



# **The Housing Authority of Gloucester County**

## REGULAR BOARD MEETING

*March 25, 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 March 25, 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.
- ✓ 2<sup>nd</sup> Vice Chairman John Giovannitti (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:**

- ✓ 1<sup>st</sup> Vice Chairman Dan Reed

**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 (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 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 Public Portion:**

MOTION: Commissioner Frank Smith

SECOND: Commissioner Brenden Garozzo

ALL IN FAVOR

Seeing no members of the Public,

### **Motion to Close Public Portion:**

MOTION: Commissioner Frank Smith

SECOND: 2<sup>nd</sup> Vice Chairman John Giovannitti

ALL IN FAVOR

## **DISCUSSION:**

- Chairman William W. Bain, Jr. thanks Commissioner Brenden Garozzo and E.D. Gober for working together regarding the COVID-19 Pandemic and their respective expertise.

## **EXECUTIVE DIRECTOR REPORT:**

- E.D. Gober reminds the Board we received a notice of a case of Legionella at Colonial Park Apartments. The State and County Health Departments came out and performed a survey of the facilities, as a result the water was tested, and the official results showed there was no presence of Legionella in our water system. Due to the population we serve, we thought it was a good idea to create a water management plan at all the facilities, to monitor and minimize risks. Resolution #20-15 is asking the Commissioners to adopt the plan which is modeled after the guidance given by the consultant hired.
- E.D Gober adds we have the annual update to the emergency management plan with Resolution #20-16.
- Additionally, there were two emergency repairs at Carino Park Apartments, first the boiler motor and second a waterline leak which are covered under Resolutions #20-21 and #20-22. Also, we have the contract for the removal and replacement of exterior building sealant at Deptford Park with resolution #20-24, this is an item that was cited by the last REAC inspector.
- E.D. Gober would like to highlight that last meeting we talked about developing 24 units of special needs housing at Rowan College of South Jersey. The College has land that is slated for housing, we have been in communication with them and our next meeting is scheduled for April 2, 2020. Resolution #20-26 on the agenda asks the Commissioners consideration to enter into a ground lease with the College, for the future development of those units.
- E.D Gober updates on the sale of 108 Karen drive, due to the COVID-19 situation the process is moving slowly, we are looking at April 15, 2020 for a potential settlement date.
- E.D. Gober gives a brief summary concerning the COVID-19 Pandemic and what measures HAGC has taken to protect the residents and employees. Two memorandums have been issued on how we are managing this situation, MEMO 20-12 and MEMO 20-13. We early on distributed guidance to residents and employees, closed the community rooms, closed the offices from the public, changed operations by conducting remote interviews, provided PPE to the staff, required social distancing in the workplace, we are also looking at staggering work hours and any other ideas that can help us further social distancing.

- E.D. Gober indicates that we are keeping track of everything that the COVID-19 Pandemic is affecting, we are having trouble obtaining CO's in some towns, which may slow our leasing. Also, routine inspections are not being executed, there may be some issues of non-compliance, but we feel this is an important step to take given how the virus is spreading. We may have to request a waiver from HUD on inspections or late reexams, this is yet to be seen.
- Treasurer Scott Kintzing asks about the financial effects of COVID-19. E.D. Gober indicates there may be additional expenses like cleaning supplies and PPE, but the most significant issue possibly being unable to lease units as a result of being unable to obtain CO's. HAGC would be unable to obtain the contract rent for those units. With the HCV program it may affect leasing rates or administrative fees, so we want to compile any information as it transpires as to not have to backtrack at a later date.
- Commissioner Brenden Garozzo agrees on tracking expenses for reimbursement through FEMA and that affects from the COVID-19 Pandemic are significant, as this may last months, and we should be preparing now for rapid changes.
- E.D. Gober indicates that, as of today's meeting, Gloucester County has 19 cases, 0 recovered, 0 deaths. NJ has 3673 cases, 1 recovered, 44 deaths.
- E.D. Gober indicates as a participant in the Legislative Committee with NAHRO the housing authorities are communicating on how each are managing.
- E.D. Gober indicates that HUD is scheduled to disperse the April and May Funds, in accordance with the general disbursement schedules.
- There was previous talk about our inability to submit the 2018 audited financial statements to REAC, Finance Director Grace Seeney has been on top of this and has emails from HUD's REAC staff stating not to submit anything until a fix is made on their end. Notice was received of non-compliance from the field office because we did not submit the financial statements, the response is included in the packets. E.D. Gober does not believe there will be any negative ramifications other than the letter, but wants to make the Commissioners aware, HAGC has responded and presented copies of all the supporting correspondence.
- The House and Senate passed a COVID Stimulus bill, included in the packets is a summary of both, the Commissioners will be kept posted on the end result addressing the Affordable Housing Program. The final bill should discuss waivers, if it does not address waivers, a request will be made to HUD regarding inspections.
- E.D. Gober indicates receiving communication from the Chief of Staff of the County regarding the financial disclosure forms for the Commissioners to complete, these should be received shortly, they need to be completed by the first week of April, due to circumstances there may be an extension.
- Commissioner Frank Smith indicated the passing of Mary Ulrich, a former employee of HAGC, E.D. Gober and Chairman William W. Bain Jr. advised we will offer condolences to her family for her years of service and impact at HAGC.

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

### **AGENDA:**

- A. Review and Action of Minutes – FEBRUARY 2020
- B. Consider Interim Bill List, 20-03 Sections A, B, C, D
- C. Consider Bill List 20-03 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**

20-15	CONSIDER RESOLUTION ADOPTING A WATER MANAGEMENT PLAN
20-16	CONSIDER RESOLUTION AUTHORIZING ANNUAL REVISION AND UPDATE TO THE EMERGENCY PREPAREDNESS PLAN
20-17	CONSIDER RESOLUTION EXTENDING THE SELF-INSURED GROUP HEALTH CARE BENEFIT PLAN FOR ELIGIBLE HAGC EMPLOYEES, THEIR ELIGIBLE DEPENDENTS AND OTHER ELIGIBLE PERSONS HARDENBERGH INSURANCE
20-18	CONSIDER RESOLUTION AUTHORIZING CONTRACT FOR COMPREHENSIVE GENERAL LIABILITY INSURANCE
20-19	CONSIDER RESOLUTION AUTHORIZING CONTRACT FOR COMPREHENSIVE EXCESS LIABILITY (UMBRELLA) INSURANCE
20-20	CONSIDER RESOLUTION AUTHORIZING ACC AMENDMENT FOR CFP FY2020
20-21	CONSIDER RESOLUTION APPROVING EMERGENCY REPAIR OF WATER LINE AT CARINO PARK
20-22	CONSIDER RESOLUTION APPROVING EMERGENCY REPAIR OF BOILER MOTOR FOR CARINO PARK
20-23	CONSIDER RESOLUTION APPROVING THE PURCHASE OF TRASH COMPACTOR FOR CARINO PARK
20-24	CONSIDER RESOLUTION AUTHORIZING CONTRACT FOR REMOVAL AND REPLACEMENT OF EXTERIOR BUILDING SEALANT AT DEPTFORD PARK
20-25	CONSIDER RESOLUTION RENEGOTIATION OF TERMS FOR PRINT MANAGEMENT AGREEMENT WITH STEWART, A XEROX COMPANY
20-26	CONSIDER RESOLUTION AUTHORIZING HAGC TO EXECUTE AN AGREEMENT TO ENTER INTO A GROUND LEASE
20-27	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - TABLED

### **MOTION TO APPROVE THE AGENDA RESOLUTIONS:**

**MOTION:** 2<sup>nd</sup> Vice Chairman John Giovannitti

**SECOND:** Commissioner Brenden Garozzo

**ALL IN FAVOR**

## **SOLICITOR**

- Solicitor Jeff Daniels indicates that we have reached a tentative agreement with the County and the College on the 24 special needs units. The lease will address the development by the Housing Authority of the 24 units. Once control of the ground is established through the lease an RFP can be drafted to hire a design firm that will work with the Housing Authority to draft the plans for the project in consultation with both the County and the College. The Housing Authority can then apply and obtain funding for the 24 special needs unit project. The Housing Authority will own and manage the project that will be pursuant to a 99-year lease term. We would like to draft a lease and provide a draft to the College for review by their Board on their next Meeting of April 14, 2002. We are asking the Commissioners to approve of the lease agreement for us to do so, as presented with Resolution #20-26.

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

MOTION: Commissioner Frank Smith  
SECOND: 2<sup>nd</sup> Vice Chairman John Giovannitti  
ALL IN FAVOR

Seeing no members of the Public, motion to close,

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

## **ADJOURNMENT:**

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

**Respectfully submitted,**



**Kimberly Gober, Secretary**

**Dated: March 25, 2020**