

RESOLUTION #18-47

**RESOLUTION FOR
OPEN PUBLIC MEETINGS
AND NEWSPAPER DESIGNATIONS**

BE IT RESOLVED by the Housing Authority of Gloucester County that in conformance with the Open Public Meetings Act of 1975, this Authority designates the following two (2) newspapers of general circulation in the County of Gloucester as the two newspapers for notification purposes of regular and special meetings of the Housing Authority of Gloucester County:

1. The South Jersey Times, 161 Bridgeton Pike, Mullica Hill, NJ
2. The Courier Post, 301 Cuthbert Boulevard, Cherry Hill, NJ 08002.

A copy of this Resolution shall be published in the South Jersey Times as required by law within ten days of its passage.

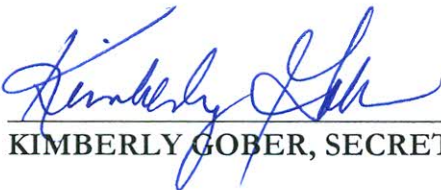
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 25TH day of July, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: July 25, 2018

RESOLUTION #18-48

**RESOLUTION DESIGNATING THE
ANNUAL SCHEDULE OF MEETINGS**

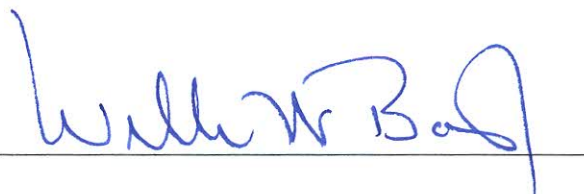
WHEREAS, it is the intention of the Housing Authority of Gloucester County to comply with the Open Public Meetings Act of 1975; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the attached schedule is declared to be the *annual* schedule of regular meetings of the Housing Authority of Gloucester County for the year commencing July 25TH 2018. Said schedule is declared in compliance with N.J.S.A. 10:4-18 and shall be posted and distributed in accordance with the requirements of N.J.S.A. 10:4-18.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 25TH of July, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____



WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: July 25TH , 2018

RESOLUTION #18-49

RESOLUTION NAMING OFFICIAL DEPOSITORY

FULTON BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

WHEREAS, Fulton Bank, located at 100 Park Ave, Woodbury, New Jersey, 08096 is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Fulton Bank, 100 Park Ave, Woodbury, New Jersey, 08096, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be duly delivered to the proper officers of the Fulton Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 25TH day of July 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JULY 25TH, 2018

RESOLUTION #18-50

RESOLUTION NAMING OFFICIAL DEPOSITORY

INVESTORS BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

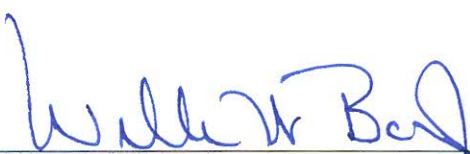
WHEREAS, Investor's Bank, located at 600 Delsea Drive, Glassboro, New Jersey, 08028 is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Investor's Bank, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

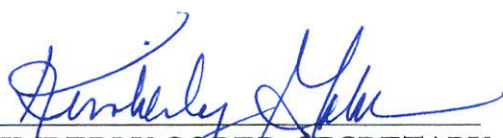
BE IT FURTHER RESOLVED, that a certified copy of this Resolution be duly delivered to the proper officers of the Investor's Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 25th day of July 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: July 25TH, 2018

RESOLUTION #18-51

RESOLUTION NAMING OFFICIAL DEPOSITORY

PARKE BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

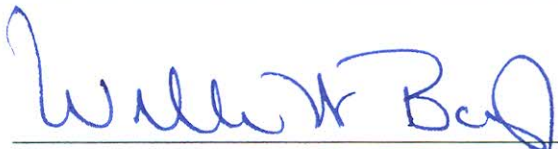
WHEREAS, Parke Bank, located at located at 601 Delsea Drive, Sewell, New Jersey, is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Parke Bank, 601 Delsea Drive, Sewell, New Jersey, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the Parke Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 25th day of July 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: July 25TH, 2018

RESOLUTION #18-52

**RESOLUTION TO AUTHORIZE
ELECTRONIC FUNDS TRANSFERS (EFT)**

WHEREAS, In accordance with the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Notice 2018-13, it is necessary to document authorization to engage in Electronic Funds Transfers (EFT).

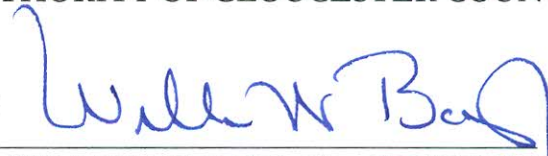
WHEREAS, In conjunction with the adoption of the Check Signing Authorization Policy HAGC is required to designate the individuals who are authorized to initiate and authorize electronic funds transfers.

1. With respect to the use of EFT for the payment of Housing Assistance Payments pursuant to Housing Assistant Payments Contracts, the Section 8 Supervisor shall be the initiator and the Finance Director shall be the authorizer. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable the transfer shall be authorized by the Assistant to the Executive Director.
2. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the payment voucher and on the Direct Deposit Bank Report.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the 25TH day of July, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JULY 25, 2018

RESOLUTION #18-53

**RESOLUTION ACCEPTING AND APPROVING
AUDIT FOR PERIOD
JANUARY 1, 2017 TO DECEMBER 31, 2017
AS PREPARED BY BOWMAN & COMPANY
HOUSING AUTHORITY OF GLOUCESTER COUNTY**

WHEREAS, the Housing Authority of Gloucester County is a certified Public Housing Authority and authorized to act in said capacity relative to the United States Department of Housing and Urban Development; and

WHEREAS, the United States Department of Housing and Urban Development requires an audit of its activities; and

WHEREAS, this audit must be performed by a Certified Public Accountant not having any interest direct or indirect in the Authority such as a family relationship with PHA members or officials or any other related activity and said audit may not be performed by the Fee Accountant; and

WHEREAS, the firm of Bowman & Company has performed an audit for HAGC for the FY 2017 as attached hereto and made a part hereof; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that FY 2017 Audit prepared by Bowman & Company has been reviewed by the Board of Commissioners and is hereby accepted as presented; and

BE IT FURTHER RESOLVED that copies of the FY 2017 Audit shall be submitted to the Department of HUD and other parties as required by law.

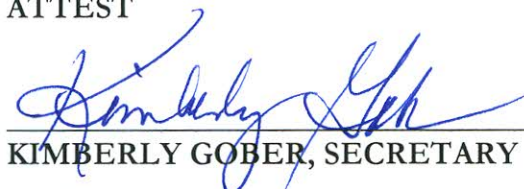
ADOPTED at a meeting of the Housing Authority of Gloucester County, held on the 25th day of July 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST


KIMBERLY GOBER, SECRETARY

DATE: JULY 25, 2018

RESOLUTION #18-54

RESOLUTION AUTHORIZING A REVISION TO
THE CAPITALIZATION POLICY

WHEREAS, the Housing Authority of Gloucester County (HAGC) has complied with federal regulations adopting a Capitalization Policy; and

WHEREAS, according to the Capitalization Policy, equipment and inventory lists must be maintained by the HAGC under the guidance of the Purchasing Technician; and

WHEREAS, this Policy shall apply to all Housing Programs administered by the Authority; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority of Gloucester County ("The Authority") has reviewed this policy and hereby adopts the attached Capitalization Policy; and

BE IT FURTHER RESOLVED that the Executive Director is hereby directed to submit a copy of this Capitalization Policy to HUD in connection with the 2019 Annual Plan submission.

ADOPTED at the Regular Meeting of the Housing Authority of Gloucester County, held on the 25th of July, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



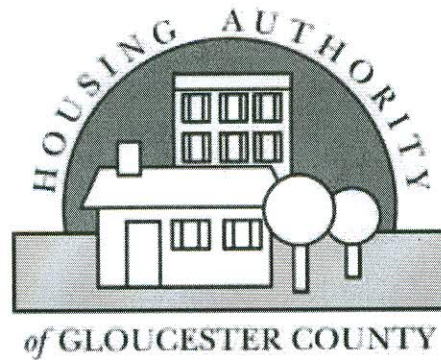
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: July 25, 2018



THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

CAPITALIZATION POLICY



July 25, 2018
Resolution #18-54

7/25/2018

The Housing Authority of Gloucester County
Capitalization of Equipment and Inventory Policy
Effective January 1, 2018

This Capitalization of Equipment and Inventory Policy is adopted in accordance with the Housing Authority of Gloucester County's (HAGC) Procurement Policy and Federal Regulation, 2 CFR Part 200.439, *Equipment and other capital expenditures*. The purpose of this Policy is to determine and record materials and equipment purchased or acquired in connection with the management and maintenance of HAGC and its owned/managed entities.

Capitalization

All tools, furnishings, office machines, refrigerators, ranges and freezers, and free-standing equipment with a cost of \$300 or more shall be listed in the Equipment List maintained by the Purchasing Technician.

All tools, furnishings, office machines, refrigerators, ranges and freezers and free standing equipment with a cost of \$2,000 or more shall be listed in the Fixed Asset/Equipment Ledger and are to be capitalized for accounting purposes. Items with unit costs below this threshold shall be expensed in the year purchased.

The acquisition of capital assets should be organized to ensure that no unauthorized acquisitions have been made and that records of each acquisition are accurate, complete, and recorded in the appropriate period.

Equipment Inventory

All capitalized fixed assets shall be recorded in an Equipment Inventory Ledger. The Equipment Inventory Ledger is for inventory control purposes only and should be updated on a monthly basis by the Purchasing Technician. See attached Inventory Inspections Memo, 18-04, for guidance on conducting inspections of Authority inventory.

The Finance Director is responsible for capitalizing required items in the general ledger. Additionally, a separate Fixed Asset/Equipment Ledger is to be maintained which supports the capitalization of all items in the general ledger. This Ledger shall include the following information with respect to each asset:

1. Date of Acquisition
2. Cost
3. Description
4. Location of asset
5. Deprecation method
6. Estimated useful life

Any differences disclosed by the reconciliation should be investigated and resolved.

The inventory must be reconciled to the Fixed Asset/Equipment Ledger and the Equipment Inventory Ledger, as appropriate.

Upon authorization by Board Resolution, equipment may be disposed of in accordance with the Authority's "Disposition Policy" as contained within the Procurement Policy.

RESOLUTION #18-55

**RESOLUTION AUTHORIZING A REVISION TO
THE COST ALLOCATION POLICY**

WHEREAS, the Housing Authority of Gloucester County (HAGC) previously adopted a Cost Allocation Policy on December 28, 2016 (Resolution #16-104)

WHEREAS, this policy properly accounts for programs of different sizes and complexities where the cost has to be distributed correctly; and

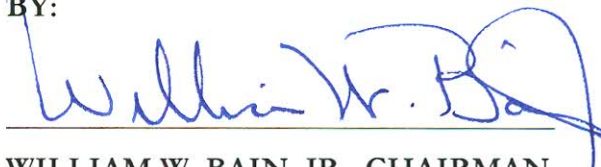
WHEREAS, the Cost Allocation Policy sets forth the parameters & methods fairly, as well as reasonably allocate various costs to the multiple programs of the HAGC; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority of Gloucester County ("The Authority") has reviewed and revised this policy and hereby adopts the copy of the Cost Allocation Policy attached hereto.

ADOPTED at the Regular Meeting of the Housing Authority of Gloucester County, held on the 25th of July, 2018

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

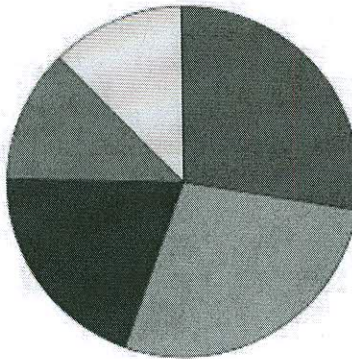
ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: July 25, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY

COST ALLOCATION POLICY



- December 28, 2016
Adopted: Resolution 16-104
- July 25, 2018
Adopted: Resolution 18-55

HOUSING AUTHORITY OF GLOUCESTER COUNTY COST ALLOCATION POLICY

This Cost Allocation Policy is adopted by The Housing Authority of Gloucester County's (HAGC) in accordance with the requirements of 2 *CFR* 200, *Subpart E and Appendix V* and HAGC's Procurement Policy. The purpose of this Policy is as follows:

1. To summarize, in writing, the methods and procedures HAGC will use to fairly and reasonably allocate costs to various programs, operated by HAGC.
2. To ensure the efficient and effective administration of Federal award through the application of sound management practices.
3. To assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

Principles of Cost Allocation

The general approach of HAGC in allocating costs to particular programs, grants and contracts is as follows:

1. All allowable direct costs are charged directly to programs, grants, activity, etc. incurring the cost. As stated in 2 *CFR* 200.413, Direct Cost shall be defined as "Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy."
2. Allowable direct costs that can be identified to more than one program are prorated as follows:

Office Allocation currently in effect based on units as described below. This allocation shall be adjusted appropriately with the allocation of new units.

Account	Fund Billed	Fund No.	Units	Total units	Allocation Percentage
GM	101		-	691	23.60% (PMO,Shepherds, CPLP & GHA)
PHCC	010			262	8.95% (PH single, Carino, and Deptford)
CONG	014				
EHO	017		13		0.44%
PH SINGLE	010	201	62		
CARINO PK	010	203	100		
DEPTFORD PK	010	204	100		
SHDC	501				
GCHDC	502				
PMO	101	504	80		
SHEPHERD FARM	101	508	75		
COLONIAL PK	101	510	200		
HAGC HCV	812		1,947		66.50%
MOD REHAB	825		15		0.51%
GHA HCV	101	831	232		
GHA DELSEA	101	836	40		
GHA WHITNEY	101	837	24		
GHA SUMMIT	101	838	40		
			2,928		

- Prior to the procurement of a cost item, management communicates the need for the item via a Purchase Requisition sent to Finance.

Allocation of Costs

1. Salaries & Related Expenses-

In accordance with 2 CFR 200.430 *Compensation-Personal Services* and 24 CFR 200.431 *Compensation -Fringe Benefits*, the primary objective of HAGC is to distribute/allocate the salaries and benefits of HAGC employee in a manner that accurately reflects the work performed by that employee.

- A. **Direct Assignment Employees-** For employees primarily assigned one project or program, their salaries and benefits shall be charged directly to the program for which the work has been done. Temporarily reassignments of employee work lasting 2 working weeks or less shall not require a change in allocation. Management may utilize a variety of assessment methods to determine direct assignment including but not limited to the completion of time sheets.
- B. **Employees Assigned to more than one Program or Project-** For employees assigned to more than one program or project, costs will be allocated in the manner described below. Supervisors shall be required to submit a project assignment form identifying the effective date, the employee(s), the percentage of time, if any, that each employee is assigned to each project to ensure proper allocation. Supervisors shall review the Project Assignment Form with the corresponding employee and sign all submissions certifying the accuracy of the submission. For those employees who are not assigned to projects or programs and an allocation cannot be determined, a time survey may be completed.

Accounts Receivable: The allocation is based on the distribution of rent collections/rent charges/rental units per project managed.

Accounts Payable: The allocation is based on the distribution of checks written per project/program.

Purchasing: The allocation is based on the POs and RFP/Bids generated per project/program. With the RFP/Bids given 5 times more weight due to:

1. Advertising
2. Compiling all components of the RFP or Bid
3. Reviewing Bids along with regulatory compliance
4. Organizing Contract paperwork & Set-up Contract Record
5. Ongoing Monitoring

MIT/IT Personnel: The allocation is based on program computers in operation by staffed employees and the projects they represent.

Property Management: The allocation is based on the units per project which they manage.

Occupancy Manager: The allocation is based on the units per project, with special weight given to the additional work for files that have additional oversight and administrative functions involved.

Human Resources: The allocation is based on the entire HAGC staff's percentage allocated to the projects/programs.

Administrative Personnel: The allocation is based on the distribution of Available Units both "Administered" in the Section 8 Programs and those "Managed" in all projects by the HAGC. Certain weight shall be factored into the calculation to account for the additional overhead and direct time utilized in Managed projects over and above the Section 8 programs. These items include among others: Routine Maintenance, Energy Management, Structural Management (Capital Grants and Replacement Reserves), Tenant Collections, etc.... Consideration will also be given to projects with additional administrative burdens dealing with the NJHMFA, such as required prior contract approvals, purchase approvals, insurance approvals, as well as additional reporting. In addition a factor will be added for Tenant Support, which encompasses the overall administration and reporting for programs such as ROSS and Congregate for the benefit of the tenants.

The Administrative staff in this category shall include the Executive Director, Financial staff, and Administrative personnel.

ROSS/Emergency Management Coordinator: The allocation is based on semi-annual assessment of time spent performing a variety of duties performed.

- C. Health insurance, dental insurance, life & disability and other fringe benefits are also allocated in the same manner as salaries and wages.
- D. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- E. Financial and Program Consultants - The allocation is based on the salary of the HAGC staff person the consultant was retained to assist.
- F. Legal- The cost of the legal service is directly billed to the program for which the legal services were performed. If the service was performed for multiple programs, the cost shall be allocated in accordance with the allocation model described above.
- G. Audits- The cost shall be directly billed to the program for which the audit was performed. If the audit covers multiple programs, the allocation shall be based upon the predetermines Audit Allocation Plan developed by the Finance Director and approved by the Executive Director.
- H. Travel, Conferences, Conventions and Meetings-The costs shall be directly billed to the program for which the travel, conference, convention or meeting supports.
- I. Discretionary Exceptions- HAGC recognizes that unique circumstances may arises with respect to the need to allocate a cost. In the event of a unique circumstance, the Finance Director shall obtain the Approval of the Executive Director to determine the most appropriate allocation of the cost.

Cost Allocation Plan Certification

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief that:

(1) All costs included in this proposal [identify date] to establish cost allocations or billings for [identify period covered by plan] are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently. I declare that the foregoing is true and correct.

I declare that the foregoing is true and correct.

Organization:

Signature:

Name of Official (printed):

Title:

Date of Execution:

(Signed by the official having the authority
to negotiate cost allocation plans for the
organization, or by a higher level)

RESOLUTION #18-56

**RESOLUTION APPROVING
THE CHECK SIGNING AUTHORIZATION POLICY**

WHEREAS, In accordance with N.J.S.A 40A:5-16.5; N.J.A.C 5:31-4.1,4.2; N.J.A.C 5:30-9A; Local Finance Notice 2018-13 , the Housing Authority of Gloucester County (HAGC) has drafted the attached Check Signing Authorization Policy; and

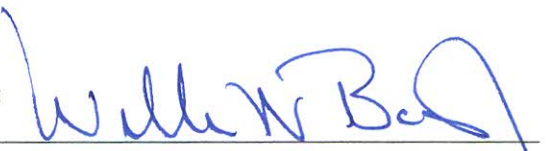
WHEREAS, this policy identifies those people who are authorized to sign and issue checks on its behalf and in the manner in which those checks will be issued; and

WHEREAS, said policy shall apply to all HAGC bank accounts and the bank accounts of the instrumentalities and affiliated entities of the HAGC.

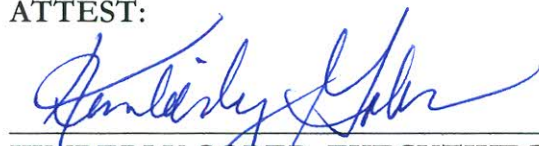
ADOPTED at the Regular Meeting of the Board of Commissioners held on the 25TH day of July, 2018.

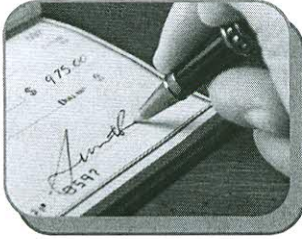
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:


KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: JULY 25, 2018



THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

CHECK SIGNING AUTHORIZATION POLICY

EFFECTIVE: JANUARY 1, 2018

- Resolution #18-55
July 24, 2018

Housing Authority of Gloucester County
Check Signing Authorization Policy
Effective January 1, 2018

The Housing Authority of Gloucester County (HAGC) hereby establishes this Check Signing Authorization Policy to identify those people who are authorized to sign and issue checks on its behalf, and the manner in which those checks will be issued. This Policy shall apply to all HAGC bank accounts and the bank accounts of instrumentalities and affiliated entities of HAGC.

This Policy is drafted and implemented in accordance with N.J.S.A. 40A:5-16.5; N.J.A.C. 5:31-4.1, 4.2; N.J.A.C. 5:30-9A; Local Finance Notice 2018-13

1. All persons submitting a claim for payment from HAGC moneys shall present a detailed bill of items or demand, specifying how the bill or demand is made up, with the certification of the party claiming payment that it is correct. In accordance with N.J.S.A 40A:5-16(a) and N.J.A.C. 5:30-9A.6, HAGC resolution 15-06, and GHA resolution 15-03, the purchase of goods and services under \$5,000 does not require a vendor certification, but for the exceptions enumerated in the Statute including payments as reimbursement of employee expenses or payment for personal services.
2. All claims shall carry a certification of an official or designated employee of the authority having knowledge of the facts that the goods have been received by, or the services rendered to the authority.
3. All Housing Assistance Payments (HAP) checks for the Section 8 Voucher and Moderate Rehabilitation Program will be signed by the computer generated automated signatures of HAGC's Executive Director and Board of Commissioners Chairman. All HAP checks are supported by an executed HAP contract between HAGC and the landlord and therefore no additional certification is required.
4. All non HAP checks of \$500 or less will be signed by the computer generated automated signatures of HAGC's Executive Director and Board of Commissioners Chairman.
5. All non HAP checks greater than \$500 will be signed manually by two authorized signatories.
6. The following are designated individuals whose signatures shall appear on check drawn upon the Treasury of HAGC.
 - a. All Board Members from their respective entities with appropriate bank signature card on file with HAGC;
 - b. The Executive Director;
 - c. The Assistant to the Executive Director;
 - d. The Human Resources Administrator;
 - e. The Finance Director (in the event no other designated individual is reasonable available and signature is required)

7. Payments on invoices should not be split into less than \$500 increments for the sole purpose of utilizing the computer rather than manually signing said checks.
8. The supporting data for each check shall be available for the signer to review at the time of signing.
9. With the exception of HAP checks and bills paid on the interim, The Board of Commissioners must approve all payments through the monthly bill lists presented at the Board Meeting. Approval must be obtained prior to the release of payment.
10. All claims approved for payment by the governing body shall be recorded in the minutes of the authority meetings and shall, upon approval of the minutes, be open to the public.
11. The payments of certain claims may be paid without delay or prior approval of the Board of Commissioners following the approval of a properly prepared, completed, and authorized (through the Executive Director's signature) Payment Voucher. These payments are considered "payments on the interim" and are included in the monthly bill list for Board approval. They include the following types of bills:
 - a. Utilities – including water, sewer; electric, gas, oil, etc.
 - b. Pre-approved telecommunication services – including telephone, beeper, cellular phones, data lines, internet, and cable services;
 - c. Pre-approved insurance premiums;
 - d. Payments in lieu of taxes and taxes;
 - e. Reimbursements to tenants/estates for out-of-pocket costs or refunds of security deposits or credit balances;
 - f. Funding for various escrow accounts;
 - g. Disbursements of client escrow accounts;
 - h. Replenishment of petty cash funds;
 - i. Inter-fund payments;
 - j. Authorized management and administrative fees;
 - k. Mortgage payments;
 - l. Emergency repair/replacement costs;
 - m. Weekly payroll withholdings and related expenses;
 - n. Governmental agency fees and charges (i.e. inspection fees);
 - o. Fees for training seminars and travel expenses;
 - p. Incidental repair/equipment costs under \$1,000;
 - q. Reasonable relocation costs associated with a temporary relocation of a tenant of an owned/ managed property and
 - r. Other items as specified in writing by the Executive Director
12. The manner and time in which salaries, wages or other compensation for services shall be paid shall be in accordance with the HAGC's Personnel Policy and Collective Bargaining Agreement. Pay checks to employees shall be signed by the computer generated automated signatures of HAGC's Executive Director and Board of Commissioners Chairman.

13. In accordance with N.J.S.A. 40A:5-1 et seq., as an alternative to paper checks HAGC is authorized to pay claims electronically using electronic fund technology (EFT).
14. With respect to the use of EFT for the payment of Housing Assistance Payments pursuant to Housing Assistant Payments Contracts, the Section 8 Supervisor shall be the initiator and the Finance Director shall be the authorizer. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable the transfer shall be authorized by the Assistant to the Executive Director.
15. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the payment voucher and on the Direct Deposit Bank Report.
16. With respect to the use of EFT for employee pay checks, the Human Resources Administrator shall be the initiator and the Finance Director shall be the authorizer.
17. On no less than a weekly basis, activity reports on all EFT-based transactions shall be reviewed by the Finance Director. Such review shall be completed by review of the Check Register to determine if the Register includes any EFTs.
18. Any activity report on the EFT-based transactions generated by the Finance Director must be reviewed by the Executive Director.
19. In conjunction with the monthly bank reconciliation to the General Ledger, reconciliation of the actual EFT transactions to the accounting records shall be performed at least on a monthly basis and maintained for audit.
20. Each bill list approved or ratified by the Board of Commissioners shall indicate the type of technology utilized in each EFT transaction.
21. The EFT technology must allow verification that a payment is not being diverted to an individual or entity other than the one authorized to receive payment. Such verification shall occur through requiring each individuals to complete a Direct Deposit Authorization Form along with a copy of a voided check and by performing a validity test on the bank account. The Section 8 Supervisor shall ensure that the identity of landlords completing the Direct Deposit Authorization Form corresponds to W-9 form completed by the landlord.
22. Electronic funds transfers through Automated Clearing House (ACH) must utilize Electronic Data Interchange (EDI) technology. Any user uploading an ACH file shall check the amounts and recipients against a register displaying ACH payments. The Finance Director uploads and verifies the contents of the ACH file.
23. In accordance with N.J.A.C 5:30-9A.4, HAGC is authorized to use charge cards issued by a specific vendor for the utilization of goods and services provided by said vendor. Outstanding balances on all charge cards shall be paid in full each monthly.

24. The Executive Director shall approve of the specific individuals designated to use each charge card. Designated users shall complete an acknowledgement as to the understanding of the policies and procedures for usage and acknowledge financial responsibility for misuse. See Attachment "A".
25. The Finance Director shall obtain annually from Financial Institution providers of EFT evidence of satisfactory internal controls.
26. HAGC shall operate all EFT technologies in accordance with the cyber security framework specified in N.J.A.C. 5:33-1.1

Attachment "A"

HOUSING AUTHORITY OF GLOUCESTER COUNTY

CHARGE CARD USE AGREEMENT

This Charge Card Use Agreement (Agreement) is between _____ (Company)
and _____ (Employee)

By my signature on this Agreement, I agree to comply with and be bound by the following conditions:

1. I understand the vendor card is Company property and I will be making financial commitments on behalf of the Company when using this Card. I agree that the use of this Card is limited to business purposes authorized by the Company. I agree that this Card must not be used for any personal, unauthorized or illegal charges and any such misuse will result in disciplinary action up to and including termination of employment.
2. I understand that documentation of expenses shall be submitted to the Finance Department within 10 days.
3. I understand that the Company may review and investigate use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation.
4. I agree to be held personally liable for the total dollar amount of any improper charge incurred plus any administrative fees assessed in connection with misuse of this Card. I agree that any personal, unauthorized or illegal charge made by me, including any administrative fees and or finance charges assessed in connection with such charge and paid for by the Company will be considered a personal loan to be repaid through payroll deduction. If such deductions are not permissible or feasible, I will repay the Company these amounts plus any finance or other charges due in connection with the misuse of this Card and the Company may take appropriate legal action to collect monies owed. I agree to pay the Company's expenses, including attorney's fees, incurred in its collection efforts. I agree that I may be liable for improper charge that results from allowing others to use this Card.
5. I agree to immediately notify the Finance Director upon discovering this Card has been lost, misused, stolen or subject to fraud or unauthorized use. I agree to cooperate with any investigation concerning the loss, theft or suspect misuse of the Card.

Employee

Date

Executive Director

Date

RESOLUTION #18-57

**RESOLUTION APPROVING CONTRACT FOR
ELECTRIC HEATER INSTALLATION IN
DEPTFORD PARK STAIR TOWERS**

MALCO ELECTRIC

WHEREAS, due to the bursting of water main pipes in the stairwells at Deptford Park, there arose the awareness that those stair towers were intensely cold; and

WHEREAS, The Housing Authority of Gloucester County (HAGC) has requested and received quotes from reliable Electricians to install heaters in said stairwells; and

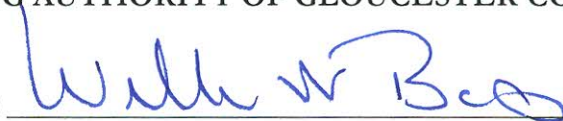
WHEREAS, after careful review, HAGC found the most reliable quote, in compliance with the specifications provided, to be **MALCO ELECTRIC** with a quote of **\$ 11,220.00**

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that the Executive Director is hereby authorized to accept the negotiated quote and to sign an Agreement with **MALCO ELECTRIC**.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the 25TH day of July, 2018.

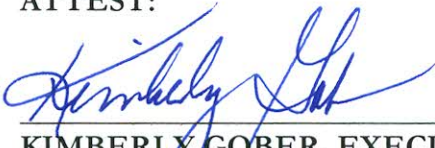
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JULY 25, 2018

FORM PO 102

Rev. Nov. 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or TypeHOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT

LOCATION OF NEED

Deptford Park Apartments

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.

REQUESTED PURCHASE (use multiple lines when necessary)	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
Purchase and Install two 7,500 watt electric heater in the stair towers of Deptford Park Apartments.	11,220.00	12,335.00	No Quote	No Quote
		-		Do Not Work
			-	On High Rise Buildings
Shipping and Handling Charges (if any)				
COLUMN TOTAL	11,220.00	12,335.00	-	-
TOTAL				

#	VENDOR	VENDOR CONTACT	TELEPHONE
1	Malco Electric	Mark	856-202-5503
	ADDRESS	CITY	ST ZIP
	602 Ryan Avenue	Westville, N.J.	08093
	DATE OF QUOTE	VENDOR MODEL/CATALOG NO.	DATE AVAILABLE
	5-10-2018		Upon Request
	TYPE: VERBAL CATALOG WRITTEN / EMAIL		
			Written
#	VENDOR	VENDOR CONTACT	TELEPHONE
2	Electrical Connection LLC	Fred	609-381-4283
	ADDRESS	CITY	ST ZIP
	10-Berlin-Crosskeys RD	Williamstown, N.J.	08094
	DATE OF QUOTE	VENDOR MODEL/CATALOG NO.	DATE AVAILABLE
	1/26/18		
	TYPE: VERBAL CATALOG WRITTEN / EMAIL		
			Written
#	VENDOR	VENDOR CONTACT	TELEPHONE
3	ABS Electric	Joe	856-358-0421
	ADDRESS	CITY	ST ZIP
	298 Richwood Road	Monroeville, N.J.	08343
	DATE OF QUOTE	VENDOR MODEL/CATALOG NO.	DATE AVAILABLE
	4/25-26-2018		
	TYPE: VERBAL CATALOG WRITTEN / EMAIL		
			X
#	VENDOR	VENDOR CONTACT	TELEPHONE
4	Kelly Electric	Megan Cully	856-853-0800
	ADDRESS	CITY	ST ZIP
	122 Princeton Avenue	West Deptford	08096
	DATE OF QUOTE	VENDOR MODEL/CATALOG NO.	DATE AVAILABLE
	2/28/2018		
	TYPE: VERBAL CATALOG WRITTEN / EMAIL		

SELECTED VENDOR

#

#1 - MALCO ELECTRIC

WAS A COST BENEFIT ANALYSIS DONE?

NO

YES (Copy Attached)

BY WHOM?

CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)

- ☐ EMERGENCY PURCHASE
☐ NJ STATE GVT CONTRACT
☐ VALUE REQUIRES ONLY ONE
☐ SINGLE SOURCE ITEM

OTHER:

REMARKS:

Vendor #3, CALLED 4/25/18
 SPOKE TO OFFICE 4/26/18
 STAFF NO RETURN CALL AS
 OF 5/18/18 - RZ

QUOTES PROCURED BY

LETIZIA

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE

RESOLUTION #18-58

**RESOLUTION AUTHORIZING AN EMERGENCY CONTRACT AWARDED
TO**

**WAYMAN FIRE PROTECTION, INC.
PURSUANT TO N.J.S.A. 40A:11 EMERGENCY REPAIR**

WHEREAS, the Housing Authority of Gloucester County (HAGC) awarded a contract pursuant to the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*, to ("Contractor") to repair pipe at 120 Pop Moylan Blvd. in Deptford NJ 08096, one of HAGC's public housing sites; and

WHEREAS, the Affordable Housing Operations Director deemed the leaking of the Fire Suppression pipe as an Emergency Repair; and

WHEREAS, the HAGC purchasing technician was notified and was satisfied that an emergency did exist and *N.J.S.A. 40A:11-6(a)* authorizes the purchasing agent to award a contract for such purposes as may be necessary to respond to emergent needs; and

WHEREAS, pursuant to *N.J.S.A. 40A:11-6(b)*, the Board of Commissioners is permitted to take such action as shall be required to provide for the payment of an emergency contract with Wayman Fire Protection, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC that the emergency contract for the repair of said piping as discussed herein is hereby ratified and that the payment due to **WAYMAN FIRE PROTECTION, INC.**, under the terms of the emergency contract is hereby approved and not to exceed **\$5000.00.**


ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 25th day of July, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR.

ATTEST:



KIMBERLY GOBER, SECRETARY
DATE: JULY 25, 2018

TABLED

RESOLUTION #18-59

RESOLUTION AUTHORIZING EXECUTIVE SESSION IN ORDER
TO DISCUSS MATTERS FALLING UNDER EXEPTIONS
TO THE OPEN PUBLIC MEETINGS ACT

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6et seq.) requires all meetings of the Housing Authority of Gloucester County to be held in public, NJSA 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session”, i.e. without the public being permitted to attend and:

WHEREAS, the Housing Authority of Gloucester County has determined that _____ issues are permitted by NJSA 10:4-12 (b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on July 25, 2018 at 4:30 P.M. and;

WHEREAS, the nine (9) exceptions to public meetings set forth in NJSA 10:4-12(b) are listed below with the number of issues and any additional information shall be written:

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision at issue is _____ and the nature of the matter described as specifically as possible without undermining the need for confidentiality is _____
- 2) **“Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____
- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

- 4) **“Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.”** The collective bargaining contract(s) discussed are between the Board and _____

- 5) **“Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

- 6) **“Any tactics and techniques utilized in protecting the safety and property of the public provide that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

- 7) **“Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matter falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket number of each item of litigation and/or the parties to each contract discussed are _____

and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

- 8) **“Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining in of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”**

Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. vs New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality _____ are _____

-
-
- 9) “ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____
-
-

WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting of the Housing Authority of Gloucester County shall **(circle one)** reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.


BE IT FURTHER RESOLVED that the Secretary, on the next business day following this , shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT ITS PUBLIC MEETING HELD ON JULY 25, 2018.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the **25TH DAY OF JULY, 2018.**

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: JULY 25, 2018