



JAY LAPP □ Chairman
ANDREW HALTER □ Commissioner
SHIRLEY ANDERSON □ Commissioner

EDWARD HUTCHINSON □ Vice Chairman
THURASINGHAM MOHANAKANTHAN □ Commissioner
KIMBERLY GOBER □ Secretary/Executive Director

ANNUAL MEETING MINUTES **MARCH 21, 2023**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro, met in session on TUESDAY, MARCH 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
- ✓ Vice Chairman Edward Hutchinson (virtually)
- ✓ Commissioner Andrew Halter (virtually)
- ✓ Commissioner Thurasingham Mohanakanthan (virtually)

Absent:

- ✓ Commissioner Shirley Anderson

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Jose Calves, Esq. Solicitor (virtually)
- ✓ Grace Seeney, Finance Director
- ✓ Madeline Vasquez, Property Manager (virtually)

📁 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 both, adequate notice and electronic notice of a 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 online in the Authority's website in accordance with the law. Members of the public may make public comments remotely during a remote public meeting when permitted in accordance with the meeting agenda. Members of the public may submit public comments in writing forty-eight hours in advance of a remote public meeting to be read aloud during public comment. All public comments, whether made remotely or in writing in advance of a remote public meeting, shall be limited to five (5) minutes per person. Members of the public attending the meeting shall be muted until public comments are permitted, at which time they may ask to be recognized. In the event that a member of the public becomes disruptive during a remote public meeting, including during public comment, the Board Chair, or his/her designee, shall mute or continue muting such disruptive member of the public. After receiving a warning, continued disruptive acts may result in such disruptive individual being muted, kept on mute for the remainder of the meeting, or removed from the meeting at the discretion of the Board Chair. During the course of the meeting, a

portion of the meeting may be closed to the public to discuss matters falling under exceptions to the Open Public Meetings Act”.

PUBLIC PORTION:

Motion to Open the Public Portion

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

No member of the public present.

Motion to Close the Public Portion

Motion: Commissioner Andrew Halter

Second: Commissioner Thuraisingham Mohanakanthan

All in favor

MINUTES:

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

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Andrew Halter

All in favor

FINANCIAL REPORT:

- Finance Director Grace Seeney indicates that overall, GHA is operating at a loss of about \$174K, when depreciation is added back the loss is about \$100K. Taking in consideration the increased management, consultant and legal fees due to the VHG development that will be going away this year as the development comes to an end and leasing will start providing increased revenue in the amount of about \$4K per month from the HCV program administrative fees. E.D. Gober indicates revenue was also down a little due to our currently managed units that we have been rehabbing; adding that HAGC's management fees were also higher from overseeing the development.
- Finance Director Grace Seeney adds that February's financials show GHA is operating in the positive about \$8.5K this year.

Motion to accept Accountants Report,

Motion: Commissioner Thuraisingham Mohanakanthan

Second: Vice Chairman Edward Hutchinson

All in favor

DIRECTORS REPORT:

- E.D. Gober indicates RES# 2023-25 requests the Board to approve revisions to the Cost Allocation Policy by increasing the capitalization limit from \$2,000 to \$5,000, which is industry standard, this means that assets less than \$5,000 would be expensed the same year. RES# 2023-26 requests the Board to approve revisions to the Cost Allocation Policy, for expenses we comply with 2 CFR part 200 that explains A) we need to have a reasonable allocation and B) charge expenses for what individuals actually do, such as payroll. We generally allocate based on units but also look at what is actually done and how time is spent.
- E.D. Gober indicates that PHADA, NAHRO, CLPHA, and the Moving to Work Collaborative have sent a letter to HUD regarding regulatory overload for HAs, in summary the volume of new rules, regulations, guidance and systems is creating a heavy admin burden for HAs, and

requesting the Secretary reestablish a partnership between HAs and HUD on these issues and have joint planning and implementation. Example being NSPIRE, HOTMA, AFFH, etc. HUD is also proposing updates to the 50058, which is needed but it is a concern that HUD will make the change without providing time for PHA's software to be capable to submit the data.

- E.D. Gober indicates the HCV Program is anticipated to receive an increase; HUD has indicated to expect a 10.8% increase in funding. This is GHA's main source of funding from HUD because of the conversion to RAD.
- E.D. Gober indicates the President has released the 2024 budget, most HUD funds have received a modest increase from 2023, with the exception of the voucher administrative fees. The voucher administrative fees, based on the President's budget, are expected to be 100%.
- E.D. Gober indicates regarding VHG, Housing Quality Standard Inspections have been performed, 26 of the 64 units failed, no items failed for were significant, but all items have been repaired and reinspection is scheduled. Ingerman has TCOs on four of the buildings and anticipate the municipality to sign off all outstanding, the engineer for the municipality was looking into the grading. There are about 900 applicants on the waitlist and E.D. Gober inquires what the Board thinks about closing the waitlist. For a ribbon cutting GHA will consult with the Borough once the units are filled for a good time to hold.
- E.D. Gober indicates applications were accepted GHA's Section 8 Housing Choice Voucher Programs from March 15, 2023 to March 18, 2023, we will have statistics for the Commissioners next month.
- E.D. Gober indicates April's meeting will be held in person at GHA's Community Room at Delsea Manor.

No further questions by the Commissioners.

Motion to accept the Reports:

Motion: Vice Chairman Edward Hutchinson

Second: Commissioner Thuraisingham Mohanakanthan

All in Favor

NEW BUSINESS- RESOLUTIONS:

<u>2023-24</u>	CONSIDER RESOLUTION APPROVING REGULAR MONTHLY EXPENSES Motion: Commissioner Thuraisingham Mohanakanthan Second: Vice Chairman Edward Hutchinson All in Favor
<u>2023-25</u>	CONSIDER RESOLUTION APPROVING REVISIONS TO CAPITALIZATION POLICY Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2023-26</u>	CONSIDER RESOLUTION APPROVING REVISIONS TO COST ALLOCATION POLICY Motion: Vice Chairman Edward Hutchinson Second: Commissioner Andrew Halter All in Favor
<u>2023-27</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

 **ADJOURNMENT**

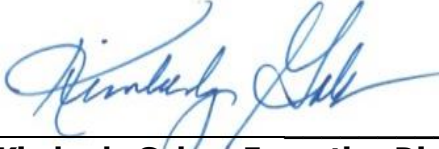
Motion to Adjourn

Motion: Commissioner Thuraisingham Mohanakanthan

Second: Vice Chairman Edward Hutchinson

All in Favor

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: March 21, 2023