



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

JACOB HINES • Vice Chairman
THURASINGHAM MOHANAKANTHAN • Commissioner
KIMBERLY GOBER • Secretary/Executive Director

REGULAR MEETING MINUTES **DECEMBER 17, 2024**

The Board of Commissioners of the Housing Authority of the Borough of Glassboro met in session at **181 Delsea Manor Drive, Glassboro, NJ 08028** on TUESDAY, December 17, 2024, 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 Jacob Hines
- ✓ Commissioner Shirley Anderson
- ✓ Commissioner Andrew Halter

Absent:

- ✓ Commissioner Thuraingham Mohanakanthan

Also in attendance were:

- ✓ Anthony Sabitsky, Esq., Solicitor (Virtually)
- ✓ Kimberly Gober, Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Grace Turchi, Finance Director
- ✓ Barbara Nicholson, 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 Andrew Halter

Second: Vice Chairman Jacob Hines

All in favor

No members of the public were present.

Motion to Close the Public Portion

Motion: Commissioner Andrew Halter

Second: Vice Chairman Jacob Hines

All in favor

MINUTES:

Motion to Approve the Minutes from NOVEMBER 2024, as read,

Motion: Vice Chairman Jacob Hines

Second: Commissioner Andrew Halter

All in favor

FINANCIAL REPORT:

- Finance Director Grace Turchi indicates the agenda contains RES 2024-67 regarding the adoption of the budget for FY2025.
- Finance Director Grace Turchi provides a brief summary of the October 2024 financials. Overall, all funds show GHA operating positively at about \$27K.
- E.D. Gober indicates as a supplement for the Boards consideration regarding RES# 2024-72 on the agenda authorizing increase funding under contract for improvement and maintenance of interior common areas and vacancies turnovers with A&J Flooring in the amount of \$100K for additional units that the balance of GHA's Reserve & Replacement account is funded at \$8,233 per month and the balance is \$586,480 currently.

Motion to Accept the Financial Reports:

Motion: Commissioner Andrew Halter

Second: Commissioner Shirley Anderson

All in Favor

DIRECTORS REPORT:

- E.D. Gober indicates RES 2024-67 is a roll call vote for the FY2025 budget, RES 2024-68 informs the state of a Public Agency Compliance Officer who is the Executive Director, RES 2024-69 appoints a Fund Commissioner for the Joint Insurance Fund who is also the Executive Director. RES 2024-70 recommends to the Board revisions to the Grievance Policy, the revisions allow for some items that are considered more routine such as with residents that do not comply with their annual recertification by not supplying their documents which is a common occurrence, that instead of going through the grievance procedure and taking up administrative time to consider this occurrence with an administrative review and just providing an additional 30 days rather than take up staff time with a formal meeting, this has been implemented at the Housing Authority of Gloucester County and has been very successful. The appeal process is also being removed, we have participated in training with Housing and Development Law Institute (HDLI), an organization that dives deep into legal matters for public housing authorities, their recommendation is to not have a two-part hearing process but to have a strong policy and strong hearing officer. If approved it would be effective January 1, 2025. RES 2024-71 asks the Board to approve revisions to the Capitalization Policy, the accounting industry in the nonprofit section recommends that entities increase their capitalization limit from \$5,000 to \$10,000, meaning if GHA purchases something that is \$9,999 instead of making it an asset on the balance sheet and depreciating it over time it is just expensed. E.D. Gober indicates as discussed earlier in the meeting, RES 2024-72 asks the Board to authorize an increase of funding under the contract for improvement and maintenance of interior common areas and vacancies turnovers, the alternative would be to go out and bid again which we believe would increase our cost, we have an option to extend the contract for two one year terms and that is the recommendation to the Board.
- E.D. Gober indicates GHA is operating under a continuing resolution that expires on 12/20/2024. GHA has received funding notification for January, once more information is available E.D. Gober will advise the Board.

- E.D. Gober indicates the Board Packets include a letter to Commissioners from HUD regarding the Housing Choice Voucher (HCV) program. The HCV program is one of HUD's biggest programs, post COVID the costs are imploding the HVC program. GHA rents are limited in our RAD units which are paid for through the HCV program, on the other side there are also tenant-based vouchers where the rent is set by the market. HUD also does a market study that we have to make sure the units are comparable with that. The costs in the rental market is increasing significantly, so the cost of the HCV Program is increasing, and Congress is troubled about this. There are two different bills, the House version and the Senate version for the Federal Appropriations, HUD is telling Housing Authorities to prepare for the two different funding bills. The Federal Government needs to adopt a budget and communicate it to Housing Authorities in time for the Housing Authorities to make the correct decisions in running the HCV program. E.D. Gober explains that if GHA issues someone a voucher for the HCV program, they have an initial 60 days to search for a unit and we then can extend it for an additional 60 days and HUD is now stating that Housing Authorities should not be limiting search time. Once a voucher is given, they are given a right if they find an acceptable unit. This is always subject to funding, but wouldn't it be awful to then inform someone that you met the eligibility criteria, took too long to find suitable housing and now there is no funding. HUD is saying Housing Authorities need to keep an eye on this, which is hard to do when you do not know what funding will be received. It is to be recorded that this information has been communicated to our Commissioners.
- E.D. Gober indicates as of the date of the Board meeting, HUD has not posted the one-time adjustment for the RAD rents that was promised to be posted by the end of the year. In September E.D. Gober was told the HUD notice had been drafted and was going through departmental clearance, E.D. Gober indicates that this is on the horizon and notes that GHA has more capital leads over the turnover maintenance of the units and GHA would like to get the outsides of the units up to par.
- E.D. Gober indicates comparing the Fair Market Rents that HUD establishes to the approved rents of GHA's 104 units that annually you are looking at a million-dollar difference in revenue.
- E.D. Gober and Executive Assistant Nelly Rojas will be attending the PHADA Commissioners Conference in January.
- E.D. Gober indicates the Board packets also include an article for HUD Secretary.

NO FURTHER QUESTIONS FROM THE COMMISSIONERS.

Motion to Accept the Reports:

Motion: Vice Chairman Jacob Hines

Second: Commissioner Andrew Halter

All in Favor

NEW BUSINESS- RESOLUTIONS:

2024-66	RESOLUTION AUTHORIZING PAYMENT OF MONTHLY EXPENSES Motion: Commissioner Shirley Anderson Second: Vice Chairman Jacob Hines All in Favor
2024-67	RESOLUTION ADOPTING BUDGET FY2025 ROLL CALL VOTE Motion: Commissioner Andrew Halter Second: Vice Chairman Jacob Hines All in Favor

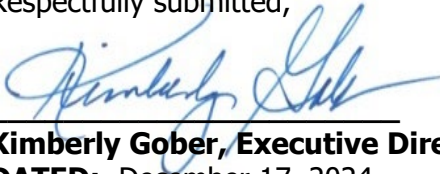
<u>2024-68</u>	RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) Motion: Commissioner Jacob Hines Second: Commissioner Andrew Halter All in Favor
<u>2024-69</u>	RESOLUTION APPOINTING A FUND COMMISSIONER FOR THE JIF INSURANCE FUND Motion: Vice Chairman Jacob Hines Second: Commissioner Shirley Anderson All in Favor
<u>2024-70</u>	RESOLUTION APPROVING UPDATED GRIEVANCE POLICY Motion: Commissioner Shirley Anderson Second: Commissioner Andrew Halter All in Favor
<u>2024-71</u>	RESOLUTION APPROVING UPDATED CAPITALIZATION POLICY Motion: Commissioner Andrew Halter Second: Vice Chairman Jacob Hines All in Favor
<u>2024-72</u>	RESOLUTION AUTHORIZING INCREASE FUNDING UNDER CONTRACT FOR IMPROVEMENT AND MAINTENANCE OF INTERIOR COMMON AREAS AND VACANCIES TURNS Motion: Vice Chairman Jacob Hines Second: Commissioner Shirley Anderson All in Favor
<u>2024-73</u>	CONSIDER RESOLUTION APPROVING EXECUTIVE SESSION - TABLED

ADJOURNMENT

Motion to Adjourn

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

Respectfully submitted,



Kimberly Gober, Executive Director

DATED: December 17, 2024