



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 **OCTOBER 17, 2023**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro met in session on TUESDAY, OCTOBER 17, 2023 at 5:00 P.M. Chairman Jay Lapp called the meeting to order requesting the Pledge of Allegiance be recited.

ROLL CALL:

Deputy Executive Director Jeffrey Daniels called the roll and the following answered "aye":

- ✓ Chairman Jay Lapp
- ✓ Vice Chairman Edward Hutchinson
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Andrew Halter
- ✓ Commissioner Jacob Hines (in at 5:23PM)

Absent:

- ✓ Commissioner Thuraisingham Mohanakanthan

Also in attendance were:

- ✓ Jeffrey Daniels, Esq., Deputy Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Jose Calves, Esq., Solicitor
- ✓ Grace Turchi, Finance Director
- ✓ Madeline Vazquez, Site Manager

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 Andrew Halter

All in favor

Members of the public present.

- Carmela MacAfee presents the Board with the following comments/concerns:
 - Advises that she called animal control regarding cats at the property.

- Chairman Jay Lapp advises that animal control will supply traps and pick up once a cat is caught.
- Charlotte Marshall presents the Board with the following comments/concerns:
 - Advises that unit has floor tiles that are cracking.
 - Chairman Jay Lapp inquires if a work order had been called in and instructs the resident to contact Site Manager Madeline Vazquez to enter a work order.

Motion to Close the Public Portion

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

📎 MINUTES:

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

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

📎 FINANCIAL REPORT:

- Grace Turchi, Finance Director, indicates GHA is operating at a loss of about \$22K, mostly attributed to uncollected rents, GHA is proceeding to collect outstanding rents. Receivables include the developers fee for the Village at harmony Garden which is anticipated to be collected soon. Grace Turchi, Finance Director discusses RES# 2023-59 regarding the approval of GHA's FY2024 budget.

Motion to approve and accept Financial Report,

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

📁 DIRECTORS REPORT:

- D.E.D. Daniels indicates that last month a Government shutdown was anticipated and updates that at this time we have a continuing resolution and GHA is funded, the Board will be updated as new information is acquired.
- D.E.D. Daniels provides a summary of the resolutions, RES# 2023-58 authorizes the payment of monthly expenses, RES# 2023-59 is a roll call vote regarding the approval of GHA's FY2024 budget, RES# 2023-60 is a resolution designating officials to enroll in GOVCONNECT, which is a government run website that will allow the designated officials to receive notices from the Department of local government services on finance or legal notices issued, RES# 2023-61 awards the contract for sealcoating and crack repair at GHA's three properties, RES# 2023-62 approves sidewalk tripping repair to eliminate any hazards at Sumit Park and RES# 2023-63 approves an executive session to discuss matters that fall under the open public contracts law.
- D.E.D. Daniels indicates that the Board plans to have a regular schedule where the meeting will take place at 28 Williams Street location, to provide an opportunity for residents to speak to the Board during the public sessions.

NO FURTHER QUESTIONS FROM THE COMMISSIONERS.

Motion to accept the Reports:

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

NEW BUSINESS- RESOLUTIONS:

<u>2023-58</u>	RESOLUTION AUTHORIZING PAYMENT OF MONTHLY EXPENSES MOTION: Commissioner Andrew Halter SECOND: Commissioner Shirley Anderson ALL IN FAVOR
<u>2023-59</u>	RESOLUTION APPROVING BUDGET FY2024 MOTION: Commissioner Andrew Halter SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR ROLL CALL VOTE
<u>2023-60</u>	RESOLUTION DESIGNATING OFFICIALS TO ENROLL IN GOVCONNECT PER N.J.A.C.5:30-16.2 MOTION: Commissioner Shirley Anderson SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR
<u>2023-61</u>	RESOLUTION APPROVING EXECUTION OF CONTRACT FOR ASPHALT SEALCOATING AND CRACK REPAIRS MOTION: Vice-Chairman Edward Hutchinson SECOND: Commissioner Shirley Anderson ALL IN FAVOR
<u>2023-62</u>	RESOLUTION APPROVING SIDEWALK TRIPPING HAZARD REPAIR MOTION: Vice-Chairman Edward Hutchinson SECOND: Commissioner Shirley Anderson ALL IN FAVOR
<u>2023-63</u>	RESOLUTION APPROVING EXECUTIVE SESSION MOTION TO OPEN EXECUTIVE SESSION MOTION: Commissioner Andrew Halter SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR <ul style="list-style-type: none">POTENTIAL LEGAL MATTER UPDATE MOTION TO CLOSE EXECUTIVE SESSION MOTION: Commissioner Shirley Anderson SECOND: Vice-Chairman Edward Hutchinson ALL IN FAVOR

ADJOURNMENT

Motion to Adjourn

Motion: Commissioner Jacob Hines

Second: Vice Chairman Edward Hutchinson

All in Favor

Respectfully submitted,



Jeffrey Daniels Esq., Deputy Executive Director

DATED: October 17, 2023