



The Housing Authority of Gloucester County

REGULAR BOARD MEETING

AUGUST 23, 2023

A Regular Meeting of the Housing Authority of Gloucester County was held in the Joseph A. Reed Board Room, Nancy J. Elkis Building, on Wednesday, August 23, 2023 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 John Giovannitti (in at 4:37pm)
- ✓ 2ND Vice Chairman Brenden Garozzo (in at 4:36pm)
- ✓ Treasurer Scott Kintzing
- ✓ Commissioner Daniel Reed

And the following were absent:

The Secretary notified the Solicitor that a quorum is present.

Also in attendance were:

- ✓ James Pierson, Esq., Solicitor
- ✓ Kimberly Gober, Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Dana Trasferini, Administrative Specialist
- ✓ John Rasmus, Property & Modernization Manger
- ✓ Grace Turchi, Finance Director
- ✓ 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 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 Scott Kintzing

SECOND: 2ND Vice Chairman Brenden Garozzo

ALL IN FAVOR

Seeing no members of the Public.

MOTION TO CLOSE PUBLIC PORTION:

MOTION: Commissioner Scott Kintzing

SECOND: Commissioner Daniel Reed

ALL IN FAVOR

EXECUTIVE DIRECTOR REPORT:

- E.D. Gober indicates that last Board meeting the Financial Assessment Sub System (FASS) Score from HUD for the unaudited financial statements from 12/31/2022 was discussed. The Commissioners received a letter from HUD, HAGC is in the process of drafting a response that is due by September 8, 2023, the Commissioners will be copied on the response. In the meantime, HAGC has submitted a request for an appeal of the score, the reason being there was an adjustment needed to be made to the financial statements that will be included in the audit. A copy of the email regarding the appeal has been provided in the Board packets. As a point of reference, the matter had to deal with the cash balance in the Deptford Park asset management fund, HAGC was able to move money between the Scattered Site Houses to Deptford Park because they are all within the Public Housing Program. In the 90's Asset Management was adopted, the regulation stated if the Housing Authority had more than 250 units, they were to utilize Asset Management, since then HUD has now advised if the Housing Authority is under 400 units you do not need to utilize Asset Management. HAGC is now looking into combining the three different projects in the Public Housing fund, this will not affect revenue as it is calculated together. The Asset Management program consists of looking at your income and expenses for each program and you have a central office call center and fees are billed back and forth, which is additional work, we believe it will be beneficial to our operations to combine the three Public Housing projects. We will still track the income and expenses separately, so the Board is informed how each project is performing financially. Finance Director Grace Turchi advises the Board that the appeal has been granted.
- E.D. Gober indicates that HAGC has been invited to apply for additional VASH Vouchers, VASH Vouchers are vouchers for homeless veterans that come with supportive services, currently HAGC has 24 VASH Vouchers. HAGC has been awarded an opportunity to accept an additional 10 VASH Vouchers. The VA has given HAGC a letter of support to apply for the additional vouchers. Previously opportunities to apply for additional VASH vouchers the VA advised HAGC there was no need in our area at that time. The respond by date to accept the additional 10 vouchers was August 15, 2023 and HAGC has done so.
- E.D. Gober indicates an article in the Board packets regarding JIF Cyber Insurance. E.D. Gober highlights that the article indicates that public entities are the most at risk for cyber-attacks and have the smallest budget to increase cyber related infrastructure. IT Director Alma Asllanaj and IT Specialist Justin Weaver have been able to participate in training from the NJPHA JIF that we would not have known existed if not for the NJPHA JIF's cyber program, HAGC is also able to gain software from the NJPHA JIF in connection to the cyber program to protect against cyber activity.
- E.D. Gober indicates the Board packets contain Loss Control Reports. J.A. Montgomery comes onsite to perform an assessment of the properties for potential risk, Property and Modernization Manager John Rasmus advises that HAGC had to address eyewash stations, currently HAGC has refillable stations mounted to the wall, they want us to add eyewash stations directly to a faucet that could allow washing for at least 15 minutes. HAGC has new faucets and eyewash stations on order for both HAGC and GHA. E.D. Gober advises once the new eyewash stations are installed HAGC will report back to J.A. Montgomery.
- E.D. Gober indicates HAGC will be ending the compressed workweek pilot program on September 3, 2023, there are articles in the packets regarding 32-hour work week bill to be reintroduced by Congress, a four-day work week bill being sponsored in Pennsylvania and a summary of surveys from companies that participated in a pilot for a four-day work week. HAGC will conduct a survey of our employees on the four-day workweek.
- E.D. Gober indicates HAGC has published an RFP for upgrading the cameras, RES# 23-84 asking the Board to consider the rejection of bids for camera equipment and cloud-based solution in accordance with N.J.S.A. 40a:11-13.2. We would like to change the scope of the RFP to include the scope of installation. At this time, we are testing cameras. RES# 23-85 involves a contract for air handler replacement in Deptford Park and RES# 23-86 regards elevator repairs at Deptford Park, the payment will be made from Capital Funds, the repairs are quoted by OTIS Elevator to cost about \$12K, OTIS is on contract for regular maintenance. RES# 23-87 asks the Board to consider contract for asphalt sealcoating at Deptford Park Apartments, HAGC has

three quotes and recommends Viking Pavement Services who quoted just over \$13K, HAGC has tried to repair the cracks every year and the sealcoating every five years. RES# 23-88 regards exterminating services, this resolution will allow HAGC to use competitive contracting to do so. E.D. Gober advises there is currently an issue at Carino Park Apartments, AHO Director Paul Letizia has met with the current exterminators and put an action plan in place.

- E.D. Gober indicates the Mews at St. Mary is a project being developed by the Dioceses Housing Services Corporation in Williamstown, it is a 4% tax credit project with HUD 202 funding, HAGC has already awarded five project -based vouchers (PBV) and RES# 23-89 asks the Board to consider awarding up to twelve PBV's to the project. Mews at St. Mary intends to structure the project so that Carino Park is not affected by their operations. HAGC supports this project as we need more affordable housing in Gloucester County.
- Property and Modernization Manager John Rasmus discusses the Hot Water Tank issue at Shepherd's Farm. HAGC was alerted by the superintendent of Shepherd's Farm that the hot water tank located in the boiler room was spraying a mist. This is the second time HAGC has encountered this issue with this particular tank. The bundle that heats the water has a ceramic coating inside that is corroding and causing it to rust, leading to this second leak. HAGC had a welder out the same day who was able to spot weld, we were able to take it from a mist to a slow drip and are currently working with three vendors to get pricing on replacing the bundle or replacing the 350-gallon tank with two 200-gallon tanks similar to what we have at Deptford and Colonial Park apartments. Currently, we are managing the slow leak. Commissioner Daniel Reed inquires about the age of the tank, which is about 18 years old.
- E.D. Gober indicates an email was received advising that HAGC has a grant agreement awaiting approval in SAGE, the states system, for the RCSJ Project. We received a letter stating we were awarded the \$7.365M but there was no grant agreement. E.D. Gober and D.E.D. Daniels, Esq. have reviewed the terms of the grant agreement, and all looks in order, we have the authority to accept the grant from the GCHDC Board and will be accepting the grant. The contractor and architect are working on value engineering items and documents were sent to HUD for the subsidy layering review, HUD has communicated that they may not need to conduct this review. we need either an approval of this review or a letter from HUD stating this review is not needed to execute the contract. The contract was awarded by the GCHDC to the General Contractor subject to those three items. E.D. Gober thanks AHO Director Paul Letizia and Property and Modernization Manager John Rasmus for mowing the site.

NO FURTHER COMMENTS OR CONCERNS FROM THE COMMISSIONERS

AGENDA:

- A. Review and Action of Minutes – JULY 2023
- B. Consider Interim Bill List, 23-08 Sections A, B, C, D
- C. Consider Bill List 23-08 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

<u>23-84</u>	RESOLUTION AUTHORIZING REJECTION OF BIDS FOR CAMERA EQUIPMENT AND CLOUD-BASED SOLUTION IN ACCORDANCE WITH N.J.S.A. 40A:11-13.2.
<u>23-85</u>	RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR AIR HANDLER REPLACEMENT AT AHO OFFICES IN DEPTFORD PARK APARTMENTS
<u>23-86</u>	RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR ELEVATOR REPAIRS DEPTFORD PARK APARTMENTS
<u>23-87</u>	RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR ASPHALT SEALCOATING AND CRACK REPAIRS SERVICE – DEPTFORD PARK APARTMENTS

23-88	RESOLUTION AUT23-84HORIZING THE ADMINISTRATION OF COMPETITIVE CONTRACTING PURSUANT TO N.J.S.A. 40A:11-4.1 ET SEQ.
23-89	RESOLUTION AMENDING AWARD OF PROJECT BASED VOUCHERS IN THE HOUSING CHOICE VOUCHER PROGRAM
23-90	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION - TABLED

MOTION TO APPROVE THE AGENDA ITEMS

MOTION: 2ND Vice Chairman Brenden Garozzo
 SECOND: Commissioner Scott Kintzing
 ALL IN FAVOR

 PUBLIC PORTION:

Any comments from the public.

MOTION TO OPEN PUBLIC PORTION:

MOTION: 1st Vice Chairman John Giovannitti
 SECOND: 2ND Vice Chairman Brenden Garozzo
 ALL IN FAVOR

Seeing no members of the Public.

MOTION TO CLOSE PUBLIC PORTION:

MOTION: Commissioner Scott Kintzing
 SECOND: 2ND Vice-Chairman Brenden Garozzo
 ALL IN FAVOR

 ADJOURNMENT:

MOTION TO ADJOURN:

MOTION: 2ND Vice Chairman Brenden Garozzo
 SECOND: Commissioner Scott Kintzing
 ALL IN FAVOR

Respectfully submitted,



Kimberly Gober, Secretary

Dated: August 23, 2023