



# **The Housing Authority of Gloucester County**

## **REGULAR BOARD MEETING**

*July 26, 2023*

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**The Annual Meeting of the Housing Authority of Gloucester County was held at the Riverwinds Restaurant, 1075 Riverwinds Drive, West Deptford, NJ 08086, on Wednesday, July 26, 2023 beginning at 12:00 P.M.**

### **ROLL CALL:**

**The Secretary (Kimberly Gober) called the roll and the following answered "aye":**

- ✓ Chairman William W. Bain, Jr.
- ✓ 1<sup>st</sup> Vice Chairman John Giovannitti
- ✓ Commissioner Brenden Garozzo
- ✓ Commissioner Daniel Reed

**And the following were absent:**

- ✓ Treasurer Scott Kintzing

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

**Also in attendance were:**

- ✓ James Pierson, Esq., Solicitor
- ✓ Kimberly Gober, Executive Director
- ✓ Jeffrey Daniels, Esq., Deputy Executive Director
- ✓ Nelly Rojas, Executive Assistant
- ✓ Dana Trasferini, Administrative Specialist
- ✓ Paul Letizia, AHO Director
- ✓ Alma Asllanaj, IT Director
- ✓ Grace Seeney, 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."

### **SOLICITOR:**

The Solicitor opened the meeting to conduct the Annual Election of Officers.

### **ELECTION OF OFFICERS:**

**MOTION TO RE-APPOINT THE CURRENT SLATE OFFICERS AND FILL THE VACANCY OF 2<sup>ND</sup> VICE-CHAIRPERSON WITH BRENDEN GAROZZO:**

MOTION: Commissioner Daniel Reed

SECOND: 1<sup>st</sup> Vice Chairman John Giovannitti

ALL IN FAVOR

## ANNUAL RESOLUTIONS

<a href="#"><u>23-59</u></a>	RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS
<a href="#"><u>23-60</u></a>	RESOLUTION DESIGNATING ANNUAL SCHEDULE OF MEETINGS
<a href="#"><u>23-61</u></a>	RESOLUTION DESIGNATING OFFICIAL DEPOSITORY BANK FULTON BANK
<a href="#"><u>23-62</u></a>	RESOLUTION DESIGNATING OFFICIAL DEPOSITORY INVESTOR BANK
<a href="#"><u>23-63</u></a>	RESOLUTION DESIGNATING OFFICIAL DEPOSITORY PARKE BANK
<a href="#"><u>23-64</u></a>	RESOLUTION DESIGNATING OFFICIAL DEPOSITORY FIRST HARVEST CREDIT UNION
<a href="#"><u>23-65</u></a>	RESOLUTION DESIGNATING OFFICIAL DEPOSITORY WSFS BANK
<a href="#"><u>23-66</u></a>	RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER (EFT)
<a href="#"><u>23-67</u></a>	RESOLUTION APPROVING ANNUAL REVIEW OF POLICY WITH RESPECT TO THE FILING OF NOTICES OF TORT CLAIMS IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6.
<a href="#"><u>23-68</u></a>	RESOLUTION APPROVING ANNUAL REVIEW OF POLICY WITH RESPECT TO INDEMNIFICATION OF COMMISSIONERS AND EMPLOYEES CONSISTENT WITH N.J.S.A. 59: 10-4
<a href="#"><u>23-69</u></a>	RESOLUTION APPROVING ANNUAL REVIEW OF POLICY WITH RESPECT TO REIMBURSEMENT OF AUTHORITY COMMISSIONERS OR EMPLOYEES FOR COST OF DEFENDING AGAINST CRIMINAL CHARGES
<a href="#"><u>23-70</u></a>	RESOLUTION APPROVING ANNUAL REVIEW OF CODE OF CONDUCT POLICY
<a href="#"><u>23-71</u></a>	RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED NATIONAL CONTRACT VENDORS FOR CONTRACTING UNITS
<a href="#"><u>23-72</u></a>	RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS

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

MOTION: 1<sup>st</sup> Vice Chairman, Daniel Reed

SECOND: Commissioner, Scott Kintzing

ALL IN FAVOR

### **PUBLIC PORTION:**

Agenda items only.

### **MOTION TO OPEN PUBLIC PORTION:**

MOTION: Commissioner Brenden Garozzo

SECOND: 1<sup>st</sup> Vice Chairman John Giovannitti

ALL IN FAVOR

Seeing no members of the Public.

### **MOTION TO CLOSE PUBLIC PORTION:**

MOTION: 2<sup>nd</sup> Vice Chairman Brenden Garozzo

SECOND: 1<sup>st</sup> Vice Chairman John Giovannitti

ALL IN FAVOR

## **EXECUTIVE DIRECTOR REPORT:**

- E.D. Gober indicates audits are underway and we are awaiting the state to issue the GASB 68 report. E.D. Gober anticipates the audits to be issued prior to the deadline for submission to HUD, which is September 30th. The audits should be forthcoming in either August or at the latest September for HAGC's 2022 unaudited financial submissions to HUD. HUD looks at different ratios, one being a quick ratio and one where they look at the cash balances with your liabilities. E.D. Gober indicates one of our projects scored a zero, cash should have been moved among the projects, which is a permissible thing to do. We have appealed to HUD to have our PHAS score amended which labeled HAGC as substandard financially. E.D. Gober advises Tenant Accounts Receivable is another component in this which are continuously increasing as previously discussed. Nonetheless, HAGC consulted with BDO's accounting firm who HAGC has retained for technical matters and their recommendation was that HAGC file the appeal to remove us out from the substandard category, it was a matter of moving cash between the 204-1 houses, Carino Park and into Deptford Park. E.D. Gober indicates that in the 90s, HUD had housing authorities moved to what's called asset management, where you have a central office call center and then you have three AMPS, Asset Management Programs, were project is accounted for separately, which HAGC does. Previously, if an HA were over 250 units, they were required to be in Asset Management, HUD changed this now to 400 units, HAGC can opt out of the Asset Management Module now and that is something that HAGC is looking at moving forward. E.D. Gober advises HUD issued shortfall funding for the Public Housing Program, last year HAGC just missed being eligible for the shortfall funding, HUD looks at the HAs reserves and how many months the HA could carry their operations and they want to see three. Last year HAGC had about 3.2 and this year is about 2.7 and HAGC is eligible for the funding application, which is due August 17<sup>th</sup>, Board approval is not required and HAGC has submitted the application for an additional \$86,405.00 for the public housing program. E.D. Gober indicates that HUD looks at the rents charged to residents, not rents that are collected from residents and this is a big industry dilemma. The industry groups are constantly conversing with HUD and elected officials about the calculation of the operating subsidy, it is not being taken into account the fact that individuals are simply not paying their rent post COVID. HAGC including GHA have an average rent collection of 54% of the rents that we charge, and E.D. Gober notes that HAGC is aggressively pursuing eviction.
- E.D. Gober indicates HUDs inspection called UPCS Uniform Physical Condition Standards is now moving to a different inspection protocol referred to as NSPIRE. HUD has now made the new protocol effective but are still in the process of informing HAs as to how the scoring will work. HAGC is still learning this and now that the standards are finalized, we are planning to have a training for all relevant staff. E.D. Gober anticipates that Shepherds Farm and Colonial Park will be one of the first in line for the new inspection because the 204-1 houses, Deptford Park and Carino Park were recently inspected under the REAC protocol.
- E.D. Gober indicates RES#23-78 is for the Boards consideration regarding disposing of the 62 NJ204-1 scattered site homes, the homes are logistically challenging and do not have like building systems, E.D. Gober also notes that the 204-1 homes are the lowest in the rent collection, this resolution gives us the authority to proceed with the application for disposition, HAGC is asking for an amendment to our agency plan that HUD approved in 2023. The Resident Advisory Board approved the amendment to the FY2023 Agency Plan and a public hearing was held on this matter. E.D. Gober highlights that when the 204-1 program came to be, it was a good way to provide affordable housing to families, they were scattered, and not concentrated in the setting of low income or minority concentration, but since then Housing Choice Voucher Program provides a better method to providing affordable housing to participants. HAGC will be applying for tenant protection vouchers and is also subject to the Uniform Relocation Act. HAGC will certainly take care of the 204-1 scattered site residents.
- E.D. Gober indicates that the NJHMFA has released their 2022 managing agent letters and they have oversight over Colonial Park and the NESH Building, HAGC did receive an excellent rating. E.D. Gober thanks all the staff for their hard work in maintaining our properties with limited

funding.

- E.D. Gober indicates the Commissioners have gone to see the Security Operations Center and HAGC has an RFP issued for new camera equipment and associated software, the bid opening will be on July 28th and the Board will be informed.
- E.D. Gober indicates the House released the T-HUD appropriations bill on July 11<sup>th</sup> and more recently the Senate released their bill. Both had pretty level funding. The House was trying to strike home and CDBG money, which although they do not directly affect HAGC, they certainly affect our communities, the County gets an allotment of the funding sources, and they do help us when we have projects such as the RCSJ project that has \$200,000 in CDBG funds. We certainly want to advocate to protect those programs and we need the appropriations bill or a continuing resolution passed by September 30<sup>th</sup> to avoid government shutdown.
- E.D. Gober advises the Board we started the compressed work week pilot program starting on July 3<sup>rd</sup> through September 3<sup>rd</sup>, and the general consensus is that the employees like it. Our employees are very conscientious about getting their work done and overall feel that they are more energized, more refreshed. D.E.D. Daniels indicates the E.D. wants to prepare a survey that each employee will complete as to their experience with the pilot program and bring the feedback to Personnel Committee
- E.D. Gober indicates an article in the Board packets regarding fraud in the Camden Housing Authority and E.D. Gober further indicates that HAGC does have a conflict-of-interest policy.
- E.D. Gober indicates the agenda includes three resolutions regarding procurement. D.E.D. Daniels explains that res# 23-79 is to authorize competitive contracting under the local public contracts law. Hagc is required to pass a resolution under the law before we actually do any RFP. There are very limited circumstances when you can use an RFP under the local public contracts law, it's mostly limited to bids, so we don't do RFPs that often, but when we do them the initial time the law requires us to pass this resolution. In the future we can rely on this resolution for the same services. Res# 23-80 authorizes a general delegation of power to negotiate and award contracts pursuant to N.J.S.A. 40a:11-3 and this resolution will prevent a situation where HAGC possibly didn't have a resolution for a contract and we get audited and we are below the bid threshold before the 15% of the aggregate. RES# 23-81 authorizes the award of contracts that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations pursuant to N.J.S.A. 40a:11-6.1(c).
- E.D. Gober references a joint letter from industry groups included in the Boards packets, the PHADA Advocate includes a letter to HUD regarding PHA's that are continuing to experience harmful increases in tenants accounts receivable through no fault of their own and given this serious problem, the industry groups also respectfully request Congress to provide \$346 million to address the shortfall in operating funding that was not fully funded in fiscal year 2020.
- E.D. Gober provides an update on RCSJ Special Needs Project. Included in the Board packets is a letter from Sheila Oliver indicating GCHDC was awarded \$7.365M for the project. The overall budget is \$11.2M and the balance of funding is from the County in the amount of \$3.55 million, \$100,000 from the Township of Deptford and \$200,000 in County HOME funds. With this award, we do have enough money to cover our budget with the increased construction cost and the GCHDC awarded the contract for construction services to Gary Gardner Construction. We are now in the process of going through the value engineering it is required by state law for anything over 5 million. We also have submitted to HUD for a subsidy layering review which HUD checks on funds, once approved the project can start.

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

**AGENDA:**

- A. Review and Action of Minutes – JUNE 2023
- B. Consider Interim Bill List, 23-07 Sections A, B, C, D
- C. Consider Bill List 23-07 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**

<b><u>23-73</u></b>	<b>RESOLUTION AUTHORIZING AND APPROVING A CHANGE TO THE BY-LAWS OF SHDCGC</b>
<b><u>23-74</u></b>	<b>RESOLUTION AUTHORIZING AND APPROVING A CHANGE TO THE BY-LAWS OF AHA</b>
<b><u>23-75</u></b>	<b>RESOLUTION AUTHORIZING AND APPROVING A CHANGE TO THE BY-LAWS OF NEW SHARON</b>
<b><u>23-76</u></b>	<b>RESOLUTION ACKNOWLEDGING EMERGENCY CONTRACT FOR ELEVATOR REPAIRS AT CARINO PARK</b>
<b><u>23-77</u></b>	<b>RESOLUTION APPROVING THE REVISION OF CHECK SIGNING AUTHORIZATION POLICY</b>
<b><u>23-78</u></b>	<b>RESOLUTION AMENDING AND APPROVING A SIGNIFICANT AMENDMENT TO THE AGENCY PLAN FY 23</b>
<b><u>23-79</u></b>	<b>RESOLUTION AUTHORIZING UTILIZATION OF COMPETITIVE CONTRACTING PURSUANT TO N.J.S.A. 40A:11-4.1</b>
<b><u>23-80</u></b>	<b>RESOLUTION AUTHORIZING A GENERAL DELEGATION OF POWER TO NEGOTIATE AND AWARD CONTRACTS PURSUANT TO N.J.S.A. 40A:11-3</b>
<b><u>23-81</u></b>	<b>RESOLUTION AUTHORIZING THE AWARD OF CONTRACTS THAT ARE IN THE AGGREGATE LESS THAN 15 PERCENT OF THE BID THRESHOLD WITHOUT SOLICITING COMPETITIVE QUOTATIONS PURSUANT TO N.J.S.A. 40A:11-6.1(c)</b>
<b><u>23-82</u></b>	<b>RESOLUTION RATIFYING EMERGENCY CONTRACT REPAIRS DUE TO DAMAGES CAUSED BY WATER INFILTRATION</b>
<b><u>23-83</u></b>	<b>RESOLUTION AUTHORIZING EXECUTIVE SESSION</b>

### **MOTION TO APPROVE THE AGENDA ITEMS**

MOTION: Commissioner Daniel Reed

SECOND: 1<sup>st</sup> Vice Chairman John Giovannitti

ALL IN FAVOR

## **PUBLIC PORTION:**

Any comments from the public.

### **MOTION TO OPEN PUBLIC PORTION:**

MOTION: 2<sup>nd</sup> Vice Chairman Brenden Garozzo

SECOND: 1<sup>st</sup> Vice Chairman John Giovannitti

ALL IN FAVOR

Seeing no members of the Public.

### **MOTION TO CLOSE PUBLIC PORTION:**

MOTION: 2<sup>nd</sup> Vice Chairman Brenden Garozzo

SECOND: 1<sup>st</sup> Vice Chairman John Giovannitti

ALL IN FAVOR

 **ADJOURNMENT:**

**MOTION TO ADJOURN:**

MOTION: 1<sup>st</sup> Vice Chairman John Giovannitti

SECOND: 2<sup>nd</sup> Vice Chairman Brenden Garozzo

ALL IN FAVOR

**Respectfully submitted,**



**Kimberly Gober, Secretary**

**Dated: July 26, 2023**