



# **The Housing Authority of Gloucester County**

## REGULAR BOARD MEETING

*JUNE 24, 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 June 24, 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.
- ✓ 1<sup>st</sup> Vice Chairman Dan Reed (via Conference Call)
- ✓ Commissioner Brenden Garozzo (via Conference Call)
- ✓ Commissioner Frank Smith (via Conference Call)
- ✓ Commissioner Scott Kintzing (via Conference Call)

**And the following were absent:**

- ✓ 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 (via Conference Call)
- ✓ Kimberly Gober, Executive Director
- ✓ Paul Letizia, AHO 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)

### **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 Frank Smith

SECOND: Commissioner Brenden Garozzo

ALL IN FAVOR

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

**Motion to Close Public Portion:**

MOTION: Commissioner Brenden Garozzo

SECOND: 1<sup>st</sup> Vice Chairman Dan Reed

ALL IN FAVOR

**DISCUSSION:**

- Chairman William W. Bain Jr. and E.D Gober indicate how proud and thankful they are for all HAGC staff and how diligent and devoted they have been to HAGC's mission and their clients.

**EXECUTIVE DIRECTOR REPORT:**

- E.D. Gober indicates there is a resolution regarding the sale of 108 Karen Drive, the previous sale fell through the buyer had unfortunately lost their job and lost their mortgage due to the pandemic and had to back out of the purchase. This sale is in line with the previous offer, two committee members were able to be contacted and approved of proceeding, this item is on the agenda for approval from the Board. Settlement is scheduled for July 14, 2020.
- E.D Gober indicates that resolution 20-55 is on the agenda for approving D&O insurance, which will cover the Authority, all affiliates and instrumentalities. Counsel reviewed the coverage and recommended the coverage to be sufficient for our operations.
- E.D Gober indicates with respect to the pandemic the state of New Jersey has about 170,000 cases and almost 13,000 deaths, 1.8% of the state has tested positive. Gloucester county has 2849 cases and 172 deaths, .8% of Gloucester County's population, of the 172 deaths 120 have been reported from long-term care facilities. Statewide 6.9% of ventilator capacity is in use, at this time it looks as if the curve has flattened. Regarding health insurance claims we have had minimal health insurance claims related to the pandemic, we are unsure if there may be an influx of overall claims other than COVID related that may cause a rise in expense, some people may have delayed elective procedures due to the pandemic. In regard to staffing on June 1, 2020 about 5% of staff was on leave 3% working remotely or alternate hours and 3% working a combination of working remotely and on leave. We have one person out on extended medical leave and one person a combination of extended leave and working remotely due to childcare.
- E.D Gober indicates the state is now in Phase two of the reopening plan and HAGC start performing routine work orders and inspections as of July 1, 2020. Other Housing Authorities are starting to perform these services at this time, Philadelphia is starting July 15, 2020 and others are starting July 1,2020, as well as Housing Authorities in Northern NJ. HAGC will take measures for safety, example if residents are sick, we will not perform these services. Chairman William W Bain Jr. adds if residents do not want HAGC staff in their houses there is no forcing of the matter. E.D. Gober recommends we keep the community rooms closed, the Governor has restrictions on occupancy capacity, and it would be difficult for HAGC to monitor and would require additional sanitation. In respect to our offices we are open to business associates that we work with often, when we do decide to open to the public it will be by appointment only and we will implement protective measures.
- E.D Gober indicates the CARES Act awarded funding to HAGC for administrative fees for prevention, preparation, and response to coronavirus related activity for expenses incurred between March 27, 2020 and December 31, 2020. These funds must be used before the end of the year. E.D. Gober indicates we have not charged anything towards these funds at this point, we must

first analyze what fits the CARES Act criteria and what fits the FEMA criteria and proceed with what is best for the Authority.

- E.D. Gober indicates that last year the Board approved Project Based Vouchers for two housing projects, Woodbury Heights Family Housing and West Deptford Apartments, neither were approved for funding in the 2019 low income housing tax credit round and both are submitting applications in 2020. The state extended the deadline to September 23, 2020 due to COVID-19. Both developers indicated they are submitting applications and are in the process of updating those applications.

- E.D. Gober indicates that GHA is about to hit a big milestone with the Lincoln Boulevard Project, a 65 unit garden style project with developer Pennrose, that during a conference call with NJHMFA where one of their sources of gap funding is the Special Needs Housing Trust Fund that the NJHMFA announced they were cleared to be put on the June Agenda for approval.

- E.D. Gober indicates due to COVID-19 our audits were interrupted, one of the waivers HAGC applied for was for a six month extension for the audit, but thinks it is in HAGC's best interest to complete the audits as soon as possible and use as little of the six months as possible. The audits may not be completed by the July Meetings. The GASB numbers were recently released, which is a big component of our audit and spills into all the other entities as it effects the payroll costs, nonetheless we will set the bar high and try our best.

- E.D. Gober indicates with Congress the 2021 appropriations seem to have lost momentum. Commissioner Kintzing asks if there is any indication there may be budget cuts due to the CARES Act money. E.D. Gober indicates it is a concern but nothing definitive is being said. E.D. Gober indicates that a concern from the State level would be any changes to our Congregate Housing Services program that is funded through the state, it seems they propose cuts and then reallocate. We don't know what will happen with the program, but it is a necessary program as it that allows our residents to age in place. The grant does not fully cover the cost of the program, the participants pay a contribution based on a sliding scale, HAGC receives money from the state and our basic program budget also contributes for each building. This program supplies the meals, laundry and housekeeping services that we provide to those participants that elect to join. Any cuts from this program would be our concerns from the states level.

- E.D. Gober indicates the Ways and Means Committee has a \$1.5 Trillion Infrastructure package that expands the transportation reauthorization proposal to include additional infrastructure provisions, we have talked about the Moving Forward Act previously that was sponsored by Financial Services Chairperson Maxine Waters and the Housing Infrastructure Act. We don't have all the details on this new package, but once available NAHRO will provide a summary of the bill. E.D. Gober encourages all to continue to advocate for our programs, which can be done on NAHRO's website where they have letters drafted to make it easy to send and express the need for our programs.

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

** AGENDA:**

- A. Review and Action of Minutes – MAY 2020
- B. Consider Interim Bill List, 20-06 Sections A, B, C, D
- C. Consider Bill List 20-06 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, J

## **RESOLUTIONS**

20-52	CONSIDER RESOLUTION AUTHORIZING SALE OF 108 KAREN DRIVE
20-53	CONSIDER RESOLUTION APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$6,000 FROM HAGC'S OPERATING FUND TO GCHDC
20-54	CONSIDER RESOLUTION APPROVING A CONTRACT TO REPAIR CENTER GLASS BLOCK WALL SYSTEM – DEPTFORD PARK
20-55	CONSIDER RESOLUTION APPROVING CONTRACT FOR D&O INSURANCE
20-56	CONSIDER RESOLUTION APPROVING EXTENSION OF CONTRACT FOR TRASH REMOVAL SERVICES – DEPTFORD PARK
20-57	CONSIDER RESOLUTION APPROVING EXTENSION OF CONTRACT FOR TRASH REMOVAL SERVICES – DEPTFORD PARK
20-58	CONSIDER RESOLUTION APPROVING A CONTRACT FOR COIN-OPERATED LAUNDRY SERVICES – DEPTFORD PARK
20-59	CONSIDER RESOLUTION APPROVING A CONTRACT FOR COIN-OPERATED LAUNDRY SERVICES – CARINO PARK
20-60	CONSIDER RESOLUTION VOIDING OUTSTANDING CHECKS WRITTEN ON VARIOUS ACCOUNTS ISSUED PRIOR TO 12/24/2019
20-61	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - TABLED

### **MOTION TO APPROVE THE AGENDA ITEMS**

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

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

MOTION: Commissioner Frank Smith  
SECOND: Treasurer Scott Kintzing  
ALL IN FAVOR

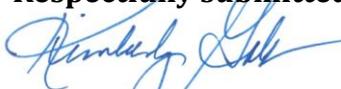
Hearing no members of the Public, motion to close, (via Conference Call)

MOTION: 1<sup>st</sup> Vice Chairman Dan Reed  
SECOND: Commissioner Frank Smith  
ALL IN FAVOR

### **ADJOURNMENT:**

MOTION: Commissioner Frank Smith  
SECOND: Commissioner Brenden Garozzo  
ALL IN FAVOR

**Respectfully submitted,**



**Kimberly Gober, Secretary**

**Dated: JUNE 24, 2020**