

RESOLUTION #20-15

**RESOLUTION AUTHORIZING THE IMPLEMENTATION OF THE
WATER MANAGEMENT PLAN**

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC)

WHEREAS, The Housing Authority of Gloucester County (HAGC) is committed to providing a safe and healthful living environment for all residents of its multi-family sites and/or managed properties; and

WHEREAS, Legionella, the bacterium that causes a type of serious lung infection known as Legionnaires' disease, occurs naturally in the environment and likely to be found in potable water supplies, especially those coming from bodies of water such as lakes and reservoirs; and

WHEREAS, Legionella is virtually impossible to completely eradicate from hot water tanks and cooling towers; and

WHEREAS, some water systems in buildings have a higher risk for Legionella growth and spread than others; and

WHEREAS, a Water Management Plan should identify areas or devices in buildings where Legionella might grow or spread to people so that the risk to exposure may be reduced.

WHEREAS, the HAGC has devised a Water Management Plan to continue to contain and minimize the risk for Legionella growing and spreading within the water system and devices in our multi-family sites and/or managed properties; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Water Management Plan, attached hereto and made a part of, is hereby approved;

BE IT FURTHER RESOLVED that the Water Management Plan shall be reviewed and approved within (30) days after an incident or (12) months from the last approval date, whichever occurs first.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: - 

KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020



Housing Authority *of* Gloucester County

WATER MANAGEMENT PLAN



Statement of Approval and Authority Delegation

The purpose of this document is to provide a water management plan that guides the staff of the Housing Authority of Gloucester County to manage, monitor and mitigate the effects of the buildings water system. This plan was developed in accordance with the CDC Legionella Toolkit for Implementing Industry Standards, ANSI/ASHRAE Guideline 12-2000 and ANSI/ASHRAE Standard 188-2018.

The following individuals attest that they have participated in the formulation of this document and approve the contents.

(Signature) William W. Bain Jr., Chairman (Date) 3-25-20

(Signature) Kimberly Gober, Executive Director (Date) 3/25/20

(Signature) Paul Letizia, A.H.O. Director (Date) 3/25/20

The most recent effective date of this document is (Date).
The next review of this document is (30) Thirty Days after an incident or (12) Twelve Months from the above date, whichever occurs first.

Resolution Date: 03/25/2020

Resolution Number: 20-15

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Glossary

Biofilm (slime): Germs and the slime they secrete that stick to and grow on any continually moist surface; provides housing, food, and security for many different types of germs, including *Legionella*

Building water systems: Includes hot and cold water distribution and all devices that use water people can be exposed to, such as hot tubs, decorative fountains, and cooling towers

Control: To manage the conditions within your building according to your water management program

Control measures: Things you do in your building water systems to limit growth and spread of *Legionella*, such as heating, adding disinfectant, or cleaning

Control limits: The maximum value, minimum value, or range of values that are acceptable for the control measures that you are monitoring to reduce the risk for *Legionella* growth and spread

Control points: Locations in the water systems where a control measure can be applied

Contingency response: Reaction to control measures that are persistently outside of control limits or events that pose an immediate risk to control of your building water systems; required for all instances when Legionnaires' disease occurs, but may also be appropriate for unexpected events such as equipment failure or acts of nature that disrupt the water system

Corrective action: Actions taken to reestablish control when monitoring or measurement values are outside control limits

Dead legs: Piping that is subject to low or no flow due to design or decreased water use such as capped pipes or unused faucets

Disinfectant: Chemical or physical treatment used to kill germs, such as chlorine, monochloramine, chlorine dioxide, copper-silver ionization, ultraviolet light, or ozone

Hazardous conditions: Anything that, if not controlled, can contribute to the growth and spread of *Legionella* to a person

Healthcare facility: A place where patients stay overnight for medical care or where people with chronic or acute medical problems* are treated; this may include inpatient or outpatient care areas

Heterotrophic plate counts: A measure of the number and variety of bacteria that are common in water; a high count may indicate a high microbial load and the need for corrective action, but cannot be substituted for *Legionella* testing

Legionella: Bacteria that can cause Legionnaires' disease

Legionnaires' disease: A serious type of pneumonia caused by *Legionella*

Residual: The amount of disinfectant available in water to kill germs

Scale and sediment: The mineral build-up in a water system that uses up disinfectant and supports germ growth and/or survival

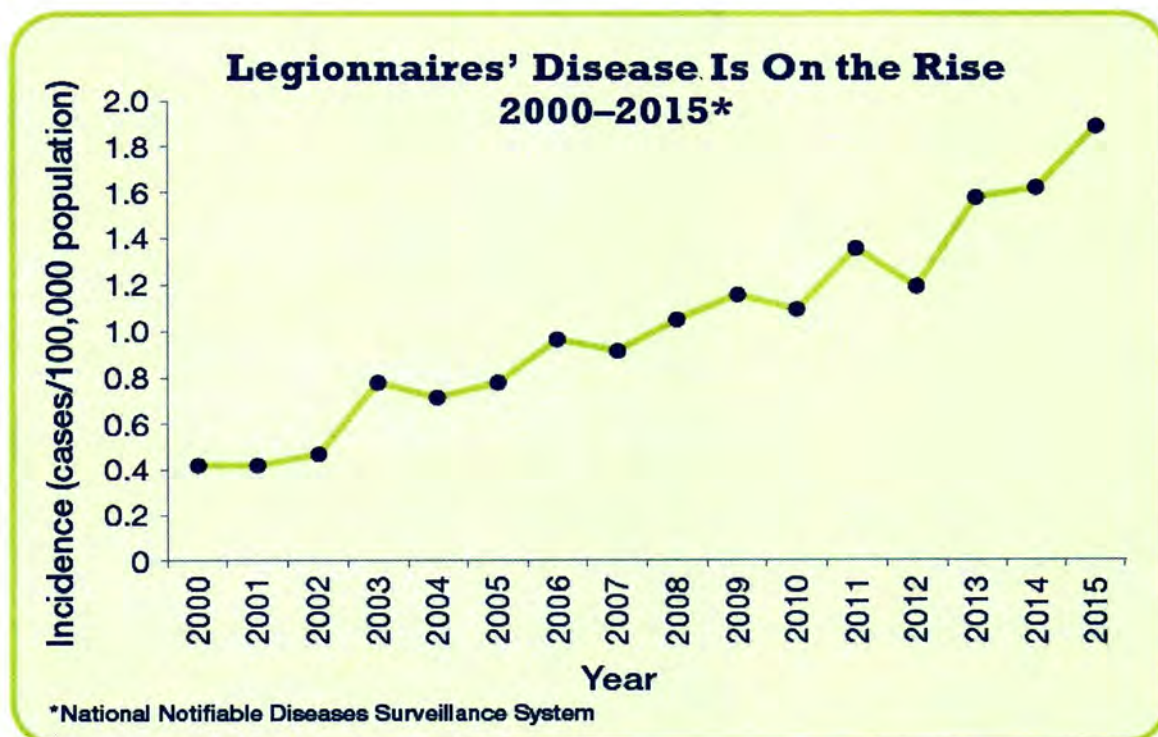
Stagnation: When water does not flow well; areas of stagnant water encourage biofilm growth and reduce temperature and level of disinfectant

Introduction

Legionella is a bacteria that occurs naturally in the environment and are likely to be found in potable water supplies, especially those coming from bodies of water such as lakes and reservoirs. Legionella is virtually impossible to completely eradicate from hot water tanks and cooling towers. The goal of a proactive Legionella program is to contain it and minimize the risk.

Legionnaires Disease is caused by a bacterium called Legionella Pneumophila. Infection comes about by breathing in a fine spray of airborne water carrying the bacterium. There is no evidence to show that the illness can be caught from someone who has already been infected, nor from drinking water carrying the bacterium. Those most at risk from infection are smokers, and those already suffering from respiratory illness. However, even healthy people can be infected. Most cases have been in people between the ages of 40 to 70 years, and men are more likely to be affected than women. Water from cooling towers or even aerosolized droplets of water from building plumbing fixtures (faucets and showers) or humidifiers may spread Legionella bacteria to humans.

Legionnaires' disease is a serious type of pneumonia caused by bacteria, called *Legionella*, that live in water. *Legionella* can make people sick when they inhale contaminated water from building water systems that are not adequately maintained. Unfortunately, Legionnaires' disease is on the rise in the United States.



Introduction to Legionella Ecology



Legionella is found naturally in freshwater environments, like lakes and streams, but generally the low amounts in freshwater do not lead to disease. *Legionella* can become a health problem in building water systems. To pose a health risk, *Legionella* first must **grow** (increase in numbers). Then it must be **aerosolized** so people can breathe in small, contaminated water droplets.

Opportunistic pathogens of premise plumbing are germs that grow well in drinking water distribution systems and can cause disease in humans. Examples of these include:

Pseudomonas, *Acinetobacter*, *Burkholderia*, *Stenotrophomonas*, nontuberculous mycobacteria, various species of fungi, and *Naegleria fowleri*.

Many of the environmental factors that are conducive for *Legionella* growth also allow for growth of these other opportunistic pathogens.

Where can *Legionella* grow and/or spread?

Legionella can grow in many parts of building water systems that are continually wet, and certain devices can then spread contaminated water droplets. Examples include:

- Hot and cold water storage tanks
- Water heaters
- Water-hammer arrestors
- Expansion tanks
- Water filters
- Electronic and manual faucets*
- Aerators
- Faucet flow restrictors
- Showerheads* and hoses
- Pipes, valves, and fittings
- Centrally-installed misters*, atomizers*, air washers*, and humidifiers*
- Nonsteam aerosol-generating humidifiers*
- Infrequently used equipment, including eyewash stations*
- Ice machines*
- Hot tubs*
- Decorative fountains*
- Cooling towers*
- Medical devices* (such as CPAP machines, hydrotherapy equipment, bronchoscopes)

*These devices can spread *Legionella* through aerosols or aspiration

Factors external to buildings that can lead to *Legionella* growth

- **Construction:** Vibrations and changes in water pressure can dislodge biofilm and free *Legionella* into the water entering your building.
- **Water main breaks:** Changes in water pressure can dislodge biofilm and free *Legionella* into the water, while dirt and other materials can be introduced into the water and use up disinfectant.

Reference: CDC U.S. Department of Health and Human Services Centers for Disease Control and Prevention
Water Management Toolkit

Factors internal to buildings that can lead to *Legionella* growth

Biofilm: Protects *Legionella* from heat and disinfectant; provides food and shelter to germs; grows on any surface that is constantly moist and can last for decades

Scale and sediment: Uses up disinfectant and creates a protected home for *Legionella* and other germs

Water temperature fluctuations: Provide conditions where *Legionella* grows best (77°F–108°F); *Legionella* can still grow outside this range

Water pressure changes: Can cause biofilm to dislodge, colonizing downstream devices

pH: Disinfectants are most effective within a narrow range (approximately 6.5 to 8.5) Many things can cause the hot water temperature to drop into the range where *Legionella* can grow, including low settings on water heaters, heat loss as water travels through long pipes away from the heat source, mixing cold and hot water within the plumbing system, heat transfer (when cold and hot water pipes are too close together), or heat loss due to water stagnation. In hot weather, cold water in pipes can heat up into this range.

Inadequate disinfectant: Does not kill or inactivate *Legionella*. Even if the water entering your building is of high quality, it may contain *Legionella*. In some buildings, processes such as heating, storing, and filtering can degrade the quality of the water. These processes use up the disinfectant the water entered with, allowing the few *Legionella* that entered to grow into a large number if not controlled.

Water stagnation: Encourages biofilm growth and reduces temperature and levels of disinfectant. Common issues that contribute to water stagnation include renovations that lead to 'dead legs' and reduced building occupancy, which can occur in hotels during off-peak seasons, for example. Stagnation can also occur when fixtures go unused, like a rarely used shower in a hospital room.

Responsibility

The Housing Authority of Gloucester County needs to be diligent in their planning, implementation and documentation of the procedures outlined in this document.

It will be the responsibility of the Affordable Housing Operations Director and/or designee to **review** the elements of the Water Management Program at least once per year and/or within (30) days after any of the following events occur:

- A major maintenance or water service change occurs
- Equipment changes
- Changes in the municipal water supply
- One or more cases of disease are thought to be associated with the water supply
- Changes occur in applicable laws, regulations, standards, or guidelines

Water Management Program

The water management program will be comprised of employees, partners and outside specialist.

It will be the responsibility of the water management program to:

- Oversee the Authority water system at all owned and/or managed buildings
- Maintain a working knowledge of all owned and/or managed building water systems
- Identify and take corrective actions if necessary
- Communicate with local and/or state Health Department Officials
- Communicate with anyone who could be affected by the growth of harmful bacteria if the health department recommends
- Monitor and document the water management program performance
- Review the water management program and revise it, if necessary
- Confirm the performance of the water management program
- Review and update the water management plan
- Update the process flow diagram, associated control points, control limits, and corrective actions
- Update the written description of your building water systems
- Train those responsible for implementing and monitoring the updated program



PREVENTIVE MAINTENANCE CONTROL MEASURES



Control Measures

It will be the responsibility of the superintendent to monitor and ensure control measures are performed as outlined.

Examples of physical control measures to reduce the risk of *Legionella* growth:

- Water heaters should be maintained at appropriate temperatures.

Additionally, certain commonly-encountered changes in building water system design or management might require increasing the extent and frequency of monitoring. The Authority shall anticipate additional hazardous conditions that could be associated with scheduled or unanticipated changes in water quality, such as:

- System start up
- System shut down
- Regularly scheduled maintenance
- Renovations, construction, and installation of new equipment in all Authority owned and/or managed buildings
- Equipment failure
- Water main break or other service interruptions

Hot Water Systems

- Eliminate dead legs when possible during modernization to maintain (122°F) in the lines. Frequent flushing of these lines should also reduce growth.

Vacant / Extended Unoccupied Unit

The superintendent of each owned and/or managed building of the Housing Authority of Gloucester County shall exert additional preventive measures due to the high-risk population that resides in all owned and/or managed buildings.

The below items shall be inclusive to the Vacancy "Made Ready" work order:

- Replacement of shower heads.
- Removal of non manufacturer supplied aerators.
- Replacement of rubber washers with synthetic washers when possible.
- Faucets and showers are flushed on max cold setting for (5) five minutes.
- Faucets and showers are flushed on max hot setting for (5) five minutes.
- Flush toilet (5) five times prior to applying for a certificate of occupancy.
- Clean and disinfect faucets and fixed aerators.
- Replace removable aerators.

Anti-scald Regulation



The Authority will continue to follow local and state anti-scald regulations. However, maximum temperatures allowed by the State of New Jersey may be too low to limit *Legionella* growth. Engineering controls that mix hot and cold water together at or near the point of use can reduce the risk of scalding while allowing water in pipes to remain hot enough to limit *Legionella* growth.

Ice Machines

Ice machines are water sources where waterborne pathogens such as *Legionella* have been known to survive. Ice machines that are operational in owned and/or managed Housing Authority of Gloucester County buildings shall be maintained properly to minimize the risk of bacteria colonization and growth.

Periodic cleaning must be performed on adjacent surface areas not contacted by the water distribution system. All building superintendents that have ice machines in their respective building shall ensure that periodic cleaning is performed every (6) six months. During this periodic cleaning, the ice machine shall be disassembled, cleaned and sanitized.

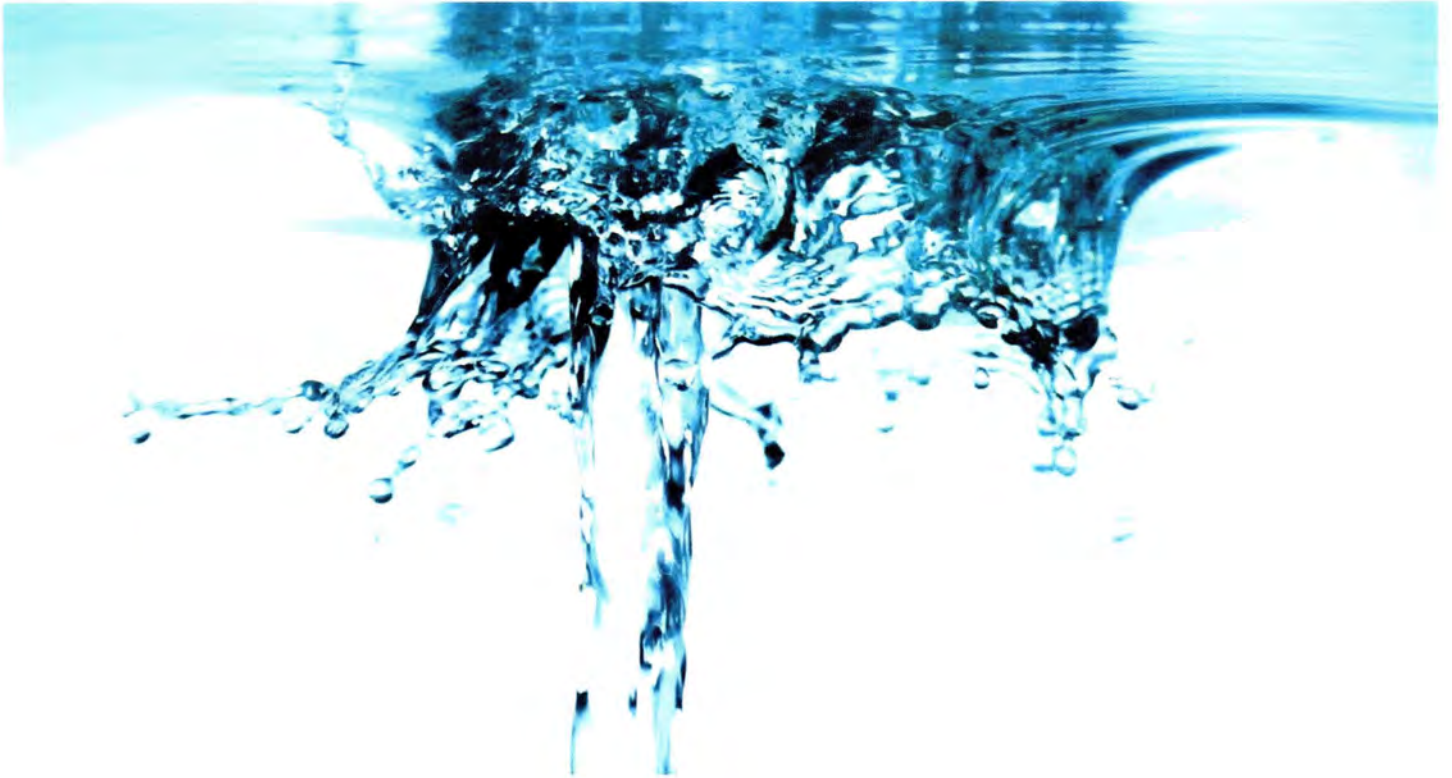
Preventative maintenance will permit cleaning of all surfaces that come in contact with the water distribution system. Periodic maintenance shall be performed that includes sanitizing the bin and adjacent surface areas, which are not contacted by the water distribution system. Depending on local water conditions it is recommended that preventative maintenance cleaning procedures are conducted between the 6-month cleanings. This preventive maintenance removes mineral build-up from the evaporator.

Watermain Break / Disruption of Service

Disruptions to the domestic water distribution system and/or changes in water pressure can dislodge biofilm and release *Legionella* or other waterborne pathogens. In addition, water main breaks can introduce dirt and other materials into the water.

If the building superintendent identifies and/or receives complaints of water disruptions, changes in water pressure, foul-tasting water and/or a brownish tint to the water they shall:

- Notify the Affordable Housing Operations Director or designee
- Contact the building water provider and inquire if there have been any water main breaks or water advisories issued.
- Notify building occupants of the situation
 - Advise building occupants to limit water usage for (4) four hours
- Flush the water system at multiple sinks and fixtures near the point of entry until it is visually clear.
- Flush the fixtures in areas where complaints were received of taste and odor



EPIDEMIOLOGIC & ENVIRONMENTAL INVESTIGATION



Investigation

Per New Jersey Department of Health protocol, identification of three or more legionellosis cases who stayed overnight in the same building during their incubation period (2-14 days prior to illness onset date) over a period of several years warrants a full epidemiologic and environmental investigation.

Should an owned and/or managed building of the Authority be notified of an investigation the building superintendent shall immediately notify the Affordable Housing Operations Director or designee.

Consultant

- The Authority shall identify an approved consultant with the State of New Jersey in the event of an issue.
- Contract a third-party consultant who has experience with *Legionella*, large water systems, and remediation.
- The consultant will be responsible for collecting environmental samples.
- Schedule an on-site environmental assessment of the building with the consultant, Gloucester County Health Department, New Jersey Department of Health, Executive Director, Affordable Housing Operations Director, Building Superintendent and/or designee.

Considerations When Working with *Legionella* Consultants

- **Level of experience:** For example, what kind of *Legionella*-specific experience do the employees of this company have? Do the employees have appropriate training in critical fields (e.g., engineering, environmental health or industrial hygiene, water treatment, plumbing, microbiology)? Does the company have *Legionella*-specific experience with a facility of your size/type? Do they have experience with water system remediation, implementation of water management programs to prevent Legionnaires' disease, or both?
- **Laboratory expertise:** For example, is the laboratory they use accredited for environmental testing? Does it participate in a proficiency testing program for *Legionella*? Does their laboratory perform culture for *Legionella* (which is particularly important following remediation to ensure adequacy of the remediation process)? What level of identification (species/serogroup) can their laboratory perform? Is their laboratory willing to save samples and isolates and share them with public health laboratories if requested during an outbreak investigation?

Considerations When Working with *Legionella* Consultants

- **Environmental assessment expertise:** For example, how much experience does the company have with environmental assessments and/or sampling for *Legionella*? Can they describe situations where they performed an environmental assessment and/or *Legionella* sampling in a facility of your size/type?
- **Remediation expertise:** For example, how frequently does the company provide remediation services and can they describe situations where they remediated *Legionella* from a building water system in a facility of your size/type? Can the company discuss the benefits and challenges associated with multiple approaches to remediation?
- **Water management expertise:** For example, how much experience does the company have creating water management programs compliant with industry standards for a facility of your size/type? What level of support does the company provide with creation and implementation of water management programs? What is the spectrum of services they offer once the water management program is established?
- **Knowledge of codes, standards, and regulations:** For example, does the company have previous experience working in your state and/or jurisdiction? How familiar is the company with state and local building codes in your jurisdiction, water treatment regulations, healthcare accreditation and survey requirements, and public health reporting requirements? Local building code officials or your health department may be good resources for knowledge about existing codes, standards, and regulations.
- **Potential conflicts of interest:** For example, does the company have interest in promoting specific services or products?

Sample Collection / Testing

- Sample locations shall be determined during the onsite visit.
- The consultant shall develop and implement an environmental sampling plan, as indicated by the environmental assessment.
- The consultant shall collect environmental samples for *Legionella* culture to be analyzed at a CDC ELITE certified laboratory.
- NJDOH recommends that samples are collected from 10% of the facility's units and common areas (public bathrooms), in addition to the incoming water, all hot water tanks (at or near the bottom), and hot water return(s) prior to entering the boiler again.
- The laboratory processes an appropriate volume for the type of sample collected and the test conducted.
- Share results with Gloucester County Health Department within 24 hours of receipt.

PROPERTY WATER SYSTEM DESCRIPTION

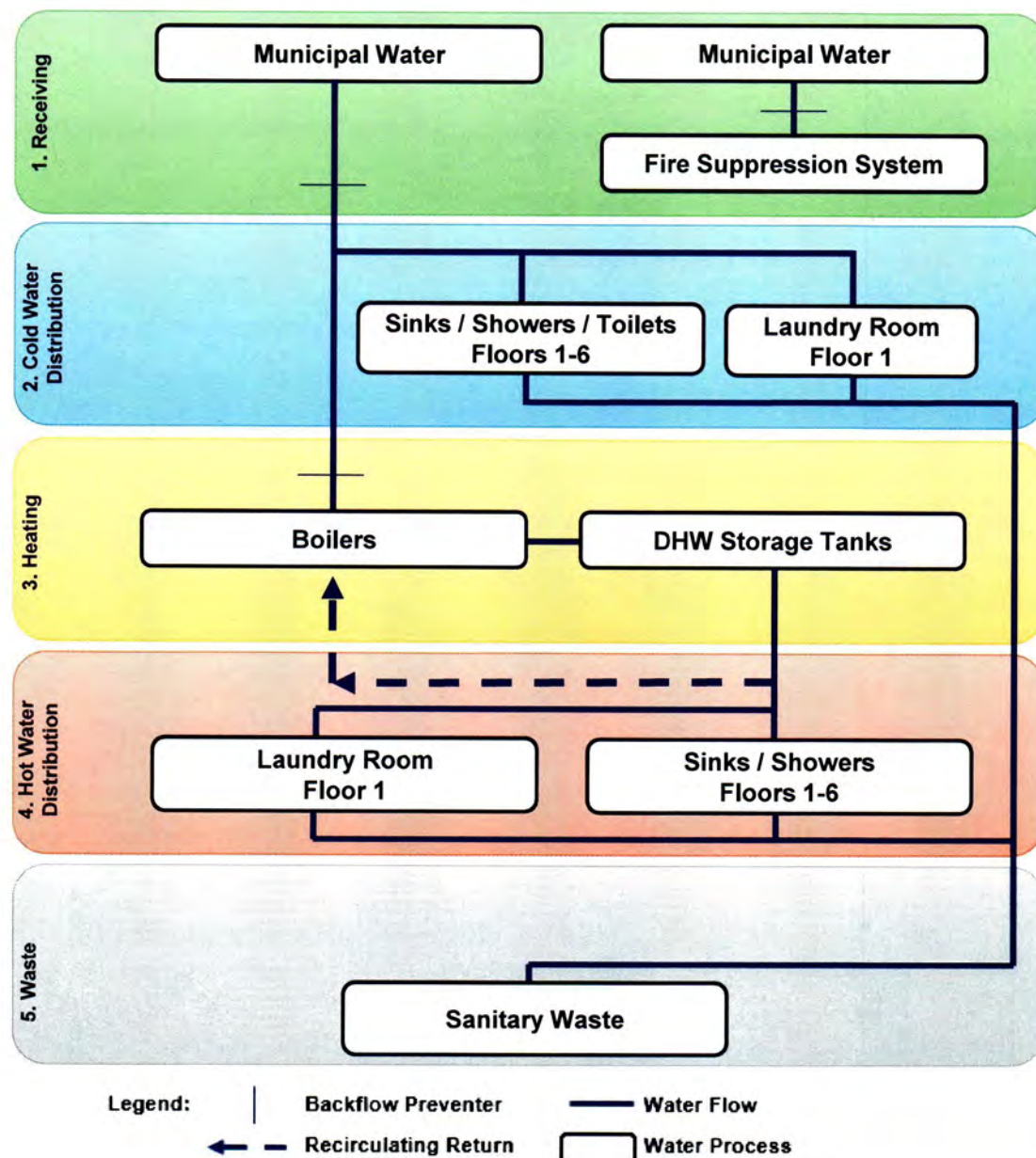


**NANCY J. ELKIS SENIORS HOUSING /
ADMINISTRATIVE BUILDING**



Domestic Water Distribution System

Domestic water service enters the building through the West wall of the mechanical room located on the ground floor. The domestic water main is divided and distributed into (2) two pipes to service the domestic hot and cold water distribution loop system. Note: A separate water main provides water to the fire suppression system. Domestic cold water side is distributed throughout the building in a non-return system to all faucets, showers, toilets and washing machines. Domestic hot water is generated in boilers located in the mechanical room. Hot Water is then piped from the boilers to a single storage tank. The hot water storage tank set temperature is maintained via a recirculation loop between the storage tanks and boilers. Hot water is recirculated to the mechanical room via a single pump driven to the hot water storage tank to be re-heated.

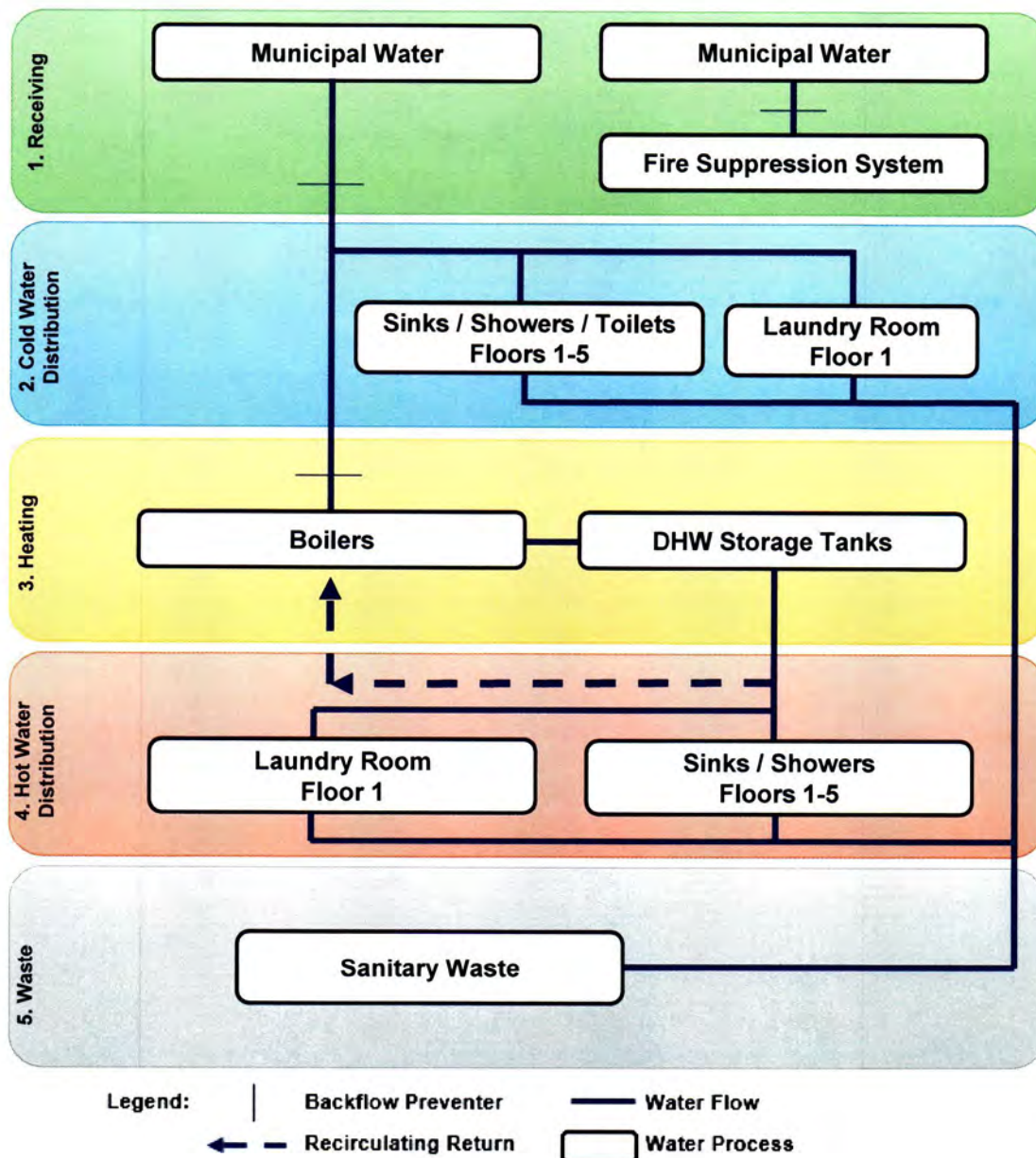


DEPTFORD PARK APARTMENTS



Domestic Water Distribution System

Domestic water service enters the building through the West wall of the mechanical room located on the ground floor. The domestic water main is divided and distributed into (2) two pipes to service the domestic hot and cold-water distribution loop system. Note: A separate water main provides water to the fire suppression system. Domestic hot water is generated in boilers located in the mechanical room. Hot water is then piped from boilers to (3) three hot water storage tanks. The water storage tanks set temperatures are maintained via a recirculation loop between the storage tanks and boilers. A single hot water supply trunk, above the hot water storage tanks, receives water from each tank for distribution throughout the facility. Hot water is returned to the mechanical room via a single pump driven return that enters the mechanical room through the west wall. Re-circulated hot water is returned to the hot water storage tanks to be re-heated.

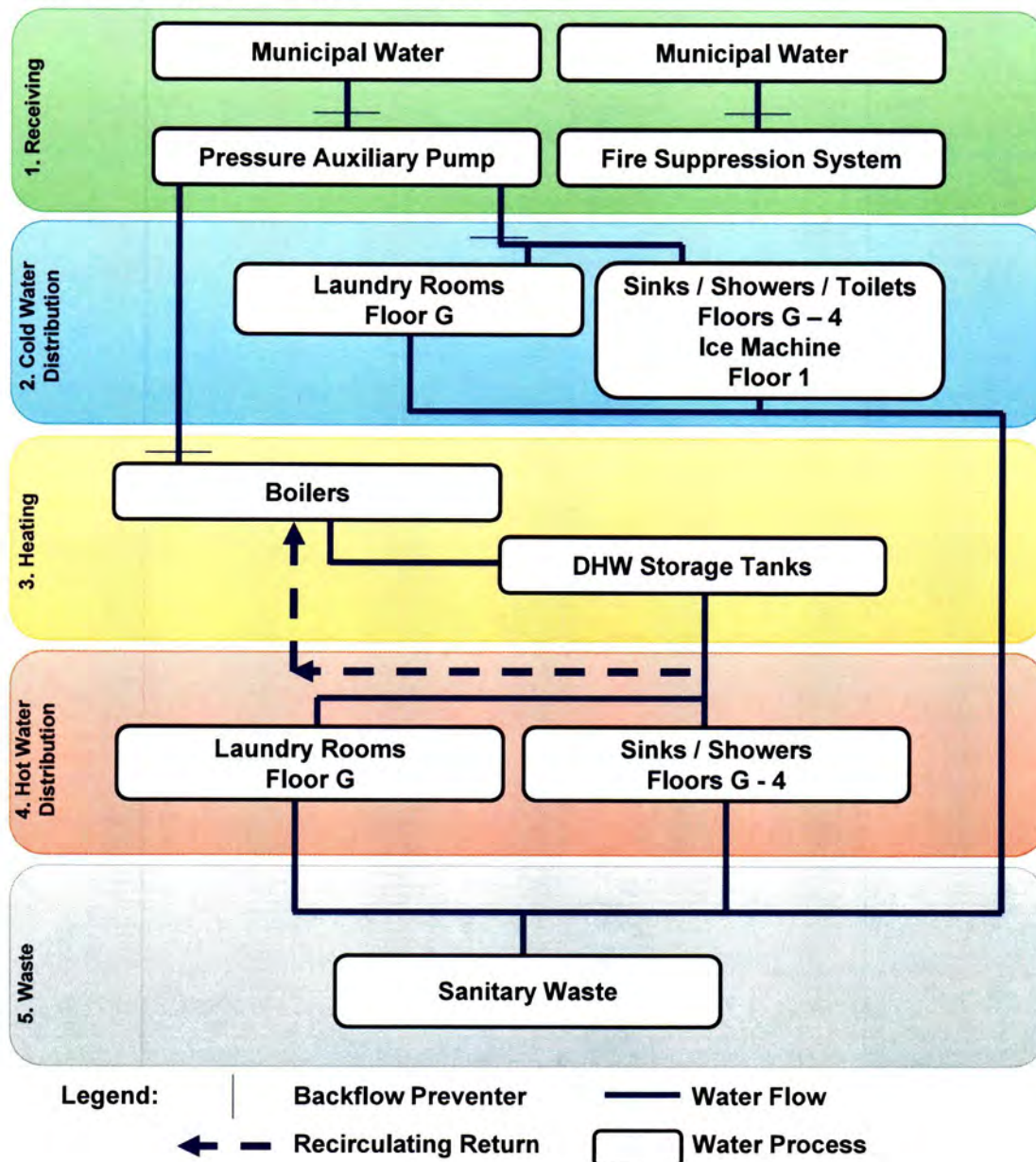


COLONIAL PARK APARTMENTS



Domestic Water Distribution System

Domestic water service enters the building through the south wall of the mechanical room located on the ground floor. Water is immediately routed through a pressure mediated auxiliary pump, this pump only activates in instances of water pressure loss. After the pump, the domestic water main divides into two (2) pipes to service the domestic hot and cold water distribution loops. Note: A separate water main provides water for the fire suppression system. Domestic hot water is generated in boilers located in the mechanical room. Hot water is then piped from the boilers to four (4) hot water storage tanks. The hot water storage tank's set temperatures are maintained via a recirculation loop between the storage tanks and boilers. A single hot water supply trunk, above the hot water storage tanks, receives water from each tank for distribution throughout the facility. Hot water is returned to the mechanical room via a single pump driven return that enters the mechanical room through the north wall. Re-circulated hot water is returned to the hot water storage tanks to be re-heated.

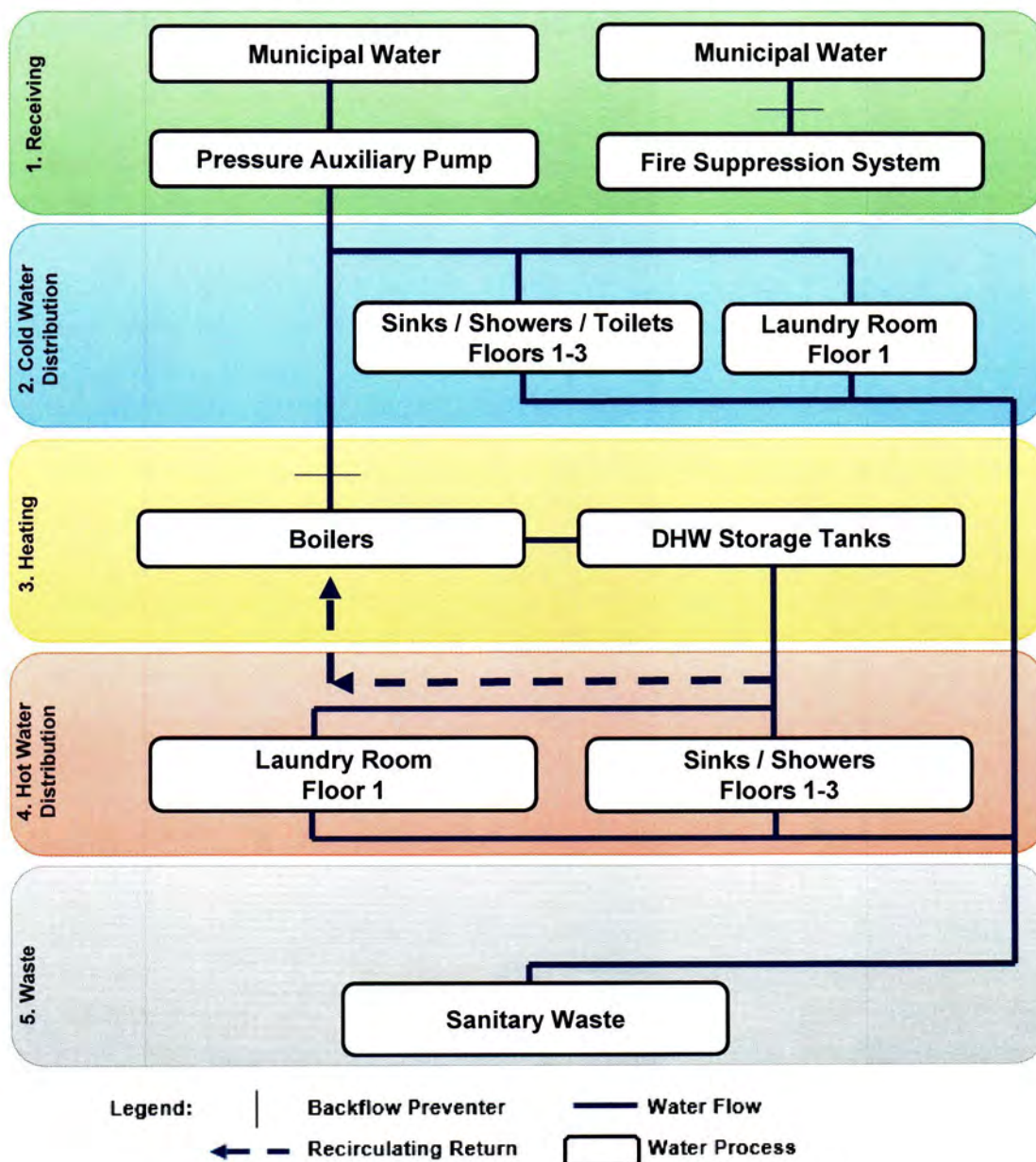


SHEPHERD'S FARM SENIOR HOUSING



Domestic Water Distribution System

Domestic water service enters the building through the East wall of the mechanical room located on the ground floor. Water is immediately routed through dual backflow preventers and a meter system to the pressure mediated auxiliary pump; this pump only activates in instances of pressure loss. After the pump, domestic water is divided and distributed into (2) two pipes to service the domestic cold and hot water distribution loop system. Note: A separate water main provides water for the fire suppression system. Domestic cold water is distributed throughout the building in a non-return system to all faucets, showers, toilets and washing machines. Domestic hot water is generated in boilers located in the mechanical room. Hot Water is then piped from the boilers to a single storage tank. The hot water storage tank set temperature is maintained via a recirculation loop between the storage tanks and boilers. Hot water is recirculated to the mechanical room via a single pump driven to the hot water storage tanks to be reheated.

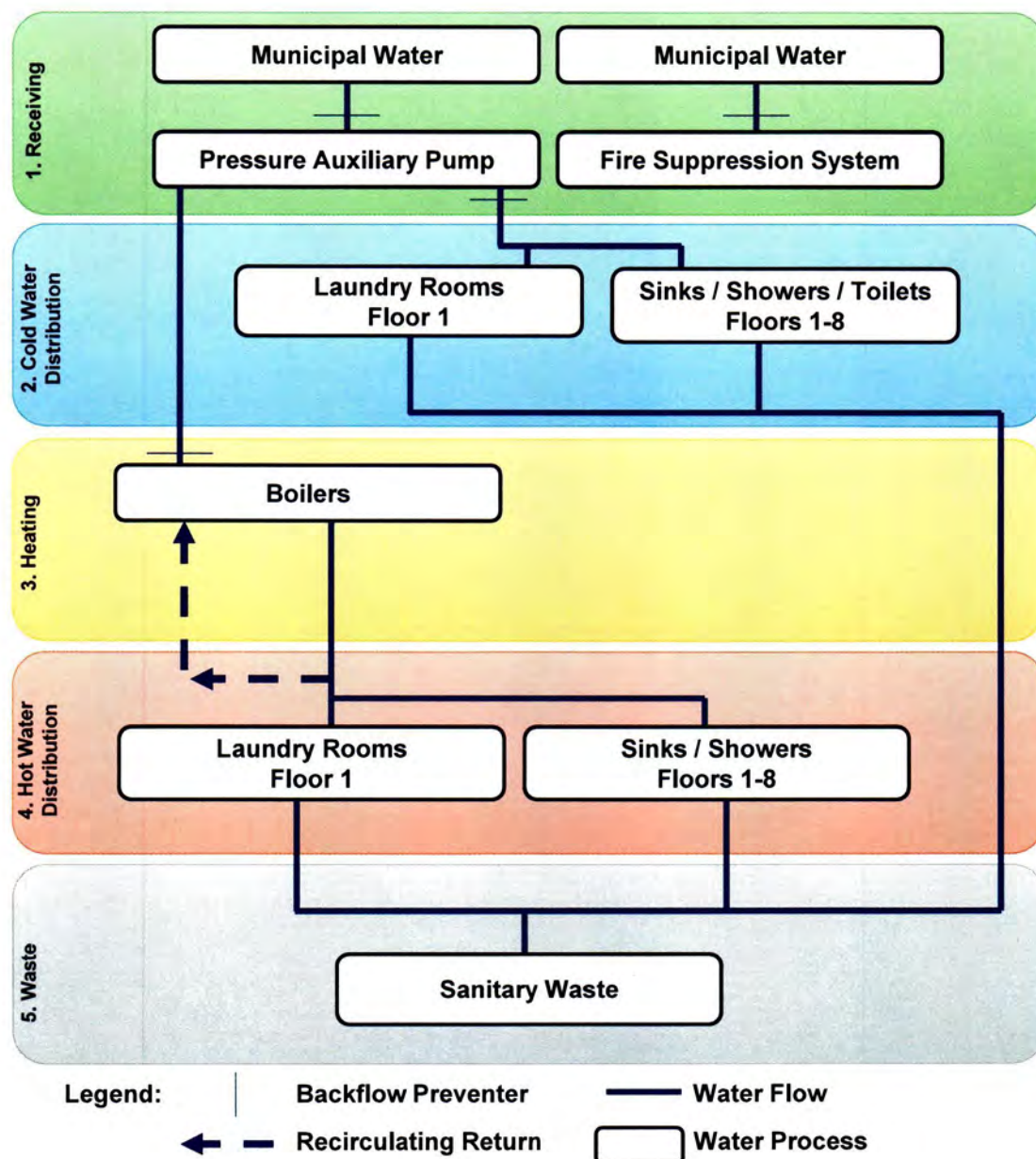


CARINO PARK APARTMENTS



Domestic Water Distribution System

Domestic water service enters the building through the West wall of the mechanical room located on the ground floor. Water is immediately routed through a pressure mediated auxiliary pump, this pump only activates in instances of water pressure loss. After the pump, the domestic water main divides into (2) two pipes to service the domestic hot and cold water distribution loop. Note: A separate water main provides water for the fire suppression system. Domestic hot water is generated in hi-efficiency Hydro Therm twin boilers located in the mechanical room for the hot water circulation loop and the primary side of the domestic hot water exchanger. Hot water is then distributed by a heating/circulating pump through fan-coil units into each apartment. Hot Water is returned to the mechanical room via a single pump driven return that enters the mechanical room through the South wall. Recirculated hot water is distributed through the circulation pump to the heat exchanger.



GLASSBORO HOUSING AUTHORITY



Domestic Water Distribution System

Delsea Manor: There is no central domestic water system.

Domestic hot water is supplied to the Community Building laundry by a 70MBH input 100-gallon gas fired water heater located in the mechanical room.

Individual gas fired water heaters are located in the mechanical room of each apartment.

Summit Park:

There is a gas fired water heater in each of the (7) seven buildings that provides hot water to the laundry and individual units in that respective building. The water heaters are 75-gallon 160,000 btuh and 155 gallon recovery per hour.

Whitney Gardens:

Each building has a gas fired water heater that provides water to the laundry and individual units.

Two Story Building: 100 Gallon water heater located in the mechanical room.

Quad Buildings: 75 Gallon water heater located in each of the mechanical rooms.

RESOLUTION #20-16

**RESOLUTION AUTHORIZING ANNUAL UPDATE TO
ALL HAZARD EMERGENCY PREPAREDNESS AND RESPONSE PLAN
HOUSING AUTHORITY OF GLOUCESTER COUNTY
2020**

WHEREAS, the Housing Authority of Gloucester County (HAGC) has been working with the Gloucester County Office of Emergency Management; and

WHEREAS, the Housing Authority of Gloucester County is desirous of updating the All Hazard Emergency Preparedness and Response Plan annually; and

WHEREAS, the HAGC is eager to keep such a plan to protect and enhance the quality of life, as well as the safety of our staff and tenants; and

WHEREAS, the HAGC Commissioners have reviewed the changes and updates and determined it to be adopted and established; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the All Hazard Emergency Preparedness and Response Plan's changes and updates, attached hereto, are hereby approved.


ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

I. STATEMENT OF APPROVAL AND AUTHORITY DELEGATION

The purpose of this document is to provide an emergency preparedness and response plan that guides the staff of the Housing Authority of Gloucester County to respond, mitigate the effects and recover from emergencies and disasters in the timeliest manner possible.

The following individuals attest that they have participated in the formulation of this document and approve the contents.

William W. Bain Jr., Chairman

(Signature) William W. Bain Jr. (Date) 3-25-20

Kimberly Gober, Executive Director

(Signature) Kimberly Gober (Date) 3/25/20

Paul Letizia, A.H.O. Director

(Signature) Paul Letizia (Date) 3/25/20

The most recent effective date of this document is (Date).

The next review of this document is (30) Thirty Days after an incident or (12) Twelve Months from the above date, whichever occurs first.

Resolution Date: 03/25/2020

Resolution Number: 20-16

II. RECORD OF REVISIONS

| REVISION # | DATE | SECTION REVISED | DESCRIPTION OF REVISION |
|------------|------------|---|--|
| 1 | 03/28/2018 | II Page 2 | Added the record of revisions page. |
| 2 | 03/28/2018 | III Page 3 | Distribution List: Added Carino Park Superintendent Frank Fewkes, Colonial Park Superintendent Mario Tarantino, Gloucester County Emergency Management Coordinator Dennis McNulty and removed Colonial Park Superintendent Bill Flinn, Carino Park Superintendent Rob Scafedi. |
| 3 | 03/28/2018 | VI (B) Page 7 VI (G) Page 20 | Changed the title of Incident Commander to H.A.G.C. Incident Manager |
| 4 | 03/28/2018 | VI (D) Page 9 VI (D-1) Page 9 Attachment Page 111 | Critical Contact List: Added Carino Park Superintendent Frank Fewkes, Colonial Park Superintendent Mario Tarantino, H.A.G.C. Emergency Management Coordinator John Rasmus and removed Colonial Park Superintendent Bill Flinn, Carino Park Superintendent Rob Scafedi Added the H.A.G.C. after hour contact number and Attachment HAGC-Contact1 Added Emergency Service Building Entry Code Reference |
| 5 | 03/28/2018 | X Page 28 | Evacuations: Added The New Jersey Uniform Fire Code policies and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated. |
| 6 | 03/28/2018 | X Page 29 Attachment Page 96 | Evacuations: Updated Resident Tracking Form |
| 7 | 03/28/2018 | VII Page 24 Attachment Page 109-110 | Responsibilities: Updated Damage Assessment Form |
| 8 | 03/27/2019 | III Page 3 | Distribution List: Removed the superintendents and Site Manager name from Colonial Park, Deptford Park, NJESH, Shepherds Farm, Carino Park and GHA Added: The AHO Director or Designee will notify the Gloucester County Emergency Response Center, Emergency Management Local Coordinators and Housing Authority staff when the All Hazards Emergency Preparedness & Response Plan and/or Critical Contact list have been altered. |
| 9 | 03/27/2019 | VI (D) Page 9 VI (E) Pages 10-17 | Critical Contact List: Removed Superintendents Facility Profile: Removed Building Superintendents and Site Manager |
| 10 | 03/27/2019 | VIII Page 25 | Removed: Emergency Management Coordinator will enter participating residents into the Register ready website. Added: Tenant Interviewers / Investigators will enter participating residents' information into the New Jersey Register Ready website during the Initial and/or Annual Tenant Certification. The resident signed refusal to participate form will be placed in the tenant file. |
| 11 | 03/25/2020 | III Page 3 | Distribution List: G.C. Fire Marshall Removed: Ed Johnson Added: Shawn K. Layton |
| 12 | 03/25/2020 | IV Page 5 | Removed Expanded Housing Opportunity (EHO) Properties |
| 13 | 03/25/2020 | VI (H) Page 21 | H.A.G.C. Incident Command Center Nancy J. Elkis Seniors Housing Alternate: Removed Deptford Park Community Room Added: H.A.G.C. Situation Room Deptford Park Apartments Primary: Removed: AHO Office Added: H.A.G.C. Situation Room |
| 14 | 3/25/2020 | XI (M) Page 43-44 | Situations: Changed Water Main Break to Water Supply Added: Major failure of the water system can lead to large scale property damage evacuation, subsequent displacement of building residents and/or possible illness. <ul style="list-style-type: none"> In the event of observing foul smelling - tasting and/or a brownish tint to the water supply, H.A.G.C. maintenance personnel shall immediately: <ul style="list-style-type: none"> Notify the Affordable Housing Operations Director or designee Contact the building water provider and inquire if there have been any water main breaks or water advisories issued. Notify building occupants of the situation Advise building occupants to limit water usage for (4) four hours Flush the water system at multiple sinks and fixtures near the point of entry until it is visually clear. Flush the fixtures in areas where complaints were received of taste and odor |

RESOLUTION #20-17

**RESOLUTION EXTENDING THE SELF-INSURED GROUP
HEALTH CARE BENEFIT PLAN FOR ELIGIBLE HAGC EMPLOYEES,
THEIR ELIGIBLE DEPENDENTS, & OTHER ELIGIBLE PERSONS
HARDENBERGH INSURANCE**

WHEREAS, the Housing Authority of Gloucester County (HAGC) established a Self-Insured Health Care Benefit Plan in 2013 to provide health care coverage for eligible employees and other eligible persons; and

WHEREAS, the HAGC is the Plan Administrator *and* the Insurance Broker of this health care benefit plan is Hardenbergh Insurance Group and the Insurance Administrators of America (IAA) is the Administrator of the Health Benefits Plan; and

WHEREAS, the result of the HAGC moving from the NJ State Health Plan to a Self-Insured Health Care Benefits Plan has resulted in a cost savings as projected; and

WHEREAS, the Self-Insured Health Care Plan agreement is due to expire on April 30, 2020; and

THEREFORE, the HAGC wishes to continue the benefits under the Self-Insured Health Care Benefit Plan to provide health care coverage for all eligible employees and other eligible persons with Hardenbergh Insurance Group; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that it hereby approves the extension of the Self Insured Group Health Care Benefit Plan with Hardenbergh Insurance Group for all eligible employees and other eligible persons subject to negotiation of an agreement by the Executive Director; and

BE IT ALSO RESOLVED, that the HAGC Board of Commissioners reserves the right, at any time and for any reason or no reason at all, to change, amend, interpret, modify, withdraw or add benefits to terminate this Plan or the Wellness Program, which is included, in whole or in part and in its sole discretion, without prior notice to or approval by eligible employees, their eligible dependents, and other eligible persons, unless such coverage or benefit are otherwise required by Federal or State law or regulation.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

RESOLUTION #20-18

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
COMPREHENSIVE GENERAL LIABILITY INSURANCE COVERAGE
HAI INSURANCE**

WHEREAS, the Housing Authority of Gloucester County has need for Comprehensive General Liability Insurance coverage; and

WHEREAS, the Housing Authority of Gloucester County has solicited bids for Comprehensive General Liability Insurance coverage through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has received (1) bid and is proper and responsive to the specifications; and

WHEREAS, the bid for such services is from **HAI INSURANCE**, at a premium of **\$30,912.00**;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and is hereby authorized to execute a contract for Comprehensive General Liability Insurance, in accordance with the bids received and the bid tabulation attached hereto for the contract amount of **\$30,912.00** subject to Counsel review and verification.

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


ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

HAI

C Complete

Incomplete

X Missing

2019 HAI 29,931.

A- or better in rating

Bid

30912

Did not Bid

Did not bid



Bid Tabulation Sheet

General Liability Insurance

IFB 20-006

March 4, 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 | | 1 | | rlane@nathanlaneagency.com |
| MARTIN AGENCY 500 JESSUP ROAD WEST DEPTFORD NJ 08066 | | 1 | | debbie.middleton@spmartinco.com |
| LEWIS CHESTER ASSOCIATES 19 SUMMIT AVENUE SUMMIT, NJ 07901 | | 2 | | lstadler@lewischester.com loconnor@lewischester.com |
| HAI INSURANCE GROUP PO BOX 189 189 COMMERCE COURT CHESHIRE, CT. 06410 | \$28,259.00 \$30,912.00 | 1 | | msylvester@housingcenter.com |
| THE BARCLAY GROUP 202 BROAD STREET RIVERTON, NJ 08077 | | 1 | | dwise@barclayinsurance.com |
| FAIRVIEW INSURANCE AGENCY, INC 1930 E. MARLTON PIKE SUITE 16 CHERRY HILL, NJ 08003 | | 1 | | cgraham@fairviewinsurance.com |

RESOLUTION #20-19

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
COMPREHENSIVE EXCESS LIABILITY (UMBRELLA) INSURANCE**

WHEREAS, the Housing Authority of Gloucester County has need for Comprehensive Excess Liability Insurance coverage; and

WHEREAS, the Housing Authority of Gloucester County has solicited bids for Comprehensive Excess Liability Insurance coverage through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has received (1) bid and is proper and responsive to the specifications; and

WHEREAS, the bid for such services is from **NATHAN LANE INSURANCE AGENCY**, at a premium of **\$33,194.00; including Terrorism**;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and is hereby authorized to execute a contract for Comprehensive Excess Liability Insurance, in accordance with the bid received and the bid tabulation attached hereto for the contract amount of **\$33,194.00; including Terrorism**, subject to Counsel review and verification.

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

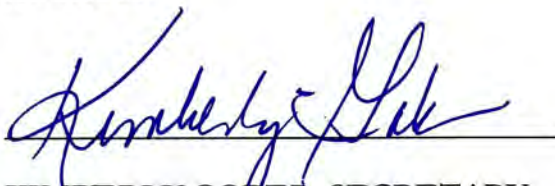
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

IFB Evaluation Statement

Project Excess Liability Insurance C Complete
 Number 20-007 I Incomplete
 Date 3/4/2020 2:30pm X Missing
 Period 5/1/20-5/1/21 2019 Nathan Lane \$32, 126.

| Company | Bid |
|----------------------|-----------------|
| Nathan Lane Agency | \$33,914.00 |
| Samuel Martin Agency | Declined to bid |
| HAI | Did not bid |

W-9
 Owners Disc
 Debarment
 Cert. of Contracts
 Non-Collusion
 Affirmat. Action Stmt & Affidavit
 Disclosure of Lobbying
 Drug-Free Workplace
 Non-Default Affidavit
 HUD-56390A
 NJ BRC
 Professional License (if applicable)
 Designation of Insurance Company
 Iranian Certification
 HUD 50071 Certification of payments
 Liability Ins
 Worker's Comp. Ins.
 Terms and Conditions
 Addenda Sheet
 \$5,000,000 per occurrence, \$5,000,000., age
 terrorism coverage
 \$1,000. deductible



Bid Tabulation Sheet

Excess Liability Insurance

IFB 20-007

March 4, 2020 2:30pm

Housing Authority of Gloucester County

Attended by:

| Company | Base Bid | No. | Alternate Deducts | Comments |
|---|-----------------|-----|-------------------|--|
| NATHAN LANE AGENCY 545 GOFFLE ROAD WYCOFF NJ 07481 | \$ 33,914.00 | 1 | | rlane@nathanlaneagency.com |
| MARTIN AGENCY 500 JESSUP ROAD WEST DEPTFORD NJ 08066 | no Bid | 1 | | debbie.middleton@spmartinco.com |
| LEWIS CHESTER ASSOCIATES 19 SUMMIT AVENUE SUMMIT, NJ 07901 | | 2 | | lstadler@lewischester.com loconnor@lewischester.com |
| HAI INSURANCE GROUP PO BOX 189 189 COMMERCE COURT CHESHIRE, CT. 06410 | Declined to Bid | 1 | | msylvester@housingcenter.com |
| THE BARCLAY GROUP 202 BROAD STREET RIVERTON, NJ 08077 | | 1 | | dwise@barclayinsurance.com |
| FAIRVIEW INSURANCE AGENCY, INC 1930 E. MARLTON PIKE SUITE 16 CHERRY HILL, NJ 08003 | | 1 | | cgraham@fairviewinsurance.com |

RESOLUTION #20-20

RESOLUTION AUTHORIZING ACC AMENDMENT FOR

CAPITAL FUND PROGRAM

NJ39P20450120 – FY 2020

WHEREAS, the Housing Authority of Gloucester County has prepared a five-year modernization program for public housing projects NJ39P20450120; 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 2020, under Grant Number NJ39P20450120; 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 NJ39P20450120 is hereby approved.
2. The Executive Director is authorized to sign Form HUD-52840A, Capital Fund Program (CFP) Amendment.
3. The Executive Director, or her representative, is authorized to submit the Annual Statement/ Performance & Evaluation Report for the Capital Fund Program in the EPIC system.
4. The Executive Director is authorized to implement the program (NJ39P20450120) immediately.
5. 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
6. 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 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

RESOLUTION #20-21

**RESOLUTION AUTHORIZING AN EMERGENCY
WATER LINE REPAIR FOR PUBLIC HOUSING 204-3**

CARINO 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 **BLACK HORSE PLUMBING**; and

WHEREAS, during a routine inspection of Carino Park Apartments facilities, a HAGC Public Housing property, a serious leak was discovered on the water line that provides hot potable water to the building; and

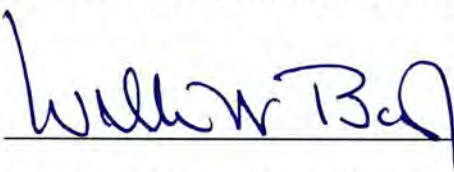
WHEREAS, the Affordable Housing Operations Director, Paul Letizia, deemed this an emergency repair; and

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

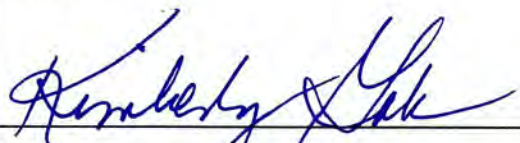
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the emergency contract with **BLACK HORSE PLUMBING** be approved in an amount not to exceed **\$3,362.22**

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020



BLACK HORSE PIKE PLUMBING HEATING II INC.
4120 BLACK HORSE PIKE /SUITE C / TURNERSVILLE NJ 08012
PHONE 856-875-6066/ FAX 856-875-6528 /LIC # 8538
WWW.BHPPLUMBINGHEATING.COM / BPRIEST@BHPPLUMBINGHEATING.COM

Invoice

February 26, 2020

Invoice #: 2472-26485
Tech: CHARLIE
Due Date: 3/27/2020
Job Date: 2/26/2020
SP: BOB JR

Bill To:
GLOUCESTER COUNTY HOUSING AUTH
100 POP MOYLAN BLVD
DEPTFORD, NJ 08096

Job Name:
CARINO PARK
100 CHESTNUT ST
WILLIAMSTOWN., NJ 08094

| Item Code | Description | Hrs/Qty | Price | Amount |
|--|-------------------------|---------|-----------|--------|
| 1. REPLACED 2 TEE AND UNION TO REPAIR 2 SOLDER JOINT LEAKS | | | | |
| | MATIERAL | | | |
| 2.5 TO 4 JAWS | 2.5 TO 4 JAW RENTAL | 1.00 | 93.75 DA | 93.75 |
| 3 TEE | 3 TEE | 2.00 | 205.00 EA | 410.00 |
| 3 FLANGE | 3 FLANGE SECTION | 2.00 | 247.50 EA | 495.00 |
| GASKET SET | 3 GASKET SET WITH BOLTS | 1.00 | 18.93 EA | 18.93 |
| 3 X 2 REDUCER | 3 X 2 SER REDUCER | 2.00 | 104.80 EA | 209.60 |
| 2 X 3/4 REDUCER | 2 X 3/4 REDUCER | 1.00 | 111.25 EA | 111.25 |
| 3/4 FEMALE ADTO | 3/4 FEMALE ADTOR | 1.00 | 18.08 EA | 18.08 |
| 3 MALE ADTOR | 3 MALE ADTOR | 1.00 | 171.25 EA | 171.25 |
| 3" COPPER | 3" L COPPER | 1.00 | 34.36 FT | 34.36 |

NOTES:

DIS-VAVLES HOLD PRICE IS BASED ON EXISTING VAVLES HOLDING

DIS-WARRENTY PRICE INCLUDES 1 YEARS PARTS AND LABOR ON PRODUCTS PROVIDED BY BHP

DIS-OLD PIPING PRICE IS NOT INCLUDING DAMAGE TO SYSTEMS BE CAUSE OF AGE OR BAD VAVLES

DIS-OVER TIME PRICE DOESN,T INCLUDED OVER TIME OR WEEKEND HOURS

DIS-PERMITTS PRICE DOESN,T INCLUDED PERMITTS OR TOWNSHIP FEES

DIS-PREVAILING R LABOR PRICE IS BASED ON PREVAILING RATE FOR THAT COUNTY

| Material | Labor | Other | Subtotal | Total |
|----------|-------|-------|----------|-------|
|----------|-------|-------|----------|-------|

1468.47

1800.00

93.75

3362.22

\$3,362.22

AUTHORIZATION TO PROCEED WITH ABOVE DIAGNOSIS/SOLUTION: the undersigned is owner/authorized representative/tenant of the tenant of the premises at which mentioned above is to done. I hereby authorize you to perform Diagnosis / Solution and to use such labor and materials as you deem advisable. A monthly service charge of 1.5% will be added after 30 days up to \$1,000.00. I agree to pay reasonable attorney's fees and court costs in the event of legal action. If my check bounces, I could be liable for 3 times the amount of the check or \$100.00. Whichever is more? Plus the face value of the check and court costs. I have and agree to all the terms and conditions set forth on the face and reverse side hereof and have received a copy of the contract.

Buyer acknowledges that Federal and State law provide for a three-day period during which the buyer has a right to cancel this transaction. The buyer deems the work described in this contract to be an emergency. The buyer hereby waives the three-day right of cancellation and authorizes the seller to perform the work described above for.

ACCEPTANCE OF WORK PERFORMED – I find the service and materials rendered and installed in connection with the above work mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth on this contract in the space labeled "TOTAL" to be the total and complete flat rate / minimum charge. I agree to pay reasonable attorney's fees and court costs in the event of legal action. A monthly service charge of 1.5% will be added after 30 days. I acknowledge that I have read and received a legible copy of this contract.

Terms: COD

Signature

Date _____

THANK YOU FOR YOUR BUSINESS

RESOLUTION #20-22

RESOLUTION AUTHORIZING AN EMERGENCY

BOILER MOTOR FOR PUBLIC HOUSING 204-3

CARINO 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 **BRADLEY SICOCCHETTI, INC.**; and

WHEREAS, the building Superintendent discovered an immediate need to replace the motor on the boiler return pipe, fix the temperature valve and on/off switch to boiler control panel, in order to provide the residents with hot water; 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 **BRADLEY SICOCCHETTI, INC.** be approved in an amount not to exceed **\$4,500.00**

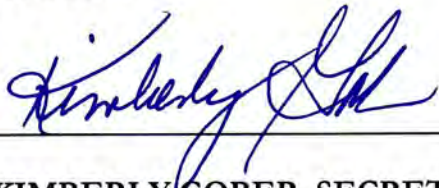
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

Form PO 101

Rev. December 2016

(Previous Editions are Obsolete)

PURCHASE REQUISITION

(ATTACHMENT-D)

Please Complete All Applicable Areas - Type or Print Legibly

HOUSING AUTHORITY
of GLOUCESTER COUNTY

FINANCE DEPARTMENT

| | | | | |
|--|---------------|---|------------------------------------|--|
| PERSON MAKING REQUEST DAN HAVENS | | DEPARTMENT AHO | DATE OF REQUEST 3/4/2020 | ROUTING 1. <input checked="" type="checkbox"/> FINANCE DIRECTOR 2. <input checked="" type="checkbox"/> EXECUTIVE DIRECTOR 3. <input checked="" type="checkbox"/> PURCHASING DESK 4. <input checked="" type="checkbox"/> ACCOUNTS PAYABLE (When no P.O. is required) |
| Check if Vendor <input checked="" type="checkbox"/> Requires a P.O. | Date Required | Order Placed with Vendor by X DAN | RFP/IFB# 20-037 | P.O. # 20-037 |
| | | Contract # | | |

| | | | |
|---|---|---|---|
| REQUESTED PURCHASE | | ✓ CHECK ONE: <input checked="" type="checkbox"/> ESTIMATE <input type="checkbox"/> ACTUAL | |
| A. QUANTITY | ITEM (A Brief Description followed by: Model/Stock/Part numbers, color, size, if applicable) | LOCATION/PROJECT | TOTAL COST |
| 1. 1 | REPLACE MOTOR ON BOILER RETURN PIPE AND FIXING TEMP VALVE AND ON AND OFF SWITCH TO BOILER CONTROL PANEL | CARINO | 4,500.00 |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| B. VENDOR NAME & ADDRESS Bradley-Sciocchetti Inc 4420 north rt 130 merchantville, nj, 08109 | | VENDOR CONTACT paul VENDOR TELEPHONE & FAX # 586-663-3022 | ADDITIONAL ITEMS (SEE REVERSE SIDE OR ATTACH A SEPARATE SHEET) C. SHIP TO or PICKUP: SHIPPING TOTAL 4,500.00 |

NOTICE:

ALL CONTRACTORS WORKING ON THE PREMISES MUST HAVE AND PROVIDE PROOF OF INSURANCE.
A NJ BUSINESS REGISTRATION CERTIFICATE IS MANDATORY FOR ALL JOBS COSTING \$3,150 AND OVER.
A NJ PUBLIC WORKS CONTRACTOR CERTIFICATE IS REQUIRED ON MAINTENANCE OF \$2,000 AND OVER.

| | | | | |
|--------------------|--|--|--|---|
| REASON FOR REQUEST | <input type="checkbox"/> REPLENISH STOCK <input type="checkbox"/> REPLACE PARTS <input type="checkbox"/> OTHER (explain): | <input checked="" type="checkbox"/> REPAIR EQUIPMENT <input type="checkbox"/> REPLACE EQUIPMENT | <input type="checkbox"/> RENOVATE UNIT <input type="checkbox"/> NEW EQUIPMENT | <input type="checkbox"/> RENEW SERVICE CONTRACT / POLICY <input type="checkbox"/> CONFERENCE / TRAINING / TRAVEL |
| PLANNING | ✓ CHECK ONE: a. <input type="checkbox"/> PLANNED ROUTINE EXPENSE b. <input type="checkbox"/> PLANNED NONROUTINE EXPENSE c. <input checked="" type="checkbox"/> UNPLANNED | | | |

| PROCUREMENT METHOD | | CHECK APPROPRIATE BOXES | | | | | | | | | | | | | | | |
|--|---|--|------|---------|------|----------|------|------|------|--------|--|-----|------|--|--|--|----------|
| A. <input checked="" type="checkbox"/> THIS IS AN EMERGENCY PURCHASE (NON-COMPETITIVE. SEE POLICY FOR DESCRIPTION) | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, CLAIM FILED BY: | | | | | | | | | | | | | | | | |
| B. <input checked="" type="checkbox"/> This Purchase will not exceed (in the aggregate) the New Jersey Statutory Limit of \$17,500.00. CHECK ONE BOX, 1 THRU 6 | WILL THIS COST BE COVERED BY INSURANCE? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, CLAIM FILED BY: | | | | | | | | | | | | | | | | |
| C. <input type="checkbox"/> This Purchase is expected to exceed the NJ Statutory Limit of \$17,500.00. CHECK ONLY 3, 4, 5 OR 6 | PROVIDE COPIES OF ALL INSURANCE CLAIMS TO THE FINANCE DEPARTMENT. COST ANALYSIS AND PROPOSED ALLOCATION 1. WAS COST/PRICE ANALYSIS DONE? <input type="checkbox"/> YES (attached by) <input checked="" type="checkbox"/> No 2. <input checked="" type="checkbox"/> CHARGE SPECIFIC PROJECTS LISTED: | | | | | | | | | | | | | | | | |
| 1. <input type="checkbox"/> WILL BE UNDER \$2,625.00 (REQUIRES 1 QUOTE). 2. <input checked="" type="checkbox"/> WILL BE FROM \$2,625.00 TO \$17,499.00 (3 QUOTES) 3. <input type="checkbox"/> SHALL BE PUBLICLY BID (IFB) (SEE POLICY) 4. <input type="checkbox"/> SHALL BE MADE BY COMPETITIVE PROPOSAL (RFP) (SEE POLICY) 5. <input type="checkbox"/> THIS IS A "PROPRIETARY" PURCHASE (SEE POLICY) 6. <input type="checkbox"/> THIS IS A GOVERNMENT COOPERATIVE PURCHASE CONTRACT (ENTER NUMBER) | | APPROPRIATION CODES (FOR FINANCE USE ONLY) <table border="1"> <thead> <tr> <th>ITEM(s)</th> <th>FUND</th> <th>ACCOUNT</th> <th>SUB.</th> <th>C.C.</th> <th>PRJ.</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>203</td> <td>7520</td> <td></td> <td></td> <td></td> <td>4,500.00</td> </tr> </tbody> </table> | | ITEM(s) | FUND | ACCOUNT | SUB. | C.C. | PRJ. | AMOUNT | | 203 | 7520 | | | | 4,500.00 |
| ITEM(s) | FUND | ACCOUNT | SUB. | C.C. | PRJ. | AMOUNT | | | | | | | | | | | |
| | 203 | 7520 | | | | 4,500.00 | | | | | | | | | | | |
| GOVERNMENT CONTRACT NO.: | | | | | | | | | | | | | | | | | |

Remarks:

AW. HND

| | | | |
|---|---------------------------------------|---|---|
| AUTHORIZATION | REQUIRED | REQUIRED FOR ALL PURCHASES \$300 AND OVER | REQUIRED FOR ALL PURCHASES \$2,625 AND OVER |
| This Purchase is prudent & justified and the cost is reasonable | Funds are available for this purchase | | |
| <i>[Signature]</i> 3/6/2020 | <i>[Signature]</i> 3/10/20 | <i>[Signature]</i> 3/10/20 | <i>[Signature]</i> 3/10/20 |
| MANAGEMENT SIGNATURE | DATE | FINANCIAL OFFICER | DATE |
| DENIED: | | UNAVAILABLE FUNDS: EXCEEDS BUDGET: | |

RESOLUTION #20-23

**RESOLUTION AUTHORIZING THE
PURCHASE OF ONE (1) PTR TP33 APARTMENT COMPACTOR
CARINO PARK APARTMENTS**

WHEREAS, the Housing Authority of Gloucester County has the need for (1) 0.5 Cubic Yard PTR TP33 Apartment Compactor for Carino Park Apartments, located at 100 Chestnut Avenue, Williamstown, NJ; and

WHEREAS, the Housing Authority of Gloucester County has properly solicited, received and reviewed quotes for such goods; and

WHEREAS, the lowest responsible quote is from **CONSOLIDATED INDUSTRIAL SERVICES (CIS)** in the amount of **\$12,500.00** for (1) PTR TP33 Apartment Compactor, delivered and installed;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the quote from **CONSOLIDATED INDUSTRIAL SERVICES (CIS)** in the amount of **\$12,500.00** for (1) PTR TP33 Apartment Compactor, delivered and installed, be and is hereby accepted, subject to receipt of required documentation and check of references.; and

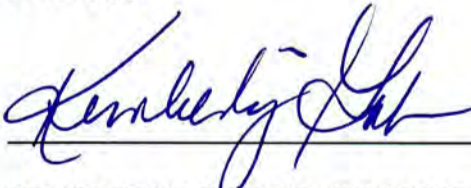
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or Type

**HOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT**

LOCATION OF NEED **CADNO**
Part

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

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

| REQUESTED PURCHASE | DESCRIBE ITEM(s) or SERVICE <small>(use multiple lines when neccessary)</small> | QUOTE # 1 <small>(Enter Vendor Info Below)</small> | QUOTE # 2 <small>(Enter Vendor Info Below)</small> | QUOTE # 3 <small>(Enter Vendor Info Below)</small> | QUOTE # 4 <small>(Enter Vendor info Below)</small> |
|--|---|--|--|--|--|
| Apartment Compactor .5 cubic yard | | 22,950.00 | 12,500.00 | - | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Shipping and Handling Charges (if any) | | | | | |
| COLUMN TOTAL | | 22,950.00 | 12,500.00 | - | - |
| TOTAL | | | | | |

| | | | | | | | | |
|--------|-------------------------------------|-------|--------|---------|-----------------------------------|--|----------------------------------|----------------|
| # 1 | VENDOR GP Systems | | | | VENDOR CONTACT Justin Halliday | | TELEPHONE 973-835-6368 | |
| | ADDRESS Box 371 25 Crandall Ave. | | | | CITY Pompton | | ST NJ | ZIP 07442 |
| | DATE OF QUOTE 1/09/2020 | TYPE: | VERBAL | CATALOG | WRITTEN / EMAIL x | VENDOR MODEL/CATALOG NO Precision Machinery Sys. Model 1830 | | DATE AVAILABLE |
| | | | | | | | | |
| # 2 | VENDOR CIS | | | | VENDOR CONTACT Shane McKannan | | TELEPHONE 877-293-4237 | |
| | ADDRESS PO Box 484 | | | | CITY Swedesboro | | ST NJ | ZIP 08085 |
| | DATE OF QUOTE 1/22/2020 | TYPE | VERBAL | CATALOG | WRITTEN / EMAIL x | VENDOR MODEL/CATALOG NO PTR TP-33 Compactor | | DATE AVAILABLE |
| | | | | | | | | |
| # 3 | VENDOR All City Metal Inc. | | | | VENDOR CONTACT Irma Ruilova | | TELEPHONE 718-472-5700 ex 162 | |
| | ADDRESS 54-35 46th Street | | | | CITY Maspeth | | ST NY | ZIP 11378 |
| | DATE OF QUOTE 12/16/2019 | TYPE: | VERBAL | CATALOG | WRITTEN / EMAIL x | VENDOR MODEL/CATALOG NO N/A | | DATE AVAILABLE |
| | | | | | | | | |
| # 4 | VENDOR | | | | VENDOR CONTACT | | TELEPHONE | |
| | ADDRESS | | | | CITY | | ST | ZIP |
| | DATE OF QUOTE | TYPE | VERBAL | CATALOG | WRITTEN / EMAIL | VENDOR MODEL/CATALOG NO | | DATE AVAILABLE |
| | | | | | | | | |

SELECTED VENDOR

2 | CIS

REMARKS:

vendor 1 compactor not compatible with our dumpsters
quote includes 3 dumpsters.

Vendor 2 compactor is compatible with our dumpsters
quote is compactor only.

Vendor 3 did not wish to quote do to location outside their area of service

WAS A COST BENEFIT ANALYSIS DONE?

BY WHOM?

NO ☐ YES (Copy Attached)

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

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

OTHER _____

QUOTES PROCURED BY

MGMT APPROVED (if diff)

FINANCIAL OFFICER

| |
|-----------------------------|
| APPROVING OFFICER SIGNATURE |
|-----------------------------|

DATE _____

1
FUCK

RESOLUTION #20-24

**RESOLUTION AUTHORIZING CONTRACT FOR REMOVAL AND
REPLACEMENT OF EXTERIOR BUILDING SEALANT**

DEPTFORD PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has need for the removal and replacement exterior building sealant for all building control and expansion joints, windows, doors, canopy and A/C sleeves at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ; and

WHEREAS, the Housing Authority of Gloucester County has solicited bids for the removal and replacement of exterior building sealant through public advertisement; and

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

WHEREAS, the lowest responsible bid for such services is with, **OLD PHILADELPHIA ASSOCIATES** at a cost of **\$84,100.00** 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 **OLD PHILADELPHIA ASSOCIATES** 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 removal and replacement of exterior building sealant, in accordance with the bid received and the bid tabulation attached hereto for the contract amount of **\$84,100.00**, subject to receipt of required documentation and check of references.


ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

_____

KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

INDEPENDENT COST ESTIMATE (ICE)

This Independent Cost Estimate (ICE) is being conducted as required by 24 CFR 85.36(f)(1) and as detailed within Section 3.2 of HUD Procurement Handbook 7460.8 REV 2.

DEFINITION: An ICE is a HA's estimate, based on previous history or current market conditions, of how much the HA expects the item(s)/service(s) to cost.

JUSTIFICATION:

The basis for this ICE is (attach documentation):

- ☐ Examined the price paid in the most recent contract(s) and factored in inflation or changed market conditions.
- ☒ Detailed cost estimate previously received from potential supplier/contractor.
- ☒ Published catalog or price list.
- ☒ Other (explain): Estimate of Labor from previous project

| ITEM NO.'s | | |
|------------|---|-------------|
| 1 | Deptford Park Apartments Remove and Replace Control/Expansion Joint Caulk | \$ 95,00.00 |
| | | |
| | | |
| | | |
| | | |
| | | |

COMMENTS:

Cost Established from PNA, Estimate provided by Masonry Preservation Group (2019) & Published Rates

COMPLETED BY:

John Rasmus

John Rasmus, Modernization Coordinator
January 21, 2020



Bid Tabulation Sheet
IFB 20-004
 March 11, 2020

Housing Authority of Gloucester County

Attended by:
 John Rasmus
 Lisa Butler

Comments

Alternate Deducts

No.

Base Bid

Company

107,800.00

Masonry Preservation Group

84,100.00

Old Philadelphia Associates

218,000.00

Schneider Restorations Inc

222,876.00

Knapp Masonry

130,188.00

Mara Restoration

279,575.00

Western Specialty

185,000.00

Marino General Cons.

116,000.00

Robert Michaels & Assoc.

165,786.00

M&M Construction

138,400.00

M&N Construction Service

Lowest

BID EVALUATION FORM

| | | | |
|----------|--|---|------------|
| Project: | Replacement of Building Control/Expansion Joint Caulking | C | Complete |
| Number: | IFB 20-004 | I | Incomplete |
| Date: | 03.11.2020 | x | Missing |

| Company | Base Bid | Alt. Deduct | W-9 Form | Statement of Ownership | Cert. for Contracts | Non Collusion Affidavit | Debarment Certification | Affidavit of Moral Integrity | Statement of Bidders Qual. | Sub Contractor List | Iranian Investment Cert | Non-Default Affidavit | Drug Free Workplace Affidavit | Receipt of Addenda | Disclosure of Lobbying Activities | HUD 50071 | Caert of Liability Insurance | HUD5369-A | Cert of Workers Comp Insurance | General Terms & Conditions | NJ Business Registration | Bid Bond (Exceeding \$100,000) | Consent of Surety |
|------------------------------|------------|-------------|----------|------------------------|---------------------|-------------------------|-------------------------|------------------------------|----------------------------|---------------------|-------------------------|-----------------------|-------------------------------|--------------------|-----------------------------------|-----------|------------------------------|-----------|--------------------------------|----------------------------|--------------------------|--------------------------------|-------------------|
| Masonry Preservation Group | 107,800.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C |
| Old Philadelphia Associates | 84,100.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | Lowest / Complete |
| Schneider Restorations, Inc. | 218,000.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| Knapp Masonry | 222,876.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| Mara Restoration | 130,188.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| Western Specialty | 279,575.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| Marino General Construction | 185,000.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| Robert Michaels & Assoc. | 116,000.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| M&M Construction Tech. | 165,786.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| M&N Construction Service | 138,400.00 | | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |

| | |
|--|--|
| Recommendation | |
| Old Philadelphia Associates has the lowest responsive and responsible bid. Reference checks on previous projects are positive and is rated in the top 18% of contractors in the region. This company is Minority & Woman Owned. It is recommended to award the contract to Old Philadelphia. Ref #1 Exelon Nuclear, Frank Stumolo Plant Manager Ref #2 West Chester University Lois Hall | |

RESOLUTION #20-25

**RESOLUTION AUTHORIZING RENEGOTIATION OF TERMS
PRINT MANAGEMENT AGREEMENT WITH
STEWART, A XEROX COMPANY**

WHEREAS, the Housing Authority of Gloucester County, authorized per RES #19-28, entered into an Agreement with the STEWART, A XEROX COMPANY as well as additional Vendors and Dealers associated with the contractor, for the purchase of toner, parts, labor and supply items for networked printers; and

WHEREAS, the originally expected expenditures were estimated to exceed \$18,750.00 but not exceed \$25,000.00, based on historical usage; and

WHEREAS, the Print Agreement indicated a flat monthly fee of \$1,562.00 to cover all services and supplies for networked printers; and

WHEREAS, actual use of these services and supplies by the Authority are significant less due to an ongoing effort to be environmentally conscious; and

WHEREAS, it is in the best interest of the Authority to renegotiate the terms of the Agreement, which will reduce the flat monthly fee to \$576.00; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the revision of the contract with STEWART, A XEROX COMPANY, attached hereto, is hereby approved.

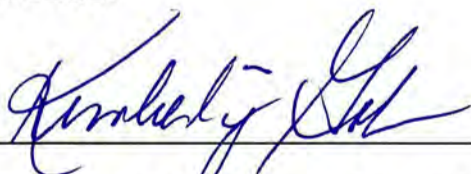
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020



Contract Term

Start Date

4/1/20

End Date

4/1/22

Base Billing Frequency:

Monthly

Overages

Billed:

Annual

Print Management Agreement

COMPANY NAME - BILL TO:

Housing Authority of Gloucester County

ADDRESS:

100 Pop Moylan Blvd

CITY, STATE & ZIP CODE:

Woodbury, NJ 08096

PHONE:

856-845-4959 x224

PRIMARY CONTACT:

Alma Asllanaj

PRIMARY CONTACT EMAIL:

admin@hagc.org

Meter Assessment Software Installed

Meter Assessment

All non-installment of meter assessment software will result in manual collection fee of \$2.50 per device with a minimum of \$25 per location per overage cycle.

Choose One

☐ Print Specialist Installed Onsite:☒ Have Meter Collection Tool Installed Remotely

Coverage Type

Network Printers - Monthly Base

B & W

Includes parts, labor and supply items for the term of agreement. Additional pages shall be billed at the Overage Rate. This agreement does not cover paper, or staples.

Page Allowance

33,000

Base Rate

\$495.00

Overage Rate

\$0.0150

Color

Includes parts, labor and supply items for term of the agreement. Additional pages shall be billed at the Overage Rate. This agreement does not cover paper, or staples.

Page Allowance

900

Base Rate

\$81.00

Overage Rate

\$0.0900

Coverage Type

Local Printers - Flat Rate

B & W

Includes parts, labor, service loaners and supply items for the term of agreement. Additional printers shall be billed at the Flat Rate. This agreement does not cover paper, or staples.

Printers Included

Flat Rate Per Printer

Color

Includes parts, labor, service loaners and supply items for term of the agreement. Additional printers shall be billed at the Flat Rate. This agreement does not cover paper, or staples.

Printers Included

Flat Rate Per Printer

Base Billed At: \$576.00

Flat Rate At: \$0.00

Total Combined: \$576.00

Shipping Included at No Cost to the customer

CUSTOMER AGREES TO PURCHASE AND STEWART BUSINESS SYSTEMS (SBS) AGREES TO PROVIDE MAINTENANCE SERVICE FOR THE EQUIPMENT IDENTIFIED ABOVE, IN ACCORDANCE WITH THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS AGREEMENT. NO TERMS OR CONDITIONS, EXPRESSED OR IMPLIED, ARE AUTHORIZED UNLESS THEY APPEAR AS AN AMENDMENT TO THIS AGREEMENT AND ARE SIGNED BY CUSTOMER AND DIRECTOR OF PRINT OPERATIONS FOR SBS. AUTHORIZED CUSTOMER SIGNATURE BELOW AND/OR PAYMENT OF THE AGREEMENT RATE CONSTITUTES ACCEPTANCE OF THIS AGREEMENT BY CUSTOMER. THIS AGREEMENT IS NOT VALID UNTIL SIGNED BY VP OF SERVICE FOR SBS. THIS AGREEMENT SHALL BE RENEWED AUTOMATICALLY UPON APPROVAL BY SBS AND THE ATTAINMENT OF THE MAXIMUM NUMBER OF PRINTS UNLESS CUSTOMER NOTIFIES SBS IN WRITING AT LEAST 60 DAYS PRIOR TO THE TERMINATION DATE OF THIS AGREEMENT. METER READINGS ARE REQUIRED WHEN ORDERING SUPPLIES AND PERIODICALLY UPON SBS REQUEST. THIS CONTRACT REQUIRES THE INSTALLATION OF METER COLLECTION SOFTWARE, WHICH WE WILL INSTALL FOR YOU. NON-INSTALLATION OF THIS SOFTWARE WILL RESULT IN ADDITIONAL MANUAL COLLECTION FEES.

Customer

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

DATE

Stewart Business Systems

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

DATE

SALES REPRESENTATIVE

Stewart Business Systems Smart Print Terms and Conditions

1. General Scope of Coverage

This Agreement covers compatible toner cartridges, service parts, and labor for the models listed. In the event that customer requests changing to an OEM printer cartridge program is subject to increase. Shipping of supplies will be via UPS Ground and will be billed with contract billing. Damage to the equipment or its parts arising out of misuse, abuse, negligence, or cause beyond Stewart Business Systems control are not covered. Stewart Business Systems may terminate this agreement in the event equipment is modified, altered or serviced by personnel other than those employed by Stewart Business Systems or without consent of Stewart Business Systems. Connected equipment will be covered up to the computer/network connection of the Printer. Service calls caused by the computer/network will be charged at the current published hourly labor rate. SBS will provide service swaps and maintain all devices under contract until such time that SBS deems a printer to be beyond its reasonable useful life at which point the customer is responsible for the replacement of that unit (useful life may be defined as 7 years or 500,000 impressions). Printer Service swaps have a maximum retail replacement value of \$1,000.00. SBS will supply and service qualified desktop MFP's for components related to the printer portion of the device only. Scan/Fax and copy related parts and repairs are not covered. However, SBS will maintain and support devices beyond the age and volume stated above provided the unit is deemed repairable. It is the responsibility of the customer to replace any unit in which the manufacturer has discontinued parts or supplies for that device.

2. Review

SBS reserves the right to inspect all equipment to be covered under a maintenance agreement to determine that it is in good mechanical condition within 30 days of the effective date of this agreement. The cost of any fuser units, photo conductors, drums, or maintenance kits that need to be replaced in the first 30 days of this agreement will be charged to the customer. Any printer that is not working at the time of the initial agreement must be repaired at the customer's expense prior to placing under contract. In addition, during the first 30 days, no more than 5% failure rate of the customer fleet will be covered. All other services calls above this amount are subject to be charged at the current published hourly service rates. This agreement is not refundable or transferable to a third party. No credit will be applied toward unused print allowance. SBS reserves the right to periodically review the assumptions used to determine the blended rate and adjust if necessary. Periodically, Dealer audits printer cartridge and supply usage under supply/service agreements. Customers whose accounts show printer cartridges received in excess of normal usage associated with contracted print volume agree to pay for the excess or return the printer cartridges. SBS uses a meter collection software that is required for accurate billing for all networked devices. All non-networked laser printers will be assigned a flat rate per device. The flat rate is a fixed monthly cost that includes all toner, service, parts and labor.

3. Availability

On-Site hours are from 8:00am to 5:00pm Monday through Friday excluding Stewart Business Systems Holidays. Average laser printer service response time is next business day. SBS shall not be responsible for delays, inability to provide service calls due to strikes, accidents, embargoes, act of God or any other event beyond its control. SBS offers our customers remote diagnostics and repairs and reserves the right to attempt to alleviate any service issues remotely prior to dispatching a technician. SBS reserves the right to use a third party service provider in order to meet average response times. Third party will honor all terms and conditions of this agreement. SBS reserves the right to replace a customer device with a comparable loaner. Once the swap occurs, the removed asset becomes the property of SBS and the swap becomes the asset of the customer.

4. Addition of Equipment

Customer is required to immediately notify Stewart Business Systems upon installations of any additional equipment at Customer's site capable of using SBS supplied toner cartridges. Upon installation, such equipment shall automatically be covered by this agreement and shall be considered the Equipment for all purposes under this agreement. The printer model number, serial number and current print count needs to be supplied to SBS prior to any unit being added to existing coverage. SBS will determine if this unit can be added to the current program.

5. Agreement Termination

This Agreement may be terminated, with or without cause, by Stewart Business Systems with no less than 10 days prior written notice. Unless notified in writing sixty (60) days prior to the expiration date hereby by the customer or Stewart Business Systems, LLC, all service agreements will automatically renew for same terms and conditions as stated herein. ~~The rates stated in this agreement are locked for the term of the agreement and will not have any escalations.~~ In the event the customer should terminate the agreement, SBS reserves the right to remove all such SBS equipment and unused supplies.

6. Non-Performance

In the event that Stewart Business Systems does not perform the services to the Customer's satisfaction, Customer shall inform SBS in writing and SBS shall have a period of thirty (30) days to correct any deficiencies in performance. Should SBS still be unable to correct the problem, the Customer shall have the option to terminate this agreement without incurring any penalty including Liquidated Damages. In the event of termination for non-performance Customer shall:

- Permit SBS to remove any SBS owned equipment and supplies covered under this Agreement
- Pay all charges due and owing to SBS through the date of removal of such equipment and/or supplies

7. Indemnification

Customer shall indemnify and hold Stewart Business Systems harmless from any claims, demand, liability, and cause of action or damage for actual or alleged infringement of any intellectual property rights or copyrights arising from the performance of services under this Agreement. Customer agrees to defend Stewart Business Systems at Customer's sole expense, against all suits, action or proceedings in which SBS is made a defendant for actual or alleged infringement of any intellectual property rights.

8. Breach or Default

If the Customer does not pay all charges for services as provided hereunder, promptly when due: (1) Stewart Business Systems (a) refuse to provide service or supplies for the Equipment or (b) furnish service and supplies on a C.O.D "Per Call" basis at published rates and (c) permit SBS to remove any SBS owned equipment and supplies covered under this Agreement. Customer agrees to pay SBS costs and expenses of collection including the reasonable attorney's fee permitted by law in addition to all other rights and remedies available to SBS.

Revised 7.18

Print Name: Kimberly Gober Signature: [Signature] Date: 3/25/20

RESOLUTION #20-26

**RESOLUTION TO AUTHORIZE THE HOUSING AUTHORITY OF THE
GLOUCESTER COUNTY TO EXECUTE AN
AGREEMENT TO ENTER INTO A GROUND LEASE**

WHEREAS, the Housing Authority of Gloucester County (the "Authority") is a duly organized Housing Authority, operating and existing in accordance with the laws of the United States of America, the State of New Jersey and the Township of Deptford; and

WHEREAS, the Rowan College of South Jersey (RCSJ) owns a certain property located on a portion of Block 417, Lot 1 on the City's Tax Map (the "Property"), upon which the Authority and RCSJ and its affiliates intend to develop 24 Units of affordable housing for developmentally disabled non-elderly individuals; and

WHEREAS, funding from the State of New Jersey Affordable Housing Trust Fund is available and HAGC must provide proof of site control to meet threshold requirements; and

WHEREAS, the Authority now intends to enter into a lease agreement by and between the Authority and RCSJ; and

WHEREAS, the RCSJ agrees to exclusively lease to the Authority that certain parcel of property referenced above, together with all improvements, hereditaments and appurtenances thereto, and:

WHEREAS, the Authority desires to authorize the Executive Director of the Authority to execute a lease agreement for the purpose set forth herein, subject to the review of Counsel.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County hereby authorizes the Executive Director to execute a lease agreement for the purpose set forth herein

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25TH day of March 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

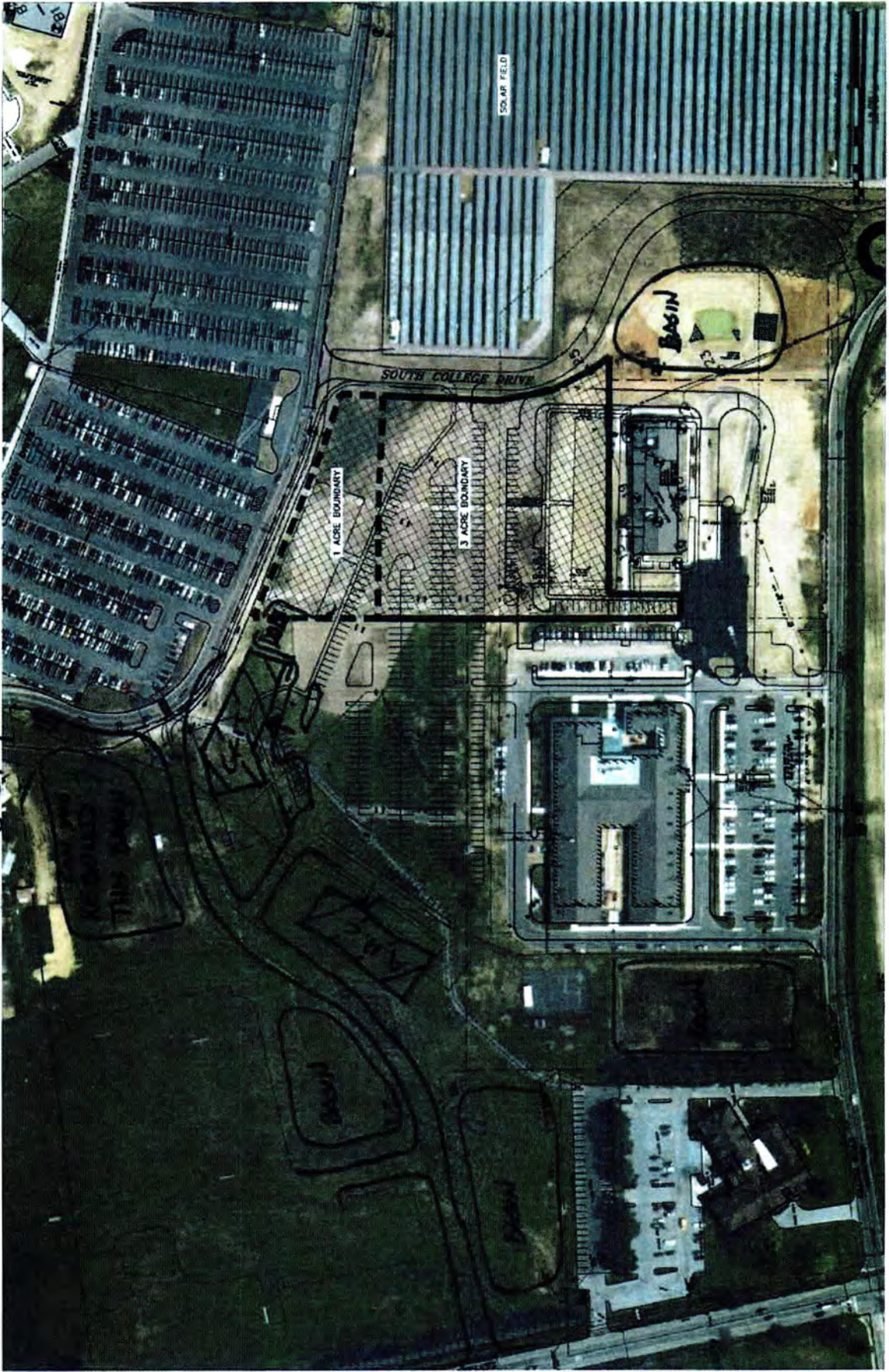
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 25, 2020

Big 2/26



TABLED

RESOLUTION #20-27

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 March 25th, 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 MARCH 25TH, 2020.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the **25TH DAY OF MARCH 2020.**

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: MARCH 25, 2020