



The Housing Authority of Gloucester County

REGULAR BOARD MEETING

March 23, 2022

A Regular Meeting of the Housing Authority of Gloucester County was held in the Joseph A. Reed Board Room, Nancy J. Elkins Building, on Wednesday, March 23, 2022 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.
- ✓ 1st Vice Chairman Daniel Reed (Virtually)
- ✓ 2nd Vice Chairman John Giovannitti (Virtually)
- ✓ Commissioner Scott Kintzing
- ✓ Commissioner Brenden Garozzo (Virtually)
- ✓ Commissioner Frank Smith (Virtually)

And the following were absent:

The Secretary notified the Solicitor that a quorum is present.

Also in attendance were:

- ✓ Jeff Daniels, Esq., Solicitor
- ✓ Kimberly Gober, Executive Director
- ✓ Paul Letizia, AHO Director
- ✓ Nelly Rojas, Administrative Assistant
- ✓ Dana Trasferini, Administrative Aide (Virtually)
- ✓ Grace Seeney, Finance Director
- ✓ Michael Jeziarski, Accountant (Virtually)

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 Scott Kintzing
ALL IN FAVOR

Seeing no members of the Public,

MOTION TO CLOSE PUBLIC PORTION:

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

EXECUTIVE DIRECTOR REPORT:

- E.D. Gober indicates there is a Federal budget, for the most part we have experienced some increases with the Public Housing Capital Fund, Public Housing Operating Fund, Section 8 HAP renewals and an increase to ongoing administrative fees. The last several years the administrative fees have been funded at about 80-84%, this year they are projecting approximately a 92% proration. FSS received a \$4M increase, Project Based Rental Assistance received a \$75M, CDB received a \$175M and HOME received a \$150M increase. E.D. Gober indicates HAGC continues to struggle with leasing in the HCV program. The Authority has made adjustments to payment and occupancy standards to help facilitate leasing, but the cause is largely the market, home values are increasing, and small landlords are selling. There is an article included in the packets regarding leasing in the voucher program at an all-time low nationwide.
- E.D. Gober advises that the RCSJ Project has a coordination meeting upcoming with the civil engineer, architect, and a representative from the construction team at the college. Also, approval from the Gloucester County Utilities Authority was received for the project.
- E.D. Gober informs the Board packets include information for NJNAHRO/ MARC NAHRO's conference set for the beginning of May and PHADA's upcoming conference set for the end of May if any Commissioners are interested in attending.
- E.D. Gober explains that last month the Commissioners approved the Housing Authority to participate in the NJ PHAJIF. In the case HAGC was unable to participate in the NJ PHAJIF, HAGC put out bids for auto and worker's compensation insurance as to not interrupt our coverage. Resolution 22-17 and 22-18 ask the Board to reject both the auto and worker's compensation bids. The anticipated cumulative savings from joining the NJ PHAJIF is over \$100K.
- E.D. Gober notifies the Board that J.A. Montgomery is the risk consultant the NJ PHAJIF uses, who has inspected our public housing properties on March 15, 2022. AHO Director, Paul Letizia states the inspections went well. J.A. Montgomery will also conduct a Right to Know compliance check.
- E.D. Gober explains the agenda includes annual reviews for the Emergency Response Plan and Water Management Plan, no significant changes have been made.
- Chairman William W. Bain Jr. commends the Housing Authority's staff for the work they perform daily.
- E.D. Gober informs that no one has had issue with the 50th Anniversary dates of 9/30/22 and a rain date of 10/7/22, we will be working with the county who can supply tents and chairs and will move forward with the proposed dates.
- E.D. Gober explains the Housing Authority is having difficulties in hiring janitorial and congregate services staff. Commissioner Garozzo indicates having the same challenging issue and has investigated organizations and programs such as back to work programs. E.D. Gober adds that the Assistant Executive Director has resigned.
- E.D. Gober indicates the Housing Authority's application submitted to FEMA for COVID Related expenses has been awarded. The amount being just over \$69K and thanks the staff involved for all their efforts.
- E.D. Gober indicates the financial statement for February has been issued and as of 2/28/22 there is a projected loss of about \$416K. As previously spoken about, \$346K is depreciation, OPEB is about \$100K and GASB68 is about \$69K through February. Non-cash entries total about \$516K. Finance Director, Grace Seeney advises the 2020 audit has been accepted by REAC.

NO FURTHER COMMENTS OR CONCERNS FROM THE COMMISSIONERS

MOTION TO APPROVE THE REPORTS:

MOTION: 2nd Vice Chairman John Giovannitti

SECOND: Commissioner Scott Kintzing

ALL IN FAVOR

AGENDA:

- A. Review and Action of Minutes – FEBRUARY 2022
- B. Consider Interim Bill List, 22-03 Sections A, B, C, D
- C. Consider Bill List 22-03 Sections 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

22-17	CONSIDER RESOLUTION REJECTING BIDS FOR WORKERS COMPENSATION INSURANCE COVERAGE 4/1/22 – 4/1/23
22-18	CONSIDER RESOLUTION REJECTING BIDS FOR COMPREHENSIVE AUTOMOBILE/VEHICLE INSURANCE 4/7/22 – 4/7/23
22-19	CONSIDER RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES - BDO PHA FINANCE
22-20	CONSIDER RESOLUTION AUTHORIZING AN AGREEMENT FOR TONER AND MAINTENANCE SERVICES - STEWART, A XEROX COMPANY
22-21	CONSIDER RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR SIDEWALK AND BUILDING PERIMETER CAULKING AT DEPTFORD PARK APARTMENTS - TRISTATE MASONRY
22-22	CONSIDER RESOLUTION AUTHORIZING EMERGENCY REPAIR OF REAR PARKING LOT LIGHT POLES AT DEPTFORD PARK APARTMENTS PURSUANT TO N.J.S.A. 40A:11 EMERGENCY CONTRACTS
22-23	RESOLUTION AUTHORIZING ANNUAL UPDATE TO HAGC’S ALL HAZARD EMERGENCY PREPAREDNESS AND RESPONSE PLAN
22-24	RESOLUTION AUTHORIZING ANNUAL UPDATE TO HAGC’S WATER MANAGEMENT PLAN
22-25	CONSIDER RESOLUTION REJECTING BIDS FOR ELEVATOR CONTRACTS AT VARIOUS SITES
22-26	CONSIDER RESOLUTION AUTHORIZING AGREEMENT FOR ELEVATOR SERVICE CONTRACTS – OTIS ELEVATOR COMPANY
22-27	CONSIDER RESOLUTION AUTHORIZING AGREEMENT FOR LANDSCAPING SERVICES – ALL SITES
22-28	CONSIDER RESOLUTION AUTHORIZING AN AGREEMENT FOR LVP FLOOR REPLACEMENT – ALL SITES
22-29	CONSIDER RESOLUTION AUTHORIZING AWARDING (5) PROJECT BASED VOUCHERS IN THE HOUSING CHOICE VOUCHER PROGRAM
22-30	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION

MOTION TO APPROVE THE AGENDA ITEMS

MOTION: Commissioner Scott Kintzing

SECOND: Commissioner Frank Smith

ALL IN FAVOR

COMMENTS OR GENERAL QUESTIONS FROM THE PUBLIC:

MOTION TO OPEN PUBLIC PORTION:

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

Seeing no members of the Public,

MOTION TO CLOSE PUBLIC PORTION:

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

ADJOURNMENT:

MOTION TO ADJOURN:

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

Respectfully submitted,



Kimberly Gober, Secretary

Dated: MARCH 23, 2022