



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 **NOVEMBER 21, 2023**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro met in session on TUESDAY, NOVEMBER 21, 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
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Andrew Halter
- ✓ Commissioner Jacob Hines

Absent:

- ✓ Vice Chairman Edward Hutchinson
- ✓ Commissioner Thuraingham Mohanakanthan

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ 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: Commissioner Jacob Hines

Second: Commissioner Andrew Halter

All in favor

Members of the public present.

- Patricia Grandi of 176 Delsea Manor presents the Board with the following comments/concerns:

- Clearing of surrounding businesses sidewalk access ramps during winter.
 - E.D. Gober recognizes the concern GHA residents have regarding snow removal from surrounding private properties such as Shoprite and Commissioner Andrew Halter indicates that the Borough of Glassboro would happily reach out to the landlord of Shoprite regarding the snow removal.
- Louise Nemeth of 176 Delsea Manor presents the Board with the following comments/concerns:
 - Status of her apartment's screen door, advises GHA staff was out earlier in the week to check on the door.
 - E.D. Gober indicates that if there is a work order submitted and staff has come out to the unit, the issues are currently being addressed. Site Manager Madeline Vazquez indicates that a work order has been submitted. E.D. Gober reminds that any issues needing attention, whether in a resident's unit or not, the proper channel to communicate with GHA is to call the work order number so that a work order can be entered and may be tracked to completion.

Motion to Close the Public Portion

Motion: Commissioner Jacob Hines
Second: Commissioner Andrew Halter
All in favor

 **MINUTES:**

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

Motion: Commissioner Andrew Halter
Second: Commissioner Jacob Hines
All in favor

 **FINANCIAL REPORT:**

- Grace Turchi, Finance Director, indicates RES# 2023-69 deals with designating uncollectible rents, the balances have previously been expensed through the allowance for doubtful accounts.
- Grace Turchi, Finance Director indicates that GHA is operating at a loss of about \$26K, mostly attributed to Williams and Grillo, the admin fee from Village at Harmony Garden PBV units is expected to decrease the loss. Net loss before depreciation is about \$83K and when depreciation is added back is calculated to \$26K of operating loss. E.D. Gober indicates as discussed previously many Housing Authorities across the nation have seen an increase in Tenant Accounts Receivables and advises the Commissioners that GHA charges an affordable rent, generally 30% of the residents monthly adjusted income. GHA will offer repayment agreements and is pursuing eviction for nonpayment of rent if there is no other option.
- Commissioner Andrew Halter inquires about current occupancy at GHA. E.D. Gober discusses vacant units needing updates and difficulty leasing units.

Motion to approve and accept Financial Report,

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

 **DIRECTORS REPORT:**

- E.D. Gober indicates the Federal Government passed a continuing resolution, the T-HUD portion of the bill has two expiration dates, first expiration is January 19, 2024 and then there's this

second expiration date of February 2, 2024 for commerce, justice, science, defense and financial, additional details are contained in the article included in the board packet.

- E.D. Gober indicates the agenda includes RES# 23-113, 23-114, and 23-115 regarding the RFPs for professional services. Brown & Connery LLP are recommended for primary legal counsel FY24, Angelini, Viniar and Freedman, LLP for secondary legal counsel FY24. For audit services FY23 Bowman & Company LLP is recommended and for consulting services FY24 The Brooke Group is recommended. E.D. Gober indicates the agenda also contains multiple resolutions regarding emergencies including floor replacements and roofing repairs, all work has been completed and is now brought back to the Board from a regulatory perspective deeming the emergencies. RES# 2023-68 asks the Board to authorize a contract for floor covering services – RFP 23-001 that would allow an unlimited quantities contract for flooring. RES# 2023-74 recommends that the Board rejects the bids for Turnover Maintenance Work IFB 23-002 due to a deficiency in paperwork required by law.
- E.D. Gober indicates that HUD is implementing a new inspection protocol called NSPIRE. NSPIRE is a mandatory inspection protocol for public housing. For properties inspected under the voucher protocol, which is Housing Quality Standards (HQS), the implementation can be deferred for one year. GHA has chosen to defer NSPIRE protocol for one year since the contractual relationship with third party landlords has not yet been established by HUD. At this time GHA will be required to inspect under NSPIRE effective 10/1/2024. The new NSPIRE protocol will make it more difficult for landlords who have older housing stock to comply.
- E.D. Gober advises the Board of GHA’s Thanksgiving and Christmas luncheons.

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:

2023-64	RESOLUTION AUTHORIZING PAYMENT OF MONTHLY EXPENSES Motion: Commissioner Shirley Anderson Second: Commissioner Jacob Hines All in Favor
2023-65	RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR PRIMARY AND SECONDARY LEGAL SERVICES FY24 – RFP 23-003 Motion: Commissioner Shirley Anderson Second: Commissioner Andrew Halter All in Favor
2023-66	RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR AUDIT SERVICES FYE 2023 – RFP 23-004 Motion: Commissioner Jacob Hines Second: Commissioner Shirley Anderson All in Favor
2023-67	RESOLUTION AUTHORIZING AND ACCEPTING A CONTRACT FOR HOUSING DEVELOPMENT CONSULTANT SERVICES FY24 - RFP 23-005 Motion: Commissioner Andrew Halter Second: Commissioner Shirley Anderson All in Favor
2023-68	RESOLUTION AUTHORIZING A CONTRACT FOR FLOOR COVERING SERVICES AT VARIOUS MANAGED PROPERTIES – RFP 23-001 Motion: Commissioner Andrew Halter Second: Commissioner Jacob Hines All in Favor

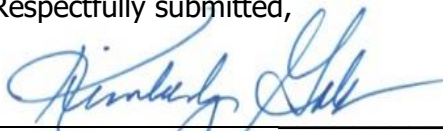
2023-69	RESOLUTION DESIGNATING STATUS OF UNCOLLECTIBLE RENTS Motion: Commissioner Jacob Hines Second: Commissioner Shirley Anderson All in Favor
2023-70	RESOLUTION AMENDING RES 23-48 EMERGENCY CONTRACTS FOR THE REPLACEMENT OF A CIRCULATOR PUMP, THREE PRESSURE CONTROL VALVES AND FLOORING AT WHITNEY GARDENS DUE TO ADDITIONAL WORK NEEDED Motion: Commissioner Shirley Anderson Second: Commissioner Jacob Hines All in Favor
2023-71	RESOLUTION APPROVING EMERGENCY CONTRACT FOR FLOOR REPLACEMENT – 178 DELSEA MANOR Motion: Commissioner Andrew Halter Second: Commissioner Jacob Hines All in Favor
2023-72	RESOLUTION APPROVING EMERGENCY CONTRACT FOR FLOOR REPLACEMENT – 141 DELSEA MANOR Motion: Commissioner Jacob Hines Second: Commissioner Shirley Anderson All in Favor
2023-73	RESOLUTION APPROVING EMERGENCY CONTRACT FOR ROOF REPAIRS – 101 GRILLO SUMMIT PARK Motion: Commissioner Andrew Halter Second: Commissioner Jacob Hines All in Favor
2023-74	RESOLUTION REJECTING BID RECEIVED FOR TURNOVER MAINTENANCE WORK IFB 23-002 Motion: Commissioner Shirley Anderson Second: Commissioner Jacob Hines All in Favor
2023-75	RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

ADJOURNMENT

Motion to Adjourn

Motion: Commissioner Andrew Halter
Second: Commissioner Jacob Hines
All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: November 21, 2023