



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 **JULY 18, 2023**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, JULY 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 Shirley Anderson
- ✓ Commissioner Jacob Hines

Absent:

- ✓ Commissioner Andrew Halter
- ✓ Commissioner Thuraisingham Mohanakanthan

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Jeffrey Daniels, Esq., Deputy Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Paul Letizia, AHO Director
- ✓ Jose Calves, Esq., Solicitor
- ✓ Grace Seeney, Finance Director

📁 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."

🏠 PUBLIC PORTION:

Motion to Open the Public Portion

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Shirley Anderson

All in favor

Members of the public present.

- Annette Shunck presents the Board with the following comments/concerns:
 - A letter was read by Annette Shunck on behalf of Debra Nash inquiring about the Delsea Manor electric credit.
 - The letter from Debra Nash was received by GHA and read aloud in its entirety during the public portion of the Board meeting.
- Lois Nemeth presents the Board with the following comments/concerns:
 - Indicates her apartment had no hot water on July 3, 2023, called in the work order on July 4, 2023 and the issue was rectified on July 5, 2023.

Motion to Close the Public Portion

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

 MINUTES:

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

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

 FINANCIAL REPORT:

- Finance Director, Grace Seeney indicates GHA is waiting on GASB68 numbers from FY2022 for the audit. GHA anticipates HOME support funding in the amount of about \$15K and about \$19.5K from a settlement agreement to be paid overtime. GHA is working on Tenant Accounts Recivables (TARS) past due rents and Finance Director, Grace Seeney indicates GHA is offering the RentPayment module to provide the residents an easier option to pay their rent. Overall, GHA is operating at a loss of \$27K. E.D. Gober highlights that a bulk of the net loss is due to the Williams Street property, which is more expensive than the other properties to maintain. E.D. Gober indicates the audit is due to HUD September 30, 2023, we anticipate it to be complete in August as the state released the GASB68 unfunded pension liability numbers in June, the appropriate figure needs to be recorded for GHA, which will be an audit adjustment.

Motion to accept Accountants Report,

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

 DIRECTORS REPORT:

- E.D. Gober indicates in respect to the electric matter at Delsea Manor, the switch plates were changed to return control of the porch light to the residents and informed that GHA was unable to calculate the amount to be credited to the residents until this was complete. The time period of the electric credit starts in February of 2021 and ends in July of 2023, GHA is calculating using whole months. Once calculations are made GHA will credit the rental account of the residents, GHA’s methodology will be communicated with the residents.
- E.D. Gober indicates the House released the funding appropriations bill, the voucher program, where the funds to operate the GHA RAD units comes from, has a proposed 4% increase. The voucher program administrative funding, that GHA receives to administer the program, proposed a 1% decrease. Some programs have severe cuts such as Choice Neighborhoods which is wiped out entirely and the HOME program has a 67% cut, these don’t affect the actual

operations at GHA, but they do affect our community. The County receives CDBG and HOME funding.

- E.D. Gober indicates on July 14, 2023 a notice was published for the Village at Harmony Garden, the waitlist will be closed effective August 1, 2023 for all categories other than special needs. There are sufficient applicants for all categories, but special needs and we do not want to keep the waitlist open and create a false sense of hope to the community.
- E.D. Gober indicates that Pennrose is working on submitting information to Gloucester County for HOME funds, the project did receive a grant for HOME funds, next Pennrose will be submitting close-out documentation to be followed by a submission to HUD for a final close-out to then close-out the construction loan moving the project to permanent financing, which is anticipated to happen by fall.
- E.D. Gober indicates there was need for an emergency contract for the replacement of a circulator pump, three pressure control valves and flooring at a Whitney Gardens unit.
- E.D. Gober indicates there are three procurement related resolutions on the agenda, RES# 2023-45 authorizing GHA to perform competitive contracting in soliciting RFP's, RES# 2023-46 authorizing a general delegation of power to negotiate and award contracts pursuant to N.J.S.A. 40A:11-3 and RES# 2023-47 authorizing the award of contracts that are in the aggregate less than 15 percent of the bid threshold without soliciting competitive quotations pursuant to N.J.S.A. 40A:11-6.1(c). D.E.D. Jeffrey Daniels, Esq. discusses the procurement-related resolutions with the Board.
- E.D. Gober indicates RES# 2023-43 asks for the Boards approval regarding the submission of an application for the HOME Support Program advertised by Gloucester County Division of Senior Services, the application is due August 10, 2023. This grant provides the HOME Support services to GHA residents assisting with paying the salary of the staff that provides the services to the residents.
- E.D. Gober indicates GHA is a member of the New Jersey public Housing Authority Joint Insurance Fund (NJPHA JIF), the NJPHA JIF is requiring appraisals by September 1, 2023, this is upcoming and a result of the significant changes in the market. NJPHA JIF will be onsite August 19, 2023 to complete loss control and right to know inspections.
- E.D. Gober inquires if the Board would like to move the location of the Board meetings to the Williams & Grillo Street facility to allow equal opportunity for public participation as practiced in the past, the Board would like to change locations for the October meeting.

Motion to Change the Location of the October Board Meeting:

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Jacob Hines

All in Favor

- Vice-Chairman Edward Hutchinson inquires if GHA has sent out any letter to our residents regarding the excessive heat, E.D. Gober advises that GHA has published such in the newsletters and communicates opportunities to residents such as when Gloucester County distributes fans, etc., E.D. Gober advises a message can be inserted in the upcoming newsletter.

- E.D. Gober indicates the packets contain an article by Thriven Design mentioning Village at Harmony Garden (VHG) regarding changes in affordable housing and the supportive housing component of VHG.
- E.D. Gober advises the packets contain an article regarding the Camden Housing Authority, the HUD Office of Inspector General had performed an investigation discovering fraud by the Director of the Housing Choice Voucher Program by way of funneling funds to properties that the individual had an ownership interest in, which is prohibited. E.D. Gober notes the internal controls GHA has put in place to prevent this, GHA checks ownership on tax records and also has owners provide proof of ownership such as a deed, if the entity is an LLC, GHA requests the forming documents of the entity to identify who has interest in that entity.
- E.D. Gober highlights the need for affordable housing continues, GHA has voucher holders who continue to have difficulty finding units with third party landlords that meet the affordability requirements of the voucher. Glassboro has always had a challenging housing market due to the university. GHA has increased the payment standard to 120% of HUD's established SAFMR.

NO FURTHER QUESTIONS FROM THE COMMISSIONERS.

Motion to accept the Reports:

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Shirley Anderson

All in Favor

 NEW BUSINESS- RESOLUTIONS:

<u>2023-41</u>	RESOLUTION APPROVING REGULAR MONTHLY EXPENSES MOTION: Commissioner Jacob Hines SECOND: Commissioner Shirley Anderson ALL IN FAVOR
<u>2023-42</u>	RESOLUTION AUTHORIZING PAYMENT OF MONTHLY EXPENSES FOR AUGUST 2023 MOTION: Commissioner Shirley Anderson SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR
<u>2023-43</u>	RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE HOME SUPPORT PROGRAM ADVERTISED BY GLOUCESTER COUNTY, DIVISION OF SENIOR SERVICES MOTION: Commissioner Shirley Anderson SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR
<u>2023-44</u>	RESOLUTION AUTHORIZING DISPOSITION AND WRITE OFF OF EXPENDED PROPERTY MOTION: Commissioner Shirley Anderson SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR
<u>2023-45</u>	RESOLUTION AUTHORIZING THE ADMINISTRATION OF COMPETITIVE CONTRACTING PURSUANT TO N.J.S.A. 40A:11-4.1 ET SEQ. MOTION: Commissioner Jacob Hines

	SECOND: Commissioner Shirley Anderson ALL IN FAVOR
<u>2023-46</u>	RESOLUTION AUTHORIZING A GENERAL DELEGATION OF POWER TO NEGOTIATE AND AWARD CONTRACTS PURSUANT TO N.J.S.A. 40A:11-3 MOTION: Commissioner Shirley Anderson SECOND: Commissioner Jacob Hines ALL IN FAVOR
<u>2023-47</u>	RESOLUTION AUTHORIZING THE AWARD OF CONTRACTS THAT ARE IN THE AGGREGATE LESS THAN 15 PERCENT OF THE BID THRESHOLD WITHOUT SOLICITING COMPETITIVE QUOTATIONS PURSUANT TO N.J.S.A. 40A:11-6.1(c) MOTION: Commissioner Shirley Anderson SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR
<u>2023-48</u>	RESOLUTION APPROVING EMERGENCY CONTRACTS FOR THE REPLACEMENT OF A CIRCULATOR PUMP, THREE PRESSURE CONTROL VALVES AND FLOORING AT WHITNEY GARDENS MOTION: Commissioner Jacob Hines SECOND: Commissioner Shirley Anderson ALL IN FAVOR
<u>2023-49</u>	RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

ADJOURNMENT

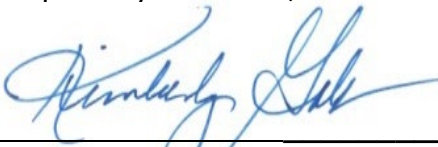
Motion to Adjourn

Motion: Commissioner Shirley Anderson

Second: Vice Chairman Edward Hutchinson

All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: July 18, 2023