



The Housing Authority of Gloucester County

REGULAR BOARD MEETING

OCTOBER 25, 2017

An Annual Meeting of the Housing Authority of Gloucester County was held in the Joseph A. Reed Board Room, Nancy J. Elkis, OCTOBER 25, 2017, 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.
- ✓ Vice Chairman Daniel Reed
- ✓ Commissioner Brenden Garozzo (VIA PHONE)
- ✓ Commissioner Frank Smith
- ✓ Commissioner Betty Jane Purnell
- ✓

And the following was absent:

- ✓ Commissioner John Giovannitti

The Secretary notified the Chair that a quorum is present.

Also in attendance were:

- ✓ Kimberly Gober, Executive Director
- ✓ Jeff Daniels, Esq., Solicitor
- ✓ Jessica Laine, Esq., Assistant to the Executive Director
- ✓ Paul Letizia, AHO Director
- ✓ Grace Seeney, Financial Director
- ✓ Nelly Rojas, Administrative Aide
- ✓ Stella Barnes, Administrative Assistant
- ✓ Michael Jezierski, Accountant

🗑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.

Motion to open to the Public:

MOTION: Commissioner Dan Reed
SECOND: Commissioner Frank Smith
All commissioners in favor

Motion to Close:

MOTION: Commissioner Frank Smith
SECOND: Commissioner Dan Reed

RESOLUTION #17-78: Submission of State Budget

Motion to Approve:

MOTION: Commissioner Dan Reed
SECOND: Commissioner Frank Smith
All in Favor.

ROLL CALL VOTE:

| | |
|--|------------|
| Chairman William W. Bain Jr. | Aye |
| Vice Chairman Dan Reed | Aye |
| Commissioner Frank Smith | Aye |
| Commissioner John Giovannitti | Aye |
| Commissioner Brenden Garozzo | Aye |
| Commissioner Betty Jane Purnell | Aye |

All Commissioners are in Favor of the Submission of the State Budget.



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☛ DIRECTOR'S REPORT –2017

- ✓ HAGC was approached by HUD to establish that the Housing Authority was interested in applying for more VASH Vouchers. HAGC would like to send a “Letter of Intent” to approve this application.

Motion to Approve:

MOTION: Commissioner Dan Reed

SECOND: Commissioner Betty Purnell

All Commissioners in Favor

Chairman Bain affirmed that anything we can do to help our Veterans, HAGC will approve.

- ✓ Norma Carey, a resident from Colonial Park Apartments received the “Gloucester County 2017 Outstanding Senior Award”. Chairman Bain would like a letter sent to Ms. Carey from the Board of Commissioners.
- ✓ There are problems with the hot water in the Nancy J. Elkins building. The current two-bundler needed to be refurbished and was fixed in house. The Chairman offered that Commissioner Reed is an expert with any plumbing issues. Commissioner Reed feels it’s great if this can be done in-house and would be happy to give the AHO Director, Paul Letizia any referrals if needed. Colonial Park’s bundler has been refurbished. The hot water at Carino Park has been inconsistent and Paul has received pricing for the current refurbished bundler to be installed. The location at Carino is challenging. A spare refurbished bundler at each building would be ideal but costs money.
- ✓ HAGC is frustrated with the current Landscaping Contractor. Updated specs on landscaping will be put in place and HAGC will be requesting references in the future.
- ✓ The Snow removal contractor seems to be operating as expected. There have been no complaints.

💧 FINANCIAL REPORT:

- ✓ HAGC’s loss is \$2.8 million. The Post Employment Benefit expenses, GASB expense, Depreciation Expense equals \$2.8 million. The difference being about \$21,000.
- ✓ The Audits have commenced.
- ✓ HAGC has contracted with BDO Finance to help with the Budget and



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with year-end closing during the transition of the new Finance Director, Grace Seeney. BDO's specialty is Housing Authorities. Commissioner Brenden Garozzo knows of this company and they have a good reputation. BDO's contract is up to \$12,000. Grace is doing a great job but for specialty things like closing and budgets, BDO will be available to support her at this time. Commissioner Smith suggests weaving in the language of the agreement that members of the Board stated their colleagues speak highly of BDO Finance. ED Kim Gober and Commissioner Garozzo have heard them speak at various conferences. The Housing Authority of the Borough of Glassboro also benefits from BDO Finance expertise. Grace feels she will use BDO more for Glassboro.

- ✓ We have received notices from HUD that we will be receiving funding soon.
- ✓ The November meeting will be on the 20th of November (Monday) due to the Thanksgiving holiday.

✎CORRESPONDENCE AND REPORTS:

- A. Review and Action of Minutes –SEPTEMBER 2017
- B. Consider Interim Bill List, 17-10 Sections A, B, C, D
- C. Consider Bill List 17-10 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:

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|---------------|---|
| 17-78 | CONSIDER RESOLUTION APPROVING HOUSING AUTHORITY OF GLOUCESTER COUNTY BUDGET FISCAL YEAR: FROM JANUARY 1, 2017 TO DECEMBER 31, 2017 ROLL CALL WAS TAKEN |
| 17- 79 | CONSIDER RESOLUTION AUTHORIZING THE EXECUTION OF THE SHARED SERVICES AGREEMENT BETWEEN HAGC AND THE COUNTY OF GLOUCESTER TBRA PROGRAM |
| 17-80 | CONSIDER RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT FOR SNOW REMOVAL CARINO PARK APTS. |



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| 17-81 | CONSIDER RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT FOR SNOW REMOVAL DEPTFORD PARK APTS. |
| 17-82 | CONSIDER REJECTING ALL BIDS FOR CARPET INSTALLATION AT VARIOUS MANAGED PROPERTIES |
| 17-83 | CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION (TABLED) |
| 17-84 | CONSIDER RESOLUTION RESOLVING ISSUE WITH TUNSTALL CARPETS (TABLED) |

Motion to approve the AGENDA:

MOTION: Commissioner Dan Reed

SECOND: Commissioner Frank Smith

ANY COMMENTS OR CONCERNS FROM THE COMMISSIONERS:

- ✓ Commissioner Frank Smith suggests that disabled vets seem to be exceeding the income limits. We need to be able to consider just 70% of the allocation the vet gets from the VA. The Commissioner feels it worthwhile to send another letter about this. For a disabled vet, the income levels are too high. The Chairman suggests sending a letter to John Boehm and John Clark, the president of PHADA. The Commissioners will receive a copy.
- ✓ Commissioner Kintzing inquired about the new Security Contract. Paul Letizia reports there has been a drastic improvement since the new company has been in place. The feedback is that they are much more professional and they are doing their job. Kim Gober would like to thank the Commissioners for approving the change and thank Paul Letizia for the legwork.
- ✓ Laundry Room at Colonial Park: Two more dryers have been requested.
- ✓ Chairman Bain: paper packets sent via mail should be brought to the meeting with the Commissioners. Two copies of the Financial Reports will be on the table. This will help HAGC save paper and the consensus of the committee is yes.



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COMMENTS FROM THE PUBLIC:

Motion to open to the Public:

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All commissioners in favor

Motion to Close:

MOTION: Commissioner Frank Smith
SECOND: Commissioner Dan Reed

🌅 ADJOURNMENT:

A motion to ADJOURN:

MOTION: Commissioner Frank Smith
SECOND: Commissioner BettyJane Purnell
All commissioners in favor

Respectfully submitted,

Kimberly Gober, Secretary

Dated: November 8, 2017