

RESOLUTION # 2018-13

**RESOLUTION AUTHORIZING IMPLEMENTING THE
SMALL AREA FAIR MARKET RENTS (SAFMR)**

WHEREAS, The Housing Authority of Gloucester County has been approved and on April 1, 2018, is required by HUD to implement Small Area Fair Market Rents (SAFMR) Final Rule (FR-5855-F-03); and

WHEREAS, the SAFMR , in lieu of determining Housing Choice Voucher (HCV) payment standards using a metropolitan area-wide FMR, payment standards will use FMR's calculated for Zip codes within the metropolitan area ; and

WHEREAS, the metropolitan area using Zip Codes has the potential to significantly increase opportunities for voucher families and give HCV tenants access to areas of high opportunity and lower poverty; and

WHEREAS, the revised payment standards must be within 90 percent to 110 percent of the HUD published SAFMR for the zip code area.

THEREFORE, with respect to all families under HAP contract, the Housing Authority of Gloucester County shall implement the decreased payment standard schedule after the family's second regular re-examination following the effective date of the decrease in the payment standard. For all new HAP contracts, including relocations with continued housing assistance and new lease ups, the payment standard schedule shall be effective April 1, 2018.

THEREFORE, the Housing Authority of Gloucester County shall update its Administrative Plan to include this resolution containing the revised SAFMRs and method for implementation; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and is hereby authorized to implement the Small Area Fair Market Rent Rule (SAFMR).

This resolution shall supersede previous resolutions establishing flat rents for the Public Housing Program.


**ADOPTED at the Regular Meeting of the Board of Commissioners of
Gloucester County on Wednesday, March 28th, 2018**

Green Group	EFFICIENCY	¹ BEDROOM	² BEDROOM	³ BEDROOM	⁴ BEDROOM	⁵ BEDROOM
	\$913	\$1,103	\$1,331	\$1,652	\$1,824	\$2,097
08012 (Blackwood, Turnersville)						
08014 (Bridgeport)						
08027 (Gibbstown)						
08032 (Glenloch)						
08032 (South Harrison)						
08051 (Mantua, W. Deptford)						
08056 (Mickelton)						
08061 (Mt. Royal)						
08062 (Mullica Hill)						
08063 (National Park)						

08071 (Pitman)						
08074 (Richwood)						
08086 (Thorofare)						
08090 (Wenonah)						
08094 (Williamstown)						
08096 (Deptford, Woodbury)						
08312 (Clayton)						
08344 (Newfield)						
08360 (Franklin)						
Yellow Group	EFFICIENCY	BEDROOM¹	BEDROOM²	BEDROOM³	BEDROOM⁴	BEDROOM⁵
	\$844	\$1,000	\$1,211	\$1,511	\$1,688	\$2,097
08020 (Clarksboro)						
08066 (Paulsboro, W. Deptford)						
08093 (Westville)						
08328 (Malaga)						
Red Group	EFFICIENCY	BEDROOM¹	BEDROOM²	BEDROOM³	BEDROOM⁴	BEDROOM⁵
	\$1,010	\$1,200	\$1,450	\$1,820	\$2,050	\$2,097
08080 (Sewell, Barnsboro)						
08085 (Logan, Swedesboro, Woolwich)						
08097 (Woodbury Heights)						
08322 (Franklinville)						
08343 (Monroeville, Elk)						
08081 (Sicklerville)						
Blue Group	EFFICIENCY	BEDROOM¹	BEDROOM²	BEDROOM³	BEDROOM⁴	BEDROOM⁵
	\$844	\$1,000	\$1,211	\$1,550	\$1,804	\$2,097
08028 (Glassboro, Elk)						
08021 (GHA Relocation-Clementon)						
08060 (GHA Relocation-Mt. Holly)						
08069 (GHA Relocation-Penns Grove)						
Independents	EFFICIENCY	BEDROOM¹	BEDROOM²	BEDROOM³	BEDROOM⁴	BEDROOM⁵
08023 (GHA Relocation-Deepwater)	\$1,062	\$1,260	\$1,521	\$1,908	\$2,151	\$2,097
08030 (GHA Relocation-Gloucester City)	\$844	\$1,000	\$1,211	\$1,496	\$1,672	\$2,097
08207 (GHA Relocation-Woodlynne)	\$844	\$1,000	\$1,211	\$1,550	\$1,705	\$2,097

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: March 28th, 2018

RESOLUTION # 18-14

RESOLUTION AUTHORIZING THE ANNUAL UPDATE TO
ALL HAZARD EMERGENCY PREPAREDNESS AND RESPONSE PLAN
HOUSING AUTHORITY OF GLOUCESTER COUNTY
2018

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

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

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

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

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


ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28TH day of March, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 28TH, 2018

RESOLUTION # 18-15

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

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

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

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

WHEREAS, the Self Insured Health Care Plan agreement is due to expire on April 30, 2018; and

WHEREAS, in addition to our health care coverage, the HAGC will initiate a Wellness Program which will include:

- Access to resources to aid with smoking cessation
- Health programs including but not limited to the following; consulting, screenings, health fairs, immunizations and friendly competitions.
- Health Risk Assessment
- Wellness Initiative and Incentives
- Wellness Resources
- Employees who satisfy the requirements of the wellness program as determined by IAA shall be entitled to a refund of their health insurance costs on a quarterly basis not to exceed \$50 per quarter.

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


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

BE IT FURTHER RESOLVED that the HAGC Board of Commissioners hereby approves the HAGC Wellness Program and related expenses; and


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

ADOPTED at a Meeting of the Housing Authority of Gloucester County,
held on the 28th day of March, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATED: March 28, 2018

Gloucester County Housing Authority
WELLNESS PROGRAM

Effective: May 1, 2018

U.S. Department of Housing and Urban Development Regulation on Smoking

The U.S. Department of Housing and Urban Development's (HUD) final rule to restrict smoking in public housing went into effect on February 3, 2017. The rule requires public housing agencies administering public housing to adopt a smoke-free policy by July 30, 2018.

Please note that our buildings and grounds are "Smoke-Free".

The Definition of Smoking: "Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, Electronic Cigarette (as defined herein), electronic delivery device, pipe, or other lighted smoking device for burning tobacco or any other plant or product, including marijuana. "Electronic Cigarette" means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as he/she simulates smoking and shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes or under any other product name.

As part of the Wellness Program Gloucester County Housing Authority employees will have access to resources to aid with smoking cessation.

Employees are encouraged to consult with their physician before beginning any smoking cessation program.

Gloucester County Housing Authority

1. Initiative:

The Gloucester County Housing Authority has developed an employee Wellness Program to provide health promotion programs. Health programs include but are not limited to the following; consulting, screenings, health fairs, immunizations and friendly competitions.

The Wellness Program recommends and encourages employees to participate in the wellness program and to act appropriately to maintain and/or improve their state of wellness.

The Wellness Program is designed to improve the overall wellness of employees; thereby increasing productivity and reducing absence due to illness and /or injury.

The Wellness Program incorporates all phases of wellness. The employees are encouraged to participate in an employee wellness committee, actively participate in the program, and share creative health and wellness ideas.

The Wellness Program provides the employees with an on-site Licensed Dietitian Nutritionist who provides the employees with individual coaching.

Employees participating in the Wellness Program will be given the tools to implement and evaluate the following measures:

Health Risk Assessment - self-awareness of overall health and potential risk factors

Health Screenings – assess current health status and potential health risk factors

Overall Fitness – assess current physical activity level, ability to participate in physical activities and exercise, and develop obtainable individual fitness goals

Education – provide overall health and wellness education

Goal Setting – employees are encouraged to set reasonable goals based on their health and fitness levels

Tracking – employees are encouraged to keep a wellness diary to track their progress as well as hurdles they have encountered

Ongoing Support – employees are encouraged to meet one-on-one with their Licensed Dietitian Nutritionist and their physician for ongoing evaluation and support in achieving and maintaining their health goals as well as redefining goals

Incentives – will be considered to encourage the employees to meet and maintain their goals

The Gloucester County Housing Authority will not have access to personal information as a result of this program.

Section I: Health Risk Assessment

Initiative:

The employees will be encouraged to complete their Health Risk Assessment via MyWellness. MyWellness is an online Wellness Program available to our employees via our Health Insurance Administrator.

The employees will be given information on how to access MyWellness and adequate time to complete their Health Risk Assessment.

Employees wishing to participate in a reward program will be required to review their results with their Licensed Dietitian Nutritionist and provide their completion certificate.

Section II: Health Screenings

Initiative:

The employees will be encouraged to have their "age and gender" appropriate "annual well visits". These are covered under the Health Plan at no cost to the employee and their families.

Employees wishing to participate in a reward program will be required to review their results with their Licensed Dietitian Nutritionist.

Section III: Overall Fitness

Initiative:

Employees need to discuss physical activity with their physician prior to engaging in any type of exercise program. Upon physician clearance, employees are encouraged to develop and maintain individual fitness goals.

MyWellness has several "personal fitness challenges" as well as "fitness competitions". The competitions are a fun way to stay on track with your fitness goals and are optional.

Physical activities are not mandatory, however as part of one's overall fitness, a program approved by your physician is recommended.

Section IV: Education & Goals

Initiative:

Employees are encouraged to use to "educational tools" provided along with the advice of their physician to set reasonable goals based on their individual health and fitness level.

Section V: Tracking

Initiative:

Employees will be encouraged to keep a Wellness Diary to track their progress as well as hurdles they have encountered.

The Licensed Dietitian Nutritionist will be able to assist the employees in achieving their goals by reviewing their progress and hurdles.

Section V: Ongoing Support

Initiative:

Employees will have access to one-on-one sessions with their Licensed Dietitian Nutritionist.

Employees have access to a "Wellness Coach" via MyWellness.

Employees are encouraged to seek out their physician for ongoing evaluation and support.

Employee can access all three of these resources in order to achieving and maintaining their health goals and redefining goals as needed.

Section VI: Employee Health and Wellness Engagement

Initiative:

Our goal is to increase participation by teamwork; all employees are given an opportunity to provide input, feedback, and encouraged to come up with creative ways to make Wellness fun and a way of life for all.

Section VII: Wellness Initiative for 2018 - 2019

Initiative:

All employees, regardless of their physical condition level or exercise history, are eligible to participate.

Mission Statement:

The Wellness program is designed to improve employee health, physical condition, and mental wellness through education, screening, and outreach.

Wellness Program objectives are:

- Improve the overall health, physical & mental wellness
- Foster positive employee morale and relationships
- Reduce health care costs for employees.
- Invest in employees

Our program ABC's:

- Awareness (overall health, areas that need improvement)
- Benefits (quality of life, longevity, stress relief, reduction in medications and medical treatments)
- Continuous (create new health habits that become a way of life)

Program Components:

- Health Risk Assessment
- Health Screenings
- Lunch and Learn
- On-Site Licensed Dietitian Nutritionist
- Benefit and Health Fair Participation
- MyWellness Health Challenges, Workshops, and Competitions

Goal:

The program is designed to help employees achieve their wellness goals, by providing encouragement and support.

Section VIII: Incentives for 2018 - 2019

Initiative:

Employees that complete the "quarterly goals" will be eligible for a Health Insurance payroll contribution refund. The refund checks will be sent quarterly to employees that participate in the program.

First Quarter:

- Register on the IAA web portal
- Access MyWellness
- Complete your Health Risk Assessment
- Track your progress

First Quarter Deadline: August 1st

Second Quarter:

- Review your Health Risk Assessment with your Licensed Dietitian Nutritionist
- Set Goals
- Complete One Wellness Workshop via MyWellness
- Track your progress

First Quarter Deadline: November 1st

Third Quarter:

- Meet with your Licensed Dietitian Nutritionist
- Review goal progress and redefining goals as needed
- Complete One Wellness Workshop via MyWellness
- Track your progress

First Quarter Deadline: February 1st

Fourth Quarter:

- Meet with your Licensed Dietitian Nutritionist
- Complete your "age and gender" appropriate Wellness Screenings
- Review goal progress and redefining goals as needed
- Complete One Wellness Workshop via MyWellness
- Track your progress

First Quarter Deadline: May 1st

Section IX: Wellness Resources

Web Portal:

www.iaatpa.com - see MyWellness instructions for details

Below are a few of the Wellness Workshops available to employees via MyWellness.

- Smoking Cessation
- Walking for Fitness
- Beginner Nutrition
- Advance Nutrition
- Beginner Weight Loss
- Advance Weight Loss
- Stress management
- Preventing Type 2 Diabetes
- Preventing Heart Disease
- Sleep Well, Live Well
- Achieving Financial Wellness
- Furthering your Financial Wellness

Licensed Dietitian Nutritionist:

RESOLUTION #18-16

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

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

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

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

WHEREAS, the most economical proposal for such services is NATHAN LANE INSURANCE AGENCY, at a premium of \$35,683.00 including Terrorism and is proper and responsive to the specifications;

WHEREAS, that the Executive Director be and is hereby authorized to execute a contract for Comprehensive Excess Liability Insurance, in accordance with the proposal received and the bid tabulation attached hereto for the contract amount of \$35,683.00 including Terrorism, subject to Counsel review and verification.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract proposal with NATHAN LANE INSURANCE AGENCY, be and is hereby approved; and

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

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28TH day of March 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: March 28th, 2018



Bid Tabulation Sheet

INSURANCE

IFB 18-005

March 14, 2017 2:30PM

EXCESS LIABILITY

Housing Authority
of Gloucester County

Attended by:

ED MALINAK

STELLA BARNES

Comments

rlane@nathanlaneagency.com

debbie.middleton@spmartinco.com

NO BID

heleng@hig.net

NO BID

dwise@barclayinsurance.com

NO BID

msylvester@housingcenter.com

gshpak@housingcenter.com

NO BID - Reply

cgraham@fairviewinsurance.com

NO BID

lstadler@lewischester.com

loconnor@lewischester.com

Company

NATHAN LANE AGENCY

545 GOFFLE ROAD
WYCOFF NJ 07481

Base Bid

\$1 33984.00
35683.00

No.

1

Alternate Deducts

EXCLUDING TERRORISM
INCLUDING TERRORISM

MARTIN AGENCY

500 JESSUP ROAD
WEST DEPTFORD NJ 08066

1

HARDENBERGH INSURANCE

PO BOX 1000
VOORHEES, NJ 08043

1

THE BARCLAY GROUP

202 BROAD STREET
RIVERTON, NJ 08077

1

HAI INSURANCE GROUP

PO BOX 189
189 COMMERCE COURT
CHESHIRE, CT. 06410

1

FAIRVIEW INSURANCE AGENCY, INC

1930 E. MARLTON PIKE SUITE 16
CHERRY HILL, NJ 08003

LEWIS CHESTER ASSOCIATES

19 SUMMIT AVENUE

RESOLUTION #18-17

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

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

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

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

WHEREAS, the most economical proposal for such services is from HAI INSURANCE, at a premium of \$27,493.00 and is proper and responsive to the specifications;

WHEREAS, the Executive Director be and is hereby authorized to execute a contract for Comprehensive General Liability Insurance, in accordance with the proposal received and the bid tabulation attached hereto for the contract amount of \$27,493.00 subject to Counsel review and verification.

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

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


ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28TH day of March, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: March 28, 2018



Bid Tabulation Sheet

INSURANCE

IFB 18-004

March 14, 2017 2:00PM

GENERAL LIABILITY

Housing Authority
of Gloucester County

Attended by:

Company	Base Bid	No.	Alternate Deducts	Comments
NATHAN LANE AGENCY 545 GOFFLE ROAD WYCOFF NJ 07481		1		rlane@nathanlaneagency.com <i>NO BID</i>
MARTIN AGENCY 500 JESSUP ROAD WEST DEPTFORD NJ 08066		1		debbie.middleton@spmartinco.com <i>NO BID</i>
HARDENBERGH INSURANCE PO BOX 1000 VOORHEES, NJ 08043		1		heleng@hig.net <i>NO BID</i>
THE BARCLAY GROUP 202 BROAD STREET RIVERTON, NJ 08077		1		dwise@barclayinsurance.com <i>NO BID</i>
HAI INSURANCE GROUP PO BOX 189 189 COMMERCE COURT CHESHIRE, CT. 06410	<i>\$27,493</i>	1		msylvester@housingcenter.com gshpak@housingcenter.com
FAIRVIEW INSURANCE AGENCY, INC 1930 E. MARLTON PIKE SUITE 16 CHERRY HILL, NJ 08003				cgraham@fairviewinsurance.com <i>NO BID</i>
LEWIS CHESTER ASSOCIATES 19 SUMMIT AVENUE				lstadler@lewischester.com loconnor@lewischester.com

RESOLUTION # 18-18

RESOLUTION AUTHORIZING THE EXPENDITURE OF THE
PUBLIC HOUSING OPERATING SUBSIDY OFFSET LITIGATION FUNDS
BY THE HOUSING AUTHORITY OF GLOUCESTER
AS DEEMED APPROPRIATE BY MANAGEMENT

WHEREAS, the Housing Authority of Gloucester County (HAGC) joined a lawsuit headed by NAHRO and PHADA in 2012 challenging the offset against public housing operating reserves that took place following the FY 2012 Consolidated Appropriations Act; and

WHEREAS, a lawsuit was filed by the lawyers from Coan and Lyons in December of 2013 in the Claims Court of Washington, DC asserting that the ACC is a contract between the United States and each housing authority and that the ACC explicitly incorporates into the contract, HUD's operating subsidy regulation *and* that this regulation provides that if appropriated funds are less than full eligibility the funds should be prorated; and

WHEREAS, in August of 2015, the Government completed its deposition of the plaintiffs and on December of 2015 the lawyers filed a motion for summary judgement; and

WHEREAS, in conclusion, in January of 2017, the HAGC received a copy of the 2012 Operating Subsidy Operation Reserve Offset and the HAGC finance department received funds of \$ 381,618.00 on February 27, 2018: and

WHEREAS, the funds are not administered by HUD and therefore, are considered a non-federal source of funds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that Executive Director and Management are authorized to utilize these judgement proceeds **to fund operations or capital activities** as deemed appropriate in the **Public Housing Program**.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28TH day of March, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 28TH, 2018