

RESOLUTION #20-01

**RESOLUTION AUTHORIZING THE HAGC TO COMPILE, PREPARE, & SUBMIT
INFORMATION IN ACCORDANCE WITH SECTION 8 MANAGEMENT
ASSESSMENT PROGRAM (SEMAP) FY 2019**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the U.S. Dept. of Housing & Urban Development has formally mandated an annual Section 8 Management and Assessment Program (SEMAP) for each Housing Authority, administering a Section 8 Housing Choice Voucher Program, in the United States and the criteria for measuring Section 8 performance has been established by HUD UNDER 24 CFR Part 985; and

WHEREAS, the Section 8 Management Assessment Program (SEMAP) is the primary evaluation tool the U.S. Department of Housing and Urban Development (HUD) uses to evaluate performance by each local Housing Authority administering a Section 8 Housing Choice Voucher Program; and

WHEREAS, SEMAP is an annual reporting requirement, due 60 days after the end of the fiscal year; and

WHEREAS, the Housing Authority of Gloucester County has to conduct an assessment of the Section 8 Housing Program at the HAGC consistent with the performance criteria set forth in the aforementioned rules; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County authorizes the Executive Director and/or her designee to take all necessary actions to compile, and prepare accurate and complete information in the preparation and electronic submission of the 2019 SEMAP report; and

IT IS FURTHER RESOLVED that the Executive Director has authority to make technical correction(s) to the SEMAP Report as the situation may require and file with the Board of Commissioners and electronically submit to the Dept. of HUD updated copies of the SEMAP Report as they are prepared. This Resolution is effective immediately.


ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd of January 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 22, 2020

RESOLUTION #20-02

**RESOLUTION AUTHORIZING THE HAGC TO COMPILE, PREPARE, & SUBMIT
INFORMATION IN ACCORDANCE WITH SECTION 8 MANAGEMENT
ASSESSMENT PROGRAM (SEMAP) FY 2019**

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the U.S. Dept. of Housing & Urban Development has formally mandated an annual Section 8 Management and Assessment Program (SEMAP) for each Housing Authority administering a Section 8 Housing Choice Voucher Program in the United States and the criteria for measuring Section 8 performance has been established by HUD UNDER 24 CFR Part 985; and

WHEREAS, the Housing Authority of Gloucester County has been contracted to administer Glassboro Housing Choice Voucher Program ("HCV Program") which include but not limited to, waiting list administration, initial tenant eligibility and rent determinations, annual and interim reexaminations, inspections, books of account, budgeting and financial reporting, and Housing and Urban Development (HUD) reporting and auditing, and such other activities as may be necessary and proper for HAGC to administer the HCV Program;

WHEREAS, the Housing Authority of Gloucester County will conduct an assessment of the Housing Authority of the Borough of Glassboro Housing Choice Vouchers administered consistent with the performance criteria set forth in the aforementioned rules; and


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County authorizes the Executive Director and/or her designee to take all necessary action to compile, prepare accurate and complete information in the preparation of the 2019 SEMAP report for the Housing Authority of the Borough of Glassboro; and

IT IS FURTHER RESOLVED that the Executive Director has authority to make technical correction(s) to the SEMAP Report as the situation may require and file with the Board of Commissioners and electronically submit to the Dept. of HUD updated copies of the SEMAP Report as they are prepared. This Resolution is effective immediately.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd of January 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 22, 2020

RESOLUTION #20-03

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
FIRE AND EXTENDED COVERAGE INSURANCE FOR:**

- DEPTFORD PARK APARTMENTS
- CARINO PARK APARTMENTS
- PROJECT 204-1, SINGLE FAMILY DWELLING UNITS

NATHAN LANE AGENCY

WHEREAS, the Housing Authority of Gloucester County has need for Fire and Extended Coverage Insurance; and

WHEREAS, the Housing Authority of Gloucester County has solicited bids for Fire and Extended Coverage Insurance through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has received and reviewed the bids received; and

WHEREAS, the lowest responsive bidder for such services is NATHAN LANE AGENCY at a premium of **\$76,783.00** and is proper and responsive to the specifications; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract bid received from **NATHAN LANE AGENCY** be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Fire and Extended Coverage Insurance, in accordance with the proposal received and the bid tabulation attached hereto for the contract amount of **\$76,783.00** from **March 1, 2020 to March 1st, 2021**, subject to counsel review and verification; and

BE IT FURTHER RESOLVED that a brief notice stating the nature, duration, service and amount of the contract and that this resolution and the contract are on file and available for public inspection in the office of the Executive Director and shall be published once in the Gloucester County Times pursuant to the requirements of the local Public Contracts Law.

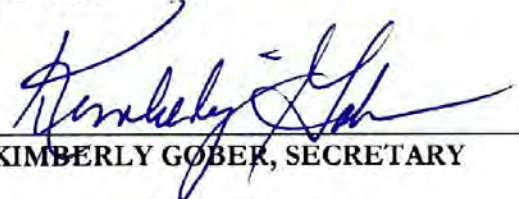
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd of January 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 22, 2020



Bid Tabulation Sheet
FIRE & EXTENDED COVERAGE INSURANCE
IFB 20-001
January 14, 2020 2:00pm

**Housing Authority
of Gloucester County**
Attended by

Company	Base Bid	No.	Alternate Deducts	Comments
NATHAN LANE AGENCY 545 GOFFLE ROAD WYCOFF NJ 07481	\$ 76,783.00	1		rlane@nathanlaneagency.com
MARTIN AGENCY 500 JESSUP ROAD WEST DEPTFORD NJ 08066		1		debbie.middleton@spmartinco.com
HARDENBERGH INSURANCE PO BOX 1000 VOORHEES, NJ 08043		1		heleng@hig.net
THE BARCLAY GROUP 202 BROAD STREET RIVERTON, NJ 08077		1		dwise@barclayinsurance.com
HAI INSURANCE GROUP PO BOX 189 189 COMMERCE COURT CHESHIRE, CT. 06410	\$ 98,812.00	1		msylvester@housingcenter.com gshpak@housingcenter.com
FAIRVIEW INSURANCE AGENCY, INC 1930 E. MARLTON PIKE SUITE 16 CHERRY HILL, NJ 08003				cgraham@fairviewinsurance.com
LEWIS CHESTER ASSOCIATES 19 SUMMIT AVENUE				lstadler@lewischester.com loconnor@lewischester.com

IFB Evaluation Statement

Project	Fire & Extended Cov. Ins.	C	Complete
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I Incomplete

X Missing

Received 2 bids as listed below

[illegible]

RESOLUTION #20-04

**RESOLUTION AUTHORIZING AN EMERGENCY WATER HEATER
REPLACEMENT
FOR PUBLIC HOUSING 204-4:**

DEPTFORD PARK APARTMENTS

PURSUANT TO N.J.S.A. 40A:11 EMERGENCY CONTRACTS

WHEREAS, the Housing Authority of Gloucester County (HAGC) awarded an emergency contract pursuant to the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*, to **GE MECHANICAL**; and

WHEREAS, during a routine inspection of Deptford Park Apartments facilities, a HAGC Public Housing property, the Superintendent discovered serious corrosion and a leak on (1) one of the (2) domestic hot water heaters; and

WHEREAS, the Affordable Housing Operations Director, Paul Letizia, deemed this an emergency replacement, due to the water leakage's proximity to the heating and electrical building systems; and

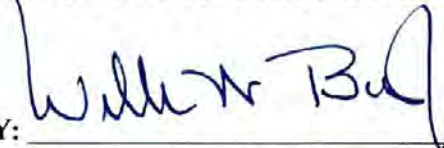
WHEREAS, the tank without the extensive corrosion and water leak will also need to be replaced; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the emergency contract with **GE MECHANICAL** be approved in an amount not to exceed **\$65,000.00**

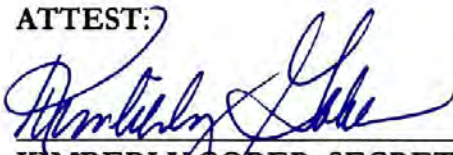
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of January 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR.

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: JANUARY 22, 2020

RESOLUTION #20-05

**RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT FOR
TESTING OF FIRE ALARM & SPRINKLER SYSTEMS**

ANACONDA PROTECTIVE CONCEPTS, INC.

CARINO PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has need for the Testing of Fire Alarm & Sprinkler Systems at Carino Park Apartments, 100 Chestnut Street, Williamstown, NJ; and

WHEREAS, the Housing Authority of Gloucester County has solicited bids for Testing of Fire Alarm & Sprinkler Systems services through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County reviewed the proposals received; and

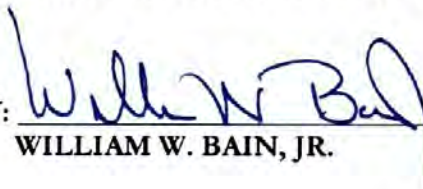
WHEREAS, the lowest responsible bid for such services is with the following, **ANACONDA PROTECTIVE CONCEPTS, INC.**, at the cost of **\$1,250.00**, and is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with **ANACONDA PROTECTIVE CONCEPTS, INC.** for Carino Park Apartments, be and is hereby approved; and


IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for the Testing of Fire Alarm & Sprinkler Systems, in accordance with the bid received and the bid tabulation attached hereto for the contract amount of **\$ 1,250.00**, for Carino Park Apartments subject to receipt of required documentation and check of references.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of January 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR.

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: JANUARY 22, 2020

Rev. Nov. 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or Type

HOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT

LOCATION OF NEED

CARINO PARK

(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)	DESCRIBE ITEM(S) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
Annual Testing of Fire & Sprinkler Systems		1,250.00	1,550.00	1,500.00	
Shipping and Handling Charges (if any)					
COLUMN TOTAL		1,250.00	1,550.00	1,500.00	-
TOTAL					

# 1	VENDOR Anaconda Protective Concepts				VENDOR CONTACT Kim Norris		TELEPHONE 302-834-1125	
	ADDRESS 210 Executive Drive Suite 6				CITY Newark		ST DE	ZIP 19702
	DATE OF QUOTE 12/26/19	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE
# 2	VENDOR Harring Fire Protection				VENDOR CONTACT Nick Harring		TELEPHONE 877-608-5008	
	ADDRESS 748 Cains Mill Road				CITY Williamstown		ST NJ	ZIP 08094
	DATE OF QUOTE 1/9/2020	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE
# 3	VENDOR Oliver Fire Protection & Security				VENDOR CONTACT Keith Showmaker		TELEPHONE 215-208-0331	
	ADDRESS 501 Feheley Drive				CITY King of Prussia		ST PA	ZIP 19406
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE
# 4	VENDOR				VENDOR CONTACT		TELEPHONE	
	ADDRESS				CITY Piscataway		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE

SELECTED VENDOR		REMARKS:	
1 Anaconda Protective Concepts		Sent to 10 companies	
WAS A COST BENEFIT ANALYSIS DONE? NO <input type="checkbox"/> YES (Copy Attached) <input type="checkbox"/>		BY WHOM?	
CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)			
<input type="checkbox"/> EMERGENCY PURCHASE <input type="checkbox"/> NJ STATE GVT CONTRACT <input type="checkbox"/> VALUE REQUIRES ONLY ONE <input type="checkbox"/> SINGLE SOURCE ITEM		OTHER:	
QUOTES PROCURED BY Lisa Butler	MGMT APPROVED (if diff)	FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE DATE

RESOLUTION #20-06

RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT FOR
TESTING OF FIRE ALARM & SPRINKLER SYSTEMS

ANACONDA PROTECTIVE CONCEPTS, INC.

DEPTFORD PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has need for the Testing of Fire Alarm & Sprinkler Systems at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ; and

WHEREAS, the Housing Authority of Gloucester County has solicited bid for Testing of Fire Alarm & Sprinkler Systems services through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County reviewed the proposals received; and

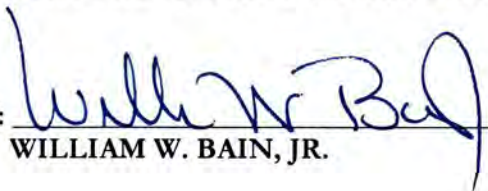
WHEREAS, the lowest responsible bid for such services is with the following **ANACONDA PROTECTIVE CONCEPTS, INC., at the cost of \$1,350.00**, and is properly responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with **ANACONDA PROTECTIVE CONCEPTS, INC.** for Deptford Park Apartments, be and is hereby approved; and


IT IS FURTHER RESOLVED that the Executive Director be and is he authorized to execute a contract for the Testing of Fire Alarm & Sprinkler Systems, in accordance with the bid received and the bid tabulation attached hereto for the contract amount of **\$ 1,350.00** for Deptford Park Apartments subject to receipt of required documentation and check of references.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County held on the 22nd day of January 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR.

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: JANUARY 22, 2020

PROCURED BY	MGMT APPROVED (if diff)	FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE	DATE
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TABLED

RESOLUTION #20-07

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 January 22, 2020 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 meeting, 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 JANUARY 22, 2020.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the **22ND DAY OF JANUARY 2020.**

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: JANUARY 22, 2020