



# **The Housing Authority of Gloucester County**

## REGULAR BOARD MEETING

*January 22, 2020*

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**A Regular Meeting of the Housing Authority of Gloucester County was held in the Joseph A. Reed Board Room, Nancy J. Elkins Building, on January 22<sup>ND</sup>, 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.
- ✓ Treasurer Scott Kintzing
- ✓ Commissioner Brenden Garozzo
- ✓ Commissioner Frank Smith (via Conference Call)

**And the following were absent:**

- ✓ 1<sup>st</sup> Vice Chairman Dan Reed
- ✓ 2<sup>nd</sup> Vice Chairman John Giovannitti

**The Secretary notified the Solicitor that a quorum is present.**

**Also in attendance were:**

- ✓ Jeff Daniels, Esq., Solicitor
- ✓ Kimberly Gober, Executive Director
- ✓ Jessica Laine, Esq., Assistant to the Executive Director
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Grace Seeney, Finance Director
- ✓ Michael Jezierski, Accountant
- ✓ John Rasmus, Mod/Emergency Management Coordinator

### **SOLICITOR:**

The Solicitor stated "In accordance with the Open Public Meetings Act of 1975, this meeting is called to order pursuant to notice of Annual 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 to the Public:**

MOTION: Commissioner Frank Smith

SECOND: Commissioner Brenden Garozzo

ALL IN FAVOR

No comments from the Public,

### **Motion to Close:**

MOTION: Commissioner Brenden Garozzo

SECOND: Treasurer Scott Kintzing

ALL IN FAVOR

Stella Barnes, retired Administrative Assistant for HAGC, is in attendance to receive a copy of Resolution #19-118 in recognition of her dedicated work. Chairman William W. Bain Jr. states Stella Barnes is amongst the nicest and most sincere people he has met in his personal and professional life. A very professional and kindhearted person, Executive Director Kim Gober, her predecessor Samuel Hudman, the Board as a whole and the Chairman himself could always count on her for support. Chairman Bain Jr. also states that there are not enough words to encompass all the gratitude HAGC, owes Stella and he adds that she will be deeply missed.

E.D. Gober states that Stella's impact in our organization goes well beyond her years here, adding that everything Stella did, was done with love and care, from the employees, whom she treated like family, to the residents for which she always showed respect and concern.

Stella Barnes states that she is very grateful to everyone at HAGC, and retiring was a difficult choice for her to make, she loved working here and will miss everyone very much.

## **EXECUTIVE DIRECTOR REPORT:**

- E.D. Gober indicates that there is an invitation for Stella's Luncheon in today's packet, all Commissioners are welcomed to attend, please RSVP to Nelly, so we can plan accordingly.
- FSS Awards for the FSS Coordinator's funding was posted. HAGC was awarded \$53,677, which is about 10K more than last year. This is a competitive grant we apply for every year.
- Audit are in progress, and auditors are on-site.
- We have received a notice from the IRS for an audit of AHA FY2017. It appears to be a randomly generated request just to ensure we are in compliance with all non-profit requirements.
- HAGC and many other Housing Authorities across the nation have received a notice of "Negative Administrative Fee Reserve" from their respective HUD field offices for the voucher program. All HA's receive 2 pots of funding in order to implement the HCV program, one pot to pay landlords and one pot to cover administrative costs. As the commissioners are aware, the Administrative pot has consistently been funded at about 75-80% of the total amount HUD estimates it takes to operate the program. In this calculation, HUD does not take into consideration any of the legacy cost HAs must include in their books, such as pension and OPEB, which results in a negative reserve.

Coincidentally, E.D. Gober, Commissioner Garozzo and Administrative Assistant Rojas attended a PHADA Conference, where one of the speakers was Davis Vargas, head of HUD REAC, which is the department where we submit all the unaudited and audited financial data. REAC also performs physical inspections of our properties. After Mr. Vargas' session ended, E.D. Gober approached him to inquire about the letter, which indicated that the Field Office would provide technical support to

trim some of the administrative costs triggering the negative reserve. Since this issue is very complicated, Mr. Vargas referred HAGC to set up a conference call with someone from HUD Washington, who would have a greater understanding of the accounting behind this calculation.

- As previously informed to the Board, HUD has indicated there is an error on their Financial Data Schedule for submitting the audited 2018 Financial Statement. We entered the data on time; however, the system is not allowing to “submit” the information. HUD is aware and is working on a solution, however, we are nearing the deadline to submit 2019 and there is some concern. This issue was also discussed with Mr. Vargas, and he indicated that they are looking into it.
- There is literature on today’s packet regarding new Appropriation’s language for the ACC, which prevents HUD from requiring or enforce any changes to the terms and conditions of the ACC that were in effect as of December 31, 2017 unless such changes are mutually agreed upon between HUD and the PHA. Any such agreement must be in writing and HUD cannot withhold funds to compel such agreement. The literature also details information regarding funding at different levels for your review.
- Resolution #20-04 was revised since the distribution of the packets, originally, the not-to-exceed amount was estimated to be \$59,350, however, since then, we discovered a problem with the mixing valve that needs to be addressed, increasing the not-to-exceed to \$65,000, if the Board approves. Chairman Bain Jr. requested a motion and a second to approve.
- Update regarding former Commissioner Betty Jane Purnell.
- Treasurer Scott Kintzing questions why we only received 2 bids for the Fire and Extended Coverage insurance, while it is noted on the bid evaluation that a large number of companies were contacted. Chairman Bain Jr. indicates we must follow strict guidance and procedures for any bid and that most likely the other companies were just not interested. As long as the company awarded the contract is fully in compliance with all requirements and can cover our liabilities, they should be approved.

**NO FURTHER COMMENTS OR CONCERNS FROM THE COMMISSIONERS**

** AGENDA:**

- A. Review and Action of Minutes – DECEMBER 2019
- B. Consider Interim Bill List, 20-01 Sections A, B, C, D
- C. Consider Bill List 20-01 E, F, G, H
- D. Consider Ratification of GCHDC, Seniors, Shepherd’s Farm, eMurphyg, Inc., PMURC, Inc. Sections A, B, C, D, E, F
- E. Consider Acknowledgment of Pop Moylan, Colonial Park LP Sections G, H, I

** RESOLUTIONS**

20-01	CONSIDER RESOLUTION AUTHORIZING THE HAGC TO COMPILE, PREPARE, AND SUBMIT INFORMATION IN ACCORDANCE WITH SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FY 2019 FOR HAGC HCV PROGRAM
20-02	CONSIDER RESOLUTION AUTHORIZING THE HAGC TO COMPILE, PREPARE, AND SUBMIT INFORMATION IN ACCORDANCE WITH SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FY 2019 FOR GHA HCV PROGRAM
20-03	CONSIDER RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR FIRE AND EXTENDED COVERAGE INSURANCE FOR HAGC

20-04	CONSIDER RESOLUTION APPROVING AN EMERGENCY REPLACEMENT OF (2) WATER HEATERS AT DEPTFORD PARK APARTMENTS. <b>MOTION: Treasurer Scott Kintzing</b> <b>SECOND: Commissioner Brenden Garozzo</b> <b>ALL IN FAVOR</b>
20-05	CONSIDER RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT FOR TESTING OF FIRE ALARM & SPRINKLER SYSTEMS AT CARINO PARK
20-06	CONSIDER RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT FOR TESTING OF FIRE ALARM & SPRINKLER SYSTEMS AT DEPTFORD PARK
20-07	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - <b>TABLED</b>

**MOTION TO APPROVE THE RESOLUTIONS:**

MOTION: Treasurer Scott Kintzing  
SECOND: Commissioner Brenden Garozzo  
ALL IN FAVOR

**COMMENTS BY THE COMMISSIONERS**

Commissioner Brenden Garozzo indicates that he attended the PHADA Conference and took notice of the programs offered and the people in attendance and would like to mention that the HAGC is in good hands and we have good leadership in E.D. Gober. Commissioner Garozzo witnessed the Executive Director from PHADA come over to ask her questions, as well as to invite her to participate on different Committees. He would also like to comment that the HAGC Board is very versed, highly intelligent and knowledgeable, during the conference he was able to see the level of discussion brought forth from other HAs Commissioners and he indicates that the level of expertise and experience of our Board is invaluable.

**COMMENTS OR GENERAL QUESTIONS FROM THE PUBLIC:**

MOTION: Treasurer Scott Kintzing  
SECOND: Commissioner Brenden Garozzo  
ALL IN FAVOR

Seeing no members of the Public, motion to close,

MOTION: Treasurer Scott Kintzing  
SECOND: Commissioner Brenden Garozzo  
ALL IN FAVOR

**ADJOURNMENT:**

MOTION: Treasurer Scott Kintzing  
SECOND: Commissioner Brenden Garozzo  
ALL IN FAVOR

Respectfully submitted,



**Kimberly Gober, Secretary**

**Dated: January 22, 2020**