

**RESOLUTION #2025-25**

**RESOLUTION APPROVING REGULAR MONTHLY EXPENSES**

**WHEREAS**, the Housing Authority of the Borough of Glassboro (GHA) incurred various financial obligations since the last meeting; and it is the desire of the Board of Commissioners of the Housing Authority of the Borough of Glassboro (“Board”) to have their obligations kept current and;

**WHEREAS**, prior to the Board meeting, members of the Board read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment.

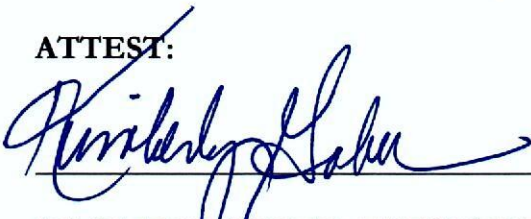
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Borough of Glassboro hereby authorize the Finance Director to pay the monthly bills presented to the Board for consideration on this date.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 15th day of April 2025 by a vote of 5 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Jacob Hines			✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan		✓	✓			

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

  
\_\_\_\_\_  
**JAY LAPP, CHAIRMAN**

**ATTEST:**  
  
\_\_\_\_\_  
**KIMBERLY GOBER, EXECUTIVE DIRECTOR**

**DATED:** APRIL 15, 2025

## **GLASSBORO HOUSING AUTHORITY**

### **FINAL BILL LIST # 2025-4**

#### **INTERIM BILLS:**

<b>A.</b>	Affordable Housing Corp of Glassboro	\$ 29,043.17
<b>B.</b>	Glassboro RAD Operating	115,887.53

**TOTAL INTERIM BILLS:** \$ 144,930.70

#### **CURRENT BILLS:**

<b>C.</b>	Affordable Housing Corp of Glassboro	\$ 1,716.86
<b>D.</b>	Glassboro RAD Operating	57,318.60

**TOTAL CURRENT BILLS:** \$ 59,035.46

**TOTAL BILL LIST:** \$ 203,966.16

**\*\*PLEASE NOTE: C#s with 4 digits = ACH and C#s with 6 digits = paper check\*\***

## Summary Check Listing Report

03/19/2025

To

04/14/2025

A.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000203240	03/26/2025	ATLANTIC CITY ELECTRIC	\$1,936.36
0000203241	03/26/2025	COMCAST CORPORATION	\$335.14
0000203242	03/26/2025	HD SUPPLY FACILITIES MAINTENANCE, LTD	\$2,293.97
0000203243	03/26/2025	MAX COMMUNICATIONS INC.	\$164.19
0000203244	03/26/2025	WOLFSCHMIDT PLUMBING, HEATING & COOLING	\$352.50
0000203245	03/26/2025	ATLANTIC CITY ELECTRIC	\$168.61
0000203246	03/26/2025	ATLANTIC CITY ELECTRIC	\$1,336.37
0000203247	03/26/2025	ATLANTIC CITY ELECTRIC	\$170.03
0000203248	04/02/2025	AFFORDABLE HOUSING CORP OF GLASSBORO	\$8,233.00
0000203249	04/02/2025	RILEY, ANTHONY J., LLC	\$200.00
0000203250	04/02/2025	CANON SOLUTIONS AMERICA, INC.	\$125.85
0000203251	04/02/2025	COMCAST CORPORATION	\$325.45
0000203252	04/02/2025	LCIJ, INC.	\$119.00
0000203253	04/02/2025	LOWE'S HOME CENTERS, INC	\$666.53
0000203254	04/02/2025	N.A.S. SECURITY SYSTEMS OF NJ INC	\$744.00
0000203255	04/02/2025	SOUTH JERSEY GAS CO	\$7,187.05
0000203256	04/02/2025	VERIZON WIRELESS SERVICES LLC	\$152.28
0000203257	04/02/2025	SOUTH JERSEY GAS CO	\$4,532.84
Total for Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		<b>\$29,043.17</b>





# Summary Check Listing Report

03/19/2025

To

04/14/2025

B

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	<b>RAD OPERATING</b>		
0000001267	03/20/2025	STATE OF NEW JERSEY	\$13,055.00
0000200577	03/25/2025	BROWN & CONNERY LLP	\$943.76
0000200578	03/25/2025	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$47,849.81
0000200579	03/25/2025	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$54,038.96
			<hr/>
Total for Credit Acct	<b>RAD OPERATING</b>		<b>\$115,887.53</b>



# Summary Check Listing Report

04/15/2025 To 04/15/2025

C

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000000215	04/15/2025	ADT SECURITY CORPORATION FKA ADT CORP	\$61.02
0000000216	04/15/2025	ADT SECURITY CORPORATION FKA ADT CORP	\$61.02
0000203258	04/15/2025	ATLANTIC CITY ELECTRIC	\$207.17
0000203259	04/15/2025	BOROUGH OF GLASSBORO-HIGHWAY	\$75.86
0000203260	04/15/2025	HOFFMAN'S EXTERMINATING CO., INC.	\$711.00
0000203261	04/15/2025	BLOCK LINE SYSTEMS LLC	\$99.76
0000203262	04/15/2025	VERIZON NEW JERSEY INC	\$98.19
0000203263	04/15/2025	W.B. MASON CO., INC.	\$335.08
0000203264	04/15/2025	ATLANTIC CITY ELECTRIC	\$67.76
Total for Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		<b>\$1,716.86</b>



# Summary Check Listing Report

04/15/2025

To

04/15/2025

D

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000200580	04/15/2025	COMMUNICATION WORKERS OF AMERICA	\$40.54
0000200581	04/15/2025	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$57,278.06
Total for Credit Acct	RAD OPERATING		<hr/> \$57,318.60



**RESOLUTION #2025-26**

**RESOLUTION AUTHORIZING  
CHANGES TO WAITING LIST PREFERENCES  
SECTION 8 ADMINISTRATIVE PLAN**

**WHEREAS**, the Housing Authority of the Borough of Glassboro (GHA) wishes to revise their Section 8 Administrative Plan to include a preference for United States Veterans who possess a valid DD214, NGB-22 or any other government issues record evidencing the type of discharge from service is other than “dishonorable”, to comply with *N.J.A.C. 5:40-2.2*; and

**WHEREAS**, within the preference for Veterans that meet all eligibility criteria, GHA shall implement the following priority order:

- i. Veterans who are both homeless and disabled;
- ii. Homeless Veterans;
- iii. Disabled Veterans; the preference for disabled veterans shall include family members who are the primary residential caregivers to such veterans and who are residing with them; and
- iv. All other Veterans and surviving spouses.

**THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Glassboro that the amended waitlist preference for Section 8 Administrative Plan is hereby authorized, effective May 1, 2025.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 15th day of April 2025 by a vote of 5 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Jacob Hines	✓		✓			
Shirley Anderson			✓			
Andrew Halter		✓	✓			
Thuraisingham Mohanakanthan			✓			



THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

  
\_\_\_\_\_

JAY LAPP, CHAIRMAN

ATTEST:

  
\_\_\_\_\_

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: APRIL 15, 2025



**RESOLUTION #2025-27**

**RESOLUTION AUTHORIZING ADOPTION OF  
PUBLIC ACCESS TO OFFICE POLICY  
HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

**WHEREAS**, the Housing Authority of the Borough of Glassboro (GHA) has developed a policy to outline the guidelines and procedures for maintaining a safe, professional, and accessible environment for all visitors who enter GHA’s office space; and

**WHEREAS**, this policy applies to GHA’s and HAGC’s personnel, visitors, and other business associates who enter GHA’s office premises; and


**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Public Access Policy, as attached hereto, be and hereby is approved and adopted.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 15th day of April 2025 by a vote of 5 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Jacob Hines			✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan		✓	✓			

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

  
\_\_\_\_\_  
**JAY LAPP, CHAIRMAN**

**ATTEST:**  
  
\_\_\_\_\_  
**KIMBERLY GOBER, EXECUTIVE DIRECTOR**

**DATED: APRIL 15, 2025**



# **PUBLIC ACCESS TO OFFICE POLICY**

**ADOPTED:**  
April 15, 2025

# **Housing Authority of the Borough of Glassboro**

6

## **Public Access to Office Policy**

The Housing Authority of the Borough of Glassboro (GHA) hereby establishes this Public Access to Office Policy ("Policy") to establish guidelines and procedures for maintaining a safe, professional, and accessible office environment for all visitors who enter the following GHA business offices:

- GHA Main Office – 181 Delsea Manor Drive, Glassboro, NJ 08028
- GHA Williams Office – 30 Williams Street, Glassboro, NJ 08028

### **1. Definitions**

- A. "Visitors" shall be defined as program participants, applicants, tenants and their legal representatives, job candidates, and other visitors.
- B. "Personal Visitors" shall be defined as visiting family and friends of GHA and Housing Authority of Gloucester County (HAGC) personnel.
- C. "Authorized Personnel" shall be defined as GHA/HAGC employees normally reporting to other locations, Board members, professional services providers (legal counsel, consultants, auditors), contractors, and vendors.

### **2. Access**

Open from 8:30am until 4:00pm. Closed for lunch from 12:00 p.m. until 1:00 p.m.

Areas will be designated at each building. Not all buildings may have the same number of areas.

- A. Vestibule: Open to the public requesting general information. No further access will be permitted without an appointment.
- B. Waiting Area: Open to tenants wishing to pay their rent in person, Visitors with an appointment, or Personal Visitors waiting for a GHA/HAGC employee escort. No further access will be permitted without an appointment. Individuals delivering goods or packages will remain in the waiting area until the appropriate GHA/HAGC employee expecting the delivery is notified and is able to receive the delivery.
- C. Bathroom: Open to Personal Visitors and Authorized Personnel. Not open to the public.



- D. Meeting Area: Available by appointment only. Appointments are approved at the discretion of the GHA/HAGC employee requested to attend the meeting.

### **3. Security**

For GHA to maintain secure offices, security measures may include but are not limited to:

- A. Visitor Sign-In: All Visitors and Personal Visitors will be required to sign in, show a form of ID and receive a visitor's badge, which will be worn at all times and returned once the visit is over. Authorized Personnel are not required to sign in or carry a visitor's badge.
- B. Visitor Escort: All Visitors and Personal Visitors will be escorted by a GHA/HAGC employee while on the premises. GHA/HAGC employees providing escorts shall notify their supervisor of any visitor escort prior to escort.
- C. Security Cameras: Security and other designated GHA/HAGC personnel may monitor the cameras to ensure proper supervision and security.
- D. Emergency Procedures: All GHA/HAGC employees providing escorts should be familiar with emergency procedures, including evacuation routes and emergency contact information.
- E. Internet Network Access: Visitors, Personal Visitors, and Authorized Personnel that require internet network access may be provided with credentials to access the guest wireless network at the discretion of the IT Director, or designee.

### **4. Prohibited Activities**

The following activities are prohibited in GHA offices:

- A. Soliciting or distributing materials without the prior authorization of GHA/HAGC.
- B. Engaging in disruptive or offensive behavior.
- C. Smoking, vaping, or engaging in drug related activities.
- D. Political Activities.

### **5. Accessibility**

GHA will provide reasonable accommodation(s) to Visitors, Personal Visitors, and Authorized Personnel with disabilities if requested and approved by the GHA Reasonable Accommodation Coordinator in advance of the visit to ensure that all Visitors, Personal Visitors, and Authorized Personnel can access and utilize the GHA offices equally.

### **6. Personal Visitors**

GHA/HAGC employees may have occasional visits from family and friends with the advanced approval of the employee's supervisor. Personal Visitors must be escorted by the employee while in the office. Visits should remain short whenever possible. GHA/HAGC employees will be held responsible for the actions of the employee's Personal Visitors.

## **7. Pets**

Pets are not permitted, unless approved in advance by management; however, assistance animals as defined in the GHA Assistance Animal Policy are permitted.

## **8. Compliance**

All Visitors, Personal Visitors, and Authorized Personnel who enter GHA offices, and GHA/HAGC employees permitting access, are expected to comply with this Policy and all other applicable GHA policies and procedures.

## **9. Enforcement**

All Visitors, Personal Visitors, and Authorized Personnel violating this Policy may be temporarily or permanently banned from GHA offices at the discretion of the GHA Executive Director. Banned individuals accessing, or attempting to access, GHA offices may be subject to criminal prosecution. If applicable, GHA/HAGC employees violating this Policy may be subject to disciplinary action.

## **10. Review**

This Policy will be reviewed periodically to ensure its effectiveness and relevance.

TABLED

RESOLUTION #2025-28

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, N.J.S.A. 10:4-6 *et seq.*) requires all meetings of the Housing Authority of the Borough of Glassboro (GHA) to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session", i.e., without the public being permitted to attend; and

WHEREAS, GHA has determined that \_\_\_\_\_ issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on April 15<sup>th</sup>, 2025, 5:00 P.M.; and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below with the number of issues and any additional, required information thereafter:

- 1) **"Any matter which, by express provision of Federal law, State statute of rule of court shall be rendered confidential or excluded from public discussion"** the legal citation to the provision at issue is \_\_\_\_\_ and the nature of the matter described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) **"Any matter in which the release of information would impair a right to receive funds from the federal government."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) **"Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) **"Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body."** The collective bargaining contract(s) discussed are between the Board and \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5) **“Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

6) **“Any tactics and techniques utilized in protecting the safety and property of the public provide that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

7) **“Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matter falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket number of each item of litigation and/or the parties to each contract discussed are \_\_\_\_\_

and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

8) **“ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining in of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”** Subject to the balancing of the public’s interest and the employee’s privacy rights under *South Jersey Publishing Co. Vs. New Jersey Expressway Authority*, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are \_\_\_\_\_

9) **“ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

**WHEREAS**, the length of the Executive Session is estimated to be \_\_\_\_\_ minutes after which the public meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Borough of Glassboro shall go into Executive Session for only the above stated reasons.

**BE IT FURTHER RESOLVED** that the Chairman, Vice Chairman, or their designee, at the present public meeting, shall read aloud enough of this Resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately be discussed.

**BE IT FURTHER RESOLVED** that the Secretary, on the next business day following this public meeting, shall furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by *N.J.S.A. 47:1A-1 et seq.*

**ADOPTED** at a **Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 15th day of April 2025** by a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ opposed and \_\_\_\_\_ abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp						
Jacob Hines						
Shirley Anderson						
Andrew Halter						
Thuraisingham Mohanakanthan						

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

\_\_\_\_\_  
**JAY LAPP, CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, EXECUTIVE DIRECTOR**  
**DATED: APRIL 15, 2025**