

RESOLUTION # 17-78
RESOLUTION APPROVING

HOUSING AUTHORITY OF GLOUCESTER COUNTY BUDGET

FISCAL YEAR: FROM JANUARY 1, 2018 TO DECEMBER 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2018 and ending December 31, 2018 has been presented before the Members of the Housing Authority of Gloucester County at its open public meeting of October 25TH, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$20,323,690.00 . Total Appropriations, including any Accumulated Deficit, if any, of \$22,188,998.00 and Total Unrestricted Net Position utilized \$1,865,308.00 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$339,720.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

WHEREAS, the schedules of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

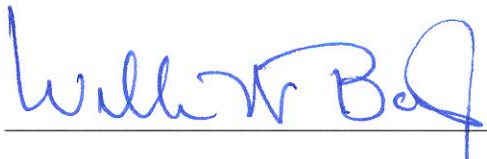
WHEREAS, the Capital Budget/Program pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the renewal and replacement reserve or other means provided by law.


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County at a meeting held on October 25th, 2017 that the Annual Budget, including all related Schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2018 and ending December 31, 2018, is hereby approved; and

BE IT FURTHER RESOLVED that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

IT IS FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County will consider the Annual Budget and Capital Budget for adoption on December 27th , 2017.

ADOPTED at a regular Meeting of the Housing Authority
of Gloucester County, held on the 25th day of October, 2017

BY: 
WILLIAM W BAIN JR, CHAIRMAN

ATTEST: 
KIMBERLY GOBER, SECRETARY

DATED: OCTOBER 25, 2017

GOVERNING BODY RECORDED VOTE

<u>MEMBER</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
WILLIAM W. BAIN, JR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DANIEL B. REED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCOTT H. KINTZING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRENDEN GAROZZO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BETTY JANE PURNELL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRANK SMITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHN GIOVANNITTI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

RESOLUTION #17-79

**RESOLUTION AUTHORIZING THE EXECUTION OF THE
SHARED SERVICES AGREEMENT BETWEEN
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AND
THE COUNTY OF GLOUCESTER
REGARDING THE MANAGEMENT & ADMINISTRATION OF**

A TENANT BASED RENTAL ASSISTANCE PROGRAM

WHEREAS, the Housing Authority of Gloucester County recognizes the need to provide low-income housing assistance for the citizens of Gloucester County on an as needed basis; and

WHEREAS, the County of Gloucester receives funds pursuant to the HOME Investment Partnership ("HOME") Program to assist low income residents; and

WHEREAS, the Housing Authority of Gloucester County has previously entered into an agreement to administer these HOME funds to needy residents referred by the Gloucester County Board of Social Services authorized by Resolutions 03-20, dated 3/26/03 and extended by Resolutions 04-10, dated 1/28/04, 05-04 dated 1/26/05, No. 06-02 dated 1/25/06; No. 07-06 dated 1/24/07, No. 08-04 dated 1/23/08, No. 09-03, dated 1/28/09, No. 10-02 dated 1/27/2010 and No. 11-01 dated 1/26/2011; and No.12-05 dated 1/25/12 and No. 12-64 dated 09/26/12; and No. 13-73 dated 09/25/13 and No.14-15 dated 4/23/2014, and No. 15-74 dated 11-23-2015; and No. 16-74 dated 9-28-2016; and

WHEREAS, the Housing Authority of Gloucester County wishes to renew the contracts with the County of Gloucester;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and hereby is authorized to sign said Agreement with the County of Gloucester for the purpose of administering HOME Funds to needy residents referred by the Gloucester County Board of Social Services; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute the said Agreement as well as any and all documents which may be necessary to effectuate the Agreements with the County and the Board of Social Services.

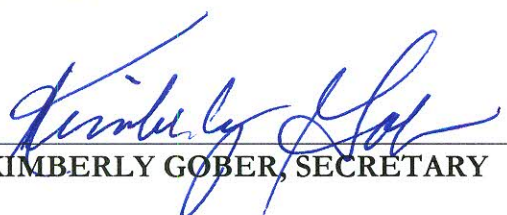
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 25th day of October 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

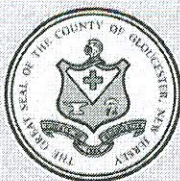
DATED: OCTOBER 25TH, 2017



BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damming



DEPARTMENT OF
PURCHASING

DIRECTOR
Peter M. Mercanti

P.O. Box 337
Woodbury, NJ 08096

Phone: 856.853.3420
Fax: 856.251.6777

purchasing@co.gloucester.nj.us

www.gloucestercountynj.gov

October 6, 2017

RECEIVED
OCT 10 2017

HOUSING AUTHORITY OF
GLOUCESTER COUNTY

Housing Authority of Gloucester County
Attn: Ms. Kimberly Gober, Executive Director
100 Pop Moylan Boulevard
Deptford, NJ 08096

RE: Amendment to increase the dollar amount for the second year of a Shared Service Agreement regarding the Administration and Management of a Tenant Based Rental Assistance Program

Dear Mr. Bain,

Enclosed please find an amendment to the second year of a Shared Service Agreement for the above mentioned program. The Agreement is being amended to increase the contract amount of \$100,000.00 by \$20,000.00 resulting in a new contract amount not to exceed \$120,000.00. Please sign and return agreement within seven (7) business days to the Gloucester County Purchasing Department, Attn: Mr. Peter Mercanti, PO Box 337, Woodbury, NJ 08096.


Please follow the steps listed below in order to expedite this agreement:

- **Affix your signature in blue ink and have same attested to**
- **Certificate of Insurance naming the County as certificate holder as well as additional insured (Certificate Holder name should read as follows)**

**County of Gloucester
Board of Chosen Freeholders
It's Department & Agencies et al
PO Box 337
Woodbury, NJ 08096**

Upon execution by the County, a copy will be returned to you for your files.
Thank you for your cooperation in this matter.

Sincerely,


Peter Mercanti,
Purchasing Director

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO Office at (856) 384-6903 or through the County's ADA Coordinator at (856) 384-6842 / New Jersey Relay Service 711.

RESOLUTION # 17- 80

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
SNOW REMOVAL

CARINO PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has need for Snow Removal Services at Carino Park Apartments, 100 Chestnut Avenue, Williamstown, NJ ; and

WHEREAS, the Housing Authority of Gloucester County has solicited quotes for Snow Removal services and has reviewed said quotes; and

WHEREAS, a proper and responsive quote received for this service was delivered by TOM LAKE AUTO who followed the specifications provided and quoted as follows:

1. \$200.00 per 0"-3" of snow
2. \$225.00 for each additional 3" of snow
3. \$250.00 per 4" of snow
4. \$275.00 per 5-7" of snow

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with TOM LAKE AUTO BODY be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Snow Removal services, in accordance with the quote received and the tabulation attached hereto subject to receipt of required documentation and check of references.

ADOPTED at the Meeting of the Housing Authority of Gloucester County, held on the 25th day of October, 2017

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: William W. Bain, Jr.
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

Kimberly Gober
KIMBERLY GOBER, SECRETARY
DATED: OCTOBER 25TH, 2017

RESOLUTION # 17-81

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
SNOW REMOVAL

DEPTFORD PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has need for Snow Removal Services at Deptford Park Apartments, 120 Pop Moylan Blvd. , Deptford , NJ; and

WHEREAS, the Housing Authority of Gloucester County has solicited quotes for Snow Removal services and has reviewed said quotes; and

WHEREAS, a proper and responsive quote received for this service was delivered by HUTCH CONTRACTING who followed the specifications provided and quoted as follows:

1. \$130.00 per 0"-3" of snow
 2. \$130.00 for each additional 3" of snow
 3. \$125 to salt parking lot when requested
 4. \$185.00 per hour for backhoe or loader to provide piling of snow if requested.
- and is proper and responsive to the specifications provided;

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

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Snow Removal services, in accordance with the quote received and the tabulation attached hereto subject to receipt of required documentation and check of references.

ADOPTED at the Meeting of the Housing Authority of Gloucester County, held on the 25th day of October, 2017

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: OCTOBER 25TH, 2017

FORM PO 102

Rev. Nov. 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

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

LOCATION OF NEED

DEPTFORD PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

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

REQUESTED PURCHASE (use multiple lines when necessary)	DESCRIBE ITEM(s) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
SNOW REMOVAL FALL 17- SPRING 18					
Plowing of 0"-3"		130.00	-		
Plowing of each additional 3"		130.00		-	
Salt parking lot if requested		125.00			
Backhoe to piling snow if requested		185.00			
Shipping and Handling Charges (if any)					
COLUMN TOTAL		570.00	-	-	-
TOTAL					

# 1	VENDOR Hutch Contracting					VENDOR CONTACT Mike Hutchinson		TELEPHONE 609-685-3091	
	ADDRESS 269 Maple Avenue					CITY Mantua		ST NJ	ZIP 08051
	DATE OF QUOTE 10/16/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 2	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 3	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		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

#1

Hutch Contracting

WAS A COST BENEFIT ANALYSIS DONE?

NO

YES (Copy Attached)

BY WHOM?

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

☐

EMERGENCY PURCHASE

OTHER:

☐

NJ STATE GVT CONTRACT

☐

VALUE REQUIRES ONLY ONE

☐

SINGLE SOURCE ITEM

REMARKS:

Mailed to 9 Companies

QUOTES PROCURED BY

Lisa Butler

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE

RESOLUTION # 17- 82

RESOLUTION AUTHORIZING A SECOND REJECTING OF BIDS FOR
CARPET INSTALLATION
FOR VARIOUS MANAGED PROPERTIES OF
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority of Gloucester County ("HAGC") administers a single family scattered site housing project, and owns and manages certain high-rise apartment buildings, which provides low income housing for elderly, disabled and families, under the public housing program; and

WHEREAS, the Executive Director has again received sealed bids for the installation of Carpet for the various managed properties of the HAGC, after due notice and advertisement, and after reviewing them has deemed to see fit a second time to reject all said bids; and

WHEREAS, rejection of the lowest bid was due to an error in the submission of said bid; and

WHEREAS, *NJSA 40A:11-13.2*, Rejection of the second bid states that "A contracting unit may reject all bids if the lowest bid substantially exceeds the cost estimate for the goods or services." and

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that all proposals received for CARPET INSTALLATION OF VARIOUS MANAGED PROPERTIES be rejected and a contract be negotiated with a Carpet Contractor.

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

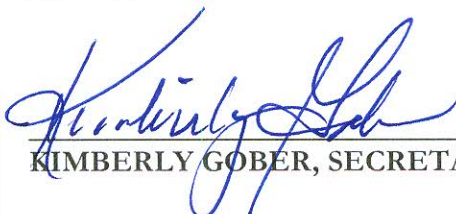
ADOPTED at a regular Meeting of the Housing Authority of Gloucester County, held on the 25th day of October, 2017

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: OCTOBER 25, 2017

RESOLUTION #17-83

TABLED

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 October 25, 2017 at 4:30 P.M. and;

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

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision at issue is _____ and the nature of the matter described as specifically as possible without undermining the need for confidentiality

is _____

- 2) **“Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality

is _____

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

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

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

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

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

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

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

confidentiality

are

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

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

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

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

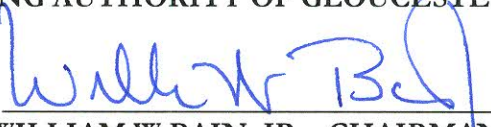
BE IT FURTHER RESOLVED that the Secretary, on the next business day following this, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT IT'S PUBLIC MEETING HELD ON OCTOBER 25TH, 2017.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the 25th day of October 2017.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: OCTOBER 25TH, 2017