

**RESOLUTION #24-10**

**RESOLUTION AUTHORIZING CONTRACT  
WITH APPROVED STATE CONTRACT VENDOR  
PURSUANT TO N.J.S.A. 40a:11-12a**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC), pursuant to NJSA40A:11-12a and NJAC 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under the State of NJ Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, HAGC has need for Elevator Repairs at Carino Park Apartments, 100 Chestnut St., Williamstown, NJ; and

**WHEREAS**, **TEC ELEVATOR COMPANY** is a participating, approved vendor under the State of NJ Cooperative Purchasing Program providing elevator maintenance to participating members; and

**WHEREAS**, HAGC received a quote for elevator repairs from **TEC ELEVATOR COMPANY** at a cost of \$500 monthly, including billing rates per the State Contract as attached, and is responsive to the specifications; and

**WHEREAS**, Capital Funds are available to cover the cost of elevator repairs at Carino Park Apartments in accordance with the attached rate schedule.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with **TEC ELEVATOR COMPANY** be and is hereby approved; and

**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute a contract for Elevator Repairs at Carino Park Apartments in accordance with the attached rate schedule.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28<sup>TH</sup> day of February 2024.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATED: FEBRUARY 28, 2024**



510 South Shore Road, Suite C  
Marmora, NJ 08223

Email: [jimkach@tecelevatorinc.com](mailto:jimkach@tecelevatorinc.com)  
Phone 609-432-9237  
Fax: 609-390-0946

January 2, 2024

Mr. John Rasmus  
[johnr@hagc.org](mailto:johnr@hagc.org)  
Phone (856) 845-4959

**Re: Elevator Monthly Maintenance, Service & Repairs Per State Contract # T2946**  
**Gloucester County Housing Authority**  
**120 Pop Moylan Blvd.**  
**Deptford NJ 08096**

Mr. Rasmus  
Tec Elevator Monthly Elevator Maintenance *Per State Contract # T2946*  
Provide 10 hours per month of monthly elevator maintenance for The Gloucester County Housing Authority following locations Per NJ State Contract T-2496 Guidelines.

**Elevator Equipment Outline Nancy J. Elkins Seniors Housing**  
**100 Pop Moylan Blvd. Deptford NJ 08096**

- Two (2) Six Stop 4500 LB Capacity Hydraulic Elevators (\$500.00) Per Month

**Elevator Equipment Outline Deptford Park Apartments**  
**120 Pop Moylan Blvd. Deptford NJ 08096**

- One (1) Five Stop 2500 LB Capacity Hydraulic Elevator (\$250.00) Per Month
- One (1) Five Stop 2000 LB Capacity Hydraulic Elevator (\$250.00) Per Month

**Elevator Equipment Outline Colonial Park Apartments**  
**401 S. Evergreen Ave. Woodbury NJ 08096**

- Two (2) Four Stop 4000 LB Hydraulic Elevators (\$500.00) Per Month

**Elevator Equipment Outline Shepherds Farm Senior Housing**  
**981 Grove Rd. West Deptford NJ 08086**

- Two (2) Three Stop 4500 LB Capacity Hydraulic Elevators (\$500.00) Per Month

**Elevator Equipment Outline Carino Park Apartments**  
**100 Chestnut Street. Williamstown NJ 08094**

- One (1) Eight Stop 2000 LB Capacity Hydraulic Elevator (\$250.00) Per Month
- One (1) Eight Stop 2500 LB Capacity Hydraulic Elevator (\$ 250.00) Per Month





510 South Shore Rd. Suite C  
Marmora, NJ 08223

**Billing Rates Per the State Contract # T2946**

**Rates Per State Contract**

- Material Markup 10%
- Mechanic Straight Time \$239.00 Per Hour
- Helper Straight Time \$175.00 Per Hour
- Mechanic Overtime \$ 424.00 Per Hour
- Helper Overtime Rate \$330.00 Per Hour

**NOTE: The Housing Authority of Gloucester Is Responsible to Provide All Necessary Elevator Wiring Diagrams & Controller Schematics for Each Elevator Mentioned in This Equipment Outline**

**The Housing Authority of Gloucester Agrees to Furnish TEC Elevator Company, Inc. With A Complete Set of "As Built" Wiring Diagrams for Permanent and Long-Term Use by Our Examiners for The Equipment Listed in This Outline and Any Required Tools for Diagnosing / Testing / Safety Testing If The Equipment Is Proprietary**

**NOTE: Tec Elevator Inc Assumes no Responsibility for Any Outstanding NJ State Elevator Inspection Violations That Have Not Been Satisfied**

- **Total Price for Monthly Elevator Maintenance**
- **Two Thousand Five Hundred Dollars (\$2,500.00) Per Month**

We hope you find our proposal satisfactory. If it is your intention to proceed with the monthly elevator maintenance at the above-mentioned location. Please sign the authorization below and return to our office. We thank you for your consideration and look forward to serving your elevator needs.

Respectfully,

*Jim Koch*

Jim Koch  
Tec Elevator

**RESOLUTION #24-11**

**RESOLUTION AUTHORIZING CONTRACT  
WITH APPROVED STATE CONTRACT VENDOR  
PURSUANT TO N.J.S.A. 40a:11-12a**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC), pursuant to NJSA40A:11-12a and NJAC 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under the State of NJ Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, HAGC has need for Elevator Repairs at Deptford Park Apartments, 100 Pop Moylan Blvd., Deptford, NJ; and

**WHEREAS**, **TEC ELEVATOR COMPANY** is a participating, approved vendor under the State of NJ Cooperative Purchasing Program providing elevator maintenance to participating members; and

**WHEREAS**, HAGC received a quote for elevator repairs from **TEC ELEVATOR COMPANY** at a cost of \$500 monthly, including billing rates per the State Contract as attached, and is responsive to the specifications; and

**WHEREAS**, Capital Funds are available to cover the cost of elevator repairs at Deptford Park Apartments in accordance with the attached rate schedule.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with **TEC ELEVATOR COMPANY** be and is hereby approved; and

**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute a contract for Elevator Repairs at Deptford Park Apartments in accordance with the attached rate schedule.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28<sup>TH</sup> day of February 2024.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATED: FEBRUARY 28, 2024**





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*TEC Elevator Company*

510 South Shore Rd. Suite C  
Marmora, NJ 08223

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**Rates Per State Contract**

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**NOTE: The Housing Authority of Gloucester Is Responsible to Provide All Necessary Elevator Wiring Diagrams & Controller Schematics for Each Elevator Mentioned in This Equipment Outline**

**The Housing Authority of Gloucester Agrees to Furnish TEC Elevator Company, Inc. With A Complete Set of "As Built" Wiring Diagrams for Permanent and Long-Term Use by Our Examiners for The Equipment Listed in This Outline and Any Required Tools for Diagnosing / Testing / Safety Testing If The Equipment Is Proprietary**

**NOTE: Tec Elevator Inc Assumes no Responsibility for Any Outstanding NJ State Elevator Inspection Violations That Have Not Been Satisfied**

- **Total Price for Monthly Elevator Maintenance**
- **Two Thousand Five Hundred Dollars (\$2,500.00) Per Month**

We hope you find our proposal satisfactory. If it is your intention to proceed with the monthly elevator maintenance at the above-mentioned location. Please sign the authorization below and return to our office. We thank you for your consideration and look forward to serving your elevator needs.

Respectfully,

*Jim Koch*

Jim Koch  
Tec Elevator



**RESOLUTION #24-12**  
**RESOLUTION AUTHORIZING**  
**PARTICIPATION IN SOURCEWELL,**  
**A NATIONAL COOPERATIVE PURCHASING SYSTEM**  
**PURSUANT TO N.J.S.A. 52:134-6.2**

**WHEREAS,** N.J.S.A. 52:134-6.2 permits the Housing Authority of Gloucester County (HAGC) to utilize cooperative contracts as a method of procurement; and

**WHEREAS, SOURCEWELL** qualifies as a National Cooperative pursuant to N.J.S.A. 52:134-6.2; and

**WHEREAS,** participation in **SOURCEWELL** will provide purchasing options and enhance the ability of the HAGC to obtain goods and services at the lowest available cost; and

**WHEREAS,** there is no cost associated with participation in **SOURCEWELL.**

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

1. **TITLE:** This RESOLUTION shall be known and may be cited as the **SOURCEWELL** Cooperative Purchasing Resolution of the HAGC.
2. **AUTHORITY:** Pursuant to the provisions of N.J.S.A. 52:134-6.2, the Executive Director or his designee is hereby authorized to execute such documents as are necessary for participation in **SOURCEWELL.**
3. **CONTRACTING UNIT. SOURCEWELL** shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of February 2024.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: \_\_\_\_\_

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:** \_\_\_\_\_

**KIMBERLY GOBER, SECRETARY**

**DATED: FEBRUARY 28, 2024**

**RESOLUTION #24-13**

**RESOLUTION APPROVING REVISIONS TO**

**COST ALLOCATION POLICY**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) adopted its Cost Allocation Policy on December 28, 2016, via RES#16-104, subsequently reviewed by RES#18-55, RES#19-68 and RES#23-30; and

**WHEREAS**, the purpose of this Policy is to set forth the parameters and methods to fairly and reasonably allocate various costs to the programs administered by the HAGC; and

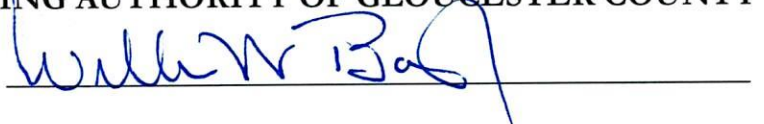
**WHEREAS**, HAGC completed a review of the policy for compliance and accuracy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County, that the Cost Allocation Policy, as attached hereto, is approved, effective 1/1/2023.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of February 2024.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BY:**



**WILLIAM W. BAIN, JR., CHAIRMAN**

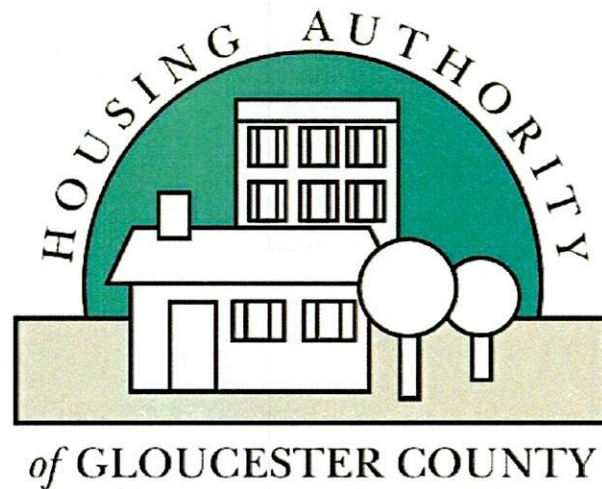
**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATED: FEBRUARY 28, 2024**





## **Cost Allocation Policy**

Adopted December 28, 2016; RES#16-104

Revised July 25, 2018; RES#18-55

Reviewed July 24, 2019; RES#19-68

Reviewed March 22, 2023; RES#23-30

Reviewed February 28 , 2024; RES#24-13

# **The Housing Authority of Gloucester County Cost Allocation Policy**

Effective January 1, 2023

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

1. To summarize, in writing, the methods and procedures HAGC will use to fairly and reasonably allocate costs to various programs, operated by HAGC.
2. To ensure the efficient and effective administration of Federal, State and/or County awards through the application of sound management practices.
3. To responsibly administer Federal, State, and/or County funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the respective awards.

## **Principles of Cost Allocation**

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

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

General/Office Allocation is based on units as described below. This allocation shall be adjusted appropriately with the allocation of new units.



Account	Fund Billed	Fund No.	Units	Total units	Allocation Percentage	
<b>GM</b>	<b>101</b>		-	719	23.7%	(PMO, Shepherd's, CPLP & GHA
<b>PHCC</b>	<b>010</b>			262	8.6%	(PH Single, Carino & Deptford)
CONG	014					
EHO	017					
PH SINGLE	010	201	62			
CARINO PK	010	203	100			
DEPTFORD PK	010	204	100			
<b>SHDC</b>	<b>501</b>					
<b>GCHDC</b>	<b>502</b>					
PMO	101	504	80			
SHEPHERD FARM	101	508	75			
COLONIAL PK	101	510	200			
<b>HAGC HCV</b>	<b>812</b>		1,960	64.6%		
<b>MAINSTREAM</b>	<b>813</b>		82	2.7%		
<b>MOD REHAB</b>	<b>825</b>		13	0.40%		
<b>GHA HCV</b>	<b>101</b>	831	196			
<b>GHA HARMONY</b>	<b>101</b>	831	64			
<b>GHA DELSEA</b>	<b>101</b>	836	40			
<b>GHA WHITNEY</b>	<b>101</b>	837	24			
<b>GHA SUMMIT</b>	<b>101</b>	838	40			
			3,036			

3. Prior to the procurement of a cost item, management communicates the need in accordance with the Authority's Procurement Policy.

## Allocation of Costs

### 1. Salaries & Related Expenses-

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

**A. Direct Assignment Employees-** For employees primarily assigned one project or program, their salaries and benefits shall be charged directly to the program for which the work has been done. Temporary reassignments of employee work lasting 2 working weeks or less shall not require a change in allocation. Management may utilize a variety of assessment methods to determine direct assignment including but not limited to the completion of time sheets.

**B. Employees Assigned to more than one Program or Project-** For employees assigned to more than one program or project, costs will be allocated in the manner described below. Supervisors shall be required to submit a project assignment form identifying the effective date, the employee(s), the percentage of time, if any, that each employee is assigned to each project to ensure proper allocation. Supervisors shall review the Project Assignment Form with the corresponding employee and sign all submissions certifying the accuracy of the submission. For those employees who are not assigned to projects or programs and an allocation cannot be determined, a time survey may be completed.

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

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

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

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

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

AHO Director, Facilities Manager, and AHO Administrative Assistant,: The allocation is based on the units per project which they manage.



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

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

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

The Administrative staff in this category shall include the Executive Director, Deputy Executive Director/In-house Counsel, Finance Director, Accountant, Executive Assistant, and Administrative Specialist.

Property and Modernization Manager: The allocation is based on an annual assessment of time spent performing a variety of duties performed.

Resident Relations Coordinator / Inspector: The allocation is based on an annual assessment of time spent performing a variety of duties performed.

Security Guards: The allocation is based on units prorates at each property monitored.

GHA Office Manager: The allocation is based on 75% of their time on recertifications for vouchers and the remaining 25% pro-rated to the three buildings management (Delsea Manor, Whitney Gardens, and Summit Park).

- C. Health insurance, dental insurance, life & disability, other fringe benefits, as well as OPEB, Pension, and GASB68 are also allocated in the same manner as salaries and wages for each respective employ;
- D. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages for each respective employee.
- E. Financial and Program Consultants - The cost of the consulting service is directly billed to the program for which the consulting services were performed. If the service was performed for overall operations, the cost shall be allocated in accordance with the General/Office Allocation model described above.
- F. Legal- The cost of the legal service is directly billed to the program for which the legal services were performed. If the service was performed for multiple programs, the cost shall be allocated in accordance with the General/Office Allocation model described above.
- G. Audits- The cost shall be directly billed to the program for which the audit was performed. If the audit covers multiple programs, the allocation shall be based upon the predetermined Audit Allocation Plan developed by the Finance Director and approved by the Executive Director.
- H. Travel, Conferences, Conventions and Meetings-The costs shall be directly billed to the program for which the travel, conference, convention, or meeting supports. If not program specific, the General/Office Allocation shall be used.
- I. Discretionary Exceptions- HAGC recognizes that unique circumstances may arise with respect to the need to allocate a cost. In the event of a unique circumstance, the Finance Director shall obtain the Approval of the Executive Director to determine the most appropriate allocation of the cost.



# **The Housing Authority of Gloucester County**

## **Cost Allocation Plan Certification**

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

- (1) All costs included in this policy to establish cost allocations or billings effective 1/1/2023 are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for by allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

  
\_\_\_\_\_  
Kimberly Gober  
Executive Director

  
\_\_\_\_\_  
Grace Turchi  
Finance Director

RES#24-13 February 28, 2024  
Resolution # and Date

**RESOLUTION #24-14**

**RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**FY 2024 - 2026**

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

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

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

Specific *job descriptions* shall be subject to the reasonable discretion and supervision of the Executive Director which may, in turn, be subject to the review of the Board; and

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

**BE IT FURTHER RESOLVED** that the Executive Director is further authorized to hire or approve pay rates greater than the established ranges for a particular title, subject to the Board's Personnel Committee's review and approval; and

**BE IT FURTHER RESOLVED** that the Salary Ranges, Number of Authorized Positions and Hours Schedule attached is hereby approved for the years 2024, 2025 and 2026 until revised and shall comply with the Collective Bargaining Agreement for positions covered by said agreement; and

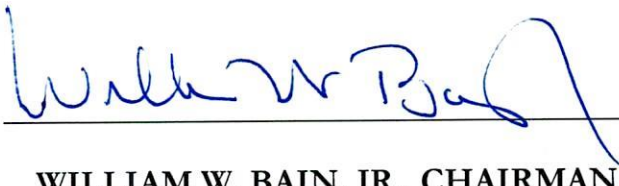
**AND BE IT FURTHER RESOLVED** that the Executive Director shall



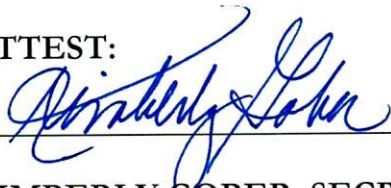
be authorized to employ the staff members listed in the attachment, exclusive of the Executive Director as a salaried official, in an overtime capacity consistent with rules and regulations set forth by the State of NJ Department of Labor.

**ADOPTED** at a **Regular Meeting** of the **Housing Authority of Gloucester County**, held on the 28<sup>th</sup> day of February 2024.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY

DATED: FEBRUARY 28, 2024

RESOLUTION #24-14

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

JOB NO.	HAGC TITLE	2024 SALARY RANGE		2025 SALARY RANGE		2026 SALARY RANGE		No. of Authorized Positions	Positions Filled as of 1/1/24	Hours
44	Accountant	\$25.59	\$48.34	\$25.59	\$49.79	\$25.59	\$50.79	1	1	36
		\$47,904.48	\$90,492.48	\$47,904.48	\$93,207.25	\$47,904.48	\$95,071.40			
15	Accounting Technician (with Bookkeeping)	\$17.93	\$33.84	\$17.93	\$34.86	\$17.93	\$35.55	1	0	36
		\$33,564.96	\$63,348.48	\$33,564.96	\$65,248.93	\$33,564.96	\$66,553.91			
16	Accounts Payable & Receivable Clerks	\$17.93	\$28.28	\$17.93	\$29.13	\$17.93	\$29.71	2	2	36
		\$33,564.96	\$52,940.16	\$33,564.96	\$54,528.36	\$33,564.96	\$55,618.93			
70	Administrative Assistant AHO	\$17.78	\$29.47	\$17.78	\$30.35	\$17.78	\$30.96	1	1	36
		\$33,284.16	\$55,167.84	\$33,284.16	\$56,822.88	\$33,284.16	\$57,959.33			
43	Administrative Specialist	\$18.18	\$26.42	\$18.18	\$27.21	\$18.18	\$27.76	1	1	36
		\$34,032.96	\$49,458.24	\$34,032.96	\$50,941.99	\$34,032.96	\$51,960.83			
43	Administrative Specialist (Part Time)	\$18.18	\$26.42	\$18.18	\$27.21	\$18.18	\$27.76	1	0	18-27
		\$25,524.72	\$37,093.68	\$25,524.72	\$38,206.49	\$25,524.72	\$38,970.62			
52	Affordable Housing Operations Director	\$43.12	\$66.07	\$43.12	\$68.05	\$43.12	\$69.41	1	1	36
		\$80,720.64	\$123,683.04	\$80,720.64	\$127,393.53	\$80,720.64	\$129,941.40			
2	Assistant Executive Director (FT/PT)	\$34.73	\$63.61	\$34.73	\$65.52	\$34.73	\$66.83	1	0	36-40
		\$72,238.40	\$132,308.80	\$72,238.40	\$136,278.06	\$72,238.40	\$139,003.63			
31	Building Maintenance Worker	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00	10	3	36
		\$31,824.00	\$44,553.60	\$31,824.00	\$45,890.21	\$31,824.00	\$46,808.01			
31A	Building Maintenance Worker, Level 1 (Hired before 1/1/24 contract)	\$19.00	\$23.80	\$19.00	\$24.51	\$19.00	\$25.00		2	18-36
		\$35,568.00	\$44,553.60	\$35,568.00	\$45,890.21	\$35,568.00	\$46,808.01			
31B	Building Maintenance Worker, Level 2	\$21.00	\$23.80	\$21.00	\$24.51	\$21.00	\$25.00		0	18-36
		\$39,312.00	\$44,553.60	\$39,312.00	\$45,890.21	\$39,312.00	\$46,808.01			
60	Building Maintenance Worker, Senior	\$23.00	\$26.20	\$23.00	\$26.99	\$23.00	\$27.53		1	36
		\$43,056.00	\$49,046.40	\$43,056.00	\$50,517.79	\$43,056.00	\$51,528.15			
32	Building Maintenance Worker, Seasonal (PT/FT)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00		0	18-36
		\$31,824.00	\$44,553.60	\$31,824.00	\$45,890.21	\$31,824.00	\$46,808.01			
25	Clerk	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	1	0	36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			
23	Clerk Typist	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	2	0	36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			
12	Compliance Officer	\$33.44	\$54.01	\$33.44	\$55.63	\$33.44	\$56.74	1	0	36
		\$62,599.68	\$101,106.72	\$62,599.68	\$104,139.92	\$62,599.68	\$106,222.72			
38	Congregate Aide	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00	8	3	36
		\$31,824.00	\$44,553.60	\$31,824.00	\$45,890.21	\$31,824.00	\$46,808.01			
38A	Congregate Aide, Level 1	\$19.00	\$25.23	\$19.00	\$25.98	\$19.00	\$26.50		2	36
		\$35,568.00	\$47,226.82	\$35,568.00	\$48,643.62	\$35,568.00	\$49,616.49			
38B	Congregate Aide, Level 2	\$21.00	\$26.74	\$21.00	\$27.55	\$21.00	\$28.10		0	36
		\$39,312.00	\$50,064.39	\$39,312.00	\$51,566.33	\$39,312.00	\$52,597.65			
38C	Congregate Aide, Senior	\$23.00	\$28.34	\$23.00	\$29.19	\$23.00	\$29.78		2	36
		\$43,056.00	\$53,060.72	\$43,056.00	\$54,652.54	\$43,056.00	\$55,745.59			
39	Congregate Aide (Part Time)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00		0	18-27
		\$23,868.00	\$33,415.20	\$23,868.00	\$34,417.66	\$23,868.00	\$35,106.01			
35	Congregate Services Coordinator	\$27.53	\$55.54	\$27.53	\$57.21	\$27.53	\$58.35	1	1	36
		\$51,536.16	\$103,970.88	\$51,536.16	\$107,090.01	\$51,536.16	\$109,231.81			



RESOLUTION #24-14

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

37	Cook (Congregate)	\$17.00	\$27.95	\$17.00	\$28.79	\$17.00	\$29.36	1	0	36
		\$31,824.00	\$52,322.40	\$31,824.00	\$53,892.07	\$31,824.00	\$54,969.91			
46	Cook, Senior (Congregate)	\$19.51	\$28.33	\$19.51	\$29.18	\$19.51	\$29.76	1	1	36
		\$36,522.72	\$53,033.76	\$36,522.72	\$54,624.77	\$36,522.72	\$55,717.27			
61	Deputy Executive Director/In- house Counsel	\$42.73	\$66.06	\$42.73	\$68.04	\$42.73	\$69.40	1	1	36-40
		\$88,878.40	\$137,404.80	\$88,878.40	\$141,526.94	\$88,878.40	\$144,357.48			
9	Executive Assistant	\$25.43	\$41.33	\$25.43	\$42.57	\$25.43	\$43.42	1	1	36
		\$47,604.96	\$77,369.76	\$47,604.96	\$79,690.85	\$47,604.96	\$81,284.67			
1	Executive Director	\$48.29	\$108.18	\$48.29	\$111.43	\$48.29	\$113.65	1	1	Per Cont- ract
		\$100,443.20	\$225,014.40	\$100,443.20	\$231,764.83	\$100,443.20	\$236,400.13			
66	Facilities Manager	\$28.90	\$53.62	\$28.90	\$55.23	\$28.90	\$56.33	1	1	36
		\$54,100.80	\$100,376.64	\$54,100.80	\$103,387.94	\$54,100.80	\$105,455.70			
11	Family Self- Sufficiency Coordinator	\$28.20	\$57.86	\$28.20	\$59.60	\$28.20	\$60.79	1	1	36
		\$52,790.40	\$108,313.92	\$52,790.40	\$111,563.34	\$52,790.40	\$113,794.60			
6	Finance Director	\$41.93	\$77.88	\$41.93	\$80.22	\$41.93	\$81.82	1	1	36
		\$78,492.96	\$145,791.36	\$78,492.96	\$150,165.10	\$78,492.96	\$153,168.40			
62	Hearing Officer	\$33.33	\$58.60	\$33.33	\$60.36	\$33.33	\$61.57	1	1	8
		\$13,865.28	\$24,377.60	\$13,865.28	\$25,108.93	\$13,865.28	\$25,611.11			
59	Homeownership Coordinator	\$17.00	\$55.64	\$17.00	\$57.31	\$17.00	\$58.46	1	0	36
		\$31,824.00	\$104,158.08	\$31,824.00	\$107,282.82	\$31,824.00	\$109,428.48			
21	Housing Inspector	\$17.62	\$25.79	\$17.62	\$26.56	\$17.62	\$27.09	2	0	36
		\$32,984.64	\$48,278.88	\$32,984.64	\$49,727.25	\$32,984.64	\$50,721.79			
57	Housing Inspector, Senior	\$22.22	\$40.00	\$22.22	\$41.20	\$28.90	\$42.02	1	1	36
		\$41,595.84	\$74,880.00	\$41,595.84	\$77,126.40	\$54,100.80	\$78,668.93			
67	Housing Specialist, Senior	\$28.90	\$40.00	\$28.90	\$41.20	\$28.90	\$42.02	1	1	36
		\$54,100.80	\$74,880.00	\$54,100.80	\$77,126.40	\$54,100.80	\$78,668.93			
10	Human Resource Director	\$32.97	\$51.96	\$32.97	\$53.52	\$32.97	\$54.59	1	1	36
		\$61,719.84	\$97,269.12	\$61,719.84	\$100,187.19	\$61,719.84	\$102,190.94			
7	IT Director	\$30.00	\$60.33	\$30.00	\$62.14	\$30.00	\$63.38	1	1	36
		\$56,160.00	\$112,937.76	\$56,160.00	\$116,325.89	\$56,160.00	\$118,652.41			
48	IT Support Specialist	\$26.67	\$48.41	\$26.67	\$49.86	\$26.67	\$50.86	1	1	36
		\$49,926.24	\$90,623.52	\$49,926.24	\$93,342.23	\$49,926.24	\$95,209.07			
58	Leasing Specialist	\$17.00	\$28.00	\$17.00	\$28.84	\$17.00	\$29.42	1	0	36
		\$31,824.00	\$52,416.00	\$31,824.00	\$53,988.48	\$31,824.00	\$55,068.25			
30	Maintenance Repairer	\$19.47	\$35.00	\$19.47	\$36.05	\$19.47	\$36.77	3	3	36
		\$36,447.84	\$65,520.00	\$36,447.84	\$67,485.60	\$36,447.84	\$68,835.31			
29	Maintenance Repairer, Senior	\$26.69	\$37.31	\$26.69	\$38.43	\$26.69	\$39.20	2	1	36
		\$49,963.68	\$69,844.32	\$49,963.68	\$71,939.65	\$49,963.68	\$73,378.44			
50	Maintenance Repairer, Trainee	\$17.54	\$30.33	\$17.54	\$31.24	\$17.54	\$31.86	1	0	36
		\$32,834.88	\$56,777.76	\$32,834.88	\$58,481.09	\$32,834.88	\$59,650.71			
49	Maintenance Repairer, Supervisory, Scattered Sites	\$27.81	\$41.25	\$27.81	\$42.49	\$27.81	\$43.34	1	0	36
		\$52,060.32	\$77,220.00	\$52,060.32	\$79,536.60	\$52,060.32	\$81,127.33			
5	Occupancy Specialist Manager	\$25.44	\$55.01	\$25.44	\$56.66	\$25.44	\$57.79	1	1	36
		\$47,623.68	\$102,978.72	\$47,623.68	\$106,068.08	\$47,623.68	\$108,189.44			
40	Painter (Maintenance)	\$17.61	\$25.91	\$17.61	\$26.69	\$17.61	\$27.22	1	1	36
		\$32,965.92	\$48,503.52	\$32,965.92	\$49,958.63	\$32,965.92	\$50,957.80			
24	Payments & Inspections Coordinator	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	1	1	36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			



RESOLUTION #24-14

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

41	Property Management Aide (AHO)	\$17.00	\$26.83	\$17.00	\$27.63	\$17.00	\$28.19	1	0	36
		\$31,824.00	\$50,225.76	\$31,824.00	\$51,732.53	\$31,824.00	\$52,767.18			
4	Property Manager	\$36.17	\$53.62	\$36.17	\$55.23	\$36.17	\$56.33	1	0	36
		\$67,710.24	\$100,376.64	\$67,710.24	\$103,387.94	\$67,710.24	\$105,455.70			
69	Property & Modernization Manager	\$35.67	\$54.59	\$35.67	\$56.23	\$35.67	\$57.35	1	1	36
		\$66,774.24	\$102,192.48	\$66,774.24	\$105,258.25	\$66,774.24	\$107,363.42			
14	Purchasing Agent	\$28.31	\$46.38	\$28.31	\$47.77	\$28.31	\$48.73	1	1	36
		\$52,996.32	\$86,823.36	\$52,996.32	\$89,428.06	\$52,996.32	\$91,216.62			
22	Receptionist/Clerk Typist TPC	\$17.00	\$25.41	\$17.00	\$26.17	\$17.00	\$26.70	2	1	36
		\$31,824.00	\$47,567.52	\$31,824.00	\$48,994.55	\$31,824.00	\$49,974.44			
28	Superintendent, Maintenance Repairer	\$22.56	\$34.68	\$22.56	\$35.72	\$22.56	\$36.74	1	1	36
		\$42,232.32	\$64,920.96	\$42,232.32	\$66,868.59	\$42,232.32	\$68,778.03			
27	Superintendent, Maintenance Repairer, Senior	\$23.41	\$36.64	\$23.41	\$37.74	\$23.41	\$38.49	3	3	36
		\$43,823.52	\$68,590.08	\$43,823.52	\$70,647.78	\$43,823.52	\$72,060.74			
45	Rental Integrity Specialist	\$17.93	\$26.03	\$17.93	\$26.81	\$17.93	\$27.35	1	0	36
		\$33,564.96	\$48,728.16	\$33,564.96	\$50,190.00	\$33,564.96	\$51,193.80			
55	Resident Relations Coordinator	\$21.31	\$33.39	\$21.31	\$34.39	\$21.31	\$35.08	1	1	36
		\$39,892.32	\$62,506.08	\$39,892.32	\$64,381.26	\$39,892.32	\$65,668.89			
33	Security Guard, Full Time (Unarmed)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00	7	3	32-40
		\$35,360.00	\$49,504.00	\$35,360.00	\$50,989.12	\$35,360.00	\$52,008.90			
33A	Security Guard, Full Time (Unarmed), Level 1	\$19.00	\$25.23	\$19.00	\$25.98	\$19.00	\$26.50		1	32-40
		\$39,520.00	\$52,474.24	\$39,520.00	\$54,048.47	\$39,520.00	\$55,129.44			
33B	Security Guard, Full Time (Unarmed), Level 2	\$21.00	\$26.74	\$21.00	\$27.54	\$21.00	\$28.09		0	32-40
		\$43,680.00	\$55,622.69	\$43,680.00	\$57,291.38	\$43,680.00	\$58,437.20			
68	Security Guard, Senior	\$23.00	\$31.18	\$23.00	\$32.12	\$23.00	\$32.76		0	32-40
		\$47,840.00	\$64,854.40	\$47,840.00	\$66,800.03	\$47,840.00	\$68,136.03			
34	Security Guard, Part Time (Unarmed)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00		1	16-24
		\$21,216.00	\$49,504.00	\$21,216.00	\$30,593.47	\$21,216.00	\$31,205.34			
71	Security Supervisor	\$18.89	\$34.20	\$18.89	\$35.23	\$18.89	\$35.93	1	1	36
		\$35,362.08	\$64,022.40	\$35,362.08	\$65,943.07	\$35,362.08	\$67,261.93			
65	Site Manager (GHA)	\$28.90	\$53.62	\$28.90	\$55.23	\$28.90	\$56.33	1	0	36
		\$54,100.80	\$100,376.64	\$54,100.80	\$103,387.94	\$54,100.80	\$105,455.70			
26	Student Clerk	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	1	0	18-36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			
42	Tenant Interviewer/Investigator Aide	\$17.00	\$26.42	\$17.00	\$27.21	\$17.00	\$27.76	1	0	36
		\$31,824.00	\$49,458.24	\$31,824.00	\$50,941.99	\$31,824.00	\$51,960.83			
19A	Tenant Interviewer/Investigator Level 1	\$17.93	\$29.58	\$17.93	\$30.47	\$17.93	\$31.08	17	3	36
		\$33,564.96	\$55,373.76	\$33,564.96	\$57,034.97	\$33,564.96	\$58,175.67			
19A	Tenant Interviewer/Investigator Level 1 (Part Time)	\$17.93	\$29.57	\$17.93	\$30.46	\$17.93	\$31.07		0	18-27
		\$25,173.72	\$41,516.28	\$25,173.72	\$42,761.77	\$25,173.72	\$43,617.00			
19B	Tenant Interviewer/Investigator Level 2	\$19.91	\$31.93	\$19.91	\$32.89	\$19.91	\$33.55		0	36
		\$37,271.52	\$59,772.96	\$37,271.52	\$61,566.15	\$37,271.52	\$62,797.47			
19C	Tenant Interviewer/Investigator Level 3	\$21.88	\$35.56	\$21.88	\$36.63	\$21.88	\$37.36		7	36
		\$40,959.36	\$66,568.32	\$40,959.36	\$68,565.37	\$40,959.36	\$69,936.68			
20	Tenant Interviewer/Investigator Trainee	\$17.14	\$22.58	\$17.14	\$23.26	\$17.14	\$23.72		0	36
		\$32,086.08	\$42,269.76	\$32,086.08	\$43,537.85	\$32,086.08	\$44,408.61			



RESOLUTION #24-14

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

17	Tenant Interviewer/Investigator Supervising Senior	\$27.53	\$41.03	\$27.53	\$42.26	\$27.53	\$43.11	3	3	36
		\$51,536.16	\$76,808.16	\$51,536.16	\$79,112.40	\$51,536.16	\$80,694.65			
3	Tenant Processing Center Manager	\$37.04	\$53.62	\$37.04	\$55.23	\$37.04	\$56.33	1	0	36
		\$69,338.88	\$100,376.64	\$69,338.88	\$103,387.94	\$69,338.88	\$105,455.70			
13	Waitlist Coordinator	\$18.01	\$29.94	\$18.01	\$30.84	\$18.01	\$31.45	1	1	36
		\$33,714.72	\$56,047.68	\$33,714.72	\$57,729.11	\$33,714.72	\$58,883.69			

**TABLED**  
**RESOLUTION #24-15**

**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 February 28, 2024, 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 be 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 FEBRUARY 28, 2024.**

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of February 2024.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BY:** \_\_\_\_\_  
**WILLIAM W BAIN, JR., CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, SECRETARY**  
**DATED: FEBRUARY 28, 2024**