



The Housing Authority of Gloucester County

REGULAR BOARD MEETING

April 22, 2020

A Regular Meeting of the Housing Authority of Gloucester County was held in the Joseph A. Reed Board Room, Nancy J. Elkins Building, on April 22, 2020 beginning at 4:30 P.M.

ROLL CALL:

The Secretary (Kimberly Gober) called the roll and the following answered "aye":

- ✓ Chairman William W. Bain, Jr.
- ✓ 1st Vice Chairman Dan Reed (via Conference Call)
- ✓ Treasurer Scott Kintzing (via Conference Call)
- ✓ Commissioner Brenden Garozzo (via Conference Call)
- ✓ Commissioner Frank Smith (via Conference Call)

And the following were absent:

- ✓ 2nd Vice Chairman John Giovannitti

The Secretary notified the Solicitor that a quorum is present.

Also in attendance were:

- ✓ Jeff Daniels, Esq., Solicitor (via Conference Call)
- ✓ Kimberly Gober, Executive Director
- ✓ Jessica Laine, Esq., Assistant to the Executive Director (via Conference Call)
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Dana Dunfee, Administrative Aide (via Conference Call)
- ✓ Grace Seeney, Finance Director (via Conference Call)
- ✓ Michael Jezierski, Accountant (via Conference Call)
- ✓ Paul Letizia, AHO Director

SOLICITOR:

The Solicitor stated "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, and a copy of which has been posted publicly in accordance with the law."

PUBLIC PORTION:

Agenda items only.

Motion to open Public Portion:

MOTION: Commissioner Scott Kintzing

SECOND: Commissioner Frank Smith

ALL IN FAVOR

Seeing no members of the Public, (No members of Public on Conference Call Line)

Motion to Close Public Portion:

MOTION: Commissioner Scott Kintzing

SECOND: Commissioner Frank Smith

ALL IN FAVOR

DISCUSSION:

- Chairman William W. Bain, Jr. expresses his appreciation for all staff and Commissioners on the manner of handling all the new challenges during this time.

EXECUTIVE DIRECTOR REPORT:

- E.D. Gober indicates in Gloucester County as of 4/22/20, there are 851 positive Coronavirus cases, out of 3,500 tested approximately 2,730 were negative. Currently, Gloucester County is operating at a 24% positive rate based on those who were tested, there have also been 29 deaths in the County. HAGC has had one employee test positive, who is now recovered and returned to work with a doctor's note. Based on the Health Department's Contact Tracing, there were two employees that were directed by the Health Department to quarantine and four additional employees who self-quarantined pursuant to doctors' orders, all have returned to work having been cleared with doctors' notes. HAGC has three employees out as they have been determined to be at higher risk and four employees out for childcare reasons in respect to COVID-19. HAGC has hired four temporary employees to assist in essential functions involving caring for the residents needs in our congregate program, which provides meals, housekeeping, shopping and laundry services to our residents, three of those employees have been assigned at HAGC and one to GHA, who will reimburse HAGC.
- E.D. Gober indicates that on 4/11/20, HAGC offices were professionally cleaned by a company that uses a product proven affective to kill the Coronavirus.
- E.D Gober indicates that HAGC has submitted an application for public assistance to FEMA. While unsure of what our expenses related to the pandemic will be, HAGC would like the opportunity to request some reimbursement if the criteria are met and would like to be ready at that time to do so. Resolution 20-36 addresses establishing an MOU for that purpose.
- E. D. Gober indicates HAGC has purchased a number of laptops as an Emergency procurement, to provide some remote work capabilities if necessary. There is resolution 20-37 asking for your consideration in approving the laptop purchase and resolution 20-39 asking for your consideration to adopt a Remote Work Policy and Data Security Policy, to address security concerns. Not all work can be done remotely, but if something were to happen and no staff was able to come to work, we can function in some capacity.
- E.D. Gober indicates due to staffing shortages there are no financial statements this month. Additionally, we have not had sufficient staff to process all invoices that required payment in time for the Board Meeting, there is a bill list and some checks being presented. There are some items we may need to pay before the next Board Meeting, during the interim, that our policy does not

permit us to pay, resolution 20-35 is asking permission to pay those interim expenses. All expenditures will be presented to the Commissioners at the May Board Meeting.

- E.D Gober indicates HAGC is in conversations with the Planning Department of Gloucester County. HAGC already administers HOME TBRA (Tenant Based Rental Assistance) Funding, it is a program similar to the Voucher Program where you pay rental assistance to a third party landlord, but the regulations are slightly different than the Voucher Program, this money comes from the County, where the general administrative fee is 10%; as a result of the Pandemic the County has been given additional money and would like to extend that to individuals who have lost their jobs and those having difficulties paying their rent during this time. HAGC is working on a MOU with the County, separate from the one already in place. The individuals would be vetted by Social Services and then referred to HAGC to determine their income and whether they meet the income calculations, HAGC could then enter into a Housing Assistance Payments Contract with the landlord. This funding would have to be used by December 31, 2020 and in this case the administrative fee is permitted to be higher, HAGC would receive a 25% administrative fee and that is resulting from factors such as being short staffed and possibly working overtime on this project. The Commissioners will be updated at the May Board Meeting.
- Commissioner Frank Smith asks what happens once the money runs out, E.D. Gober explains HUD is presenting this Voucher as temporary, unlike a regular Voucher, once the amount is depleted or by December 31, 2020, whichever comes first, it will end.
- E.D Gober indicates that Rowan College of Gloucester County has approved a resolution to enter into a lease agreement with HAGC, this will grant site control to HAGC, the college has identified three acres of land for this project. Counsel is working on a MOU between HAGC and the County of Gloucester to fund the predevelopment expenses.
- Jeff Daniels, Esq., Solicitor, indicates that predevelopment expenses are being paid for by the County of Gloucester, the project for the predevelopment expenses is currently being prepared by Rick Ginnetti, HAGC's consultant, once the budget is received HAGC can finalize the agreement and present it to the Board for approval so we can forward it to the County for their review and approval. The agreement covers the predevelopment cost and is the next step in the process that is needed for the funding application which will determine the funding and whether or not HAGC continues with the project. The Township has to finalize their agreement with their share of funding, which is a factor in the funding HAGC is applying for. They also have to amend their redevelopment plan through their Board and Counsel, HAGC will present the Board with a MOU at the May Board Meeting regarding this project.
- E.D Gober indicates that the CARES Act will provide HAGC with an extra 2 months of funding from HUD for Coronavirus activities. HAGC is expecting to receive this funding by May 1 and will inform the Board once received.
- Commissioner Scott Kintzing asks if the funds must be used for payroll, E.D. Gober indicates there has been no guidance as of yet on what to spend the extra funds on.
- Commissioner Scott Kintzing asks if the funding is a forgivable loan or a grant, E.D. Gober indicates HUD is giving an extra 2 months funding for Public Housing and the Voucher Program, it is just additional funding, there is no talk of loan. E.D Gober explains that HAGC has an ACC (Annual Contributions Contract), which is the legally binding contract between the Housing Authority and HUD. HUD comes up with funding methodology in accordance with the contract and provides HAGC with the funding, this funding falls under the ACC.
- E.D. Gober indicates the CARES Act has provided broad waiver authority for HUD. HUD has published notice PIH 2020-05, which covers permissible waivers for Public Housing and Voucher Programs, resolution 20-33 in the agenda authorizes HAGC to implement specific waivers, most notable is for the recertifications and inspections, it allows more time for completion. In respect to recertifications, HAGC needs to make interim changes for those who may have lost their job or have

had a change in income in between their contract, these interim changes are priority over recertifications. HUD recognizes Housing Authorities are working with reduced staff and that there may be an influx of interim recertifications and are permitting the annual recertifications to be conducted late. Another of the most notable waivers involves financial statements, the notice permits the unaudited financial statements to be submitted to REAC six months later than the original due date as well as six months later for the audited financial statements.

NO FURTHER COMMENTS OR CONCERNS FROM THE COMMISSIONERS

AGENDA:

A. Review and Action of Minutes – MARCH 2020

BILL LIST IS AVAILABLE FOR REVIEW, BUT IT MAY NOT BE COMPLETE.

NO FINANCIAL REPORT AVAILABLE DUE TO COVID-19 REDUCED STAFF.

RESOLUTIONS

20-28	CONSIDER RESOLUTION AUTHORIZING CONTRACT FOR BRICK AND MORTAR REPAIR TO DEPTFORD PARK APARTMENTS
20-29	CONSIDER RESOLUTION AUTHORIZING HAGC TO CONTINUE TO PARTICIPATE IN OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE FY2020
20-30	CONSIDER RESOLUTION AUTHORIZING HAGC TO EXTEND PARTICIPATION IN CAMDEN COUNTY EDUCATIONAL COOPERATING PRICING SYSTEM
20-31	CONSIDER RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS
20-32	CONSIDER RESOLUTION APPROVING EMERGENCY PURCHASE OF READY-MADE MEALS
20-33	CONSIDER RESOLUTIONS APPROVING THE SUBMISSION OF APPLICABLE WAIVERS UNDER PIH NOTICE 2020-05
20-34	CONSIDER RESOLUTION AUTHORIZING A PLAN FOR PROPHYLAXIS DISTRIBUTION IN A PUBLIC HEALTH EMERGENCY
20-35	CONSIDER RESOLUTION OF INTERIM PAYMENT OF EXPENSES
20-36	CONSIDER RESOLUTION RATIFYING THE EXECUTION OF A MOU BETWEEN HAGC AND THE STATE OF NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT (NJOEM)
20-37	CONSIDER RESOLUTION APPROVING EMERGENCY PURCHASE OF LAPTOP COMPUTERS
20-38	CONSIDER RESOLUTION AUTHORIZING AWARD OF WATERPROOFING REPAIRS AND INSTALLATION OF SUMP PUMP SYSTEM AT A NJ 204-1 SCATTERED SITE UNIT
20-39	CONSIDER RESOLUTION ADOPTING REMOTE WORK POLICY AND DATA SECURITY POLICY
20-40	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - TABLED

MOTION TO APPROVE THE AGENDA RESOLUTIONS:

MOTION: 1st Vice Chairman Dan Reed
SECOND: Commissioner Frank Smith
ALL IN FAVOR

SOLICITOR

- Jeff Daniels, Esq., Solicitor, adds to the discussion with the Special Needs Project, that once HAGC establishes the agreement and site control with the College, HAGC will then be able to look for a design build consultant to ultimately build the project. Regarding the COVID-19 response by HAGC, E.D. Gober and Jeff Daniels, Esq. have been reviewing the Governors Executive Orders, CDC, Department of Health, and State Department of Health Guidance regarding mitigation efforts and all is being looked at legally as well with regards to HAGC's response to the pandemic.

COMMENTS OR GENERAL QUESTIONS FROM THE PUBLIC:

MOTION: Commissioner Frank Smith
SECOND: 1st Vice Chairman Dan Reed
ALL IN FAVOR

Seeing no members of the Public, motion to close,

MOTION: 1st Vice Chairman Dan Reed
SECOND: Commissioner Frank Smith
ALL IN FAVOR

ADJOURNMENT:

MOTION: Commissioner Frank Smith
SECOND: 1st Vice Chairman Dan Reed
ALL IN FAVOR

Respectfully submitted,



Kimberly Gober, Secretary

Dated: April 22, 2020