

MINUTES

REGULAR MEETING

September 12, 2017

The Regular Meeting of the Gloucester Township Housing Authority was held on September 12, 2017, at the Board Room located at Gloucester Township Senior Campus 1, Gloucester Township, New Jersey.

Opening statements were made by Board Chair Matthews.

A roll call for attendance was taken:

COMMISSIONER GREENBERG	PRESENT
COMMISSIONER MATTHEWS	PRESENT
COMMISSIONER MUSSER	ABSENT
COMMISSIONER ORNER	PRESENT
COMMISSIONER PICCOLO	ABSENT
COMMISSIONER WASHINGTON	PRESENT

Also in attendance were: William Snyder, Execu-Tech (telephonically); William Katchen, CPA; Maria Iwano, Execu-Tech; and Amy E. Shotmeyer, Esq., Solicitor (telephonically).

PLEDGE OF ALLEGIANCE

Commissioner Matthews prompted all who could stand to pledge the flag.

MOTIONS

1. Motion to Approve Meeting Minutes: Commissioner Orner made a motion to approve the minutes of the Special Meeting of the Board held on August 8, 2017. Commissioner Washington seconded the motion. Said meeting minutes were approved by a unanimous voice vote.

2. Motion to Approve Payment of Invoices (Resolution no. 17-12-9-1):

Commissioner Greenberg made a motion to approve the payment of bills. Commissioner

Matthews seconded the motion. The payment of bills was approved by a unanimous voice vote.

3. Motion to Approve Payment of Invoices (Resolution no. 17-12-9-2):

Commissioner Greenberg made a motion to approve the payment of bills. Commissioner

Orner seconded the motion. The payment of bills was approved by a unanimous voice vote.

EXECUTIVE DIRECTOR'S REPORT

William Snyder of Execu-Tech provided updates to the Board and residents in attendance regarding to the following topics: (i) update of HVAC units that needed replacement; (ii) meeting held with the District on proposal for revisions to the current contract; and (iii) a call is scheduled with First Sterling tomorrow (9/13/2017) to discuss the contract.

A discussion ensued among the Board members regarding cost of services provided by the District.

CHAIRPERSON'S REPORT

Commissioner Matthews provided updates on HVAC repairs. Commissioner Matthews also reported that the CDBG funds will be applied to toward outstanding money owed to BHPRSD for HVAC repairs and replacements per Bill Snyder. We are 100% occupancy. The audit has been submitted to HMFA. NJHMFA did a site inspection and several deficiencies noted. Report to follow. The Board still has not received the 2018 budget for review. Tenants are having a craft fair on 10/14/2017 10am-3pm. Dorothy in 206 can be contacted for tables or more information. DCA came to do our follow up inspection. We cleared all previous violations and have been

issued our "greed card" which you need if you ever wish to sell the property. We also received our certificate of registration.

ATTORNEY'S REPORT

None.

EXECUTIVE SESSION

None.

OLD BUSINESS

None.

NEW BUSINESS

The Board reviewed MOR letter from NJHMFA.

The DCA requested an update for information on commissioners.

The Board was presented with the 2015 and 2016 LP audit.

The following resolution was considered and adopted by the Board:

1. Resolution of GTHA Designating and Appointing a Custodian of Records, Adopting a Form Used to Obtain Copies of Records and Adopting the Copy Fee Provisions Pursuant to the New Jersey Open Public Records Act (Resolution no. 17-12-9-2)
Commissioner Greenberg made a motion, which was seconded by Commissioner Orner. Said Resolution was approved by a unanimous voice vote.

A sub-committee was formed made up of Commissioner Orner, Commissioner Greenberg, and Commissioner Washington whose responsibility will be to gather quotes from local vendors for janitorial, painting, landscaping and other services currently provided by the District. A decision was made to advertise for HVAC maintenance.

Commissioner Washington discussed the repair of the fence around the retention pond.

PUBLIC COMMENT

MOTION TO ADJOURN

Being that there was no further business, a unanimous motion to adjourn was adopted by the Board, and the Regular Meeting was concluded.

Respectfully submitted,

Maria Iwano

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Dated: September 13, 2017