



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

EDWARD HUTCHINSON • Vice Chairman
THURASINGHAM MOHANAKANTHAN • Commissioner
JACOB HINES • Commissioner

REGULAR MEETING MINUTES **APRIL 18, 2023**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, APRIL 18, 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
- ✓ Commissioner Andrew Halter
- ✓ Commissioner Shirley Anderson (virtually)
- ✓ Commissioner Jacob Hines

Absent:

- ✓ Commissioner Thuraisingham Mohanakanthan

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Michael Watson, Esq., Solicitor
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Property Manager
- ✓ Anna Miller, Council Representative

📁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 notice of 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 in accordance with the law."

📖SOLICITOR:

Swearing in of Commissioners.

- Jacob Hines, New Appointment
- Shirley Anderson, Reappointment

🗳PUBLIC PORTION:

Motion to Open the Public Portion

Motion: Vice-Chairman Edward Hutchinson

Second: Commissioner Andrew Halter
All in favor

Members of the public present.

- Debora Nash presents the Board with the following comments/concerns:
 - Seating arrangement during the Board meetings, believes is disrespectful for the E.D. not to face the public present.
 - Requests an organizational chart for GHA.
 - Requests some type of covering for the smoking area.
 - Requests painting of her apartment.
 - Concerns about the new porch lights and possible billing for residents. Demanding GHA pays each resident \$200 as reimbursement for additional electric charges.
 - Discusses changing her apartments door lock.
 - Discusses eviction and dispute decisions.
- Commissioner Andrew Halter indicates that while all other topics will be looked into between the Board and GHA, new seating arrangements were discussed prior to the meeting.
- Kevin Sipio discusses the porch lights being changed and inquiries about the billing as well.
- Pat Grundy indicates there is a gap at her screen door, Chairman Jay Lapp asks if a work order had been called in to have the issue addressed, there had not been a request and Pat Grundy was advised to call in a work order.
- Curtis Brown inquiries if a grand opening is planned for the Village at Harmony Garden project, E.D. Gober advises a ribbon cutting ceremony is being planned and once details have been confirmed she will contact Curtis Brown with the information.

Motion to Close the Public Portion

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

 **MINUTES:**

Motion to approve the Minutes from MARCH 2023, as read,

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

 **FINANCIAL REPORT:**

- Finance Director Grace Seeney indicates that as of 3/31/2023, GHA is operating at an overall income of \$36K. Accounts Receivable include a balance of about \$557K with about \$498K attributed to Pennrose's developer fees and monies due from tenants. E.D. Gober adds there are also adjustments that are made at years end such as GASB68, the unaccrued liability for the pension fund that affect the Net Income.

Motion to accept Accountants Report,

Motion: Vice Chairman Edward Hutchinson
Second: Commissioner Jacob Hines
All in favor

 **DIRECTORS REPORT:**

- E.D. Gober discusses the Village at Harmony Garden, proposed dates for the ribbon cutting ceremony are June 6, 7, 13 or 14 starting at 10 or 11am. Currently there are 13 residents that have possession of the units, another 15 residents are to assume possession soon and Pennrose

is working on leasing the remaining units. There is a total of 65 units with one unit for maintenance. All units have passed Housing Quality Standard inspections. GHA can now start issuing payments for the 24 RAD units and is going through the final details to execute the HAP contract for the 40 PBV units, which is anticipated to be effective May 1, 2023. E.D. Gober explains there is \$498,333 owed to GHA from Pennrose to be recouped once Pennrose converts their construction financing to permanent financing and have gone through the first layer of tax credit closing, this is anticipated to happen by end of year.

- E.D. Gober reminds Board members that Financial Disclosures are due April 30, 2023.
- E.D. Gober advises the Board that on April 20, 2023, GHA received a public hearing notice for a use variance request from the owner of the property located at 20 Warrick Avenue, across from the Williams and Grillo Street properties as also known as Whitney B and Summit Park, GHA distributed the notice to all the residents and will be attending the hearing with counsel.
- E.D. Gober indicates GHA, as well as, HAGC opened their Section 8 Housing Choice Voucher Program waitlists, combined 549 applications were received from March 15th through the 18th. 413 applications were received online, and 136 applications were paper. Once all applications are processed, the Board will be updated.
- E.D. Gober indicates the Board’s packets include a Social Isolation Study performed by the State of New Jersey’s Department of Human Services. Isolation was something the Board had regularly talked about during the pandemic, expressing concern for our residents experiencing social isolation. E.D. Gober highlights the study found there was a relationship between isolation and poor health ratings, the study states “Increasing equitable access to health insurance and quality health providers means people won’t be living with unmanaged chronic illness and unrelated mental and behavioral health challenges and proven their ability to integrate and interact with other community members.” E.D. Gober indicates now that we are passed the pandemic, we would like to promote more activities for our residents and take their suggestions.
- E.D. Gober indicates GHA has cyber insurance through NJ PHAJIF, who has started a new enhanced program in which NJ PHAJIF will change the level of insurance of a public body once the public body meets the enhanced programs requirements. Currently, there is a \$50K deductible and a 20% copay for a cyber issue, there is a claim limit of \$3M and \$6M for aggregate. Two agenda items, RES# 2023-29 including adoption of a website content management policy and RES# 2023-30 adopting a cybersecurity policy, meet the requirements and put GHA in line with NJ PHAJIF’s enhanced program to receive a 0% copay and zero deductible. Also on the agenda, RES# 2023-31 involves designating a Reasonable Accommodation Coordinator for GHA who will be Jeffrey Daniels, Esq., HAGC’s Deputy Executive Director/In House Counsel.
- E.D. Gober discusses a video training available for Commissioners from the NJ PHAJIF that if completed will provide GHA with up to a \$500 rebate on insurance.

No further questions from the Commissioners.

Motion to accept the Reports:

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

NEW BUSINESS- RESOLUTIONS:

<u>2023-28</u>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES Motion: Commissioner Andrew Halter Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-29</u>	CONSIDER RESOLUTION APPROVING ADOPTION OF GHA’S WEBSITE CONTENT MANAGEMENT POLICY

	Motion: Vice Chairman Edward Hutchinson Second: Commissioner Jacob Hines All in Favor
<u>2023-30</u>	CONSIDER RESOLUTION APPROVING ADOPTION OF GHA'S CYBERSECURITY POLICY Motion: Commissioner Jacob Hines Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-31</u>	CONSIDER RESOLUTION DESIGNATING A REASONABLE ACCOMMODATION COORDINATOR Motion: Commissioner Andrew Halter Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-32</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

 **ADJOURNMENT**

Motion to Adjourn

Motion: Vice Chairman Edward Hutchinson
Second: Commissioner Jacob Hines
All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: April 18, 2023