

RESOLUTION # 18-37

RESOLUTION VOIDING OUTSTANDING CHECKS WRITTEN ON
VARIOUS ACCOUNTS DATED PRIOR 12/28/2017

WHEREAS, the Housing Authority of Gloucester County with its various accounts, prepares an exorbitant amount of checks per year; and

WHEREAS, each year a number of checks are voided by the HAGC or are released and not presented to HAGC banks for payment; and

WHEREAS, appropriate accounting procedures are required to be implemented to account for the voiding of checks issued prior to 12/28/2017 and not paid as of this date,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that:

1. Checks on various HAGC accounts written prior to 12/28/2017, as listed on the attached schedule, and not presented to HAGC banks, are hereby declared void and not to be paid; and
2. The Finance Director of the HAGC and Executive Director shall make the appropriate accounting entries in books of accounts for the voiding of checks outstanding that were issued by the HAGC prior to 12/28/2017 and not presented to the HAGC banks for payment as of **June 27th, 2018.**

ADOPTED at a Meeting of the HOUSING AUTHORITY
OF GLOUCESTER COUNTY held on June 27th, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JUNE 27, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY**OUTSTANDING CHECKS TO BE WRITTEN-OFF**

(ISSUED PRIOR TO DECEMBER 27, 2017)

JUNE 27, 2018

ACCOUNT:

HAP DISBURSEMENT ACCOUNT

| CHECK NO. | DATE | AMOUNT | PAYABLE TO | DESCRIPTION |
|-----------|-----------|---------|------------|-------------------------------|
| 476675 | 6/1/2017 | \$18.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 477277 | 6/1/2017 | \$3.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 477329 | 6/1/2017 | \$2.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 477355 | 6/1/2017 | \$62.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 477382 | 6/1/2017 | \$44.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 477402 | 6/1/2017 | \$10.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 477450 | 6/1/2017 | \$29.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 477460 | 6/1/2017 | \$1.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 478226 | 7/1/2017 | \$38.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 478257 | 7/1/2017 | \$2.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 478267 | 7/1/2017 | \$7.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 478308 | 7/1/2017 | \$44.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 478381 | 7/1/2017 | \$1.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 478384 | 7/1/2017 | \$17.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 479173 | 8/1/2017 | \$2.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 479179 | 8/1/2017 | \$24.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 479224 | 8/1/2017 | \$44.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 479238 | 8/1/2017 | \$11.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 479305 | 8/1/2017 | \$27.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 479307 | 8/1/2017 | \$46.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 479345 | 8/15/2017 | \$11.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 480007 | 9/1/2017 | \$40.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 480057 | 9/1/2017 | \$2.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 480068 | 9/1/2017 | \$72.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 480106 | 9/1/2017 | \$44.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 480119 | 9/1/2017 | \$11.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 480216 | 9/15/2017 | \$14.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 480995 | 10/1/2017 | \$2.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |

| | | | | |
|--------|-----------|----------|--------|-------------------------------|
| 481040 | 10/1/2017 | \$44.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 481053 | 10/1/2017 | \$11.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 481054 | 10/1/2017 | \$40.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 481085 | 10/1/2017 | \$104.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 481121 | 10/1/2017 | \$17.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 481897 | 11/1/2017 | \$2.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 481939 | 11/1/2017 | \$44.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 481960 | 11/1/2017 | \$1.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 482018 | 11/1/2017 | \$4.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 482770 | 12/1/2017 | \$43.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 482798 | 12/1/2017 | \$2.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 482809 | 12/1/2017 | \$9.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 482857 | 12/1/2017 | \$1.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 482867 | 12/1/2017 | \$53.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |
| 482917 | 12/1/2017 | \$4.00 | TENANT | UTILITY REIMBURSEMENT PAYMENT |

| | | |
|-------|------------|--|
| TOTAL | \$1,007.00 | |
|-------|------------|--|

TOTAL FOR ALL ACCOUNTS:

\$1,007.00

RESOLUTION #18-38

**RESOLUTION AUTHORIZING DISPOSITION AND WRITE OFF
OF EXPENDED PROPERTY
HOUSING AUTHORITY OF GLOUCESTER COUNTY**

WHEREAS, the Housing Authority of Gloucester County from time to time has physical property which is no longer serviceable for public use; and

WHEREAS, the Property Manager of the Housing Authority of Gloucester County has compiled a list of such unserviceable property, a copy of which is attached hereto and made a part hereof; Estimated Value - Less than \$2,000 for assets, less than \$1,000 for non-asset equipment; and

WHEREAS, it is necessary for accounting and inventory purposes to dispose of said property and equipment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the property listed on attached sheet, by property number if applicable and by description if no property number was issued are hereby declared expended and unserviceable; and

BE IT FURTHER RESOLVED by the Housing Authority of Gloucester County that the property and equipment listed may be disposed of in accordance with the HAGC Disposition Policy.

ADOPTED at the Regular Meeting of the Housing Authority of Gloucester County, held on the 27TH OF JUNE, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JUNE 27, 2018

2018 Asset Write Offs

HA2983 Kyocera Copier Model KM 3550 S/N K3102979, Book Value is \$0.00
It needs Repairs/Not serviceable by Company anymore.

HA 3039 Canon Copier IR3380i S/N MFP043003, Book Value is \$0.00
It needs Repairs/Not serviceable by Company anymore.

HA 2839 2001 Chevrolet S10 Pickup truck 1GCDT19W41K173550, Book Value is \$0.00
It needs repairs, exceeding its value.

RESOLUTION # 18-39

RESOLUTION APPROVING REVISED

PET POLICY FOR:

- CARINO PARK APARTMENTS
- COLONIAL PARK APARTMENTS
- DEPTFORD PARK APARTMENTS
- NANCY J ELKIS SENIORS HOUSING
- SHEPHERD'S FARM SENIOR HOUSING
- PROJECT 2014-1, SINGLE FAMILY DWELLING UNITS
- EXPANDED HOUSING OPPORTUNITIES

WHEREAS, the Housing Authority of Gloucester County (HAGC) previously adopted a Pet Policy dated August 25th, 2004 and previously revised it on January 27, 2016; and

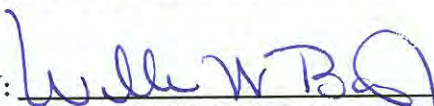
WHEREAS, the Housing Authority of Gloucester County again wishes to revise said Pet Policy for Carino Park Apartments, Colonial Park Apartments, Deptford Park Apartments, Nancy J Elkins Seniors Housing, Shepherd's Farm Senior Housing, Project 204-1 Single Family Dwelling Units and Expanded Housing Opportunities, in order to incorporate regulations mandated by the Department of HUD; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC that the Revised Pet Policy for the above named Dwellings/ Units be and is hereby approved as attached hereto; and


BE IT FURTHER RESOLVED that the Executive Director be and is hereby directed to file a copy of this Pet Policy to the Department of HUD.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 27th day of June, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JUNE 27TH, 2018



PET POLICY



HOUSING AUTHORITY OF GLOUCESTER COUNTY

COLONIAL PARK APARTMENTS
DEPTFORD PARK APARTMENTS
CARINO PARK APARTMENTS
NANCY J. ELKIS SENIORS HOUSING
SHEPHERD'S FARM SENIOR HOUSING
PROJECT 204-1, SINGLE-FAMILY DWELLING UNITS
EXPANDED HOUSING OPPORTUNITIES

REVISED June 2018
RESOLUTIONS # 2016-11; 2018-

I. Preamble

This Pet Policy provides the Housing Authority of Gloucester County's ("The Authority") rules and conditions under which a pet may be kept in properties owned or managed by the Authority. The primary purpose of these rules is to establish reasonable requirements for keeping common household pets in order to provide a decent, safe and sanitary environment for existing and prospective tenants, Authority employees, and the public, and to preserve the physical condition of the Authority's property.

This Policy is established in accordance with the following Federal Regulations:

24 CFR 960, Subpart G
24 CFR Part 5, Subpart C

Violation of this Policy may be grounds for removal of the pet or termination of the pet owner's tenancy (or both), in accordance with the provisions of this Policy, the Lease, and applicable regulations and State or local law.

II. Definition of Pet

For the purposes of this Policy, pets are defined as:

- A. Domesticated dogs not exceeding 25 pounds in weight and meeting other requirements of this Policy.
- B. Domesticated cats not exceeding 25 pounds in weight and meeting other requirements of this Policy.
- C. Fish in approved tank not exceeding 20 gallons of water.
- D. Domesticated, caged, small birds in approved cage.

No other living creature shall be considered a pet for the purposes of this Policy. The Authority may, within its discretion, approve domesticated dogs or cats over the above weight limits who otherwise meet the requirements of this Policy.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability OR are animals that provide emotional support that alleviate one or more identified symptoms or effects of a person's disability. Assistance animals are a type of reasonable accommodation for individuals with disabilities. As such, documentation to demonstrate the connection between the benefit that the animal provides and the need of the person is necessary. Animals that are required as a reasonable accommodation to assist, support, or provide service to persons with disabilities are not defined as pets.

III. Definition of "Elderly or Disabled family" and "Project for the Elderly or Persons with Disabilities"

For purposes of implementing this Pet Policy, the Authority shall apply the definitions of 'elderly or disabled family' a "Project for the Elderly or persons with disabilities" as contained within 24 CFR 5.306, Definitions.

IV. **Pet Permit Application**

- A. Tenants who wish to apply for a Pet Permit must file an application for a Pet Permit with the Authority. Applications will be processed on a first-come, first-served basis.
- B. Those who have a history of poor housekeeping and/or damaging Authority owned/managed property will be denied a Pet Permit for a period of one year from the date of the application. Reconsideration for a pet permit will be given if the tenant has no housekeeping or damage violations for 12 consecutive months.
- C. Those who have been found to violate their lease by having a pet on the premises without a valid Pet Permit shall be denied a Pet Permit for a period of one year from the date of the violation.

V. **Conditions for Issuance of a Pet Permit**

For dogs and cats only:

- A. With the exception of the elderly and disabled, the applicant must file a Certificate of Insurance with the Authority certifying that applicant has renter's insurance with liability and property damage coverage. Insurance must remain in effect for the life of the pet permit. Renters may request a waiver of this requirement in writing to the Executive Director.
- B. The applicant must provide proof, each year, of Municipal Registration of the pet in accordance with NJ State Law and local ordinance.
- C. Applicant must provide proof from a licensed veterinarian or a state or local authority empowered to inoculate animals, each year, that the pet is in good health and has been inoculated for distemper and rabies; and information sufficient to identify pet and demonstrate it is a common household pet.
- D. Prior to issuance of Pet Permit, applicant agrees to post a pet security deposit of \$300.00 for each dog or cat. For the elderly and disabled, the fee shall be \$100. Any balance of the pet security deposit will be refunded to the tenant after the tenant moves or no longer owns the pet. Total pet security deposit may be paid over time. Initial amount of \$50.00 is due when pet is brought into unit. Subsequent monthly payments of \$10 per month must be made until the total requirement has been satisfied.
- E. The pet deposit may be used to pay reasonable expenses directly related to the presence of the pet on the property. Such expenses would include, but not be limited to, the cost of repairs and replacement to unit, fumigation of the unit, and the cost of animal care facilities
- F. \Tenants will be charged a separate waste removal penalty fee, of \$5.00 per occurrence, for failure to comply with pet rule on waste removal. See Pet Management
- E. For single-family dwelling units (Project 204-1, EHOs, 501 Properties), the tenant shall pay a non-refundable monthly fee of \$5.00 to cover the costs relating to the presence of pets. (This fee is not applicable to Colonial Park, Carino Park, Deptford Park, Shepherd's Farm or Nancy J. Elkins Seniors Housing because they are projects designated for elderly/disabled residents.)

For all pets, as defined in this Policy:

- A. The applicant must sign a statement that said applicant assumes all personal financial responsibility for damage to any personal property and property owned/managed by the Authority or any of its

affiliates caused by the pet and said applicant assumes personal responsibility for personal injury to any party caused by said pet.

- B. Applicant must certify and agree to the general terms and conditions of the management of said pet and acknowledge that the Pet Permit can be revoked for failure to follow pet management rules.
- C. Prior to issuance of Pet Permit, applicant agrees to sign a statement that applicant has read and understands the Pet Policy and agrees to amend the lease accordingly.
- D. As part of the application process for a Pet Permit, the applicant must file a "Pet Emergency Care Plan" in case applicant is unable to care for said pet in an emergency. This plan must empower the Authority, or any of its affiliates, as applicable, to transfer the responsibility of the pet to an approved friend or relative of the applicant that is off the premises of the project

VI. **Pet Management Plan**

- A. Only one Pet Permit will be issued per dwelling unit.
- B. An individual Pet Permit may only be issued for one dog, or one cat, or one 20 gallon fish tank, or one bird cage.
- C. Pets must be confined to apartment unless on a leash or appropriately and effectively restrained for the high-rise buildings only.
- D. Pets shall not wander without appropriate and effective restraints in common areas of the building or on the grounds or at any time.
- E. In the event that the tenant leaves the building or property in an emergency, the pet is to be provided for in accordance with the "Pet Emergency Care Plan" within 24 hours of departure of said tenant.
- F. Tenant shall be responsible to maintain the dwelling unit free of flea infestation. All cost associated with the treatment of fleas and/or ticks shall be the responsibility of the tenant.
- G. Tenant acknowledges responsibility for the cleanliness of pets and removal of pet waste from building daily by:
 - 1. Placing cat litter waste into bag and into trash chute or outside trash can.
 - 2. Placing dog on leash and taking dog to established "Pet Relief Area" as designated in the high-rise buildings only. Tenants are responsible to remove and properly dispose of all removable pet waste from the Pet Relief Area.

Note: Tenants are not to store pet waste in their apartment/house or flush pet waste with "kitty litter" down the toilet, sinks, or bathtubs.

- 3. Pet owners must own a vacuum cleaner and clean up pet residue (odor, hair, seeds, feathers, water) daily. Dwelling units must be kept clean and free of odors at all times.
- 4. Pet owners must prevent pets from damaging property (within apartment/house, common areas, grounds or personal property of others), and assume all liability regardless of fault in cases where said pet contributes to or causes property damage or

personal damage in accordance with New Jersey state and local law.

5. Tenant agrees to manage pet in such a way that it does not contribute to complaints from other tenants or neighbors regarding behavior and/or activities of said pet.
6. Tenant must certify that pet is not pregnant and has been spayed or neutered if pet is a cat and spayed if pet is a female dog. If pet is a young cat or dog, tenant must agree to have the pet spayed or neutered as soon as the pet reaches the minimum age for being spayed or neutered and to provide the management with certification of the procedure.
7. Tenant agrees to keep property free of dog/cat waste.
8. Tenant agrees to provide for the adequate care, nutrition, exercise and medical attention for their pets.
9. Tenant agrees that no pet shall be tied up, chained, or otherwise tethered anywhere on Authority property and left unattended for any amount of time,
10. Bird cages are not permitted to be attached to ceilings.

VII. Pet Control

Tenant must keep pet appropriately and effectively restrained and under the control of a responsible adult while in public and on common areas of the premises. For single-family dwelling units (Project 204-1 only), pets shall not be left unattended outside of the dwelling unit unless in a fenced enclosure approved by management.

Tenant must not permit pet to defecate or urinates in a dwelling unit, on common areas, or on the undesignated grounds.

IX. Inspection of Dwelling Unit

Tenant agrees, as a condition of accepting the Pet Permit, that tenant's dwelling unit will be available for inspection of compliance with Pet Policy at any time during working hours on thirty (30) minute notice.

Damages caused by the pet, as determined by inspection, shall be repaired/replaced by management at the time the damages are discovered. Tenant will be billed for full repair/replacement and labor cost at time of repair.

X. Petition of Removal

The Executive Director, or his/her designee, may require pet owners to remove their pets upon the petition of two (2) or more neighboring residents who allege a complaint against the pet owner for non-compliance with the Pet Policy. The tenant will be afforded a fair hearing on said infraction with the Executive Director, or his/her designee. The tenant must abide by determination of said hearing, which may include removal of the pet within 72 hours.

XI. Revocation of Pet Permit

A. Revocation of Pet Permit may occur upon the occasion of the following conditions:

1. Upon death of pet;
2. Upon permanent removal of pet from the apartment/house;
3. For non-payment of the monthly security deposit installment in accordance with Conditions for Issuance of a Pet Permit.

B. Upon determination by management of the Authority, that the following conditions may be considered cause for revocation:

1. Pet has caused damage to any dwelling unit, common areas, personal property or persons.
2. Pet has bitten, scratched or caused injury to any person.
3. Pet makes animal sounds that are generally annoying to tenants, neighbors or Authority management, for example, barking dog or loud meowing cat.
4. Pet defecates or urinates in a dwelling unit, on common areas, or on the undesignated grounds.
5. Pet is found out of control of tenant; a) dog off leash; b) cat running loose; c) bird not caged.
6. Upon expiration of municipal animal license, unless renewed.
7. Upon expiration of inoculation unless current inoculation status is recertified.
8. Upon determination by the Authority that the pet is a danger and hazard to the health and safety of tenants, management, employees and/or guests of the Authority.
9. Upon determination by the Authority that the pet is not being cared for adequately by tenant, including but not limited to tenant's failure to feed, groom or exercise the pet such that the pet's wellbeing is harmed.

Written notice of a permit revocation will be served on the pet owner in writing 10 (ten) days before the effective date. The Notice shall include a brief factual statement of the violation. The tenant will be afforded a fair hearing with the Executive Director or his/her designee. The tenant must abide by determination of said hearing, which may include removal of the pet within 72 hours.

XIV. Death of Pet

The tenant shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of death of the pet. Tenant shall notify the Authority of any pet death within 10 calendar days.

XIV. Pet Temporarily on Premises

Pets which are not owned by a tenant will not be allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

XIV. Absence of Tenant

The tenant shall supply the name, address and phone number of two responsible parties who will care for the pet if the pet owner dies, is incapacitated or is otherwise unable to care for the pet. If the responsible party is

unwilling or unable to care for the pet or if the Authority, after reasonable efforts, cannot contact the responsible party the Authority may contact the appropriate state or local agency and request the removal of the pet. Any cost to remove the animal will be a charge to the tenant.

XIV. Emergencies

The Authority will take all necessary steps to ensure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate state or local entity authorized to remove such animals. Any cost to remove the animal will be a charge to the tenant owner.

PET PERMIT APPLICATION

Project Name _____ Date _____

Tenant Name _____ Apt # _____

Type of permit requested: Bird _____ Fish _____ Cat _____ Dog _____

Weight of the Cat/Dog _____

Breed of the Pet _____

Size of Fish Tank _____

IF CAT: Declawed _____ Not Declawed _____

Date pet is expected to be brought to the apartment _____

Pet Security Deposit is required as follows. Payment must be made in accordance with the Pet Policy.

204-1, EHO, Family Dwelling Units = \$300Elderly/Disabled = \$100.00

Applicant agrees to comply with the terms of the Pet Policy. Applicant agrees to attach a photograph of the pet to this application.

By: _____
Tenant**DO NOT WRITE BELOW THIS LINE**

Date application received: _____ By: _____

Policy explained to tenant by: _____

Amount of Pet Security Deposit: _____

Apartment inspected for housekeeping Yes _____ No _____

Approved by: _____

Rejected by: _____

Reason for rejection: _____

Date Permit issued: _____ Permit# _____

LEASE ADDENDUM

TENANT _____ PROJECT _____ PET PERMIT # _____

1. _____ Parties and Dwelling Unit:

The parties of this permit are the Housing Authority of Gloucester County, referred to as the management/landlord and _____ referred to as the tenant. The landlord leases to the tenant unit number _____ located at _____

2. _____ Length of Time (Term):

The term of this permit shall begin on _____ and end in accordance with the provisions of the Pet Policy.

3. _____ Waste Removal Charge:

The tenant agrees to pay \$5.00 each occurrence as a separate pet waste removal penalty for failure to comply with pet rule on waste removal.

4. _____ Pet Security Deposit:

The tenant has an initial pet security deposit in the amount of \$ _____ with the landlord. The tenant will continue to pay the landlord \$10 per month, due on the 1st of each month, until the total pet security deposit amount is equal to \$100 or \$300. The landlord will hold the pet security deposit for the period tenant occupies the unit. After the tenant has moved from the unit, the landlord will determine whether the tenant is eligible for a refund of any or all of the Pet Security Deposit and make such refund within thirty (30) days. The pet security deposit will be held at Fulton Bank of New Jersey, in Account # _____, which shall be an interest bearing account.

5. _____ Tenant agrees to obtain renter's insurance with liability and property damage coverage prior to issuance of the Pet Permit and to keep insurance current so long as the pet resides in the unit.

6. _____ Tenant agrees to file a copy of any Municipal Registration or license with the landlord and to keep same current.

7. _____ Tenant agrees to keep the pet properly inoculated for rabies and distemper and to provide landlord proof that such inoculations or vaccinations are current.

8. _____ Tenant agrees to assume all personal financial responsibility for damages to any personal or project property caused by the pet, and assumes personal responsibility for personal injury to any party caused by the pet, in accordance with State and Local law.

LEASE ADDENDUM

9. ____ Tenant hereby certifies and agrees to the general terms and conditions of the management and understands and acknowledges that the Pet Permit can be revoked for failure to follow and abide by the Pet Policy.
10. ____ Tenant agrees, in the event it becomes necessary for the landlord to retain or hire a lawyer to represent the landlord for the purpose of advising, preparing for, conducting an action for eviction of the tenant, or collection of pet damages, the tenant shall be obligated to pay and be liable to the landlord for the payment of all reasonable lawyer fees and court costs and shall be considered to be additional rent due and owing, upon the presenting of a bill for same to the tenant, if the landlord prevails in the action.
11. ____ The tenant has read and understands the Pet Policy and agrees to amend the lease accordingly.
12. ____ Tenant agrees and understands that the Pet Policy is part of the lease and this permit.
13. ____ Tenant agrees to file a "Pet Emergency Care Plan" with the landlord and agrees to hold the landlord and employees harmless of any liability in connection with the Pet Emergency Care Plan.
14. ____ Tenant agrees to pay for any and all costs for the care of the pet in the pet care facility, if it becomes necessary,
15. ____ Tenant agrees to any reasonable changes in the Pet Management Rules that may occur in the future.
16. ____ Tenant agrees to make the apartment available for inspection, during normal working hours, upon thirty (30) minute notice.
17. ____ Tenant agrees to have pet use outside pet relief area, if pet is dog or cat, or cats may use approved kitty litter container in apartment. Tenant further agrees to pay \$5.00 per occurrence for the cost of any clean up as the result of "accidents" by pet or for the failure of the tenant to clean up and properly dispose of any removable waste from the designated pet relief area.
18. ____ Tenant agrees to dispose of pet waste and kitty litter by placing in bags and putting bag in trash chute or exterior trash bin daily.
19. ____ For single-family dwelling units (Project 204-1 and EHO), the tenant agrees to pay a non-refundable monthly fee of \$5.00 to cover the costs relating to the presence of pets. (This fee is not applicable to Colonial Park, Carino Park, Deptford Park, or Nancy J. Elkins Seniors Housing because they are projects designated for elderly/disabled residents.)

20. ____ Description of Pet: _____

LEASE ADDENDUM

As a condition of application for a Pet Permit issued on _____

I, _____, understand and agree to the Terms and Conditions of the Pet Policy.

Landlord – Sign and Date _____

Tenant – Sign and Date _____

Pet Emergency Care Plan:

Project Name _____ Date _____

Tenant Name _____ Apt # _____

Type of Animal: Bird _____ Fish _____ Cat _____ Dog _____

IF CAT: Declawed _____ Not Declawed _____

Weight of the Cat/Dog _____

Breed of the Pet _____

Size of Fish Tank _____

RESPONSIBLE PERSON 1

Name _____

Address _____

Telephone Number _____

Email Address _____

Relationship: _____

RESPONSIBLE PERSON 2

Name _____

Address _____

Telephone Number _____

Email Address _____

Relationship: _____

I _____ certify that the above named individuals will care for my pet in the event I die, become incapacitated, or otherwise become unable to care for the pet. I agree that if the above named individuals are unable to care for the pet or if the Authority, after reasonable efforts, cannot contact the responsible parties, the Authority may contact the appropriate state or local agency and request the removal of the pet. Any cost to remove the animal will be a charge to me.

By: _____

Tenant

RESOLUTION # 18-40

**RESOLUTION AUTHORIZING ACC AMENDMENT FOR
CAPITAL FUND PROGRAM
NJ39P20450118 – FY 2018**

WHEREAS, the Housing Authority of Gloucester County has prepared a five year modernization program for public housing projects NJ39P20450118; and

WHEREAS, the Housing Authority of Gloucester County has received from the United States Department of Housing and Urban Development a funding commitment and Annual Contributions Amendment for FY 2018, under Grant Number NJ39P20450118; and

WHEREAS, it is in the interest of the Housing Authority of Gloucester County to proceed with the modernization program, as well as other physical improvements to HAGC public housing properties in a timely manner for the benefit of the program and lower income residents:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that:

1. The ACC Amendment under Capital Fund Grant Number NJ39P20450118 is hereby approved.
2. The Executive Director is authorized to sign Form HUD-52840A, Capital Fund Program (CFP) Amendment.
3. The Executive Director is authorized to implement the program (NJ39P20450118) immediately.
4. The Executive Director is authorized to make technical adjustments to the program application and budget as may be required in accordance with federal requirements to expedite the program
5. The Executive Director is authorized to amend the Agency Plan consistent with the ACC Amendment.

ADOPTED at a Meeting of the Housing Authority of Gloucester County,
held on the 27th of June, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JUNE 27, 2018

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

- (1) To be completed for the Performance and Evaluation Report
- (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
- (4) RHF funds shall be include here

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

| Part I: Summary | | FFY of Grant: 2018 | | |
|--|---|-------------------------------|------------------------|----------------------------------|
| PHA Name: Gloucester County Housing Authority | Grant Type and Number Capital Fund Program Grant No. NJ39P20450118 Replacement Housing Factor Grant No. Date of CFFP: | FFY of Grant Approval: | | |
| Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Performance and Evaluation Report <input type="checkbox"/> Final Performance and Evaluation Report | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ⁽¹⁾ |
| | | Original | Revised ⁽²⁾ | |
| 12 | 1470 Non-dwelling Structures | | | Expended |
| 13 | 1475 Non-dwelling equipment | | | |
| 14 | 1480 General Capital Fund | | | |
| 15 | 1485 Demolition | | | |
| 16 | 1492 Moving to Work Demonstration | | | |
| 17 | 1495.1 Relocation Costs | | | |
| 18a | 1499 Development Activities (4) | | | |
| 18ba | 1501 Collateralization or Debt Service paid by the PHA | | | |
| 19 | 9000 Collateralization or Debt Service paid via System of Direct Payment | | | |
| 20 | 1502 Contingency (may not exceed 8% of line 20) | | | |
| 21 | Amount of Annual Grant: (sum of lines 2-20) | | | |

(1) To be completed for the Performance and Evaluation Report
(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
(4) RHF funds shall be include here

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
07/31/2017

| | | | |
|---|---|---|--------------------|
| Part I: Summary | | | |
| PHA Name: Gloucester County Housing Authority | | Grant Type and Number Capital Fund Program Grant No. NJ39P20450118 Replacement Housing Factor Grant No. Date of CFFP: | |
| | | FFY of Grant: 2018 FFY of Grant Approval: | |
| Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Revised Annual Statement (Revision No:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report | | | |
| Line | Summary by Development Account | Total Estimated Cost | |
| | | Original | Revised (2) |
| 22 | Amount of line 21 Related to LBP Activities | | |
| 23 | Amount of line 21 Related to Section 504 Activities | | |
| 24 | Amount of line 21 Related to Security - Soft Costs | | |
| 25 | Amount of line 21 Related to Security - Hard Costs | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | |
| | | Total Actual Cost (1) | |
| | | Obligated | Expended |
| | | | |
| | | | |
| | | | |
| | | | |

| | | |
|--|---|-------------|
| Signature of Executive Director | Signature of Public Housing Director | Date |
|--|---|-------------|

(1) To be completed for the Performance and Evaluation Report
(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
(4) RHF funds shall be include here

| Part II: Supporting Pages | | | | | | | | |
|--|---|---|----------|----------------------------|-------------|-----------------------|-------------------|----------------|
| PHA Name: Gloucester County Housing Authority | | Grant Type and Number Capital Fund Program Grant No. NJ39P20450118 Replacement Housing Factor Grant No. CFFP(Yes/No): | | Federal FFY of Grant: 2018 | | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost (2) | | Status of Work |
| | | | | Original | Revised (1) | Funds Obligated | Funds Expended | |
| Not associated with any specific development | PHA WIDE-ADMIN FEE (Administration (1410)) | | | \$49,421.00 | | | | |
| Not associated with any specific development | PHA WIDE- A&E SERVICES (Contract Administration (1480)) | | | \$15,000.00 | | | | |
| Not associated with any specific development | PHA WIDE- SITE IMPROVEMENTS (Non- Dwelling Site Work (1480)) | | | \$10,000.00 | | | | |
| Not associated with any specific development | RELOCATION COST (Contract Administration (1480)) | | | \$4,000.00 | | | | |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

| Part II: Supporting Pages | | | | | | | | | | | | |
|--|--|---|--|----------------------------|----------|----------------------|-------------|----------------------------|-------------------|--|----------------|--|
| PHA Name: Gloucester County Housing Authority | | | Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFFP(Yes/No): | | | | | Federal FFY of Grant: 2018 | | | | |
| Development Number Name/PHA-Wide Activities | | General Description of Major Work Categories | | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost (2) | | | Status of Work | |
| | | | | | | Original | Revised (1) | Funds Obligated | Funds Expended | | | |
| NJ204000001 - 204-1 SCATTERED SITES | | UPGRADE HOUSES (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) | | | | \$150,000.00 | | | | | | |
| NJ204000001 - 204-1 SCATTERED SITES | | DWELLING EQUIPMENT (Dwelling Unit- Interior (1480)) Furnaces | | | | \$15,000.00 | | | | | | |
| NJ204000003 - CARINO PARK | | REPLACE INTERIOR DOORS (Dwelling Unit-Interior (1480)) | | | | \$15,000.00 | | | | | | |
| NJ204000003 - CARINO PARK | | REPLACE KITCHEN FLOORING (Dwelling Unit-Interior (1480)) | | | | \$30,000.00 | | | | | | |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

| Part II: Supporting Pages | | | | | | | | | |
|--|--|----------------------------|---|----------------------|-------------|----------------------------|-------------------|----------------|--|
| PHA Name: Gloucester County Housing Authority | | | Grant Type and Number Capital Fund Program Grant No. NJ39P20450118 Replacement Housing Factor Grant No. CFFP(Yes/No): | | | Federal FFY of Grant: 2018 | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost (2) | | Status of Work | |
| | | | | Original | Revised (1) | Funds Obligated | Funds Expended | | |
| NJ204000003 - CARINO PARK | REPLACE ENTRY DOORS AND LOCKS (Non-Dwelling Exterior (1480)) | | | \$35,000.00 | | | | | |
| NJ204000004 - DEPTFORD PARK APARTMENT | UPGRADE BATHROOM SHOWER STALLS (Dwelling Unit-Interior (1480)) | | | \$20,000.00 | | | | | |
| NJ204000004 - DEPTFORD PARK APARTMENT | NEW INTERIOR CLOSET DOORS- PHASE I (Dwelling Unit-Interior (1480)) | | | \$25,000.00 | | | | | |
| NJ204000004 - DEPTFORD PARK APARTMENT | INSTALL SHOWER SEATS (Dwelling Unit-Interior (1480)) | | | \$1,000.00 | | | | | |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

| Part II: Supporting Pages | | | | | | | | | |
|--|---|----------------------------|---|----------------------|-------------|----------------------------|-------------------|----------------|--|
| PHA Name: Gloucester County Housing Authority | | | Grant Type and Number Capital Fund Program Grant No. NJ39P20450118 Replacement Housing Factor Grant No. CFFP(Yes/No): | | | Federal FFY of Grant: 2018 | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost (2) | | Status of Work | |
| | | | | Original | Revised (1) | Funds Obligated | Funds Expended | | |
| NJ204000004 - DEPTFORD PARK APARTMENT | UPGRADE EMERGENCY GENERATOR (Non-Dwelling Construction - Mechanical (1480)) | | | \$9,789.00 | | | | | |
| NJ204000003 - CARINO PARK | REPLACE EXTERIOR WALL PANELS (Dwelling Unit-Exterior (1480)) | | | \$80,000.00 | | | | | |
| NJ204000001 - 204-1 SCATTERED SITES | NON-DWELLING EQUIPMENT (Non-Dwelling Equipment-Expendable/Non-Expendable (1480)) Vehicles | | | \$20,000.00 | | | | | |
| NJ204000003 - CARINO PARK | REPLACE ENTRY DOORS AND LOCKS (Non-Dwelling Exterior (1480)) Hollow Metal Doors | | | \$15,000.00 | | | | | |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

| Part II: Supporting Pages | | | | | | | | |
|--|---|--|----------|----------------------------|-------------|-----------------------|-------------------|----------------|
| PHA Name: Gloucester County Housing Authority | | Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No): | | Federal FFY of Grant: 2018 | | | | |
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | | Total Actual Cost (2) | | Status of Work |
| | | | | Original | Revised (1) | Funds Obligated | Funds Expended | |
| Total: | | | | \$494,210.00 | | | | |

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (2) To be completed for the Performance and Evaluation Report

| Part III: Implementation Schedule for Capital Fund Financing Program | | | | | |
|--|--|----------------------------|--|-----------------------------|---|
| PHA Name: Gloucester County Housing Authority | | | | Federal FFY of Grant: | |
| Development Number Name/PHA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates (1) |
| | Original Obligation End Date | Actual Obligation End Date | Original Expenditure End Date | Actual Expenditure End Date | |
| | | | | | |

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

RESOLUTION #18-41

**RESOLUTION AUTHORIZING APPLICATION FOR FUNDS
ADVERTISED IN HUD NOFA**

2018 Resident Opportunity & Self-Sufficiency (ROSS) Service Coordinator Grant

WHEREAS, the Resident Opportunity & Self Sufficiency Service Coordinator Program is designed to assist residents of Public Housing make progress towards economic self-sufficiency; and

WHEREAS, the Housing Authority of Gloucester County has previously applied for the ROSS Service Coordinator Grant and received funding to pay the salary of the ROSS-SERVICE Coordinator; and

WHEREAS, the United States Department for Housing and Urban Development has indicated that funding to pay the salary of the ROSS Service Coordinator may be available upon response to a HUD Notice of Fund Availability (NOFA), and filing of an application by the Housing Authority of Gloucester County; and

WHEREAS, in order to continue to provide ROSS services to our very low income citizens, the Housing Authority of Gloucester County has determined to further participate in this program applying before the deadline of July 30, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and hereby is authorized to prepare and file with the Department of HUD an application to continue funding the salary for one (1) renewal position of the ROSS Coordinator for three (3) years with the estimated Project End Date of December 31, 2021; and

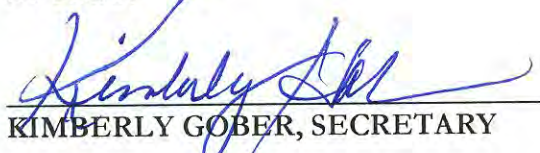
BE IT FURTHER RESOLVED that the Executive Director is authorized to arrange for "Memoranda of Understanding" or other programmatic required documents as may be necessary.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 27TH day of June, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JUNE 27, 2018

RESOLUTION #18-42

**RESOLUTION AUTHORIZING COMMITMENT
OF MATCH FUNDING**

2018 Resident Opportunity & Self-Sufficiency (ROSS) Grant Application

WHEREAS, the Housing Authority of Gloucester County is applying for the ROSS Service Coordinator Grant FY 2018 in order to continue to provide ROSS services to our very low income citizens, the Housing Authority of Gloucester County has determined to further participate in this program applying before the deadline of July 30, 2018.; and

WHEREAS, the United States Department for Housing and Urban Development has indicated that as part of said application, the Housing Authority of Gloucester County needs to commit match funding to the ROSS program in order to ensure HAGC's ability to address the needs of residents through the ROSS program.

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 commit match funding to the ROSS program FY2018.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute the match certification on HUD-52768 and any other programmatic required documents as may be necessary.

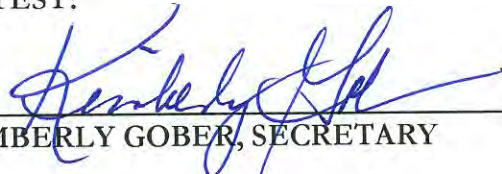
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 27TH day of June, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JUNE 27, 2018

RESOLUTION #18-43

RESOLUTION
WATER INFILTRATION MITIGATION PROJECT
NEGOTIATED BID FOR DEPTFORD PARK

GJ CONSTRUCTION, LLC

WHEREAS, there exists a need for a Water Infiltration Mitigation Project which includes furnishing and installing an underdrain collection system along with the associated work for Deptford Park Apartments; and

WHEREAS, The Housing Authority of Gloucester County (HAGC) has requested and received a negotiated bid from GJ CONSTRUCTION, LLC, in the amount of \$26,508.46; and

WHEREAS, after careful review **HAGC** finds the negotiated bid in compliance with the specifications provided.

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 bid and to sign an Agreement with GJ CONSTRUCTION, LLC.

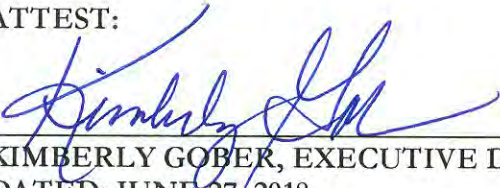
ADOPTED at the Regular Meeting of the Board of Commissioners held on the 27TH day of June, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: JUNE 27, 2018

GJ CONSTRUCTION LLC
24 Innsbruck Drive
Erial, NJ 08081
856.784.6406
www.gjconstructionllc.com

June 12, 2018

Mr. Ron Bernardini
Housing Authority of Gloucester County
100 Pop Moylan Boulevard
Deptford, NJ 08096-1907

RE: IFB 18-007 Water Infiltration Mitigation Project – Deptford Housing Authority
Revised Cost of Proposal

Dear Ron:

After careful review of our proposal, we can offer the following for your consideration:

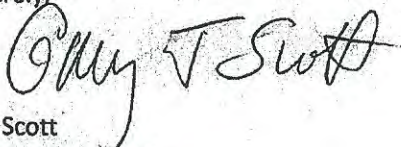
1. To complete items 1 -11 on CME Associates Scope of Work \$ 26,508.46
2. Remove items D-1, D-2 and D-3* from CME Associates Scope of Work

*This change will revise materials to 200 ft of 6" HDPE pipe, 7 -12 X 12-yard inlets,
29 square yards of landscape stones

\$ 21,994.98

If you have any questions, please call 856.784.6406. Thank you.

Sincerely,



Gary Scott
GJ Construction LLC



CONSULTING AND MUNICIPAL ENGINEERS
One Market Street, Suite 1F Camden, New Jersey 08102
(732) 410-2651 FAX: (856) 246-1169

**WATER INFILTRATION MITIGATION PROJECT - GLOUCESTER HOUSING AUTHORITY
SCOPE OF WORK / QUOTATION FORM**

Contractor Name: _____

Address: _____

Phone No: _____

Scope of Work: Furnish and Install an underdrain collection system along with associated work at the Deptford Township Housing for the Elderly, 120 Pop Moylan Drive, Deptford, New Jersey. The project includes goose egg landscaping stone to be used in place of topsoil and seed as specified on the attached site plan. Contractor to submit an insurance certificate and shall submit certified payroll records in compliance with the Davis-Bacon Act.

Please return quote to CME Associates ASAP. May be faxed or emailed: Fax: 856-246-1169

Email: jwinckowski@cmeusa1.com

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL |
|------|---|----------|------|------------|------------|
| 1 | Clearing Site, Mobilization, Demobilization (Maximum Bid Price \$3,000) | 1 | LS | \$3,000.00 | \$3,000.00 |
| 2 | 6" Perforated HDPE Pipe including Excavation, Bedding, Backfill, and Compaction | 200 | LF | \$25.00 | \$5,000.00 |
| 3 | 12"x12" Yard Inlet | 7 | UN | \$1,000.00 | \$7,000.00 |
| 4 | 6" Flared End Section | 1 | UN | \$1,000.00 | \$1,000.00 |
| 5 | Goose Egg Landscaping Stone, 4" Thick | 32 | SY | \$30.00 | \$960.00 |
| 6 | Topsoiling, 4" Thick, Including Fine Grading | 12 | SY | \$5.00 | \$60.00 |
| 7 | Fertilizing and Seeding, Type G | 12 | SY | \$1.00 | \$12.00 |
| 8 | Straw Mulching | 12 | SY | \$1.00 | \$12.00 |

BASE BID: \$17,044.00

| ITEM | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL |
|------|---|----------|------|------------|------------|
| A-1 | 6" Perforated HDPE Pipe including Excavation, Bedding, Backfill, and Compaction | 100 | LF | \$25.00 | \$2,500.00 |
| A-2 | 12"x12" Yard Inlet | 1 | UN | \$1,000.00 | \$1,000.00 |
| A-3 | Goose Egg Landscaping Stone, 4" Thick | 25 | SY | \$30.00 | \$750.00 |

ADDITION ITEM 1: \$4,250.00

BASE + ADDITION ITEM 1: \$21,294.00

Print Name: _____

Signature: _____

IFB Evaluation Statement

| | | | |
|--|--|---|------------|
| Project: Water Infiltration Mitigation Project | | C | Complete |
| Number: IFB 18-007 Negotiated | | I | Incomplete |
| Date: 6.12.2018 | | X | Missing |

| Company | Base Bid | Alt. Deduct | W-9 Form | Owner Disclosure Statement | Debarment Certification | Affidavit of Moral Integrity | Cert. for Contracts | Non Collusion Affidavit | Affirmative Action Statement | Disclosure of Lobbying | Drug-Free Workplace Affidvt | Non Default Affidavit | Bidder's Qualification / Sub List | NJ Business Registration Cert. | NJ Public Works Registration | Iranian Investment Cert | Form 5369-A | Cert Pmt to Influence Fed | Bid Guarantee | Consent of Surety | Cert. of Insurance | General Terms & Conditions | List of Subcontractors | Receipt of Addenda | Comments |
|--|-----------|-------------|----------|----------------------------|-------------------------|------------------------------|---------------------|-------------------------|------------------------------|------------------------|-----------------------------|-----------------------|-----------------------------------|--------------------------------|------------------------------|-------------------------|-------------|---------------------------|---------------|-------------------|--------------------|----------------------------|------------------------|--------------------|----------|
| 1 GJ Construction LLC 24 Innsbruck Drive Erial, NJ 08081 | 26,508.46 | 4,513.48 | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | Negotiated Bid | |

Recommendation

GJ Construction LLC was the only contractor that submitted bids at the two previous openings (IFB 18-006 and IFB 18-007). In both cases the bids were higher than the Cost Estimate prepared by the engineers. The attached proposal was negotiated and is within 20% of the estimate. As part of the negotiating process attempts were made to contact contractors recommended by the engineers. Think Pavers Hardscaping did not respond and R. Moslowski Excavating, Inc. was booked for the remainder of the year. Therefore it is recommended to award the contract to GJ Construction LLC.

RESOLUTION # 18-44

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
FY 2018

WHEREAS, the Housing Authority of Gloucester County has a need for a temporary, provisional and permanent personnel staff for the maintenance and operation of its programs and facilities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the following job titles/classifications shall be made temporary, provisional and permanent job classifications, unless otherwise repealed or revoked by subsequent resolution of this Authority and shall supersede, repeal and revoke previous resolutions establishing permanent job classifications:

| JOB NO. | HAGC TITLE | 2016 SALARY RANGE Based on 40 Hours | 2017 SALARY RANGE Based on 40 Hours | 2018 SALARY RANGE Based on 40 Hours | Position | Current Position | Hours |
|---------|--|--|---|---|----------|------------------|---------|
| 1 | Executive Director | \$ 41.77 - 73.08 \$ 86,882 - 152,006 | \$ 42.61 - 74.54 \$ 88,629 - 155,043 | \$ 43.46 - 76.03 \$ 90,397- 158,142 | 1 | 1 | 40 |
| 69 | Deputy Executive Director | \$ 40.62 - 52.02 \$ 84,490 - 108,202 | \$ 41.43 - 53.06 \$ 86,174 - 110,365 | \$ 42.26 - 54.12 \$ 87,900 - 112,570 | 1 | 0 | 30-40 |
| 2 | Assistant to Executive Director | \$ 30.05 - 42.97 \$ 62,504 - 89,378 | \$ 30.65- 43.83 \$ 63,752 - 91,166 | \$ 31.26 - 44.71 \$ 65,021- 92,997 | 1 | 1 | 20-40 |
| 3 | Tenant Processing Center Manager | \$ 32.05 - 36.22 \$ 66,664 - 75,338 | \$ 32.69 - 36.94 \$ 67,995 - 76,835 | \$ 33.34 - 37.68 \$ 69,347 - 78,374 | 1 | 0 | 40 |
| 52 | Affordable Housing Operations Director | \$ 37.30 - 44.63 \$ 77,584 - 92,830 | \$ 38.05 - 45.52 \$ 79,144 - 94,682 | \$ 38.81 - 46.43 \$ 80,724 - 96,575 | 1 | 1 | 40 |
| 4 | Property Manager | \$ 31.28 - 36.22 \$ 65,062 - \$ 75,338 | \$ 31.91- 36.94 \$ 66,373 - 76,835 | \$ 32.55 - 37.68 \$ 67,704 - 78,374 | 1 | 0 | 40 |
| 5 | Occupancy Specialist Manager | \$ 22.01 - 37.16 \$ 45,781 - 77,293 | \$ 22.45 - 37.90 \$ 46,696 - 78,832 | \$ 22.90 - 38.66 \$ 47,632 - 80,413 | 1 | 1 | 40 |
| 6 | Finance Director | \$ 45.09 - \$ 52.61 \$ 93,787 - 109,429 | \$ 37.00 - 53.66 \$ 76,960 - 111,613 | \$ 37.74 - 54.73 \$ 78,499 - 113,838 | 1 | 1 | 40 |
| 7 | MIS Director | \$ 26.72 - 37.16 \$ 55,578 - 77,293 | \$ 27.17 - 41.00 \$ 56,514 - 85,280 | \$ 27.71 - 41.82 \$ 57,637 - 85,986 | 1 | 1 | 40 |
| 9 | Administrative Assistant Administration | \$ 22.00 - 27.92 \$ 45,760 - 58,074 | \$ 22.44- 28.48 \$ 46,675 - 59,238 | \$ 22.89- 29.05 \$ 47,611 - 60,424 | 1 | 1 | 40 |
| 10 | Human Resources Administrator | \$ 28.52 - 33.66 \$ 59,322 - 70,013 | \$ 29.09 - 34.33 \$ 60,507 - 71,406 | \$ 29.67 - 35.02 \$ 61,714 - 72,842 | 1 | 1 | 37.5-40 |
| 11 | Family Self-Sufficiency Coordinator | \$ 24.39 - 39.09 \$ 50,731 - 81,307 | \$ 24.88 - 39.87 \$ 51,750 - 82,930 | \$ 25.38 - 40.67 \$ 52,790 - 84,594 | 1 | 1 | 37.5-40 |
| 12 | Compliance Officer | \$ 28.93 - 36.49 \$ 60,174 - 75,899 | \$ 29.51 - 37.22 \$ 61,381- 77,417 | \$ 30.10 - 37.96 \$ 62,608 - 78,957 | 1 | 0 | 20-40 |
| 13 | Data Entry Machine Operator (Clerk Typist) | \$ 15.58 - 20.23 \$ 32,406 - 42,078 | \$ 15.89 - 20.63 \$ 33,051 - 42,910 | \$ 16.21 - 21.04 \$ 33,717 - 43,763 | 1 | 1 | 40 |
| 14 | Purchase Technician (with Bookkeeping) | \$ 15.51 - 22.85 \$ 32,261 - 47,528 | \$ 15.82 - 23.71 \$ 32,906 - 49,317 | \$ 16.14 - 24.18 \$ 33,571 - 50,294 | 1 | 1 | 40 |
| 15 | Accounting Technician (with Bookkeeping) | \$ 15.51 - 22.85 \$ 32,261 - 47,528 | \$ 15.82 - 23.31 \$ 32,906 - 48,485 | \$ 16.14 - 23.78 \$ 33,571 - 49,462 | 1 | 0 | 40 |
| 16 | Account Clerk Typing | \$ 15.51 - 17.47 | \$ 15.82 - 19.49 | \$ 16.14 - 19.88 | 2 | 2 | 40 |

| | | | | | | | |
|-----|--|---|---|--|---|---|-------|
| | (Receivables/Payables) | \$ 32,261 - 36,338 | \$ 32,906 - 40,539 | \$ 33,571 - 41,350 | | | |
| 17 | Supervising Senior Tenant Interviewer/Investigator | \$ 23.81 - 27.71 \$ 49,525 - 57,637 | \$ 24.29 - 28.26 \$ 50,523 - 58,780 | \$ 24.78 - 28.83 \$ 51,542 - 59,966 | 2 | 2 | 40 |
| 18 | Tenant Interviewer/Investigator Special Population | \$ 17.22 - 19.97 \$ 35,818 - 41,538 | \$ 17.56 - 20.37 \$ 36,525 - 42,370 | \$ 17.91 - 20.78 \$ 37,253 - 43,222 | 1 | 0 | 40 |
| 19A | Tenant Interviewer/Investigator – Level 1 | \$ 15.51 - 19.97 \$ 32,261 - 41,538 | \$ 15.82 - 20.37 \$ 32,906 - 42,370 | \$ 16.14 - 20.78 \$ 33,571 - 43,222 | 3 | 1 | 40 |
| 19B | Tenant Interviewer/Investigator – Level 2 | \$ 17.22 - 19.97 \$ 35,818 - 41,538 | \$ 17.56 - 20.37 \$ 36,525 - 42,370 | \$ 17.91 - 20.78 \$ 37,253 - 43,222 | 5 | 0 | 40 |
| 19C | Tenant Interviewer/Investigator – Level 3 | \$ 18.93 - 20.01 \$ 39,374 - 41,621 | \$ 19.31 - 24.49 \$ 40,165 - 50,939 | \$ 19.70 - 24.99 \$ 40,976 - 51,979 | 6 | 6 | 40 |
| 20 | Tenant Interviewer/Investigator Trainee | \$ 14.83 - 15.25 \$ 30,846 - 31,720 | \$ 15.13 - 15.56 \$ 31,470 - 32,365 | \$ 15.43 - 15.87 \$ 32,094 - 33,010 | 2 | 2 | 40 |
| 21 | Housing Inspector | \$ 15.24 - 17.42 \$ 31,699 - 36,234 | \$ 15.54 - 17.77 \$ 32,323 - 36,962 | \$ 15.85 - 18.13 \$ 32,968 - 37,710 | 2 | 1 | 40 |
| 22 | Receptionist/Clerk Typist Tenant Processing Center | \$ 13.11 - 17.16 \$ 27,269 - 35,693 | \$ 13.37 - 17.50 \$ 27,810 - 36,400 | \$ 13.64 - 17.85 \$ 28,371 - 37,128 | 2 | 1 | 40 |
| 23 | Clerk Typist | \$ 13.86 - \$ 17.42 \$ 28,829 - 36,234 | \$ 14.14 - 17.77 \$ 29,411 - 36,962 | \$ 14.42 - 18.13 \$ 29,994 - 37,710 | 2 | 0 | 40 |
| 24 | Payments & Inspections Coordinator | \$ 13.96 - \$ 17.42 \$ 29,037 - 36,234 | \$ 14.24 - 17.77 \$ 29,619 - 36,962 | \$ 14.52 - 18.13 \$ 30,202 - 37,710 | 1 | 1 | 40 |
| 25 | Clerk | \$ 12.82 - 17.42 \$ 26,666 - 36,234 | \$ 13.08 - 17.77 \$ 27,206 - \$ 36,962 | \$ 13.34 - 18.13 \$ 27,747 - 37,710 | 1 | 0 | 40 |
| 26 | Student Clerk | \$12.82 | \$ 13.08 - 17.77 | \$ 13.34 - 18.13 | 1 | 0 | 20-40 |
| 27 | Resident Superintendent Senior Maintenance Repairer | \$ 20.25 - 23.18 \$ 42,120 - 48,214 | \$ 20.66 - 23.64 \$ 42,973 - 49,171 | \$ 21.07 - 24.11 \$ 43,826 - 50,149 | 2 | 2 | 40 |
| 28 | Resident Superintendent Maintenance Repairer | \$ 19.51 - 22.23 \$ 40,581 - 46,238 | \$ 19.90 - 22.67 \$ 41,392 - 47,154 | \$ 20.30 - 23.12 \$ 42,224 - 48,090 | 2 | 2 | 40 |
| 29 | Senior Maintenance Repairer | \$ 23.09 - 25.22 \$ 48,027 - \$ 52,458 | \$ 23.55 - 25.72 \$ 48,984 - 53,498 | \$ 24.02 - 26.23 \$ 49,964 - 54,568 | 2 | 1 | 40 |
| 30 | Maintenance Repairer | \$ 16.84 - 19.65 \$ 35,027 - 40,872 | \$ 17.18 - 20.04 \$ 35,734 - 41,683 | \$ 17.52 - 20.44 \$ 36,442 - 42,515 | 2 | 2 | 40 |
| 31 | Building Maintenance Worker Full Time | \$ 13.25 - 16.08 \$ 27,560 - 33,446 | \$ 13.52 - 16.40 \$ 28,122 - 34,112 | \$ 13.79 - 16.73 \$ 28,683 - 34,798 | 7 | 5 | 40 |
| 32 | Building Maintenance Worker Seasonal (P.T./F.T.) | \$ 13.25 - 16.08 \$ 27,560 - 33,446 | \$ 13.52 - 16.40 \$ 28,122 - 34,112 | \$ 13.79 - 16.73 \$ 28,683 - 34,798 | 3 | 0 | 20-40 |
| 33 | Security Guard, Full Time (Unarmed) | \$ 12.19 - 16.08 \$ 25,355 - 33,446 | \$ 12.43 - 16.40 \$ 25,854 - 34,112 | \$ 12.68 - 16.73 \$ 26,374 - 34,798 | 4 | 3 | 32-40 |
| 34 | Security Guard, Part Time (Unarmed) | \$ 12.19 - 16.08 \$ 25,355 - 33,446 | \$ 12.43 - 16.40 \$ 12,927 - 17,056 | \$ 12.68 - 16.73 \$ 13,187 - 17,399 | 1 | 1 | 16-20 |
| 35 | Congregate Services | \$ 23.81 - 27.71 | \$ 24.29 - 38.26 | \$ 24.78 - 39.03 | 1 | 1 | 40 |

| | | | | | | | |
|----|--|--|--|---|------------------------|---|-------|
| | Coordinator | \$ 49,525 - 57,637 | \$ 50,523 - 79,581 | \$ 51,542 - 81,182 | | | |
| 37 | Cook (Congregate) | \$ 14.21 - 18.87 \$ 29,557 - 39,250 | \$ 14.49- 19.25 \$ 30,139 - 40,040 | \$ 14.78 - 19.64 \$ 30,742 - 40,851 | 1 | 1 | 20-40 |
| 38 | Aide Congregate I Housekeeping/Pers onal Services | \$ 12.76 - 16.08 \$ 26,541 - 33,446 | \$ 13.02- 16.40 \$ 27,082 - 34,112 | \$ 13.28 - 16.73 \$ 27,622 - 34,798 | 7 | 6 | 20-40 |
| 39 | Aide (Congregate Crafts) Part Time | \$ 12.76 - 16.08 \$ 26,541 - 33,446 | \$ 13.02 - 16.40 \$ 20,311- 25,584 | \$ 13.28 - 16.73 \$ 20,717 - 26,099 | 1 | 1 | 25-30 |
| 40 | Painter (Maintenance) | \$ 15.23 - 16.73 \$ 31,678 - 34,798 | \$ 15.53 - 17.06 \$ 32,302 - 35,485 | \$ 15.84 - 17.40 \$ 32,948 - 36,192 | 1 | 1 | 40 |
| 41 | Clerk, AHO/Property Management Aide | \$ 15.36 - 18.12 \$ 31,949 - 37,690 | \$ 15.67 - 18.48 \$ 32,594 - 38,438 | \$ 15.98 - 18.85 \$ 33,238 - 39,208 | 1 | 1 | 40 |
| 42 | Tenant Interviewer/ Investigator Aide | \$ 13.96 - 17.85 \$ 29,037 - 37,128 | \$ 14.24 - 18.21 \$ 29,619 - 37,877 | \$ 14.52 - 18.57 \$ 30,202 - 38,626 | 1 | 0 | 40 |
| 43 | Administrative Aide | \$ 15.73 - 17.85 \$ 32,718 - 37,128 | \$ 16.04 - 18.21 \$ 33,363 - 37,877 | \$ 16.36 - 18.57 \$ 34,029 - 38,626 | 1 | 1 | 40 |
| 44 | Accountant | \$ 22.14 - 32.65 \$ 46,051 - 67,912 | \$ 22.58 - 33.30 \$ 46,966 - 69,264 | \$ 23.03 - 33.97 - \$ 47,902 - 70,658 | 1 | 1 | 20-40 |
| 45 | Rental Integrity Specialist | \$ 15.51 - 17.58 \$ 32,261 - 36,566 | \$ 15.82 - 17.93 \$ 32,906 - 37,294 | \$ 16.14 - 18.29 \$ 33,571 - 38,043 | 1 | 0 | 40 |
| 46 | Cook, Senior | \$ 16.88 - 19.14 \$ 35,110 - 39,811 | \$ 17.22 - 19.52 \$ 35,818 - 40,602 | \$ 17.56 - 19.91 \$ 36,525 - 41,413 | 1 | 0 | 40 |
| 49 | Supervisory Maintenance Repairer Scattered Sites | \$ 24.06 - 27.86 \$ 50,045 - 57,949 | \$ 24.54 - 28.42 \$ 51,043 - 59,114 | \$ 25.03 - 28.99 \$ 52,062 - 60,299 | 1 | 0 | 40 |
| 50 | Maintenance Repairer Trainee | \$ 15.18 - 20.48 \$ 31,574 - 42,598 | \$ 15.48 - 20.89 \$ 32,198 - 43,451 | \$ 15.79 - 21.31 \$ 32,843 - 44,324 | 2 | 1 | 40 |
| 54 | Modernization Coordinator | \$ 30.85 - 36.87 \$ 64,168 - 76,690 | \$ 31.47 - 37.61 \$ 65,458 - 78,229 | \$ 32.10 - 38.36 \$ 66,768 - 79,789 | 1 | 1 | 20-40 |
| 55 | Resident Relations Coordinator/Emerg ency Mgmt. Coordinator | \$ 18.43 - 20.65 \$ 38,334 - 42,952 | \$ 18.80 - 23.00 \$ 39,104 - 47,840 | \$ 19.18 - 23.46 \$ 39,894 - 48,797 | 1 | 1 | 40 |
| 57 | Senior Inspector | \$ 19.22 - 43.59 \$ 39,978 - 90,667 | \$ 19.60 - 44.46 \$ 40,768 - 92,477 | \$ 19.99 - 45.35 \$ 41,579 - 94,328 | 1 | 0 | 40 |
| 58 | Leasing Specialist | \$ 14.24 - 18.91 \$ 29,619 - 39,333 | \$ 14.52 - 19.29 \$ 30,202 - 40,123 | \$ 14.81 - 19.68 \$ 30,805 - 40,934 | 1 | 0 | 40 |
| 59 | Homeownership Coordinator | \$ 12.10 - 37.58 \$ 25,168 - 78,166 | \$ 12.34- 38.33 \$ 25,667 - 79,726 | \$ 12.59 - 39.10 \$ 26,187 - 81,328 | 1 | 0 | 20-40 |
| 60 | Lead Building Maintenance Worker | \$ 14.36 - 17.70 \$ 29,869 - 36,816 | \$ 14.65 - 18.05 \$ 30,472 - 37,544 | \$ 14.94 - 18.41 \$ 31,075 - 38,293 | 1 | 1 | 40 |
| 62 | Hearing Officer | \$ 15,000 - 15,300 Salaried | \$ 15,300 - 15,600 | \$ 15,600 - 15,900 | 1 | 1 | 8-20 |
| 65 | Site Manager Glassboro | \$ 25.00 - 36.22 \$ 52,000 - 75,338 | \$ 25.50 - 36.94 \$ 53,040 - 76,835 | \$ 26.01 - 37.68 \$ 54,101 - \$ 78,374 | 1 | 1 | 40 |
| 66 | Facilities Manager Glassboro & Gloucester | \$ 25.00 - 36.22 \$ 52,000 - 75,338 | \$ 25.50 - 36.94 \$ 53,040 - 76,835 | \$ 26.01 - 37.68 \$ 54,101 - \$ 78,374 | 1 | 0 | 40 |
| 67 | Senior Housing Specialist | \$ 25.00 - 36.22 \$ 52,000 - 75,338 | \$ 25.50 - 36.94 \$ 53,040 - 76,835 | \$ 26.01 - 37.68 \$ 54,101 - \$ 78,374 | 1 | 1 | 40 |
| 68 | Senior Security Guard | \$ 15.00 - 21.06 \$ 31,200 - 43,811 | \$ 15.30 - 21.48 \$ 31,824 - 44,678 | \$ 15.61 - 21.91 \$ 32,469 - 45,573 | 1 | 1 | 40 |
| 69 | Transitional Modernization Coordinator | | | \$ 25.00 – 35.00 \$ 52,000 – 72,800 | 1 Temp. Position | 0 | 40 |

Said job classifications shall be filled or vacant subject to the need and work load of the Authority as determined by the Executive Director whose reasonable discretion is subject to the supervision of the Authority. All *salaries and benefits* shall be determined in each case by ratification of the resolution of this Authority at the Executive Director's recommendation.

Specific *job descriptions* shall be subject to the reasonable discretion and supervision of the Executive Director which shall, in turn, be subject to the review of the Authority Chairman and the Authority.

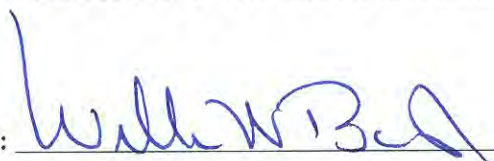
AND BE IT FURTHER RESOLVED that the Executive Director is further authorized to employ additional employees on a temporary, part-time or as needed basis during periods of administrative overloads and temporary secretarial personnel, congregate aides and Security Guards as required. Subject to budget constraints, said temporary employees shall be compensated at published scheduled rates for personnel employed for hourly services without additional fringe benefits. Fringe benefits shall be available only to permanent, full-time personnel as defined in the Personnel Policy. In the alternative, the Executive Director may procure temporary staff from recognized temporary employment agencies; and

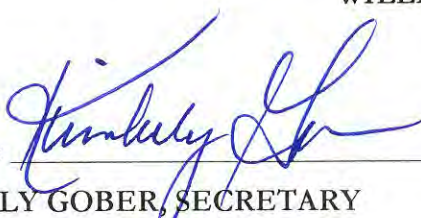
BE IT FURTHER RESOLVED that the Salary Ranges and Hours Schedule made a part hereof and hereby is approved for the year 2018 and subsequent period until revised.

AND BE IT FURTHER RESOLVED that the Executive Director shall be authorized to employ the above staff members, exclusive of himself/herself as a salaried official, in an overtime capacity consistent with rules and regulations set forth in the By-laws.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 27th of June, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN JR., CHAIRMAN

ATTEST: 
KIMBERLY GOBER, SECRETARY
DATED: JUNE 27TH, 2018

RESOLUTION #18-45

RESOLUTION AUTHORIZING THE
PURCHASE OF ONE (1) MOTOR VEHICLE
FOR THE USE OF

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority of Gloucester County (HAGC) has an essential need of one (1) motor vehicle for the operation of business; and

WHEREAS, it is more advantageous for the HAGC to buy this vehicle rather than lease it; and

WHEREAS, the Executive Director has identified that the funds to pay for this procurement are available from the Seniors Housing Development Corporation (SHDC) ; and

WHEREAS, HAGC requests authorization from the Board of Commissioners to purchase said vehicle; and

THEREFORE, BE IT RESOLVED by the Board of Commissioners of Housing Authority of Gloucester County, that the Executive Director is directed to purchase the motor vehicles as required for the operation of business.


ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 27th of June, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JUNE 27, 2018

RESOLUTION #18-46

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 June 27, 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.

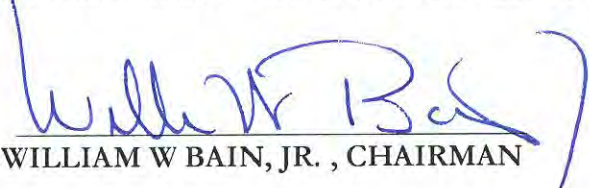
BE IT FURTHER RESOLVED that the Secretary, on the next business day following this, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

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 JUNE 27, 2018.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the 27TH DAY OF JUNE, 2018.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: JUNE 27, 2018