



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

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

ANNUAL MEETING MINUTES **JANUARY 17, 2023**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, JANUARY 17, 2023 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 Thuraisingham Mohanakanthan

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Jeffrey Daniels, Esq., Deputy Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Mark Asselta, Esq. Solicitor (virtually)
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Property Manager (virtually)
- ✓ Anna Miller, Council President (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”.

ELECTION OF OFFICERS:

Solicitor Mark Asselta, Esq. indicates first order of business is the Reorganization of the Board. This includes the selection of new officers for the Board of Commissioners.

Nominations for the Chairperson of the Board:

**Commissioner Jay Lapp nominated by Commissioner Shirley Anderson,
Motion by Commissioner Andrew Halter.
Second by Commissioner Shirley Anderson.**

No other nominations on the table

All Commissioners voted via roll call vote; Chairman Jay Lapp continues as Chairman of the Housing Authority of the Borough of Glassboro FY2023.

Nomination for the Vice-Chairperson of the Board:

**Commissioner Edward Hutchinson nominated by Shirley Anderson,
Motion by Commissioner Shirley Anderson.
Second by Commissioner Edward Hutchinson.**

No other nominations on the table

All Commissioners voted via roll call vote; Vice-Chairman Edward Hutchinson continues as Vice-Chairman of the Housing Authority of the Borough of Glassboro FY2023.

PUBLIC PORTION:

Motion to Open the Public Portion

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

Member of the public present Daniel Montgomery has no questions or comments for the Board.

Motion to Close the Public Portion

**Motion: Commissioner Andrew Halter
Second: Vice Chairman Edward Hutchinson
All in favor**

ANNUAL RESOLUTIONS:

<u>2023-01</u>	CONSIDER RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-02</u>	CONSIDER RESOLUTION DESIGNATING ANNUAL SCHEDULE OF MEETINGS, AS AMENDED Motion: Commissioner Shirley Anderson Second: Commissioner Andrew Halter All in Favor
<u>2023-03</u>	CONSIDER RESOLUTION DESIGNATING OFFICIAL DEPOSITORY BANK FULTON BANK

	Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2023-04</u>	CONSIDER RESOLUTION TO AUTHORIZE ELECTRONIC FUNDS TRANSFERS (EFT) Motion: Commissioner Shirley Anderson Second: Commissioner Andrew Halter All in Favor
<u>2023-05</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACTS WITH STATE CONTRACT VENDORS Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor
<u>2023-06</u>	CONSIDER RESOLUTION AUTHORIZING CONTRACTS WITH NATIONAL CONTRACT VENDORS (TO ALLOW THE HA TO PURCHASE FROM THE CONTRACT VENDORS LIST) Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-07</u>	CONSIDER RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING FILING NOTICES OF TORT CLAIMS Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2023-08</u>	CONSIDER RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING INDEMNIFICATION OF COMMISSIONERS AND EMPLOYEES CONSISTENT WITH NJSA 59:10-4 Motion: Commissioner Andrew Halter Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-09</u>	CONSIDER RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING REIMBURSEMENT OF AUTHORITY COMMISSIONER/EMPLOYEES FOR COST OF DEFENDING AGAINST CRIMINAL CHARGES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Shirley Anderson All in Favor

MINUTES:

Motion to approve the Minutes from DECEMBER 2022, as read,

Motion: Commissioner Shirley Anderson

Second: Vice Chairman Edward Hutchinson

All in favor

FINANCIAL REPORT:

NO FINANCIALS DUE TO END OF YEAR CLOSEOUTS

Motion to accept Accountants Report,

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Shirley Anderson

All in favor

DIRECTORS REPORT:

- Mark Asselta, Solicitor discusses the Annual Schedule of Meetings, whether the Board would like to continue meetings on the third Monday of each month or switch to the third Tuesday of each month due to holidays, this change will also be accompanied by a change in the by-laws, the Board agrees to move meetings to the third Tuesday of each month with Resolution 2023-02 as amended. E.D. Gober asks

the Board when they would like in-person meetings to restart, the Board is in consensus with starting in-person meetings in April.

- E.D. Gober inquires how the Commissioners would like to receive their pre-packets, either via mail or email.
- E.D. Gober indicates Resolution 2023-17 asks the Board to consider updating the Check Signing Policy and highlights that Housing Assistance Payments (HAP) checks to third party landlords are computer generated and signed checks, also all non-HAP checks that are \$500 or less are computer generated and signed and all non-HAP checks that are greater than \$500 are manually signed by two authorized signatories. The policy lists the authorized signatories as any Board member, Executive Director, Deputy Executive Director, Human Resource Director, and Executive Assistant. The policy also includes a list of payments that can be made between meetings, such as utilities, Board approved contracts, weekly payroll, emergency repairs, management, and administrative fees.
- E.D. Gober indicates that Resolution 2023-16 is in Honor of Commissioner Wells for her term of service. There are currently two vacancies on the Board.
- E.D. Gober states that in the Housing Choice Voucher Program, where we pay housing assistance to a third-party landlord, we have had difficulty leasing units due to the rents in Glassboro being too high. HUD had approved a waiver expiring December 31, 2022, to increase the subsidy standard also known as the payment standard to 120% of the fair market rent. GHA had applied to HUD to continue this waiver and was approved to do so. Resolution 2023-15 asks the Board to consider increasing the payment standards to 120% due to the rental conditions in Glassboro.
- E.D. Gober explains GHA continues to work with Pennrose. Pennrose will have staff at the Delsea Manor community room until they receive COs for the new property, at that time they will relocate. GHA will soon start approving vouchers, looking at February lease-ups.
- E.D. Gober informs the Board that the NJDCA is accepting online applications for their Section 8 Housing Choice Voucher Program. GHA will be accepting application in the near future and there will be a public notice published, but the NJDCA application is separate.
- E.D. Gober indicates last month Federal Appropriations were mentioned, and we were operating under a continuing resolution. The Federal Appropriations bill was passed by the end of the year avoiding a government shutdown. The bill fared well for HUD programs, the voucher contract renewals increased by 9.57% and administrative fees increased by 13.9. The administrative fees are what pays us administratively to run the programs, for quite some time Congress has significantly underfunded administrative fees. We are not back to 100% proration for administrative fees but at 92% is better than what we received in the past. Last year was 89%, and at one point the rate was at 73%. These financial restraints make it difficult to administer the program and adhere to the regulations. Project-Based Rental Assistance also increased by 9%. E.D. Gober will provide the Board with the PHADA Advocate for more information on the Federal Appropriations bill.

No further questions by the Commissioners.

Motion to accept the Reports:

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

 NEW BUSINESS- RESOLUTIONS:

<u>2023-10</u>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2023-11</u>	CONSIDER RESOLUTION AUTHORIZING THE PAYMENT FOR THE NJPHA JOINT INSURANCE FUND (JIF) FY 2023 Motion: Vice Chairman Edward Hutchinson

	Second: Commissioner Shirley Anderson All in Favor
<u>2023-12</u>	CONSIDER RESOLUTION AUTHORIZING THE HAGC TO COMPILE AND PREPARE INFORMATION IN ACCORDANCE WITH SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FY 2022 Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-13</u>	CONSIDER RESOLUTION APPROVING THE RENEWAL AND AMENDMENT OF A PROPERTY LEASING AND MANAGEMENT AGREEMENT WITH THE AHCG Motion: Commissioner Shirley Anderson Second: Commissioner Andrew Halter All in Favor
<u>2023-14</u>	CONSIDER RESOLUTION RATIFYING THE EXECUTION OF AN AGREEMENT FOR THE HOME SUPPORT PROGRAM GRANT FY2023 Motion: Commissioner Andrew Halter Second: Commissioner Shirley Anderson All in Favor
<u>2023-15</u>	CONSIDER RESOLUTION APPROVING AN INCREASE IN PAYMENT STANDARDS FY 2023 Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-16</u>	CONSIDER RESOLUTION HONORING COMMISSIONER JENNIFER WELLS Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-17</u>	CONSIDER RESOLUTION APPROVING UPDATE TO CHECK SIGNING POLICY Motion: Commissioner Shirley Anderson Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-18</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

ADJOURNMENT

Motion to Adjourn

Motion: Commissioner Andrew Halter
Second: Commissioner Shirley Anderson
All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: January 17, 2023