



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** **JUNE 20, 2023**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, JUNE 20, 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 Shirley Anderson
- ✓ Commissioner Andrew Halter
- ✓ Commissioner Jacob Hines
- ✓ Commissioner Thuraisingham Mohanakanthan (in at 5:08pm)

Absent:

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Jeffrey Daniels, Esq., Deputy Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Michael Watson, Esq., Solicitor
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Site Manager
- ✓ Anna Miller, Liaison to the Borough
- ✓ Paul Letizia, AHO Director
- ✓ John Rasmus, Modernization Coordinator

### **📁 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:**

- Solicitor, Mark Asselta, Esq. reviews the public meeting procedures with the public present at the Board Meeting.

### **🏠 PUBLIC PORTION:**

### **Motion to Open the Public Portion**

**Motion: Commissioner Andrew Halter**

**Second: Commissioner Jacob Hines**

**All in favor**

Members of the public present.

- Debora Nash presents the Board with the following comments/concerns:
  - Inquires if the Commissioners are elected or appointed, E.D. Gober indicates the Commissioners are appointed to the Board and the Chairperson and Vice-Chairperson are elected.
  - Inquires about the date the porch lights were installed at Delsea Manor.
- Anette Shunck presents the Board with the following comments/concerns:
  - Comments about a letter received from GHA regarding addressing her concerns from the May meeting called her a liar.
- Kevin Sipio presents the Board with the following comments/concerns:
  - Inquires about the porch lights at Delsea Manor. Chairman Jay Lapp advises AHO Director, Paul Letizia will address the porch lights at Delsea Manor later in the meeting.
- Josephine Weimer presents the Board with the following comments/concerns:
  - Comments about receiving help from someone other than management.
- Peggy Briggs presents the Board with the following comments/concerns:
  - Inquires about bigger/clearer apartment number signs on the buildings.

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

**Motion: Commissioner Andrew Halter**

**Second: Commissioner Jacob Hines**

**All in favor**

### **MINUTES:**

**Motion to approve the Minutes from MAY 2023, as read,**

**Motion: Vice Chairman Edward Hutchinson**

**Second: Commissioner Mohanakanthan Thuraisingham**

**All in favor**

### **FINANCIAL REPORT:**

- Finance Director, Grace Seeney indicates overall GHA is operating at a net loss of about \$22K, there is a significant amount of accounts receivable due, the bulk being developers fees from Pennrose that we expect to receive by the end of the year. GHA anticipates two quarters of HOME support funding and a \$19K settlement agreement to be paid overtime. There is also a \$16K maintenance fee that was charged from tenant caused damage, at this time we are unsure if we are able to recoup. Finance Director, Grace Seeney discusses the RentPayment module to provide the residents an easier option to pay their rent.

**Motion to accept Accountants Report,**

**Motion: Commissioner Jacob Hines**

**Second: Commissioner Shirley Anderson**

**All in favor**

## **DIRECTORS REPORT:**

- E.D. Gober indicates that GHA currently has higher than normal vacancies. At this time there are twelve total, five due to residents moving to Village at Harmony Garden, two residents moved to nursing homes, three residents passed, one resident was issued a tenant-based voucher and one cited noise from the pallet company as the reason. These vacancies put a strain on the Affordable Housing Operations Department due to our limited staff and we will deploy work orders accordingly by priority while getting the vacant units ready for occupancy.
- E.D. Gober indicates during the public portion of the May Board of Commissioners meeting a concern was made that residents were having trouble getting to the activities around the Borough. E.D. Gober reached out to the County and the Borough to try and arrange for some type of bussing to activities and at this time was provided with only normal bus routes. The Borough has limited buses and adding any activities in addition to their normal bus schedule creates a problem sticking to the schedule that others depend on for their shopping and regular activities. E.D. Gober advises she will continue to look into the transportation issue.
- E.D. Gober indicates regarding activities, some residents expressed interest in arts and crafts, and advises GHA will develop a budget and see what the interest is and how we can make it a regular activity at the community room.
- E.D. Gober introduces AHO Director, Paul Letizia and Property and Modernization Manager, John Rasmus to provide an update on the porch lights at Delsea Manor. AHO Director, Paul Letizia indicates that in February of 2021 GHA had an electrician switch the old, outdated porch lights to the current LED porch lights. AHO Director Letizia explains GHA's process for improvement of the property and going over GHA's budget to determine what we are able to improve at each property, the budget also determines how many apartments we can modernize. Prior to deciding to upgrade the lighting at Delsea Manor, GHA received resident complaints that the lighting wasn't adequate and in early February the AHO Department put together a scope of work for the replacement of the porch lights that were original to the buildings to be replaced with new LED lighting. The scope of work lists what GHA requests to have done, and GHA thought upgraded exterior lighting was needed, such as the porch lights and lighting around the perimeter of the property as the porch lights were original to the buildings. The scope of work was provided to two electricians and advised that GHA wanted additional site lighting on the buildings and to have the porch lights updated. The electricians then respond back to GHA providing the pricing and it was decided that the upgraded lighting to the property is something we could afford to do that is was in the best interest of the property and residents for safety reasons. GHA then hires the electrician that provided the best price and the electrician came out and installed the requested lighting. At the time of the upgrade GHA was told that all the porch lights were connected to GHA's house meters. At the April 2023 Board of Commissioners meeting a member of the public raised a question regarding the lights being on their meter and after the meeting E.D. Gober brought the concern from the meeting to AHO Director, Paul Letizia and inquired about the connection of the porch lights and the answer given is that the electrician that performed the work informed that the porch lights are connected to the house meters, which turned out to be incorrect information. After the concern was brought up a second time E.D. Gober followed up with AHO Director, Paul Letizia. AHO Director, Paul Letizia then met on site at Delsea Manor with the electrician and ultimately after investigating further found out the porch lights are not on the house meters, but on the residents' meters. GHA's reason for upgrading the site and porch lights was to enhance the lighting throughout the property to make it safer, especially around the perimeter of the property. AHO Director, Paul Letizia advises that GHA will be looking to see how much electricity was consumed and reimburse the difference to the tenants for the time that the new lighting was in place and also advises an electrician will be on site to switch the lighting back to how it was previously, returning control of the porch lights to the residents. D.E.D. Daniels discusses the reimbursement to tenants.

No further questions from the Commissioners.

**Motion to accept the Reports:**

**Motion: Commissioner Andrew Halter**

**Second: Commissioner Shirley Anderson**

**All in Favor**

**NEW BUSINESS- RESOLUTIONS:**

<b><u>2023-39</u></b>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES <b>Motion: Vice Chairman Edward Hutchinson</b> <b>Second: Commissioner Shirley Anderson</b> <b>All in Favor</b>
<b><u>2023-40</u></b>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - <b>TABLED</b>

**ADJOURNMENT**

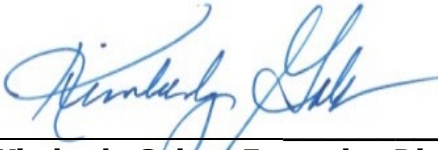
**Motion to Adjourn**

**Motion: Commissioner Mohanakanthan Thuraisingham**

**Second: Commissioner Jacob Hines**

**All in Favor**

Respectfully submitted,



**Kimberly Gober, Executive Director**

**DATED: June 20, 2023**