

RESOLUTION #22-57

**RESOLUTION FOR
OPEN PUBLIC MEETINGS
AND NEWSPAPER DESIGNATIONS**

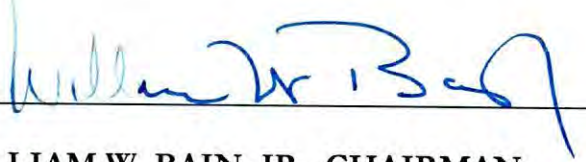
BE IT RESOLVED by the Housing Authority of Gloucester County that in conformance with the Open Public Meetings Act of 1975, this Authority designates the following (2) two newspapers of general circulation in the County of Gloucester as the (2) two newspapers for notification purposes of regular and special meetings of the Housing Authority of Gloucester County:

1. The South Jersey Times, 161 Bridgeton Pike, Mullica Hill, NJ
2. The Courier Post, 301 Cuthbert Boulevard, Cherry Hill, NJ 08002.

A copy of this Resolution shall be published as required by law within ten days of its passage.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-58

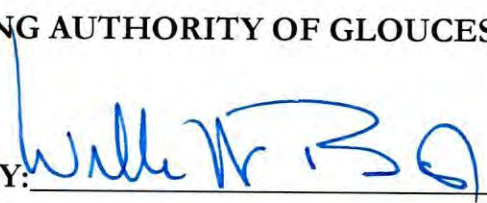
**RESOLUTION DESIGNATING THE
ANNUAL SCHEDULE OF MEETINGS**

WHEREAS, it is the intention of the Housing Authority of Gloucester County to comply with the Open Public Meetings Act of 1975; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the attached schedule is declared to be the *annual* schedule of regular meetings of the Housing Authority of Gloucester County for the year commencing July 27th, 2022. Said schedule is declared in compliance with N.J.S.A. 10:4-18 and shall be posted and distributed in accordance with the requirements of N.J.S.A. 10:4-18.

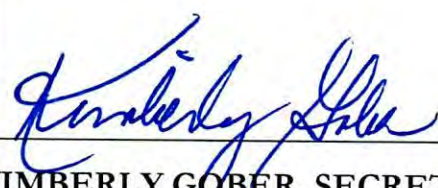
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

ANNUAL SCHEDULE OF MEETINGS 2022-2023



Wednesday	ANNUAL July 27, 2022	12:00 P.M.
Wednesday	August 24, 2022	4:30 P.M.
Wednesday	September 28, 2022	4:30 P.M.
Wednesday	October 26, 2022	4:30 P.M.
Wednesday	November 16, 2022	4:30 P.M.
Wednesday	December 14, 2022	4:30 P.M.
Wednesday	January 25, 2023	4:30 P.M.
Wednesday	February 22, 2023	4:30 P.M.
Wednesday	March 22, 2023	4:30 P.M.
Wednesday	April 26, 2023	4:30 P.M.
Wednesday	May 24, 2023	4:30 P.M.
Wednesday	June 28, 2023	4:30 P.M.
Wednesday	ANNUAL July 26, 2023	4:30 P.M.

All meetings will be held in the Joseph Reed Board room at the Nancy J. Elkins Building, located at 100 Pop Moylan Blvd., Deptford, NJ 08096.

Attendees may participate in person or via phone.

Phone Access: PHONE 856-930-7416 - MEETING ID 202 249 937#

RESOLUTION #22-59

RESOLUTION NAMING OFFICIAL DEPOSITORY

FULTON BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

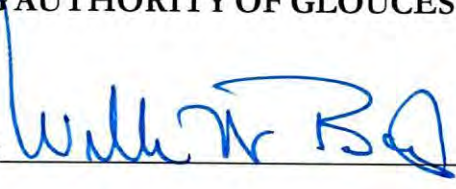
WHEREAS, Fulton Bank, located at 100 Park Ave, Woodbury, New Jersey, 08096 is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Fulton Bank, 100 Park Ave, Woodbury, New Jersey, 08096, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the Fulton Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-60

RESOLUTION NAMING OFFICIAL DEPOSITORY

INVESTORS BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

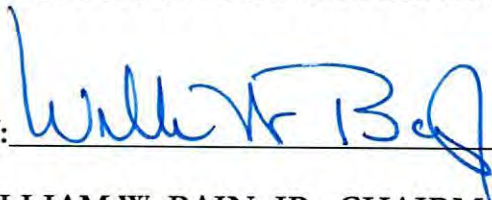
WHEREAS, Investor's Bank, located at 600 Delsea Drive, Glassboro, New Jersey, 08028 is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that Investor's Bank is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the Investor's Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-61

RESOLUTION NAMING OFFICIAL DEPOSITORY

PARKE BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

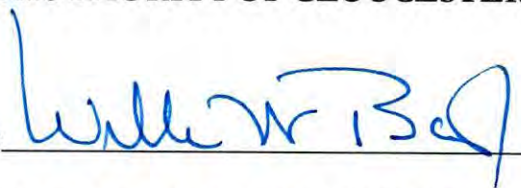
WHEREAS, Parke Bank, located at 601 Delsea Drive, Sewell, New Jersey, is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that Parke Bank is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the Parke Bank, as evidence of the Bank's authority to act in accordance herewith.

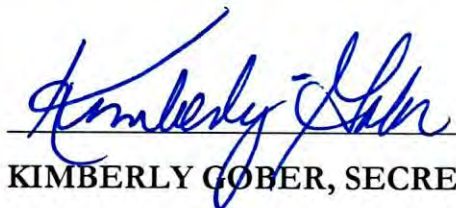
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-62

RESOLUTION NAMING OFFICIAL DEPOSITORY

FIRST HARVEST CREDIT UNION

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

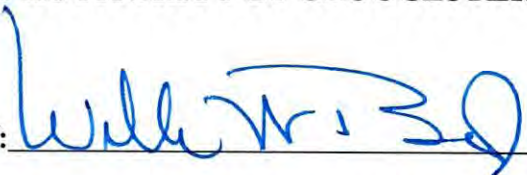
WHEREAS, First Harvest Credit Union, located at located at 1617 Hurffville Road, Deptford, New Jersey, is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that First Harvest Credit Union is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the First Harvest Credit Union, as evidence of the Credit Union's authority to act in accordance herewith.

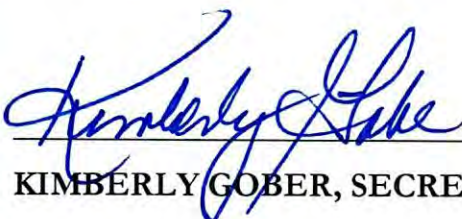
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-63

RESOLUTION NAMING OFFICIAL DEPOSITORY

WSFS BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

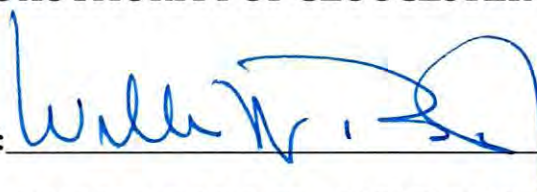
WHEREAS, WSFS Bank, located at 818 Haddonfield Road, Cherry Hill, New Jersey, is an approved banking corporation;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that WSFS Bank is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the WSFS Bank as evidence of the bank's authority to act in accordance herewith.

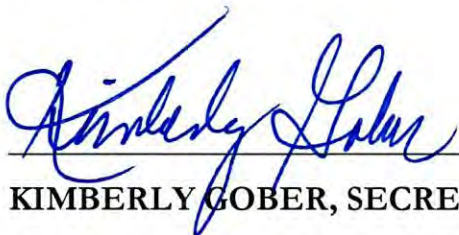
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-64

RESOLUTION TO AUTHORIZE

ELECTRONIC FUNDS TRANSFERS (EFT)

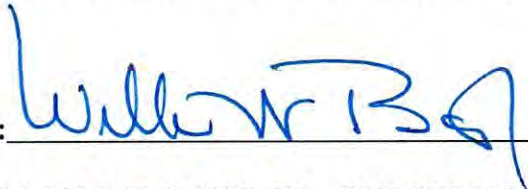
WHEREAS, in accordance with the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Notice 2018-13, it is necessary to document authorization to engage in Electronic Funds Transfers (EFT).

WHEREAS, in conjunction with the adoption of the Check Signing Authorization Policy HAGC is required to designate the individuals who are authorized to initiate and authorize electronic funds transfers.

1. With respect to the use of EFT for the payment of Housing Assistance Payments pursuant to Housing Assistant Payments Contracts, the Section 8 Supervisor shall be the initiator and the Finance Director shall be the authorizer. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable the transfer shall be authorized by the Assistant Executive Director.
2. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the payment voucher and on the Direct Deposit Bank Report.

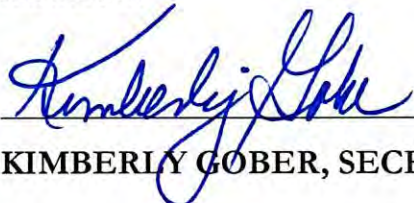
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-65

**RESOLUTION APPROVING ANNUAL REVIEW OF POLICY WITH
RESPECT TO THE FILING OF NOTICES OF TORT CLAIMS IN
ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT
CLAIMS ACT, N.J.S.A. 59:8-6.**

WHEREAS, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

WHEREAS, the Housing Authority of Gloucester County (HAGC) is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

WHEREAS, the HAGC via RES#19-121 adopted a policy governing the filing of notices of tort claims in accordance with the provisions of the New Jersey tort claims act, N.J.S.A. 59:8-6; and

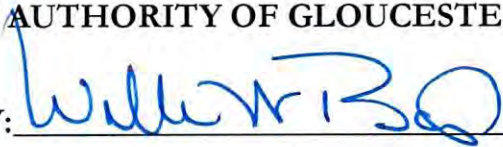
WHEREAS, the HAGC deems it advisable and necessary to review said Policy and the Notice of Tort Claim form annually to ensure continued compliance.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Gloucester County, that the attached Policy and Notice of Tort Claim Form be and hereby is adopted as the official Notice of Tort Claim Policy and form for the Authority; and,

BE IT FURTHER RESOLVED that all persons making claims against the Authority, pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et. seq. be required to comply with this policy, complete the form herein adopted as a condition of compliance with the notice requirement of the New Jersey Tort Claims Act.

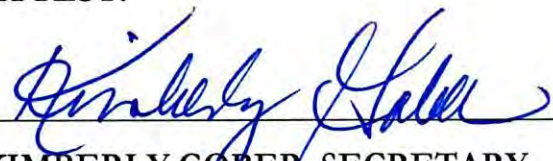
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

NOTICE OF TORTS CLAIMS POLICY AND FORM

Adopted: 12/2019, Rev. 7/2021, 7/2022

If you wish to make a claim against the Housing Authority of Gloucester County, please read the following information:

GENERAL INSTRUCTIONS: Pursuant to the provisions of Title 59, the New Jersey Tort Claims Act, this Notice of Tort Claim Policy and Form have been adopted as the official policy and form for the filing of claims against the Housing Authority of Gloucester County.

The questions are to be answered to the extent of all information available to the Claimant or to his or her attorneys, agents, servants, and employees, under oath. The fully completed Claim Form and the documents requested shall be returned to the:

Executive Director
The Housing Authority of Gloucester County
100 Pop Moylan Blvd.
Deptford, NJ 08096

NOTE CAREFULLY: Your claim shall not be considered filed as required under the New Jersey Tort Claims Act until this completed form has been filed with the Housing Authority of Gloucester County. Failure to provide the information requested, including such responses as "To Be Provided" or "Under Investigation" shall result in the claim being treated as not being properly filed.

Timely Notices of Claim must be filed within ninety (90) days after the incident giving rise to the claim or you forfeit your right to do so. Upon proper application, the New Jersey Superior Court may, under exceptional and rare circumstances, allow, a Notice of Claim to be filed no later than one year after the date of the incident giving rise to the claim. It is your burden to file this Notice and ensure that is received prior to the deadline.

This form is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate "Not Applicable."

If you are unable to answer any questions because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copies. Where a question asks that you "identify all

persons,” provide the name, address, and telephone number of the person. . If you claim any form of privilege, whether based on statute or otherwise, as a ground for not answering a question or any part thereof, set forth in complete detail each and every fact upon which the privilege is based, including sufficient facts for the court to make a full determination whether the claim of privilege is valid.

If you need more space to provide a full answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question. The questions and document requests shall be deemed continuing, so as to require supplemental answers from time to time up to the date of a trial, in the event that the claim results in litigation.

DEFINITIONS:

“Claimant” shall refer to the person or persons on whose behalf the Notice of Claim has been filed with the Housing Authority of Gloucester County.

“Documents” shall refer to any written, recorded, photographic, or electronic representation, and any copy thereof, including, but not limited to, computer tapes and/or disks, videotapes and other material relating to the subject matter of the claim.

“Person” shall include a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

“Public Entity” shall refer to the Housing Authority of Gloucester County, along with any agent, official, or employee of the Housing Authority of Gloucester County, against whom a claim is asserted by the Claimant.

NOTE: The questions are divided into sections relating to the claimant, the claim, property damage, personal injury, and the basis for the claim against the public entity or public employee.

If the claims involve only property damage, the portion on personal injuries need not be answered. If the claim does not involve property damage, then the portion on property damage need not be answered.

The Housing Authority of Gloucester County



Claimant information:

Full Name (First, Middle, Last):

Address:

Mailing Address (if other):

Telephone Number:

Date of Birth:

Social Security Number:

Attorney Information (if applicable)

Full Name:

Address:

Telephone number:

Fax Number:

Send Notice to: ____ Claimant ____ Attorney

INFORMATION ON THE CLAIMANT

1. Provide the following information with respect to the Claimant:
 - ☐ Any other name by which the Claimant is known.
 - ☐ Address at the time of the incident giving rise to the claim.
 - ☐ Marital Status (at the time of the incident and current).
 - ☐ Identify each person residing with the Claimant and the relationship, if any, of the person to the Claimant.
2. Provide all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, of any of the persons to the Claimant.

INFORMATION ON ALL CLAIMS

3. Provide the exact date, time, and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.
4. Provide the Claimant's complete version of the events that form the basis of the claim.
5. List any and all persons who were witnesses to or who have knowledge of the facts of the incident which forms the basis of the claim. Provide the full name and address of each person.

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6. State the names of all police officials and police departments who investigated the incident which forms the basis of the claim.
 7. Identify all public entities or public employees (by name and position) alleged to have caused the injury or property damage and specify as to each public entity or employee the exact nature of the act or omission alleged to have caused the injury or property damage.
 8. If you claim that the injury or property damage was caused by a dangerous condition of property under the control of the public entity, specify the nature of the alleged dangerous condition, and the manner in which you claim the condition caused the injury.
 9. If you allege a dangerous condition of public property, state the specific basis on which you claim that the public entity was responsible for the condition and the specific basis and date on which you claim that the public entity was given notice of the alleged dangerous condition. **Statements such as “should have known” and “common knowledge” are insufficient.**
 10. If you or any other party or witness consume any alcoholic beverages, drugs, or medications within twelve (12) hours before the incident forming the basis of the Claim, identify the person consuming the same and for each person (a) what was consumed, (b) the quantity thereof, (c) where consumed, (d) the names and addresses of all persons present.
 11. If you have received any money or thing of value for your injuries or damages from any person, firm or corporation, state the amounts received, the dates, names and addresses of the payers. Specifically list any policies of insurance, including policy number and claim number, from which benefits have been paid to you or to any person of your behalf, including doctors, hospitals or any person repairing damage to property.
 12. If any photographs, sketches, charts, or maps were made with respect to anything which is the subject matter of the claim, state the date thereof, the names and addresses of the persons making the maps and of the persons who have present possession thereof. Attach copies of any photographs, sketches, charts or maps.

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13. If you or any of the parties to this action or any of the witnesses made any statements or admissions, set forth what was said; by whom said; the date and place where said; and in whose presence, giving names and addresses of any persons having knowledge thereof.
 14. State the total amount of your claim and the basis on which you calculated the amount claimed.
 15. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. which discuss, mention, or pertain to the subject matter of this claim.
 16. Provide the names and addresses of all persons or entities against whom claims have been made for injuries or damages arising out of the incident forming the basis of this claim and give the basis for the claim against each. Are any of the losses or expenses claimed herein covered by any policy of insurance? () No () Yes For each policy, state the name and address of the insurance company, policy number and benefits paid or payable.
 17. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. which discuss, mention or pertain to the subject matter of this claim.

PROPERTY DAMAGE CLAIM

Note: If your claim is for property damage only, initial here and proceed directly to the certification section on the next to last page of this form.

☐ **Initials:** _____

18. If your claim is for property damage, attach a description of the property and an estimate of the cost of repair. If your claim does not involve any claim for property damage, enter "None."
 - a) Describe the property damage.
 - b) The present location and the time when the property may be inspected.
 - c) Date property acquired.
 - d) Cost of property.
 - e) Value of property at time of accident.

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- f) Description of damage.
 - g) Has the damage been repaired? () No () Yes. If so, by whom, when and cost of repairs.
 - h) Attach each estimate of repair costs to this form.
 - i) Set forth, in detail, the loss claimed by you for property damage.
19. Set forth, in detail, all other items of loss or damages claimed by you and the method by which you made the calculation.
20. The amount of the total claim.

PERSONAL INJURY CLAIMS

21. Was any complaint made to the public entity or to any official or employee of the public entity. State the time and place of the complaint and the person or persons to whom the complaint was made.
22. Describe in detail the nature, extent and duration of any and all injuries.
23. Describe in detail any injury or condition claimed to be permanent.
24. If confined to any hospital, state name and address of each and the dates of admissions and discharge. Include all hospital admissions prior to and subsequent to the alleged injury and give the reason for each admission.
25. If x-rays were taken, state (a) the address of the place where each was taken, (b) the name and address of the person who took them, (c) the date when each was taken, (d) what each disclosed, (e) where and in whose possession they now are. Include all x-rays, whether prior to or subsequent to the alleged injury forming the basis of the claim.

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26. If treated by doctors, including any psychiatrist or psychologist, state (a) the name and present address of each doctor, (b) the dates and places of any treatments and the schedule of continuing treatments, if any. Provide true copies of all written reports rendered to you or about you by any doctor whom you propose to have testify on your behalf.
 27. If you have any physical impairment which you allege is caused by the injury forming the basis of your claim and which is affecting your ordinary movement, hearing or sight, state in detail, the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.
 28. If you claim that a previous injury has been aggravated or exacerbated, describe the injury and give the name and present address of each doctor who treated you for the condition, the period during which treatment was received and the cause of the previous injury. Specifically list any impairment, including use of eyeglasses, hearing aid or similar device, which existed at the time of the injury forming the basis of the claim.
 29. If any treatments, operations, or other form of surgery in the future has been recommended to alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail (a) the nature and extent of the treatment, operation, or surgery, (b) the purpose thereof and the results anticipated or expected, (c) the name and address of the doctor who recommended the treatments, operations or surgery, (d) the name and address of the doctor who will administer or perform the same, (e) the estimated medical expenses to be incurred, (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence, (g) all other losses or expenditure anticipated as a result of the treatment, operations or surgery, (h) further if it is your intention to undergo the treatments, operation or surgery, please give an approximate date.
 30. Itemize any and all expenses incurred for hospitals, doctors, nurses, x-rays, medicines, care and appliances and indicate which expenses were paid by any insurance coverage.
 31. If employed at the time of the alleged injury forming the basis of the claim state (a) the name and address of the employer, (b) position held and the nature of the work performed, (c) average weekly wages for the year prior to the injury, (d) period of time lost from employment, giving dates, (e) amount of wages lost, if any. List any sources of income continuation or replacement, including, but not limited to, workers' compensation, disability income, social security and income continuation insurance.
 32. If other loss of income, profit or earnings is claimed, state (a) total amount of the loss, (b) give a complete detailed computation of the loss, (c) the nature and dates of the loss.
 33. If you are claiming lost wages state (a) the date that the employment began, (b) the name and address of the employer, (c) the position held and the nature of the work performed,

(d) the average weekly wages. Attach copies of pay stubs or other complete payroll records for all wages received during the year.

34. Have you received, or agreed to receive, any money from anyone for the damages claimed herein? ☐ No ☐ Yes. If so, set forth the details of such agreement.
35. Please specify, if known, whether the claim arises out of any of the following:
Any construction activity ____
Any Demolition project ____
Any road project ____
Other ____

DOCUMENT REQUEST: Provide all documents identified in your answers to the above questions, including the following:

1. Copies of itemized bills for each medical expense and other losses and expenses claimed.
2. Full copies of all appraisals and estimates of property damage claimed by you.
3. Copies of all written reports of all expert witnesses and treating physicians.
4. A letter from your employer verifying your lost wages. If self-employed, a statement showing the calculation of your claimed lost income.

CERTIFICATION: I hereby certify that the information provided is the truth and is the full and complete response to the questions, to the best of my knowledge. The attached statements, bills, reports and documents are the only ones known to me to be in existence at this time. I am aware that if any statement made herein is willfully false or fraudulent, that I am subject to punishment provided by the law.

Signature of Claimant: _____

Signature of Claimant Representative : _____

AUTHORIZATION FOR RELEASE OF MEDICAL AND HOSPITAL RECORDS

Date: _____

Claimant _____

To Whom It May Concern:

I hereby authorize any and all doctors, hospitals or other medical service facilities or its representatives, to release any and all records, reports and other information concerning the treatment of the claimant named herein to the attorney for the Housing Authority of Gloucester County or to an authorized representative for the Housing Authority of Gloucester County.

I, (_____) hereby authorize the use and disclosure of my individually identifiable health information and other medical and insurance records. I understand that once disclosed, the information I authorize to be disclosed by said person/facility may be disclosed to others and will no longer be protected by state and federal regulations. This release authority applies to any information governed by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 42 U.S.C. 1320d and 45 C.F.R. 160-164.

Signature of Claimant _____ Date: _____

(This form must be signed by claimant or the parents of the claimant who is a minor.)

All information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment shall be subject to inspection and copying.

Approximate date of admission to hospital, first examination, treatment or consultation:

A photocopy of this release form, bearing a photocopy of my signature shall constitute your authorization for the release of the information in accordance with the request made to you.

Signature: _____

Date: _____

AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

Date: _____

Claimant _____

To Whom It May Concern:

You are hereby authorized and requested to disclose, make available and furnish to the attorney for the Housing Authority of Gloucester County or to an authorized representative for the Housing Authority of Gloucester County, all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment, and permit him or her to inspect and make copies or abstracts thereof. A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you. _____

Signature: _____

Date: _____

RESOLUTION #22-66

**RESOLUTION APPROVING ANNUAL REVIEW OF POLICY WITH
RESPECT TO THE INDEMNIFICATION OF COMMISSIONERS AND
EMPLOYEES CONSISTENT WITH N.J.S.A. 59: 10-4**

WHEREAS, N.J.S.A. 59:10-4 empowers the Board of Commissioners of the Housing Authority of Gloucester County (HAGC) to indemnify its employees; and

WHEREAS, it is deemed to be in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.

WHEREAS, the HAGC via RES#19-122 adopted a Policy authorizing the indemnification of commissioners and employees consistent with N.J.S.A. 59: 10-4; and

WHEREAS, the HAGC deems it advisable and necessary to review said Policy annually.

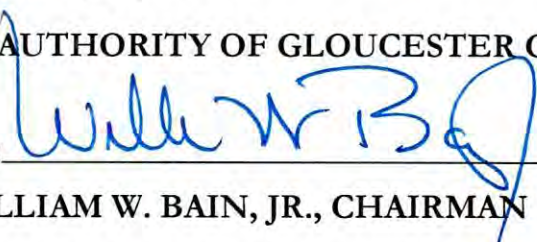
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County:

1. It is deemed in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phrases shall have the meaning set forth:
 - **INSURANCE** – Coverage afforded by insurance policies of every kind whether the premiums be paid by the Authority, the employee or someone on his/ her behalf.
 - **COMMISSIONER/ EMPLOYEE** – Any employee or Commissioner, appointed to or hired by the Authority whether, full or part-time.
3. The Authority shall reimburse an employee for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/ her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held by such employee. The Authority shall indemnify an employee for exemplary or punitive damages resulting from the employee's civil violation of state and/ or federal law if the acts committed by the employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.
4. The Authority shall not be obligated to provide reimbursement in the following instances:
 - Where the legal proceeding involved a claim or misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/ employee is found liable for the charge.

- Where the legal proceeding is instigated or brought by the Housing Authority of Gloucester County against the Commissioner/ employee.
5. The amount the Authority is obligated to reimburse the Commissioner/ employee shall be reduced by an insurance coverage payable to the Commissioner/ employee by the net amount (recovery cost) of any money received by the Commissioner/ employee in any counteraction against the person or persons bringing the action against him/ her.
 6. A Commissioner/ employee shall not be entitled to indemnification or reimbursement pursuant to this chapter unless, within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/ she delivers the original or a copy thereof to the Executive Director. The Commissioner/ employee shall be obligated to cooperate with the Authority in the conduct of his/ her defense. Whenever competent and disinterested legal counsel is available to the Authority through any insurance coverage, the Commissioner/ employee shall be obligated to be represented by such counsel. If the Authority wishes to use the General Counsel of the Authority to defend the action, the Commissioner/ employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner/ employee to cooperate with the Authority shall terminate the Authority's obligation to reimburse the Commissioner/ employee.
 7. If the legal proceeding is terminated by an agreement among the parties, then the Housing Authority shall not be obligated to reimburse the Commissioner/ employee unless the Authority approves the settlement agreement.
 8. The Authority may reimburse a Commissioner/ employee for a portion of an expense incurred prior to a final decision in a legal proceeding, but the Authority shall be entitled to wait for a final determination before being obligated to make any final payments.
 9. That this Resolution shall take effect immediately and shall supersede all previous resolutions.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-67

**RESOLUTION AUTHORIZING APPROVING ANNUAL REVIEW OF
POLICY WITH RESPECT TO WITH RESPECT TO REIMBURSEMENT OF
AUTHORITY COMMISSIONER/EMPLOYEES FOR COST OF
DEFENDING AGAINST CRIMINAL CHARGES**

WHEREAS, the HAGC via RES#19-123 adopted a Policy with respect to the reimbursement of Authority Commissioner/Employee for the costs of defending against civil criminal charges.

WHEREAS, the HAGC deems it advisable and necessary to review said Policy annually.

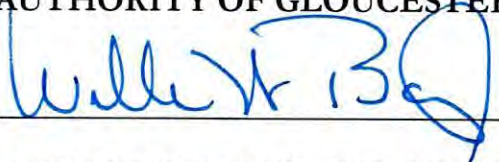
NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Gloucester County, that Housing Authority of Gloucester County shall reimburse any Commissioner/Employee for the actual reasonable legal costs of successfully defending against criminal charges where such charges result from the performance of the Commissioner's/Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith

BE IT FURTHER RESOLVED that Housing Authority of Gloucester County shall reimburse any Commissioner/ employee for the actual reasonable legal costs of successfully defending against civil suits where such suit results from the performance of the Commissioner's/ Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith.

BE IT FURTHER RESOLVED that Housing Authority of Gloucester County shall pay for all legal expenses as incurred in the event the General Counsel advises the Authority that the Commissioner/ Employee in all likelihood will be found to have acted in good faith.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-68

**RESOLUTION APPROVING ANNUAL REVIEW OF
CODE OF CONDUCT POLICY**

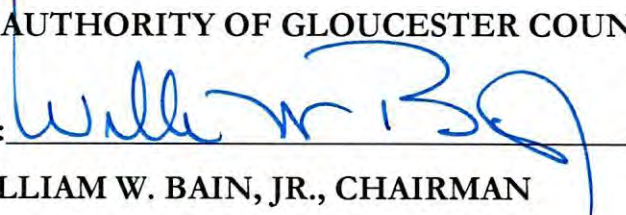
WHEREAS, the Code of Conduct Policy, contained within the Personnel and Travel Policy, outlines HAGC's Ethical and Business practices standards expected from each and every employee of the Authority; and;

WHEREAS, the HAGC deems it advisable and necessary to review said Policy annually.

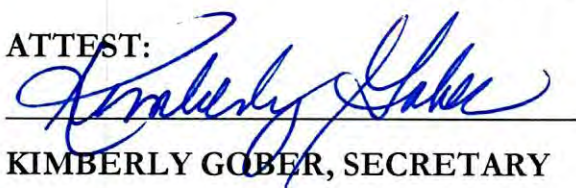
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Code of Conduct Policy attached hereto be and is hereby approved.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

Code of Conduct-Personnel and Travel Policy

I Ethical and Legal Business Practices

1.1 HAGC Ethical Standard

Employees shall conduct business according to the highest ethical standards of public service. Employees shall devote their best efforts to the interests of HAGC. Employees shall be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations. All duties shall be performed in a conscientious, honest, and legally compliant manner and not for one's own personal or private gain or advantage.

HAGC recognizes the right of employees to engage in outside activities that are private in nature and unrelated to HAGC business. However, business dealings that create, or appear to create, a conflict between the employee and HAGC's interests are unlawful and prohibited.

1.2 Conflicts of Interest Policy

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of HAGC. Employees must avoid any situation in which their loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist. Business dealings that appear to create a conflict between the employee and the HAGC's interests are unlawful under the New Jersey Local Government Ethics Acts. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain or advantage for the employee or an immediate relative, including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

No HAGC employee shall participate in the selection, award or administration of a contract supported by federal funds if a conflict of interest, financial or otherwise, real or apparent would be involved.

No HAGC employee shall engage in selling or attempting to sell supplies, services or construction to HAGC for one year following the date such employment ceased.

Additional examples of potential conflict situations include, but are not limited to:

- Having a financial interest in any business transaction with the Housing Authority of Gloucester County
- Owning or having a significant financial interest in, or other relationship with, a Housing Authority of Gloucester County competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a Housing Authority of Gloucester County competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to the Human Resources Director and/or Executive Director and remove themselves from negotiations, decisions, deliberations, or votes involving the conflict. There will be no retaliation against any party who makes a good faith complaint concerning violations of this Code of Conduct regardless of whether it is ultimately determined that such violation has in fact occurred. There will be no retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.

Any employee, officer or agent of HAGC determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

Code of Conduct-Personnel and Travel Policy

Employees are permitted to hold outside employment as long as it does not interfere with their responsibility to HAGC or create a conflict of interest. Employees are prohibited from engaging in outside employment activities while on the job or using Authority time, supplies or equipment in the outside employment activities. The Executive Director may request employees to restrict outside employment if the quality of HAGC work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Authority must submit a written notice of these outside interests to the Executive Director.

1.3 Gifts Policy

Employees, shall neither, directly or indirectly, solicit, accept, or agree to accept gratuities, favors, or anything of monetary value from contractors, suppliers, government officials, program landlords, applicants, tenants/participants, or other organizations. Employees shall not accept any gift, favor, service, employment or offer of employment or anything of value which the employee knows or has reason to believe is offered to the employee with the intent to influence the employee in the performance of duties and responsibilities.

Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance. Employees may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If an employee receives a gift or other benefit of more than nominal value, the employee shall report it promptly to the Human Resources Director. The gift shall be returned or donated to a suitable charity as determined by the Human Resources Director

1.4 Confidentiality Policy

HAGC clients are protected by the Federal Privacy Act and as such client records are considered confidential unless specifically allowed to become part of Public Records as defined by Federal, State or local government regulations and/or law. HAGC employees must comply with all requirements of HAGC's Data Security Policy which specifies that no HAGC employee may disclose information to the public without appropriate signed authorization from the resident or client. Information that pertains to HAGC's business, including all nonpublic information concerning HAGC is strictly confidential and shall not be given to people who are not authorized to receive such information.

Employees shall protect confidential information -- which may include, for example, client/participant lists and financial information -- by taking the following precautionary measures:

- Discuss work matters only with other HAGC employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to HAGC to ensure that they do not have access to confidential information.
- Destroy hard copies of documents containing confidential information that are not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

HAGC collects personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Executive Director or the Chair of the Board of Commissioners shall authorize any release of such information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, shall only be released to others upon employee approval or in response to a legal subpoena.

Code of Conduct-Personnel and Travel Policy

If an employee gains access to any confidential information, including private employee information, such employee shall be responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information shall not be tolerated.

1.5 Accounting and Financial Reports

HAGC's financial statements and all books and records on which they are based must accurately reflect the HAGC's transactions. All disbursements and receipts shall be properly authorized and recorded.

Employees shall record and report financial information accurately. Reimbursable business expenses shall be reasonable, accurately reported and supported by receipts.

Employees responsible for handling or disbursing funds shall ensure that all transactions are executed as authorized and recorded to permit financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

1.6 Political Activity Policy

The Hatch Act, 5 U.S.C 1501-1508 restricts the political activity of persons principally employed by a state or local agency who work in connection with programs financed in whole or in part by loans or grants made by the United States or a Federal Agency. A state or local employee covered by the Hatch Act may not run for partisan office. However, employees may join political organizations, so long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using HAGC time, supplies or equipment in any political activity. Any violation of this policy shall be reported to the employee's supervisor, Human Resource Director, or Executive Director and/or his/her designee.

1.7 Employee Records

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, or other appropriate employment-related documents.

It is the employee's responsibility to notify Payroll or the Human Resource Director of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries, or person to notify in case of an emergency.

Personnel files are confidential records that shall be secured in a locked cabinet and shall only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition shall be maintained in a separate file. Electronic personnel and medical records shall be protected from unauthorized access.

Upon request, employees may review their own personnel files at a mutually agreeable time on HAGC's premises in the presence of the Human Resource Director or a designated supervisor. The employee shall be entitled to review any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees shall not remove any documents from their personnel file. Employees are permitted to have a copy of any document contained in their personnel file. Employees may add to their personnel file a rebuttal to any disputed statement or document contained in their personnel file.

Code of Conduct-Personnel and Travel Policy

Personnel files do not contain confidential employee medical information. Any such information that HAGC may obtain shall be maintained in a separate file and treated, at all times, as confidential. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

HAGC strives to maintain the privacy of personnel records. There are limited circumstances in which HAGC will release information contained in personnel or medical records to persons outside HAGC. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of HAGC's compliance with applicable law;
- To HAGC's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance, or arbitration in which the employee and HAGC are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other authorized person requesting a verification of employment.

1.8 Nepotism Policy

The employment of more than one member of the same family shall be avoided insofar as possible. No person should be hired as a regular or temporary employee if that appointment would violate any provision of this nepotism policy, or unless the appointment is otherwise permitted by the New Jersey Department of Personnel Rules and Regulations. No member of the immediate family of a Commissioner shall be hired or be in a position of supervision over another member of the same family.

For purposes of this policy, the term "immediate family" shall mean a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

This nepotism policy shall not deprive any employee of any promotional right in normal career development, nor change the existing status of an employee.

RESOLUTION #22-69

**RESOLUTION AUTHORIZING THE APPOINTMENT OF
HARRY W. ELTON TO THE BOARD OF TRUSTEES OF
NEW SHARON HOUSING DEVELOPMENT CORPORATION**

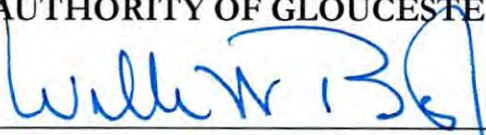
WHEREAS, New Sharon Housing Development Corporation (NSHDC), a non-profit corporation and an instrumentality of the Housing Authority of Gloucester County (HAGC) has a vacant position on its Board of Trustees; and

WHEREAS, the vacant position having been offered to Harry W. Elton and Harry W. Elton having accepted said position;

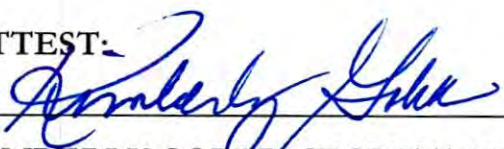
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that Harry W. Elton is hereby appointed to the position of Board Member of the Board of Trustees of NSHDC for the period of one year, beginning July 27, 2022.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-70

**RESOLUTION AUTHORIZING EMERGENCY
REPAIRS AND RELOCATION DUE TO FLOODING
CARINO PARK APARTMENTS**

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

WHEREAS, the Housing Authority of Gloucester County (HAGC) awarded emergency contracts pursuant to the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*, for repairs and relocation of residents due to flooding; and

WHEREAS, on May 19, 2022, a resident placed articles of clothing in the bathtub, turned the water on and left the running water unattended; water flowed downward damaging 5 apartments beneath the unit plus the Congregate kitchen, presenting an immediate hazard to the health and well-being of the residents on living in those units; and

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

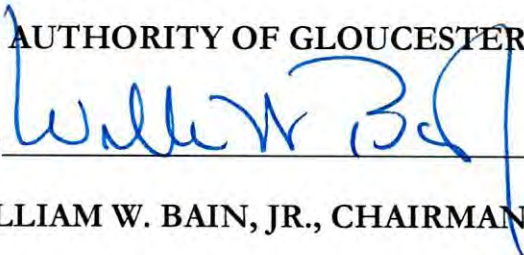
WHEREAS, the HAGC Executive Director was notified and was satisfied that an emergency did exist, and authorized the award of the necessary contracts and the relocation of residents in accordance with *N.J.S.A. 40A:11-6(a)* for such purposes as may be necessary to respond to emergent needs; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the emergency contracts for the relocation of residents due to a water leak as authorized by the Executive Director be approved, in an amount not to exceed \$4,000.00

BE IT FURTHER RESOLVED that the Board acknowledges the use of an existing contract for the replacement of flooring in the amount of \$7,543.94, in addition to in-house labor and materials for all other repairs necessary to respond to the emergency.

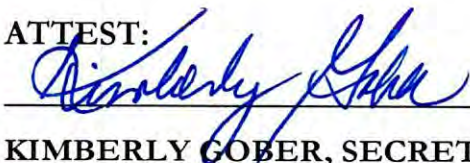
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-71

**RESOLUTION AUTHORIZING APPLICATION TO OBTAIN
MTW DESIGNATION UNDER THE
ASSET BUILDING COHORT OF THE MTW EXPANSION**

WHEREAS, the Moving To Work (MTW) program allows PHAs to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by permitting PHAs to use assistance received under Sections 8 and 9 of the United States Housing Act of 1937, as amended, 42 U.S.C. 1437, et seq., (1937 Act) more flexibly and by allowing certain exemptions from existing Public Housing and Housing Choice Voucher (HCV) program rules, as approved by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, HUD issued PIH Notice 2022-11 laying out the process by which PHAs with 6,000 or less combined units of public housing and HCV units will be selected for the fourth cohort of the MTW Expansion, which will test asset building initiatives (Asset Building Cohort)

WHEREAS, the Housing Authority of Gloucester County (HAGC) has reviewed the Notice and evaluated the requirements of the program, determining that is in the best interest of the Authority to participate in said program; and

WHEREAS, the HAGC met with the public on July 8, 2022 to receive comments and suggestions to the application, meeting all the public process requirements in Section 5(C)(i)(c) the Notice; and

WHEREAS, the HAGC intends to comply with the MTW objectives, MTW statutory requirements and the MTW Operations notice; and

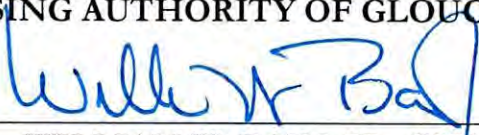
WHEREAS, the HAGC is committed to implement the Asset Building Cohort option discussed in the MTW Plan and application package attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and hereby is authorized to prepare and file an application with the Department of HUD, to obtain MTW designation under the asset building cohort of the MTW expansion.

BE IT FURTHER RESOLVED that the Executive Director is authorized to arrange for all programmatic required documents as may be necessary to complete the application, pending counsel review.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th of July 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: JULY 27, 2022

RESOLUTION #22-72

**RESOLUTION AUTHORIZING DISPOSITION AND WRITE OFF
OF EXPENDED PROPERTY**

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

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

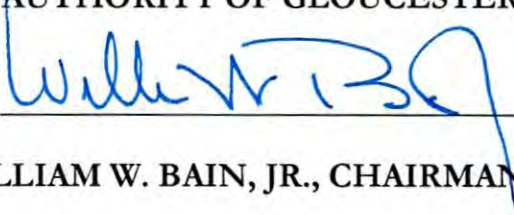
WHEREAS, it is necessary for accounting and inventory purposes to dispose of said property and equipment;

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

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

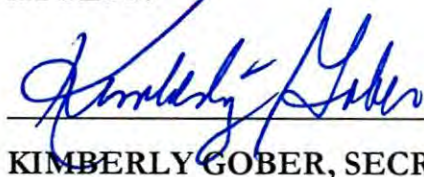
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022



EQUIPMENT WRITE OFFS

HAGC			
Prop #	Description	Model	Reason for Write off
None	2002 Ford Accessible	E150 Club Wagon	Sell
None	2002 Jeep Liberty	Wagon Green	Sell

Shepherd's Farm			
Prop #	Description	Model	Reason for Write off
SF 115	Refrigerator	Unknown	Scrap Not Repairable
SF 262	Lawn Tractor	Unknown	Not Worth Fixing
SF 263	Tractor Snow Blade	Unknown	Part of Above
SF 203	Refrigerator	Unknown	Scrapped Not Worth Repair

Carino Park			
Prop #	Description	Model	Reason for Write off
HAGC 521	John Deere Lawn Tractor	Unknown	Not Worth Fixing
HAGC 522	John Deere Lawn Tractor Cart	Unknown	Part Of Above
HAGC 1180	Line Striper	Unknown	Broken/discarded
HAGC 3048	Carpet Extractor	Unknown	Broken/Discarded

RESOLUTION #22-73

**RESOLUTION AUTHORIZING MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on July 28, 2021, through RES 21-69 the governing body of the Housing Authority of Gloucester County in the State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services, and wishes to extend its participation

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that the Executive Director is hereby authorized to execute and sign an agreement as follows:

1. **TITLE.** This resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Housing Authority of Gloucester County.

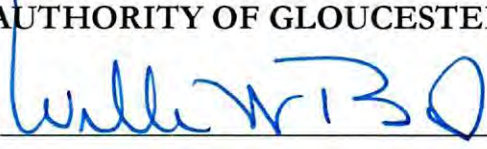
2. **AUTHORITY** Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

3. **CONTRACTING UNIT** The Lead Agency 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.

4. **EFFECTIVE DATE** This resolution shall take effect immediately upon passage.

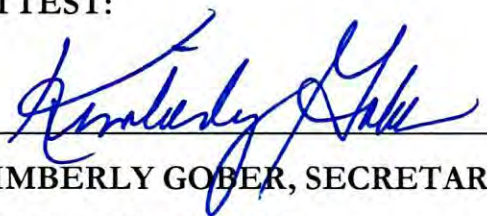
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-74

RESOLUTION APPROVING THE REVISION OF
CHECK SIGNING AUTHORIZATION POLICY

WHEREAS, in accordance with N.J.S.A 40A:5-16.5; N.J.A.C 5:31-4.1, 4.2; N.J.A.C 5:30-9A; Local Finance Notice 2018-13, the Housing Authority of Gloucester County (HAGC) has adopted a Check Signing Authorization Policy; and

WHEREAS, this policy identifies those people who are authorized to sign and issue checks on its behalf and in the manner in which those checks will be issued; and

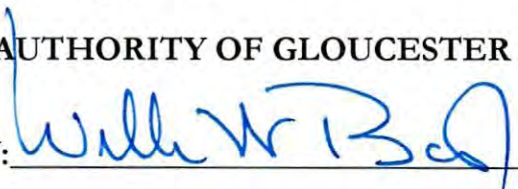
WHEREAS, said policy shall apply to all HAGC bank accounts and the bank accounts of the instrumentalities and affiliated entities of the HAGC; and

WHEREAS, HAGC has reviewed and updated the policy as attached.

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Check Signing Authorization Policy attached hereto, be and hereby is adopted and shall supersede all prior resolutions.

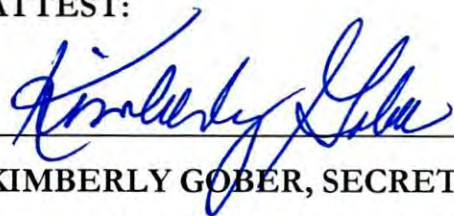
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

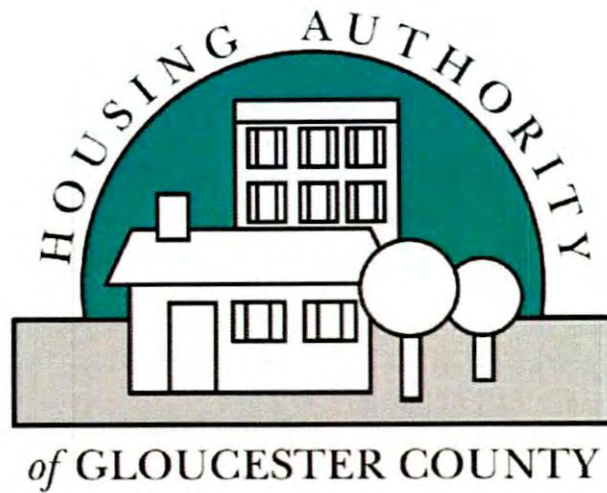
BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022



Check Signing

Authorization Policy

Adopted July 25, 2018; RES#18-56

Reviewed July 24, 2019; RES#19-69

Reviewed & Revised July 27, 2022; RES#22-73

The Housing Authority of Gloucester County

Check Signing Authorization Policy

Effective July 27, 2022

The Housing Authority of Gloucester County (HAGC) hereby establishes this Check Signing Authorization Policy to identify those people who are authorized to sign and issue checks on its behalf, and the manner in which those checks will be issued. This Policy shall apply to all HAGC bank accounts and the bank accounts of instrumentalities and affiliated entities of HAGC.

This Policy is drafted and implemented in accordance with N.J.S.A. 40A:5-16.5; N.J.A.C. 5:31-4.1, 4.2; N.J.A.C. 5:30-9A; Local Finance Notice 2018-13. Although, these regulations do not legally apply to non-public funds used by its instrumentalities and affiliated entities, HAGC has deemed it good practice and therefore it is followed for all entities.

1. All persons submitting a claim for payment from HAGC moneys shall present a detailed bill of items or demand, specifying how the bill or demand is made up, with the certification of the party claiming payment that it is correct. In accordance with N.J.S.A. 40A:5-16(a); N.J.A.C. 5:30-9A.6, and HAGC resolution 15-06, the purchase of goods and services under \$5,000 does not require a vendor certification, but for the exceptions enumerated in the Statute including payments as reimbursement of employee expenses or payment for personal services.
2. All claims shall carry a certification of an official or designated employee of the authority having knowledge of the facts that the goods have been received by, or the services rendered to the authority.
3. All Housing Assistance Payments (HAP) checks for any voucher program will be signed by the computer-generated automated signatures of HAGC's Executive Director and the Board of Commissioners' Chairman. All HAP checks are supported by an executed HAP contract between HAGC and the landlord; therefore, no additional certification is required.
4. All non-HAP checks of \$500 or less will be signed by the computer-generated automated signatures of HAGC's Executive Director and Board of Commissioners' Chairman.
5. All non-HAP checks greater than \$500 will be signed manually by two authorized signatories.
6. The following are designated individuals whose signatures shall appear on check drawn upon the Treasury of HAGC. In the event a check is made payable to one of the signatories, which are identified below, an alternative authorized signatory is required.
 - a. All Board Members from their respective entities with appropriate bank signature card on file with HAGC;
 - b. Executive Director;
 - c. Assistant Executive Director;

- d. Human Resource Director;
 - e. Executive Assistant
 - f. Finance Director (in the event no other designated individual is reasonable available and signature is required)
7. Payments on invoices should not be split into less than \$500 increments for the sole purpose of utilizing the computer rather than manually signing said checks.
8. The supporting data for each check shall be available for the signer to review at the time of signing.
9. With the exception of HAP checks and payroll checks, the Board of Commissioners of HAGC must approve all payments through the monthly bill lists presented at the Board Meeting. Interim payments are approved after payment and shall be included on the bill list presented to the Board for acknowledgement, or ratification. All non-public entities' bills are monitored monthly by the Housing Authority and approved and/or ratified at their annual meeting.
10. All claims approved, acknowledged, or ratified for payment by the governing body of HAGC shall be recorded in the minutes and shall, upon approval of the minutes, be made available to the public, upon request.
11. The payments of certain claims may be paid without delay, prior approval of the Board of Commissioners, following the approval of a properly prepared, completed, and authorized (through the Executive Director's signature) Payment Voucher. These payments are considered "payments on the interim" and are included in the monthly bill list for Board approval. They include the following types of bills:
 - a. Utilities – including water, sewer; electric, gas, oil, etc.
 - b. Pre-approved telecommunication services – including telephone, beeper, cellular phones, data lines, internet, and cable services;
 - c. Pre-approved insurance premiums;
 - d. Payments in lieu of taxes and taxes;
 - e. Reimbursements to tenants/estates for out-of-pocket costs or refunds of security deposits or credit balances;
 - f. Funding for various escrow accounts;
 - g. Disbursements of client escrow accounts;
 - h. Replenishment of petty cash funds;
 - i. Inter-fund payments;
 - j. Authorized management and administrative fees;
 - k. Mortgage payments;
 - l. Emergency repair/replacement costs;
 - m. Weekly payroll withholdings and related expenses;
 - n. Governmental agency fees and charges (i.e. inspection fees);
 - o. Fees for training seminars and travel expenses;

- p. Incidental repair/equipment costs under \$1,000;
 - q. Reasonable relocation costs associated with a temporary relocation of a tenant of an owned/ managed property and
 - r. Other items as specified in writing by the Executive Director
 - s. Contractors that have a contract and/or resolution that was previously approved by the board.
12. The manner and time in which salaries, wages or other compensation for services shall be paid shall be in accordance with the HAGC's Personnel Policy and Collective Bargaining Agreement. Pay checks to employees shall be signed by the computer-generated automated signatures of HAGC's Executive Director and Board of Commissioners' Chairman. Payroll checks are required to be Direct Deposit; although, on rare occasions a paper check may be necessary. As stated in #9 above, payroll checks are not included in the monthly bill list.
13. In accordance with N.J.S.A. 40A:5-1 et seq., as an alternative to paper checks HAGC is authorized to pay claims electronically using electronic fund technology (EFT).
14. With respect to the use of EFT for the payment of Housing Assistance Payments pursuant to Housing Assistant Payments Contracts, the Section 8 Supervisor shall be the initiator for the HCV HAP checks and MOD Rehab HAP checks, the Intake Supervisor shall be the initiator for the HOME Funds HAP checks, and the Finance Director shall be the authorizer for all. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable, the transfer shall be authorized by the Executive Assistant.
15. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the payment voucher and on the Direct Deposit Bank Report.
16. With respect to the use of EFT for employee pay checks, the Human Resource Director shall be the initiator and the Finance Director shall be the authorizer.
17. On no less than a weekly basis, activity reports on all EFT-based transactions shall be reviewed by the Finance Director. Such review shall be completed by review of the Check Register to determine if the Register includes any EFTs.
18. Any activity report on the EFT-based transactions generated by the Finance Director must be reviewed by the Executive Director.
19. In conjunction with the monthly bank reconciliation to the General Ledger, reconciliation of the actual EFT transactions to the accounting records shall be performed at least on a monthly basis and maintained for audit.
20. Each bill list approved, acknowledged, or ratified by the Board of Commissioners shall indicate the type of technology utilized in each EFT transaction.

21. The EFT technology must allow verification that a payment is not being diverted to an individual or entity other than the one authorized to receive payment. Such verification shall occur through requiring each individual to complete a Direct Deposit Authorization Form along with a copy of a voided check and by performing a validity test on the bank account. The Section 8 Supervisor, or designee, shall ensure that the identity of landlords completing the Direct Deposit Authorization Form corresponds to W-9 form completed by the landlord.
22. Electronic funds transfers through Automated Clearing House (ACH) must utilize Electronic Data Interchange (EDI) technology. Any user uploading an ACH file shall check the amounts and recipients against a register displaying ACH payments. The Finance Director uploads and verifies the contents of the ACH file.
23. In accordance with N.J.A.C 5:30-9A.4, HAGC is authorized to use charge cards issued by a specific vendor for the utilization of goods and services provided by said vendor. Outstanding balances on all charge cards shall be paid in full each monthly.
24. The Executive Director shall approve of the specific individuals designated to use each charge card. Designated users shall complete an acknowledgement as to the understanding of the policies and procedures for usage and acknowledge financial responsibility for misuse. See Attachment "A".
25. The Finance Director shall obtain the SOC-1 report annually from Financial Institution providers of EFT, as evidence of satisfactory internal controls.
26. HAGC shall operate all EFT technologies in accordance with the cyber security framework specified in N.J.A.C. 5:33-1.1

Attachment "A"
HOUSING AUTHORITY OF GLOUCESTER COUNTY
CHARGE CARD USE AGREEMENT

This Charge Card Use Agreement (Agreement) is between _____ (Company)
and _____ (Employee)

By my signature on this Agreement, I agree to comply with and be bound by the following conditions:

1. I understand the vendor card is Company property and I will be making financial commitments on behalf of the Company when using this Card. I agree that the use of this Card is limited to business purposes authorized by the Company. I agree that this Card must not be used for any personal, unauthorized or illegal charges and any such misuse will result in disciplinary action up to and including termination of employment.
2. I understand that documentation of expenses shall be submitted to the Finance Department within 10 days.
3. I understand that the Company may review and investigate use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation.
4. I agree to be held personally liable for the total dollar amount of any improper charge incurred plus any administrative fees assessed in connection with misuse of this Card. I agree that a personal, unauthorized or illegal charge made by me, including any administrative fees and/or finance charges assessed in connection with such charge and paid for by the Company will be considered a personal loan to be repaid through payroll deduction. If such deductions are not permissible or feasible, I will repay the Company these amounts plus any finance or other charges due in connection with the misuse of this Card and Company may take appropriate legal action to collect monies owed. I agree to pay the Company's expenses, including attorney's fees, incurred in its collection efforts. I agree that I may be liable for improper charge that results from allowing others to use this Card.
5. I agree to immediately notify the Finance Director upon discovering this Card has been lost, misused, stolen or subject to fraud or unauthorized use. I agree to cooperate with any investigation concerning the loss, theft or suspect misuse of the Card.

Employee

Date

Executive Director

Date

RESOLUTION #22-75

**RESOLUTION AUTHORIZING THE EXPENDITURE
OF NON-FEDERAL GENERAL OPERATING FUNDS FOR THE
CELEBRATION OF THE
HOUSING AUTHORITY OF GLOUCESTER COUNTY'S
50TH ANNIVERSARY**

WHEREAS, the Housing Authority of Gloucester County (HAGC) was established in 1972 with the mission to service those individuals in our community that face difficulties securing a safe, healthy, and affordable place to call home; and

WHEREAS, HAGC has faithfully been committed to fulfill its mission for the last 50 years; and

WHEREAS, HAGC wishes to commemorate its 50th Anniversary by organizing and hosting a celebration ceremony; and

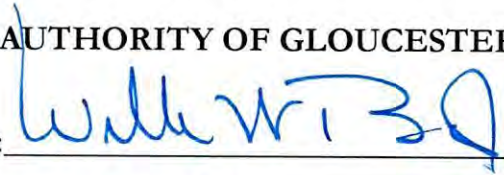
WHEREAS, via RES#21-14, the Seniors Housing Development Corporation of Gloucester County has graciously donated \$5,000.00 from non-federal funds to this worthy cause; and

WHEREAS, the HAGC deems it necessary to allocate additional non-federal funds from its General Operating (GO) account to cover expenses related to the ceremony, in an amount not to exceed \$5,000.00

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Gloucester County, that funds from the authority's General Operations (GO) account may be used to cover expenses related to the ceremony, in an amount not to exceed \$5,000.00.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 27th day of July 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: JULY 27, 2022

RESOLUTION #22-76

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 July 27, 2022, at 12:00 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 JULY 27, 2022.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 27TH day of July 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: JULY 27, 2022