daniels, Esq. to the Board as HAGC’s new Deputy Executive Director/In-house Counsel.

- E.D. Gober poles the Board regarding resuming in-person Board Meetings and proposes restarting in-person at the January Meeting, leaving the option for Commissioners and public to continue to virtually attend the meetings. Michael Watson, Esq. adds that we are encouraging in-person meeting but can continue with a hybrid offering as E.D. Gober proposed. Commissioner Shirley Anderson proposes if it may be beneficial to start in-person meeting in March after the height of flu and COVID season have passed during the winter months. Consensus is the Board would like to resume meeting in-person in March as well as continue to offer virtual meeting.
- E.D. Gober indicates with respect to the Federal Budget, Housing Authorities have been operating under a continuing resolution which expired December 16, 2022, lawmakers pushed forth a one-week extension and have reached a bipartisan agreement for a full year of funding for 2023.
- E.D. Gober explains the Contractor for Village at Harmony Garden is now ready for the punch list walk through, they do not yet have CO's, but we expect leasing to commence in January.
- E.D. Gober shares with the Board that Commissioner Jennifer Wells submitted her resignation effective December 30, 2022 and also advised Mayor Wallace and the Borough Administrator of the same.
- E.D. Gober explains that Resolution 2022-63 is a roll call vote adopting the FY 2023 Budget, Resolutions 2022-64 and 2022-65 are annual Resolutions regarding an Agency Compliance Officer and a Fund Commissioner for the Joint Insurance Fund and Resolution 2022-66 is approving a Management Services Agreement between HAGC and GHA.

No further questions or comments by the Commissioners.

Motion to accept the Reports:

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

 NEW BUSINESS- RESOLUTIONS:

<u>2022-62</u>	CONSIDER RESOLUTION AUTHORIZING PAYMENT OF MONTHLY EXPENSES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2022-63</u>	CONSIDER RESOLUTION ADOPTING BUDGET FY 2023 ROLL CALL VOTE All in Favor
<u>2022-64</u>	CONSIDER RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) Motion: Vice Chairman Edward Hutchinson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2022-65</u>	CONSIDER RESOLUTION APPOINTING A FUND COMMISSIONER FOR THE JIF INSURANCE FUND Motion: Commissioner Thuraisingham Mohanakanthan Second: Vice Chairman Edward Hutchinson All in Favor
<u>2022-66</u>	CONSIDER RESOLUTION APPROVING AND AUTHORIZING EXTENSION OF MANAGEMNT SERVICES AGREEMENT BETWEEN GHA, AHCG AND HAGC Motion: Commissioner Shirley Anderson Second: Commissioner Thuraisingham Mohanakanthan All in Favor
<u>2022-67</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

 **ADJOURNMENT:**

Motion to Adjourn,

Motion: Commissioner Thuraisingham Mohanakanthan

Second: Commissioner Shirley Anderson

All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: December 19, 2022