



**The Housing Authority of**  
**Gloucester County**  
REGULAR BOARD MEETING  
MARCH 23, 2016

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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. Elkis Seniors Housing; located at 100 Pop Moylan Blvd. Deptford, New Jersey, on March 23<sup>rd</sup>, 2016, 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.
- ✓ Commissioner Betty Jane Purnell
- ✓ Commissioner Scott Kintzing
- ✓ Commissioner John Giovannitti
- ✓ Executive Director Kimberly Gober

**And the following was absent:**

- ✓ Commissioner Frank Smith
- ✓ Commissioner Brenden Garozzo
- ✓ Commissioner Daniel Reed
- ✓

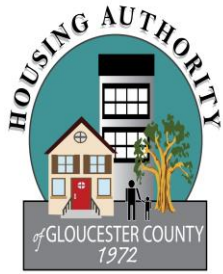
**The Secretary notified the Chair that a quorum is present.**

**Also in attendance were:**

- ✓ Christopher Grupico, Financial Director
- ✓ Jessica Laine, Esq., Assistant to the Executive Director
- ✓ Jeff Daniels, Esq., Solicitor
- ✓ Nelly Rojas, Administrative Aide
- ✓ Stella Barnes, Administrative Assistant

**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."



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**CHAIRMAN:**

**PUBLIC PORTION:**

Agenda only items. Seeing no Public, the Public Portion is closed.

**Motion to approve:**

MOTION: COMMISSIONER JOHN GIOVANNITTI

SECOND: COMMISSIONER BETTY JANE PURNELL

All commissioners in favor

**CORRESPONDENCE AND REPORTS:**

- A. Family Self Sufficiently Grant has been posted. HAGC requests to apply by April 20th which is before the next Board Meeting. Approved.
- B. Funding Allocation for the Housing Choice Voucher program has been published with the amount being \$13.9 million for HAP only which is \$500,000 less than last year. This is pretty good the way HUD has been prorating the funding. HAGC is continuing to vamp up our leasing because there is money in reserves from previous years.
- C. There was a leak in the Nancy Elkis building damaging the purchasing agent's office. The leak was from the drain line from a kitchen sink. Restoration is in progress.

**Motion to approve :**

MOTION: COMMISSIONER SCOTT KINTZING

SECOND: COMMISSIONER JOHN GIOVANITTI

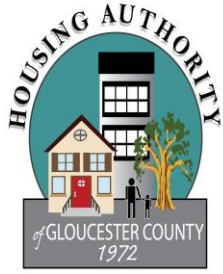
All commissioners in favor

**Director's Report - MARCH 2016**

See CORRESPONDENCE AND REPORTS

**RESOLUTIONS:**

<b>2016-24</b>	<b>RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR COMPREHENSIVE AUTO INSURANCE 2016-2017 THE MARTIN CO.</b>
<b>2016-25</b>	<b>RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT FOR WORKERS COMP INSURANCE 2016-2017</b>



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	<b>THE MARTIN CO.</b>
<b>2016-26</b>	<b>RESOLUTION EXTENDING THE SELF-INSURED GROUP HEALTH CARE BENEFIT PLAN FOR ELIGIBLE HAGC EMPLOYEES, THEIR ELIGIBLE DEPENDENTS, AND OTHER ELIGIBLE PERSONS HARDENBERGH INSURANCE</b>
<b>2016-27</b>	<b>RESOLUTION ADOPTING ALL HAZARDS EMERGENCY PREPARDNESS AND RESPONSE PLAN</b>
<b>2016-28</b>	<b>RESOLUTION AUTHORIZING ACC AMENDMENT FOR CAPITAL FUND PROGRAM NJ39P20450116-FY2016</b>
<b>2016-29</b>	<b>RESOLUTION AUTHORIZING EXECUTIVE SESSION</b>

**Motion to approve the Resolutions:**  
 MOTION: COMMISSIONER JOHN GIOVANNITTI  
 SECOND: COMMISSIONER BETTY PURNELL  
 All commissioners in favor

**PRESENTATION OF THE HAZARDS EMERGENCY PREPARDNESS & RESPONSE PLAN**

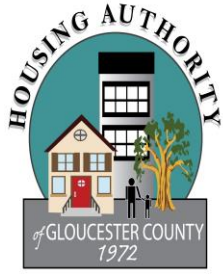
EXECUTIVE DIRECTOR KIM GOBER INTRODUCED:  
 PAUL LETIZIA, FACILITIES MANAGER AND  
 JOHN RASMUS, RESIDENT RELATIONS COORDINATOR

THERE WAS A TABLETOP TODAY (APRIL 20<sup>TH</sup>, 2016), SIMULATING AN EMERGENCY AROUND THE TABLE, HELD IN CLAYTON, NJ.

PAUL LETIZIA STATED HE WAS PREVIOUSLY A POLICE CAPTAIN WHO HAD 28 YEARS WITH THE CITY OF VINELAND AS WELL AS EMERGENCY MANAGEMENT COORDINATOR. HE CONTACTED OTHER HOUSING AUTHORITYS CONCERNING AN EMERGENCY PREPARDNESS PLAN BUT FOUND NOTHING OUT THERE. PAUL STARTED WORKING ON A PLAN 13 MONTHS AGO AND BROUGHT IN FORMER POLICE OFFICER FROM PHILADELPHIA, JOHN RASMUS ABOUT 5 MONTHS AGO. THEY NOW HAVE A SOLID DOCUMENT/PLAN. MR. LETIZIA PRESENTED PICTURES OF VARIOUS DISASTERS AROUND THE HOUSING AUTHORITY PROPERTIES AND WENT THROUGH THE TABLE OF CONTENTS.

A STATEMENT OF APPROVAL IS INCLUDED WITH THE PLAN AND THE PLAN IS EVER CHANGING. IT WILL BE CRITIQUED AFTER ANY DISASTER OR AT LEAST A YEARLY REVIEW. THE PLAN WILL BE DISTRIBUTED TO:

- BUILDING SUPERINTENDANTS (EXPECTED TO KNOW WHAT THE CONTENTS ARE)



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- THE COUNTY OFFICE OF EMERGENCY MANAGEMENT
- THE LOCAL OFFICES OF EMERGENCY MANAGEMENT

THE DIFFERENT PHASES OF DISASTERS ARE MENTIONED AND EACH EMPLOYEE WILL BE RECEIVING SOME SORT OF TRAINING. PAUL BRIEFLY DESCRIBED THE TABLE OF CONTENTS.

- A SNAPSHOT OF EACH FACILITY IS INCLUDED AND DESCRIBED.
- A LIST OF CRUCIAL CONTACTS IS INCLUDED.
- THE CHAIN OF COMMAND IS OUTLINED STARTING WITH CHAIRMAN BAIN.
- EACH BUILDING HAS AN INCIDENT COMMAND CENTER. THERE IS A PRIMARY AND ALTERNATE PLAN FOR EACH BUILDING.
- TRACKING PEOPLE IS AN IMPORTANT ELEMENT.
- DIFFERENT SITUATIONS/EMERGENCIES ARE MENTIONED IN THE PLAN AND HOW HAGC WILL HANDLE EACH EMERGENCY.
- DIFFERENT MECHANICAL SYSTEMS ARE PHOTOGRAPHED. EACH BUILDING IS UNIQUE. THIS WILL BE AVAILABLE TO EMERGENCY RESPONDERS WHO HAVE ALREADY CRITIQUED THE BUILDING
- A FIRE DRILL WILL BE HAPPENING IN OUR BUILDINGS. HAGC IS IDENTIFYING TENANTS WITH MOBILITY ISSUES. REFLECTIVE STICKERS WILL BE PUT ON THEIR DOORS TO IDENTIFY THESE RESIDENTS. THIS WILL BE VOLUNTARY FOR THE RESIDENTS.

CHAIRMAN BAIN FEELS THE TABLETOP SESSION WILL BE AN OUTSTANDING EVENT AND ALL OF THE COMMISSIONERS ARE INVITED. THIS MAY BE A BOILERPLATE FOR OTHER HOUSING AUTHORITIES.

MR. LETIZIA STATES HE COULD NOT FIND ANYTHING COMPARABLE TO THIS PLAN. THE WAY THE STAFF RESPONDS TO AN EMERGENCY MAKES ALL THE DIFFERENCE IN THE OUTCOME.

**ADJOURNMENT:**

**A motion to adjourn:**

**MOTION:** COMMISSIONER SCOTT KINTZING

**SECOND:** COMMISSIONER JOHN GIOVANITTI

All commissioners in favor.

**Respectfully submitted,**

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**Kimberly Gober, Secretary**

**Dated: April 1, 2016**