



The Housing Authority of Gloucester County

REGULAR BOARD MEETING

February 26, 2020

A Regular Meeting of the Housing Authority of Gloucester County was held in the Joseph A. Reed Board Room, Nancy J. Elkins Building, on February 26, 2020 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 Dan Reed
- ✓ 2nd Vice Chairman John Giovannitti
- ✓ Treasurer Scott Kintzing
- ✓ Commissioner Brenden Garozzo (via Conference Call)
- ✓ Commissioner Frank Smith (via Conference Call)

And the following were absent:

- ✓ None

The Secretary notified the Solicitor that a quorum is present.

Also in attendance were:

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

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."

PUBLIC PORTION:

Agenda items only.

Motion to open Public Portion:

MOTION: 1st Vice Chairman Dan Reed

SECOND: 2nd Vice Chairman John Giovannetti

ALL IN FAVOR

Seeing no members of the Public,

Motion to Close Public Portion:

MOTION: 1st Vice Chairman Dan Reed

SECOND: 2nd Vice Chairman John Giovannetti

ALL IN FAVOR

PRESENTATION:

- E.D. Gober presents Linda Maxwell from IAA and Dave Weiss from Hardenberg Insurance to the Board. As the Board knows back in 2013, HAGC moved from participating in the State Health Insurance plan to a Self-funded Insurance plan due to continuously increasing costs. The presentation today is to provide an overview of the overall performance of the Self-funded plan which is set to be renewed on May 1st.
- Linda Maxwell indicates that from the plan's inception up until this January, HAGC has saved about \$804K. Preliminary quotes for the upcoming year have been added to the packets, however these are projected numbers only, as no quote has been received yet, but she is working to get a flat renewal.
- Treasurer Scott Kintzing asks if there is a way to make a comparison with last year's numbers, to see if there what an increase, and how much was it. Linda Maxwell indicates that once the year closes on May, she will be able to compare the 2, however, she points out that claim numbers are considerably lower than last year, and it would merit a flat renewal. Linda also adds that this year the group is looking to poll the employees for ideas that would help them improve their overall health and reach their goals, which would also help with keeping claims down.

EXECUTIVE DIRECTOR REPORT:

- E.D. Gober presents Dana Dunfee to the Board, she is the new Administrative Aide. As Nelly Rojas advanced to the Administrative Assistant position after Stella Barnes' retirement, Dana comes to HAGC to fill the open position left by Nelly.
- We have received the official report from the Health Department that indicated their investigation is now closed out. Back during the December meeting, we shared with the Board that we had received the results from the water testing indicating there is no presence of legionella in the water and with the receipt of the official report this matter is now closed. The minutes from the Closed Sessions involving this matter are now on the agenda for approval and release to the public.
- We are working on a water management plan for all HAGC owned and managed buildings, which will be presented to the Board next month for its approval.
- E.D. Gober indicates there is a Memo in the Commissioner's packets today regarding the President's proposed Budget, overall there is a 15% decrease of funds for HUD programs. E.D.

Gober encourages all attending to advocate to local government to make sure these programs stay and are properly funded.

- During the last Board meeting, E.D. Gober mentioned there was a conference call scheduled with HUD REAC representatives to go over the negative administrative fee equity notice for the HCV program we received. A big portion of this negative fee has to do with the pension expense we are required to record in our books, which equals the portion the state has unfunded on their end, referred to as GASB68. Finance Director Grace Seeney, Accountant Michel Jezierski and E.D. Gober had a conference call with Mr. Wendell Connor for HUD REAC, a detailed summary of this call is in the Commissioner's packets. Essentially, Mr. Connor indicated he sees an issue with booking these legacy costs since HUD is not funding them, apparently this is a nationwide issue, and some HAs are in dire stress financially due to having to include these liabilities in their books. HUD is trying to make the appropriators aware of this issue and the financial effects HAs are facing.
- The Financial Statements provided today for December 2019 are prior to year-end adjustments. FYE 12-31-19, the loss is \$2.7M, of that loss \$2.1M is due to depreciation; \$591K is OPEB expense according to GASB45 and pending adjustment; \$426K is due to GASB68 and pending the State's Actuary report.
- On another note, HAGC made the NJ NAHRO's Spring Newsletter with an article related to the Art Program.
- On the March Agenda there will be a resolution regarding an emergency repair for Carino Park Apartments, this emergency came after the Agenda was established for this meeting. There was a leak on the 3-inch water pipe leading to the boiler. More specific details on the work and final cost will be available with the Resolution.
- E.D. Gober indicates that HAGC has issued a letter for the disapproval of a landlord participating on the Voucher Program due to various HQS violations, fire code violations and grossly outstanding water and sewer bills. The landlord has 60 units in the Westville area, 14 of those units are subsidized by HAGC. We have contacted the landlord specifying the exact repairs and actions needed to continue to participate in the program and re-start payment issuance, as we have abated the rental payments to these units, pending compliance. HAGC has contacted the subsidized tenants to inform them they may have to move. While HAGC recognizes that moving may be a burden for some of the participants, HAGC cannot continue to partner with this landlord under the current circumstances.
- E.D. Gober informs the Board that HAGC has conducted 2 resident meetings regarding the disposal of the 204-1 properties, the whole process will take about 2 years, at which point HAGC will be issued Tenant Protection Vouchers to cover the tenants currently living in those units. These vouchers will allow the residents to move to other locations nationwide, or if they desire and qualify, they may have the chance to purchase those units themselves.
- On today's agenda is Resolution #20-08, ratifying the sale of the last house we had under the EHO program. After consulting with the Board Committee, E.D. Gober executed the agreement of sale for this property for a net amount of \$185,500.
- HAGC has been approached by the County for interest on participating on a special needs housing project at the Rowan College of SJ. This project is geared towards individuals who have a disability but can live independently with some oversight. There is an ACT (Adult Center for Transition) that would provide employable skills and supportive services in the building, the plan is to obtain housing assistance for about 24 units. More information will be distributed to the Commissioners as things progress.

NO FURTHER COMMENTS OR CONCERNS FROM THE COMMISSIONERS

AGENDA:

- A. Review and Action of Minutes – JANUARY 2020
- B. Review and Action of Minutes – CLOSED SESSIONS 2019
- C. Consider Interim Bill List, 20-02 Sections A, B, C, D
- D. Consider Bill List 20-02 E, F, G, H
- E. Consider Ratification of GCHDC, Seniors, Shepherd’s Farm, eMurphyg, Inc., PMURC, Inc. Sections A, B, C, D, E, F
- F. Consider Acknowledgment of Pop Moylan, Colonial Park LP Sections G, H, I

RESOLUTIONS

20-08	CONSIDER RESOLUTION RATIFYING THE SALE OF EHO PROPERTY MOTION: Treasurer Scott Kintzing SECOND: Commissioner Frank Smith ALL IN FAVOR
20-09	CONSIDER RESOLUTION AUTHORIZING THE ADOPTION OF THE CALCULATION OF OPERATING SUBSIDY FOR FISCAL YEAR ENDING 12/31/2020
20-10	CONSIDER RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR WORKERS COMPENSATION INSURANCE COVERAGE APRIL 1, 2020 - APRIL 1, 2021
20-11	CONSIDER RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR COMPREHENSIVE AUTOMOBILE/VEHICLE INSURANCE APRIL 7, 2020 - APRIL 7, 2021
20-12	CONSIDER RESOLUTION AUTHORIZING EXECUTIVE SESSION TABLED

MOTION TO APPROVE THE AGENDA RESOLUTIONS:

MOTION: 2nd Vice Chairman John Giovannetti
SECOND: Commissioner Frank Smith
ALL IN FAVOR

SOLICITOR

Solicitor Jeff Daniels indicates that there are 2 additional Resolutions he wants to add to the Agenda for this month. Both have to do with agreements received from the County and they have close deadlines.

1. Resolution Approving an Agreement between the County for the use of CDGC Funds. This is a \$30K grant the County awarded HAGC for buying electronic doors for Deptford and Carino Park’s Community Rooms.
2. Resolution Authorizing the execution of an MOU between HAGC and the members of the County Work Development Force. This is a renewal agreement that must be reviewed and renewed every 3 years.

MOTION TO APPROVE THE ADDED AGENDA RESOLUTIONS:

MOTION: 1st Vice Chairman Dan Reed
SECOND: 2nd Vice Chairman John Giovannetti
ALL IN FAVOR

COMMENTS OR GENERAL QUESTIONS FROM THE PUBLIC:

MOTION: Commissioner Frank Smith
SECOND: 2nd Vice Chairman John Giovannetti
ALL IN FAVOR

Seeing no members of the Public, motion to close,

MOTION: 1st Vice Chairman Dan Reed
SECOND: Commissioner Frank Smith
ALL IN FAVOR

🌅 ADJOURNMENT:

MOTION: Commissioner Frank Smith
SECOND: 1st Vice Chairman Dan Reed
ALL IN FAVOR

Respectfully submitted,



Kimberly Gober, Secretary

Dated: February 26, 2020



CLOSED SESSION MINUTES

MINUTES

MARCH 27, 2019

4:30 PM

HAGC

MEETING CALLED BY	CHAIRMAN WILLIAM BAIN JR. / JEFF DANIELS, ESQ.
TYPE OF MEETING	CLOSED SESSION TO DISCUSS LEGAL MATTERS

TOPIC	UPDATE ON NEGOTIATION FOR COLLECTIVE BARGAINING AGREEMENT
DISCUSSION	<p>Jeff Daniels, Esq. indicates that negotiations are still ongoing; however HAGC's Personnel Commission is still waiting to receive a formal counterproposal for the terms offered. The Union is requesting a meeting, however, if a written counterproposal is not received, negotiations cannot take place, since the Committee cannot function on behalf of the Board and a meeting would not be meaningful, as any response received by the Committee at this meeting would have to be brought to the Board for consideration before an answer can be given. The main sticking point at this time is the percentage increase on wages requested.</p> <p>The Board will continue to be updated as more information becomes available.</p>

MOTION TO CLOSE	THE COMMISSIONERS VOTED TO CLOSE THE CLOSED SESSION: <u>MOTION:</u> COMMISSIONER JOHN GIOVANNITTI <u>SECOND:</u> COMMISSIONER DAN REED
	THE CLOSED SESSION WAS AUTHORIZED BY <u>RESOLUTION #2019-32</u>



CLOSED SESSION MINUTES

MINUTES

AUGUST 28, 2019

4:30 PM

HAGC

MEETING CALLED BY	CHAIRMAN WILLIAM BAIN JR. / JEFF DANIELS, ESQ.
TYPE OF MEETING	CLOSED SESSION TO DISCUSS LEGAL MATTERS

TOPIC	UPDATE ON NEGOTIATION FOR COLLECTIVE BARGAINING AGREEMENT
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DISCUSSION	<p>Kim Gober indicates that on June 12th, the HAGC’s Personnel Committee met with the Negotiating Committee of the Union in a lengthy meeting to discuss various points on the contract. After the meeting, Solicitor Jeff Daniels was tasked with drafting a contract that included those changes.</p> <p>Jeff Daniels, Esq. indicates that the main changes were:</p> <ul style="list-style-type: none"> • Updated the contract to eliminate pronouns that indicate gender on any employee position, update on the union number from 71 to 63. • Compliance with the requirements outlined on the Workforce Democracy Enhancement Act that address the payment and collection of Union’s dues. • Article 14 of the Contract indicates a rise on the wages of 2% FY2019 and 1.5% FY2020 and a 0.5% Bonus for all current employees as of the day of the execution of the agreement. These raises will cost the Authority about \$140K-\$150K annually. • The Personnel Committee felt comfortable with these rates since the Authority had agreed to provide the dental and vision benefits to the Union workers, when the Union abruptly dropped the coverage and asked the Authority to take responsibility. The benefits would equal to an additional 1% raise. • The term of the contract will be for 2 years, the Union feels that due to budget limitations and the threat of funding sequestration, a shorter contract would potentially benefit them hoping that potential shifts in the budget may be more optimistic in 2 years.
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The contract will be renegotiated on 2021 when a clearer picture of the funds available to the Authority may be presented.

- The Authority now has the power to hire new employees at wages higher than the entry-level wages set up in the agreement for any given position. This means that the Executive Director can hire qualified people with experience and offer a rate higher than the listed starting salary.
- Post-employment medical benefits will not be offered to new employees hired after the execution of the agreement.
- Pay outs for unused time (vacation/sick time) will be capped at no more then \$2500 for employees hired after the execution of the agreement.
- Language was also included to add that the Authority has no obligation to continue to provide the Dental and Vision benefits beyond the end of 2020.
- Additional changes include the purchase of small power tools by the Authority for employee use, uniform allowances, etc.
- The contract will be presented to the Union members next week for ratification, and they have asked we do the same.
- The Personnel Committee is recommending the Board considers approval of the contract terms FY2019-2020

ALL COMMISSIONERS AGREE TO ACCEPT THE AGREEMENT

- ROLL CALL VOTE, ALL COMMISSIONERS AGREE

- Commissioner Garozzo would like to congratulate the Personnel Committee for the successful negotiations, as he recently had to negotiate contracts in the private sector, and while the agreements are parallel, the Authority's team was slightly more successful.

**MOTION TO
CLOSE**

THE COMMISSIONERS VOTED TO CLOSE THE CLOSED SESSION:

MOTION: 1st VICE CHAIRMAN DAN REED

SECOND: 2ND VICE CHAIRMAN JOHN GIOVANNITTI

THE CLOSED SESSION WAS AUTHORIZED BY **RESOLUTION #2019-83**



CLOSED SESSION MINUTES

MINUTES

OCTOBER 30, 2019

4:30 PM

HAGC

MEETING CALLED BY	CHAIRMAN WILLIAM BAIN JR. / JEFF DANIELS, ESQ.
TYPE OF MEETING	CLOSED SESSION TO DISCUSS LEGAL MATTERS

TOPIC	MATTER THAT INVOLVES MEDICAL INFORMATION OF A TENANT AND ANTICIPATED LITIGATION
DISCUSSION	<p>Jeff Daniels, Esq. indicates that there is a confirmed case of Legionaries Disease (LD) at Colonial Park. HAGC was contacted by the GC Health Department to cooperate in an investigation of Colonial Park's water systems. Since this matter involves an individual and their health, information shared at the meeting is covered under HIPPA laws.</p> <p>E.D. Gober indicates that HAGC has been advised by the GC Health Department to not share this information with the public, in order to avoid panic and because the facts are still being investigated. We are following the guidelines given to us by the GC Health Department and at this point we are following an administrative procedure.</p> <p>Treasurer Scott Kintzing asks counsel if they agree with not sharing the information publicly, and if LD is contagious. Jeff Daniels indicates that the spread of the disease is not passed from person to person but rather is environmental and what triggered this administrative process is that this case is the third case involving a Colonial Park resident, although is spread throughout a long period of time, the cases being in 2013, 2015 and 2019.</p> <p>Commissioner Brenden Garozzo indicates that he has dealt with a similar situation before in his housing community and he has a water maintenance policy and procedure in place, he indicates that if HAGC needs any ancillary information, he is willing to share. E.D. Gober asks</p>

if the State Health Department obtained water, or other samples from his properties. Comm. Garozzo indicates that they hired an Industrial Hygienist to do a follow-up report, in conjunction with the Health Department findings. Comm. Garozzo will share those details as well.

E.D. Gober indicates that the GC Health Department does not seem to be convinced that Colonial Park is the source of LD, as the cases are quite far apart, one in 2013, one in 2015 and now, one in 2019. However, health departmental procedure triggers a follow up once 3 cases with a common denominator are reported. The GC Department will not share the apartment number of the residents due to privacy laws, but it would have been helpful to help determine if there was a specific wing, tower or floor involved.

Comm. Garozzo indicates that stagnate water could be in one of the cooling systems or somewhere else in the building. E.D. Gober indicates that stagnate water could be a cause for LD because it is spread environmentally, and not from person to person, so, for example, infected steam from the shower may enter your lungs and we know elderly people are more susceptible to LD.

There is a conference call scheduled with the GC Department of Health and NJ Department of Health on Friday at 9:00 am. E.D. Gober, AHO Director Letizia, Superintendent Fewkes and HR Director Ortiz will be present. The call is to respond to a series of questions regarding the mechanical system, water system, building characteristics, and other property details. AHO Director Letizia indicates that we have all maintenance records up to date and available should they be requested.

Chairman Bain indicates the Colonial Park building is around 38 years old, and during the years we have changed pipes, water systems, holding tanks, the boiler was recently replaced, HAGC has kept the building in good shape.

E.D. Gober adds that there is a handful of LD cases reported each year in Gloucester County, this indicates our cases are not unique, however, we must do all we can to ensure the safety of our residents.

NO FURTHER COMMENTS BY THE COMMISSIONERS PRESENT

MOTION TO CLOSE	THE COMMISSIONERS VOTED TO CLOSE THE CLOSED SESSION: <u>MOTION:</u> 1st VICE CHAIRMAN DAN REED <u>SECOND:</u> TREASURER SCOTT KINTZING
	THE CLOSED SESSION WAS AUTHORIZED BY <u>RESOLUTION #2019-105</u>



CLOSED SESSION MINUTES

MINUTES

NOVEMBER 25, 2019

4:30 PM

HAGC

MEETING CALLED BY	CHAIRMAN WILLIAM BAIN JR. / JEFF DANIELS, ESQ.
TYPE OF MEETING	CLOSED SESSION TO DISCUSS LEGAL MATTERS

TOPIC	MATTER THAT INVOLVES PRIVATE INFORMATION OF A TENANT AND ANTICIPATED LITIGATION
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DISCUSSION	<p>E.D. Gober updates the Board on the LD conference call with the GC and NJ Departments of Health. At that meeting, HAGC was asked to complete water testing, was recommended to hire a consultant and to consider developing a water management plan.</p> <p>Water testing is scheduled for Wednesday, November 24th at 10:00 am, both Health Departments will be present during this test and it will cost about \$13K to complete.</p> <p>HAGC contacted a total of 10 water testing companies in order to gauge the cost of testing and get a fair price, however, we only received 1 response from Environmental Connection Inc., which is a company listed under the approved vendors list provided by the GC Health Department.</p> <p>Any further steps taken by HAGC would depend on the results of this test.</p> <p>Paul Letizia, AHO Director adds that HAGC and all its personnel is ready for the test and the visit of both Health Departments will make to the building and the water system. The hope is that all water samples needed will be taken on this visit, so that HAGC has a result as soon as possible.</p> <p>Treasurer Kintzing asks if we have reviewed our insurance for potential coverage. E.D. Gober indicates that she believes it is not covered, however the policy has not been reviewed by counsel.</p> <p>Commissioner Garozzo asks if HAGC has business interruption policy, E.D. Gober indicates we do.</p>
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Solicitor Jeff Daniels indicates that potential liability in any of these cases would be very limited, based on the fact that LD is easily treatable with antibiotics, however, at this point HAGC cannot speculate on any potential situation without the results of the test.

NO FURTHER COMMENTS BY THE COMMISSIONERS PRESENT

**MOTION TO
CLOSE**

THE COMMISSIONERS VOTED TO CLOSE THE CLOSED SESSION:

MOTION: 2nd VICE CHAIRMAN JOHN GIOVANNITTI

SECOND: TREASURER SCOTT KINTZING

THE CLOSED SESSION WAS AUTHORIZED BY **RESOLUTION #2019-115**



CLOSED SESSION MINUTES

MINUTES

DECEMBER 18, 2019

4:30 PM

HAGC

MEETING CALLED BY	CHAIRMAN WILLIAM BAIN JR. / JEFF DANIELS, ESQ.
TYPE OF MEETING	CLOSED SESSION TO DISCUSS (2) LEGAL MATTERS

TOPIC	<ol style="list-style-type: none"> 1. MATTER THAT INVOLVES PRIVATE INFORMATION OF A TENANT AND ANTICIPATED LITIGATION 2. MATTER THAT INVOLVES DISCUSSING CONTRACT RENEWAL FOR THE EXECUTIVE DIRECTOR
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DISCUSSION TOPIC 1	<p>E.D. Gober updates the Board on the LD water testing results. HAGC has received word today that the testing came back negative, there were no issues with our water. HAGC expects a written report by the end of the week.</p> <p>GC Health Department still wants a water management plan to be implemented by HAGC, however, the magnitude of the plan needed is completely different than it would have been if the results were not favorable.</p> <p>Commissioner Garozzo indicates that he has access to a water management plan and is willing to share it with HAGC to start the process.</p>
DISCUSSION TOPIC 2	<p>Solicitor Jeff Daniels indicates that the contract term for the Executive Director is expiring on December 31, 2019. Pre-negotiation between the E.D. and the Chairman indicated the E.D. had made a request of an increase in salary for the next 3-year term.</p> <p>Treasurer Scott Kintzing indicates he was under the impression that the non-union employees would automatically receive the same benefits that the union employees do. Chairman Bain and Solicitor Daniels indicate this is true for all employees, except for the E.D.</p> <p>Chairman Bain indicates that the E.D. has taken on additional responsibilities, added to her heavy involvement in different associations and organizations, and her overall performance it would more than merit the increase; adding he personally believes the E.D.</p>

deserves it.

Solicitor Daniels also adds that the additional responsibilities mentioned include the management of Glassboro, which was not taken into consideration during the last contract negotiation, he adds that her performance speaks for itself, indicating that while her contract encourages her to attend different professional seminars offered by national organizations, like PHADA and NAHRO, she is now sitting as a Trustee on some of them, demonstrating a deeper involvement that benefits the authority.

The increase requested is based on a comparison to other similar authorities of comparable size and managerial responsibilities.

Commissioner Garozzo indicates that in his organization the Affordable Housing Director, who manages a comparable size program is receiving a similar salary, adding he also believes she deserves it.

Solicitor Daniels adds that HAGC also has new development projects in the works that would potentially increase the E.D.'s work load.

Chairman Bain comments that in his opinion, HAGC could not have found a better person for the job, adding that she has great staff working closely with her and he would like to keep this team together for a long time.

Treasurer Kintzing comments that he believes the E.D.'s accounting background adds a layer of understanding that is very helpful to the organization.

Chairman Bain indicates that if there are no further comments or discussion, a resolution extending the contract will be added to the agenda and voted on after the closed session is completed.

NO FURTHER COMMENTS BY THE COMMISSIONERS PRESENT

**MOTION TO
CLOSE**

THE COMMISSIONERS VOTED TO CLOSE THE CLOSED SESSION:

MOTION: 2nd VICE CHAIRMAN JOHN GIOVANNITTI

SECOND: COMMISSIONER BRENDEN GAROZZO

THE CLOSED SESSION WAS AUTHORIZED BY **RESOLUTION #2019-125**