

RESOLUTION #20-105

**RESOLUTION AUTHORIZING AND APPROVING,
THE ANNUAL PLAN FY 2021
FOR SUBMISSION TO HUD
HOUSING AUTHORITY OF GLOUCESTER COUNTY**

WHEREAS, the Housing Authority of Gloucester County is desirous of meeting all United States Department of Housing and Urban Development requirements, particularly as defined in the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 mandates that Housing Authorities develop an Agency Plan to be implemented after review and comment by residents, the County government, certain law enforcement agencies and the public; and

WHEREAS, an Agency Plan has been developed at the Housing Authority of Gloucester County, a Draft Plan was distributed to all required parties, including a Resident Advisory Board, as well as publicly advertised for review; and

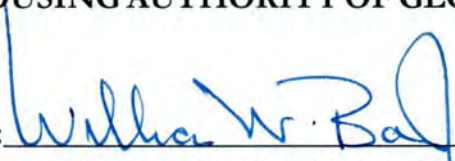
WHEREAS, a Public Hearing was held on November 23, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Housing Authority of Gloucester County Annual Plan FY 2021, attached hereto and made a part hereof, be and hereby is approved; and

IT IS FURTHER RESOLVED that the Executive Director is hereby directed to submit a copy of the Annual Plan FY 2021 to the Dept. of Housing and Urban Development as required for their review and approval.

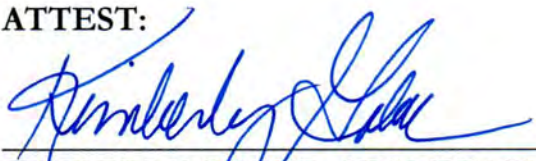
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Resolution 20-106

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ☒ Annual PHA Plan for the PHA fiscal year beginning 01/01/2021, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

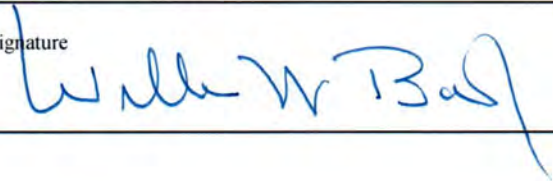
The Housing Authority of Gloucester County
PHA Name

NJ 204
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2021

 5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
William W Bain, Jr.	Chairman
Signature	Date
	November 23, 2020

RESOLUTION #20-107

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
SNOW REMOVAL SERVICES
DEPTFORD PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has a need for Snow Removal Services at Deptford Park Apartments, located at 120 Pop Moylan Blvd, Deptford, NJ 08096; and

WHEREAS, the Housing Authority of Gloucester County has properly requested quoted for such service; and

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

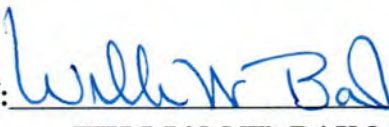
WHEREAS, the lowest responsible quote for such service is from **HUTCH CONTRACTING** in the amount of **\$630**; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the quote of **HUTCH CONTRACTING** in the amount of **\$630** be and is hereby accepted, subject to receipt of required documentation and check of references; and

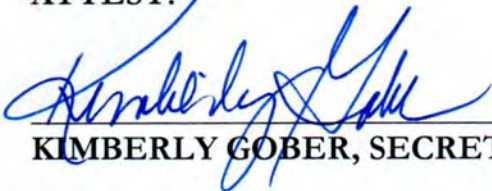
IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Snow Removal Services at Deptford Park Apartments, in accordance with the quote attached hereto.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or Type

**HOUSING 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 DESCRIBE ITEM(S) or SERVICE (use multiple lines when necessary)				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							
0-3"				917.00	130.00		
ADD 3"				455.00	130.00		
SALT				672.00	185.00		
EQUIPMENT				178.00	185.00		
Shipping and Handling Charges (if any)							
COLUMN TOTAL				2,222.00	630.00	-	-
TOTAL							
# 1	VENDOR IMPACT LANDSCAPES LLC				VENDOR CONTACT JOSEPH CAMPELLONE II		TELEPHONE 856-956-3175
	ADDRESS 115 W Jersey Ave				CITY Pitman		ST NJ ZIP 08071
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.	DATE AVAILABLE
# 2	VENDOR Hutch Contracting				VENDOR CONTACT Mike Hutchinson		TELEPHONE 609-685-3091
	ADDRESS 269 Maple Ave				CITY Mantua		ST NJ ZIP 08051
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	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					REMARKS:		
2	Hutch Contracting				Sent to 13 companies		
	WAS A COST BENEFIT ANALYSIS DONE? NO YES (Copy Attached)						
	BY WHOM?						
CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)							
☐ EMERGENCY PURCHASE ☐ NJ STATE GVT CONTRACT ☐ VALUE REQUIRES ONLY ONE ☐ SINGLE SOURCE ITEM					OTHER:		
QUOTES PROCURED BY		MGMT APPROVED (if diff)		FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE		DATE
Lisa Butler							

RESOLUTION #20-108

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
SNOW REMOVAL SERVICES
CARINO PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has a need for Snow Removal Services at Carino Park Apartments, located at 100 Chestnut Street, Williamstown, NJ 08094; and

WHEREAS, the Housing Authority of Gloucester County has properly requested quotes for such service; and

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

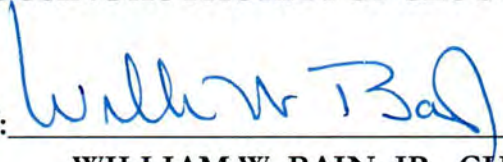
WHEREAS, the lowest responsible quote for such service is from **HUTCH CONTRACTING** in the amount of **\$635**; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the quote of **HUTCH CONTRACTING** in the amount of **\$635** be and is hereby accepted, subject to receipt of required documentation and check of references.; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Snow Removal Services at Carino Park Apartments, in accordance with the quote attached hereto.

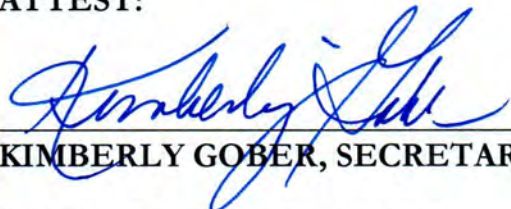
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

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 CARINO PARK		(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS) NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.			
REQUESTED PURCHASE (use multiple lines when necessary)	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					
0-3"	726.00	130.00			
ADD 3"	359.00	135.00			
SALT	532.00	185.00			
EQUIPMENT	178.00	185.00			
Shipping and Handling Charges (if any)					
COLUMN TOTAL	1,795.00	635.00	-	-	
TOTAL					

# 1	VENDOR IMPACT LANDSCAPES LLC					VENDOR CONTACT JOSEPH CAMPELLONE II		TELEPHONE 856-956-3175	
	ADDRESS 115 W Jersey Ave					CITY Pitman		ST NJ	ZIP 08071
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
					X				
# 2	VENDOR HUTCH CONTRACTING					VENDOR CONTACT MIKE HUTCHINSON		TELEPHONE 609-685-3091	
	ADDRESS 269 Maple Avenue					CITY Mantua		ST NJ	ZIP 08051
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
					X				
# 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					REMARKS: Sent to 13 companies					
# 2	HUTCH CONTRACTING									
	WAS A COST BENEFIT ANALYSIS DONE?									BY WHOM?
	NO	YES (Copy Attached)								
	CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)									
	EMERGENCY PURCHASE	OTHER:								
	NJ STATE GVT CONTRACT									
	VALUE REQUIRES ONLY ONE									
	SINGLE SOURCE ITEM									
QUOTES PROCURED BY		MGMT APPROVED (if diff)		FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE		DATE			
Lisa Butler										

RESOLUTION #20-109

**RESOLUTION AUTHORIZING
ASSIGNMENT AND ASSUMPTION AGREEMENT
FROM HAGC TO GCHDC
PURSUANT TO AGREEMENT TO ENTER
INTO A GROUND LEASE**

WHEREAS, the Housing Authority of Gloucester County (“HAGC”) per RES#20-26, entered into an Agreement to Enter into a Ground lease with Rowan College of South Jersey (RCSJ) to assert site control for the Special Needs Housing Project; and

WHEREAS, HAGC believes is in the best interest of the project to reassign the responsibilities outlined in the Agreement to Enter into a Ground Lease to one of its instrumentalities; and

WHEREAS, the HAGC is the managing agent for Gloucester County Housing Development Corporation (“GCHDC”), a New Jersey nonprofit corporation and instrumentality of the HAGC; and

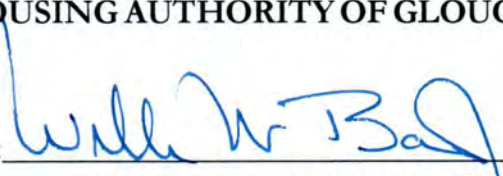
WHEREAS, HAGC agrees to transfer and assign to GCHDC, and GCHDC agrees to assume, all of HAGC’s rights, interests, and obligations pursuant to the Agreement to Enter into a Ground Lease by and between the RCSJ and HAGC dated April 23, 2020 (“Agreement to Enter into Ground Lease”), a copy of which is attached hereto as Exhibit A and incorporated herein by reference.; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County authorizes the execution of the attached Assignment and Assumption Agreement; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute the Assignment and Assumption Agreement and related documents, subject to solicitor review.

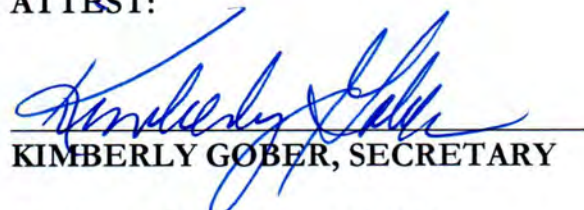
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

RESOLUTION #20-110

RESOLUTION

**VOIDING OUTSTANDING CHECKS AND AUTHORIZING THE
HOLDING OF**

SAID FUNDS AS UNCLAIMED PROPERTY

WRITTEN ON VARIOUS ACCOUNTS DATED

PRIOR TO MAY 23, 2020

WHEREAS, The Housing Authority of Gloucester County (HAGC), in its various accounts, prepares an exorbitant amount of checks per year; and

WHEREAS, each year a certain number of checks are voided by the HAGC or are released and not presented to HAGC banks for payment; and

WHEREAS, appropriate accounting procedures are required to be implemented to account for the voiding of checks issued prior to and not paid as of this date, and

WHEREAS, said funds are to be held as unclaimed property until determined to be abandoned, and.

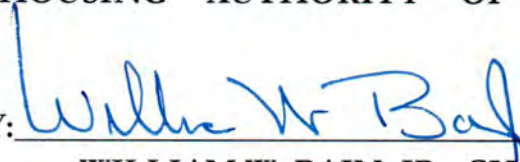
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that:

1. *Checks on various HAGC accounts written prior to **MAY 23, 2020** as listed on the attached schedule, and not presented to HAGC banks, are hereby declared void and not to be paid; and*
2. *The Finance Director of the HAGC and Executive Director shall make the appropriate accounting entries in books of accounts for the voiding of checks outstanding that were issued by the HAGC prior to **MAY 23, 2020** and not presented to HAGC banks for payment as of **NOVEMBER 23, 2020***
3. *Funds shall be held as unclaimed property in accordance with the requirements of N.J.S.A. 46:30B-42.*

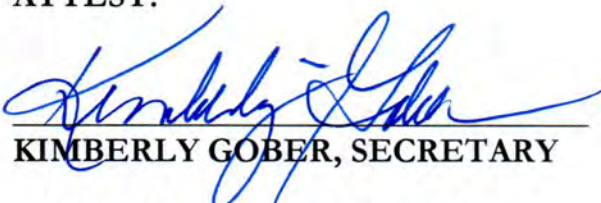
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

**THE HOUSING AUTHORITY OF GLOUCESTER
COUNTY**

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

HOUSING AUTHORITY OF GLOUCESTER COUNTY**OUTSTANDING CHECKS TO BE WRITTEN-OFF**

(ISSUED PRIOR TO MAY 23, 2020)

NOVEMBER 23, 2020

ACCOUNT:

HAP DISBURSEMENT ACCOUNT

CHECK NO.	DATE	AMOUNT	PAYABLE TO	DESCRIPTION
499534	1/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
499681	2/1/2020	\$48.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
500036	2/1/2020	\$10.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
500063	2/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
500126	2/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
500600	3/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
500626	3/1/2020	\$46.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
500664	3/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
500749	4/1/2020	\$155.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501070	4/1/2020	\$13.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
50108	4/1/2020	\$107.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501096	4/1/2020	\$48.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501135	4/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501200	4/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501274	4/15/2020	\$40.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501326	5/1/2020	\$177.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501644	5/1/2020	\$42.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501655	5/1/2020	\$130.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501670	5/1/2020	\$24.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501675	5/1/2020	\$48.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501680	5/1/2020	\$4.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501700	5/1/2020	\$6.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501708	5/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501769	5/1/2020	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501775	5/1/2020	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501782	5/1/2020	\$1.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
501830	5/15/2020	\$25.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
TOTAL		\$951.00		

TOTAL FOR ALL ACCOUNTS:**\$951.00**

RESOLUTION # 20-111

RESOLUTION DESIGNATING PRIMARY AND SECONDARY GENERAL COUNSEL FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

ANGELINI, VINIAR, AND FREEDMAN, LLP

BROWN AND CONNERY, LLP

WHEREAS, there exists a need for the designation of Primary and Secondary General Counsel to provide legal services for the Housing Authority of Gloucester County, where the Primary General Legal Provider will become the Attorney of record and the Secondary General Legal Provider will perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel; and

WHEREAS, the Housing Authority of Gloucester County has requested proposals for legal services through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has reviewed, rated, and ranked proposals received,

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

1. That Jeffrey Daniels, Esq. and the law firm of **Angelini, Viniar & Freedman, LLP** be and is hereby appointed Primary General Counsel for the Housing Authority of Gloucester County commencing January 1, 2021 and continuing through December 31st, 2021, unless replaced, to perform such duties as required by the Housing Authority of Gloucester County.
2. That Michael Watson, Esq. and the law firm of **Brown & Connery, LLP** be and is hereby appointed Secondary General Counsel for the Housing Authority of Gloucester County, commencing on January 1, 2021 and continuing through December 31, 2021, unless replaced, to perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel.
3. These contracts are awarded with competitive proposals, pursuant to Request for Proposal solicited by requirement of the United States Department of Housing &

Urban Development directive and as a "Professional Service" under the provisions of the Local Public Contracts Law encompassing professional services recognized, licensed and regulated by law, and of a nature where it is not possible to obtain competitive bids as there are unique qualitative professional requirements relative to these professional services.

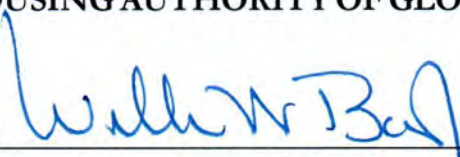
4. The Executive Director is hereby authorized to negotiate, execute, and sign a contract to provide Legal Services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet.

5. A brief notice stating the contract award 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 South Jersey 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 23rd day of November 2020.

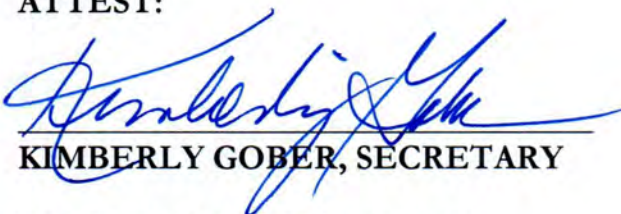
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

Housing Authority
of Gloucester County

Attended by:
Nelly Rojas
Edward Malinak

Tabulation Sheet
PRIMARY AND SECONDARY
GENERAL LEGAL SERVICES

RFP 20-020

NOVEMBER 17, 2020 @ 2:00PM

[illegible]

RESOLUTION #20-112

RESOLUTION AWARDING

PROFESSIONAL CONSULTING SERVICES

FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

THE BROOKE GROUP, LLC

WHEREAS, there exists a need for the designation of a PROFESSIONAL CONSULTING SERVICES to provide financial consulting services for the Housing Authority of Gloucester County (HAGC) for the year 2021; and

WHEREAS, the HAGC has expressed clearly the needs of the Authority in the RFP #20-021; and

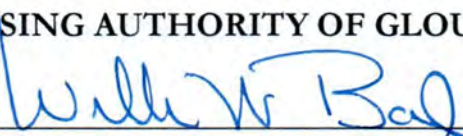
WHEREAS, THE BROOKE GROUP, LLC has supplied a proposal providing their capabilities in providing expertise in all areas needed and pursuant to the guidelines of the Department of Housing and Urban Development, the HAGC has found it to be in their best interest to retain the services of THE BROOKE GROUP, LLC.

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 negotiate, execute and sign an agreement with THE BROOKE GROUP, LLC to provide these services for a fee of \$125/hr. for Manager Director and Executive Associates, \$105/hr. for Professional Staff and \$65/hr. for Clerical, not to exceed \$50,000.00.

BE IT FURTHER RESOLVED that a brief notice stating the contract award 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 South Jersey 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 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

	Tabulation Sheet PROFESSIONAL CONSULTING SERVICES RFP 20-021 NOVEMBER 17, 2020 @ 2:30PM	Housing Authority of Gloucester County Attended by: Nelly Rojas Edward Malinak
Company	Fee Schedule	
THE BROOKE GROUP, LLC	Managing Director and Executive Associates \$125/hr	
209 E Egnor Drive	Professional Staff \$105/hr	
Galloway, NJ 08205	Clerical \$65/hr	
NW FINANCIAL GROUP, LLC	All team members \$185/hr	
2 Hudson Place, 3rd Floor		
Hoboken, NJ 07030		

RESOLUTION #20-113

**RESOLUTION AWARDING PUBLIC HOUSING AUTHORITY
AUDIT CONTRACT FOR PERIOD
JANUARY 1, 2020 TO DECEMBER 31, 2020
BOWMAN AND COMPANY**

WHEREAS, the Housing Authority of Gloucester County is a certified Public Housing Authority and authorized to act in said capacity relative to the United States Department of Housing and Urban Development; and

WHEREAS, the United States Department of Housing and Urban Development requires an audit of its activities; and

WHEREAS, said audit must be performed by a Certified Public Accountant not having any interest direct or indirect in the Authority such as a family relationship with HAGC members, officials or any other related activity and said audit may not be performed by the Fee Accountant; and

WHEREAS, the HAGC has publicly announced Requests for Proposals by public advertisement in a newspaper of general circulation and by direct solicitation; and

WHEREAS, one proposal was received, and the proposal received was from **Bowman and Company**, an experienced professional corporation.

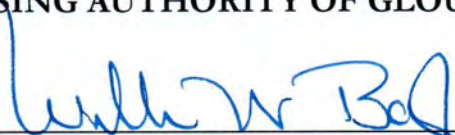
NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Chairman or Executive Director be hereby authorized to enter into a contract with **Bowman and Company**, a Professional Corporation, Certified Public Accountants, in accordance with the tabulation attached hereto for the Housing Authority of Gloucester County, for the exclusive purpose of performing an audit of the books and records of the Housing Authority of Gloucester County, in compliance with the statutes and regulations of the United States and the United States Department of Housing and Urban Development, specifically the "Audit Guide for Audits of Public Housing Agencies - HUD Handbook for period ending 12/31/20."

IT IS FURTHER RESOLVED, that the Executive Director be and is hereby authorized to negotiate, execute and sign a contract for Audit Services, FY 2020, for a fee of **\$246/hr. for Partner, \$179/hr. for Senior Manager, \$103/hr. for Associate, and \$50/hr. for Administrative** not to exceed the proposed amount of **\$40,900.00 for the estimated time budget of 540 hours.**

BE IT FURTHER RESOLVED that a brief notice stating the contract award 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 South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

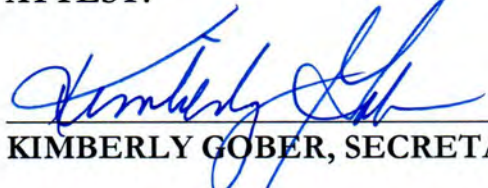
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

	Tabulation Sheet AUDIT SERVICES RFP 20-022 NOVEMBER 17, 2020 @ 3:00PM		Housing Authority of Gloucester County Attended by: Nelly Rojas Edward Malinak
Company	Base Proposal	Estimated Time Budget	Fee Schedule
Bowman and Company, LLP	40,900.00	540 hours	\$246/hr. Partner for 50 hrs. Total
6 North Broad Street, Suite 201			\$179/hr. Senior Manager for 200 hrs. Total
Woodbury, NJ 08096			\$103/hr. Associate for 240 hrs. Total
			\$50/hr. Administrative for 50 hrs. Total

RESOLUTION #20-114

**RESOLUTION AUTHORIZING THE TRANSFER OF
FUNDS IN THE AMOUNT OF \$5,000.00 FROM**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
OPERATING FUND TO
GLOUCESTER COUNTY HOUSING DEVELOPMENT CORPORATION**

WHEREAS, Gloucester County Housing Development Corporation (GCHDC) is an instrumentality of the Housing Authority of Gloucester County (HAGC); and

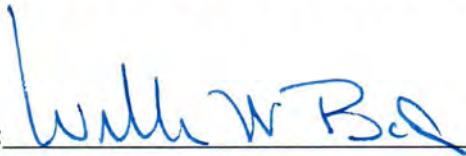
WHEREAS, the Finance Director has determined there to be insufficient funds to pay bills for the Corporation; and

WHEREAS, the Finance Director has also determined that the amount of \$5,000.00 shall be sufficient to cover said bills; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of Gloucester County that the amount of \$5,000.00 be transferred from the General Operating account of HAGC to the account of GCHDC.

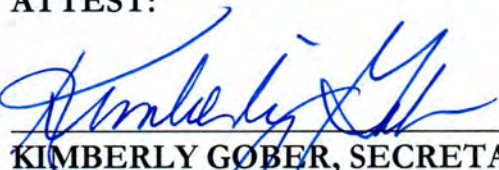
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

RESOLUTION #20-115

**RESOLUTION AUTHORIZING THE CANCELLATION OF
EXTERMINATING SERVICES CONTRACT
PEST-A-SIDE EXTERMINATORS CO., INC.**

WHEREAS, the Housing Authority of Gloucester County has the need for Exterminating Services at Carino Park Apartments and Deptford Park Apartments; and

WHEREAS, pursuant to RES#19-37 and RES#19-38, respectively, and in accordance with the provisions of the New Jersey Local Public Contracts Law ("LPCL"), N.J.S.A. 40A:11-1, et seq., the Authority awarded individual Exterminating Service Contracts to **PEST-A-SIDE EXTERMINATING CO., INC** with a term of June 1, 2019 to May 31, 2021 ("Exterminating Contract") for services at both locations; and

WHEREAS, pursuant to Section 6(d) "Terms of Agreement" of the Exterminating Contracts, "the HAGC may terminate this contract any time by a notice in writing from the HAGC to the contractor"; and

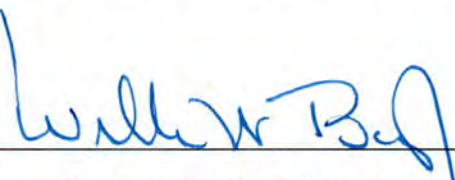
WHEREAS, the HAGC wishes to terminate both contracts for convenience, effective November 30, 2020; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of Gloucester County that the cancellations of both contracts for Exterminating Services with **PEST-A-SIDE EXTERMINATING CO., INC.** for Carino Park Apartments and Deptford Park Apartments are hereby approved.

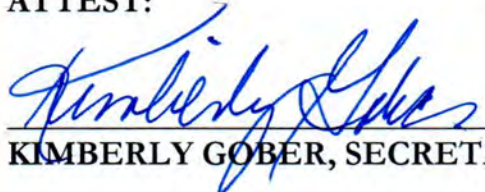
BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to cancel both Exterminating Service contracts effective November 30, 2020, pursuant to Section 6(d) "Terms of Agreement" of the Exterminating Contracts, subject to Counsel review and verification.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020

RESOLUTION #20-116

**RESOLUTION ACCEPTING AND APPROVING
HOUSING AUTHORITY OF GLOUCESTER COUNTY
REISSUED AUDIT FOR PERIOD
JANUARY 1, 2019 TO DECEMBER 31, 2019
AS PREPARED BY
BOWMAN & COMPANY LLP**

WHEREAS, the firm of **BOWMAN & COMPANY LLP** completed the FY 2019 Audit; and

WHEREAS, the Housing Authority of Gloucester County (HAGA) accepted said audit as presented via RES #20-90; and

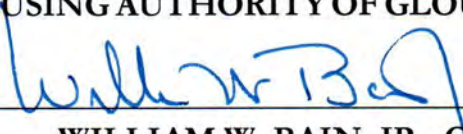
WHEREAS, the firm of **BOWMAN & COMPANY LLP** has reported a change needed to the Restricted Net Position and the Unrestricted Net Position lines, as attached; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the FY2019 Audit prepared by Bowman & Company LLP has been reviewed by the Board of Commissioners and is hereby accepted as presented; and

BE IT FURTHER RESOLVED that copies of the FY2019 Audit shall be submitted to the Department of HUD and other parties as required by law.

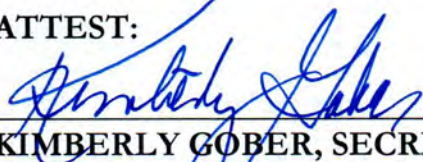
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: NOVEMBER 23, 2020

TABLED

RESOLUTION #20-117

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 November 23rd, 2020 at 4:30 P.M. and;

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

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

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

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

- 4) **“Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees**

of the public body.” The collective bargaining contract(s) discussed are between the Board and _____

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

is _____

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

is _____

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

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

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

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

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

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

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

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

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

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT ITS PUBLIC MEETING HELD ON NOVEMBER 23, 2020.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 23rd day of November 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 23, 2020