

RESOLUTION #21-73

**RESOLUTION APPROVING PURCHASES IN EXCESS OF THE
CONTRACTING UNITS BID THRESHOLD**

HD SUPPLY

WHEREAS, per RES#21-30 the Housing Authority of Gloucester County (“Authority”) extended their participation as member in the **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE** (“Alliance”); and

WHEREAS, **HD SUPPLY** is a participating, approved vendor of the Alliance, supplying building materials, appliances and hardware products and goods to participating members; and

WHEREAS, due to high demand, the Authority has the need to purchase additional products and goods; and

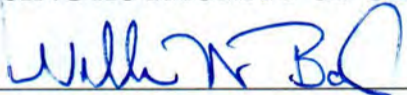
WHEREAS, said purchases are expected to exceed \$17,500.00 but should not exceed \$28,000.00.

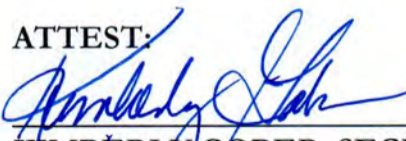
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County hereby authorizes the purchase of building materials, appliances and hardware products and goods from **HD SUPPLY** pursuant to all conditions of the individual contracts and;

BE IT FURTHER RESOLVED, that the Finance Director of the Housing Authority of Gloucester County, pursuant to *N.J.A.C. 5:30-5.5(b)*, after inquiring about the availability of funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

RESOLUTION #21-74

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR

**SECURITY GUARD SERVICES
WE SEE YOU SECURITY**

204-4 PROJECT DEPTFORD PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has the need for security guard services at its 204-4 Project location known as Deptford Park Apartments; and

WHEREAS, the Housing Authority of Gloucester County has properly advertised for bids for such services; and

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


WHEREAS, the lowest responsible bid for such services is from **WE SEE YOU SECURITY** in the amount of **\$124,990.50 with the option of (2) 1-year renewals;** and

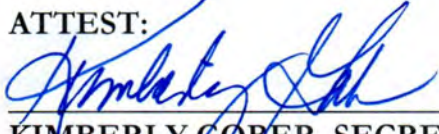
NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the bid of **WE SEE YOU SECURITY** in the amount of **\$124,990.50 with the option of (2) 1-year renewals** for Deptford Park Apartments, be and is hereby accepted, subject to receipt of required documentation and check of references; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for security guard services at its 204-4 Project location, known as Deptford Park Apartments, in accordance with the bid tabulation attached hereto.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021



**SECURITY SERVICES
PROPOSAL TABULATION SHEET
DEPTFORD PARK**

RFP 21-010

PRESENT: See Sign In Sheet

PROPOSAL OPENING: FRIDAY, 7/23/21 @ 10:00 A.M.
AT DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER		AMOUNT OF PROPOSAL	COMMENTS
Agewo	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	\$133,791.11	
Wo See You	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	\$124,990.50	
A & Assoc. Inc.	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	\$151,765.50	* three sheet hourly
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		

RESOLUTION #21-75

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR

SECURITY GUARD SERVICES
WE SEE YOU SECURITY

204-3 PROJECT: CARINO PARK APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has the need for security guard services at its 204-3 Project known as Carino Park Apartments; and

WHEREAS, the Housing Authority of Gloucester County has properly advertised for bids for such service; and

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

WHEREAS, the lowest responsible bid for such service is from **WE SEE YOU SECURITY** in the amount of **\$124,990.50 with the option of (2) 1-year renewals;** and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the bid of **WE SEE YOU SECURITY** of **\$124,990.50 with the option of (2) 1-year renewals** for Carino Park Apartments, be and is hereby accepted, subject to receipt of required documentation and check of references; and

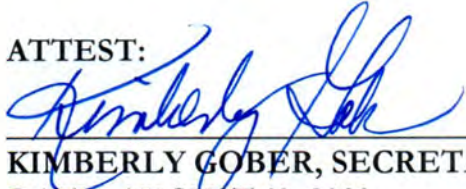
IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for security guard services at its 204-3 Project known as Carino Park Apartments, in accordance with the bid tabulation attached hereto.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

**SECURITY SERVICES
PROPOSAL TABULATION SHEET
CARINO PARK**

RFP 21-009



PROPOSAL OPENING: FRIDAY, 7/23/21 @ 10:00 A.M.
AT DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER	DATE	AMOUNT OF PROPOSAL	COMMENTS
Agrio	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	\$ 133,791.11	
We Sa Yan	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	\$ 124,990.50	
A & Assoc Inc	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	\$ 151,765.50	
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		

RESOLUTION #21-76

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
SECURITY GUARD SERVICES
NANCY J. ELKIS SENIOR APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has a need for Security Guard Services at Nancy J. Elkis Senior Apartments, located at 100 Pop Moylan Blvd, Deptford, NJ 08096; and

WHEREAS, the Housing Authority of Gloucester County, as the managing agent, has properly advertised for bids for such service; and

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

WHEREAS, the lowest responsible bid for such service is from **WE SEE YOU \$124,990.50 with the option of (2) 1-year renewals**; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the bid of **WE SEE YOU** in the amount of **\$124,990.50 with the option of (2) 1-year renewals** 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 Security Guard Services for Nancy J. Elkis Senior Apartments, in accordance with the bid tabulation attached hereto.

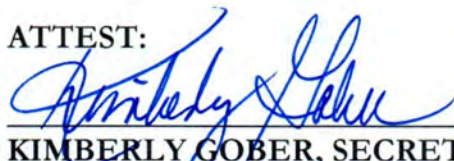
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:  _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

 _____

KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021



**SECURITY SERVICES
PROPOSAL TABULATION SHEET**

NJESH
RFP 21-011

PRESENT: See Sign In Sheet

PROPOSAL OPENING: FRIDAY, 7/23/21 @ 10:00 A.M.
AT DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER	DATE	AMOUNT OF PROPOSAL	COMMENTS
<i>Aqis</i>	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	<i>\$ 133,791.11</i>	
<i>We See You</i>	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	<i>\$ 124,990.50</i>	
<i>A & Assoc</i>	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL	<i>\$ 151,765.50</i>	
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		
	BASIC RATE		
	HOLIDAY RATE		
	ADDITIONAL		
	YEAR TOTAL		

RESOLUTION #21-77

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR

SECURITY GUARD SERVICES

SHEPHERD'S FARM SENIOR APARTMENTS

WHEREAS, the Housing Authority of Gloucester County has a need for Security Guard Services at Shepherd's Farm Senior Apartments, located at 981 Grove Road, West Deptford, NJ 08086; and

WHEREAS, the Housing Authority of Gloucester County, as the managing agent, has properly advertised for bids for such service; and

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

WHEREAS, the lowest responsible bid for such service is from **WE SEE YOU** in the amount of **\$124,990.50 with the option of (2) 1-year renewals**; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the bid of **WE SEE YOU** in the amount of **\$124,990.50 with the option of (2) 1-year renewals** 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 Security Guard Services for Shepherd's Farm Senior Apartments, in accordance with the bid tabulation attached hereto.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021



SECURITY SERVICES
PROPOSAL TABULATION SHEET
SHEPHERDS FARM
 RFP 21-012

PRESENT: See Sign In Sheet

PROPOSAL OPENING: FRIDAY, 7/23/21 @ 10:00 A.M.
 AT DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER	DATE		AMOUNT OF PROPOSAL	COMMENTS
	BASIC RATE	HOLIDAY RATE		
Agos	BASIC RATE		\$ 133,291.11	
	HOLIDAY RATE			
	ADDITIONAL			
	YEAR TOTAL			
	BASIC RATE			
Ms See You	BASIC RATE		\$ 124,990.50	
	HOLIDAY RATE			
	ADDITIONAL			
	YEAR TOTAL			
	BASIC RATE			
A & Assoc.	BASIC RATE		\$ 151,765.50	
	HOLIDAY RATE			
	ADDITIONAL			
	YEAR TOTAL			
	BASIC RATE			
	BASIC RATE			
	HOLIDAY RATE			
	ADDITIONAL			
	YEAR TOTAL			
	BASIC RATE			
	BASIC RATE			
	HOLIDAY RATE			
	ADDITIONAL			
	YEAR TOTAL			
	BASIC RATE			

H.A.G.C. BID EVALUATION SHEET

PROJECT: SHEPHERDS FARM SECURITY
 NUMBER: 21-012
 DUE DATE: 7/23/21
 TERM: 11/1/2021-10/31/2022
 BOARD: AUGUST 2021

C-COMLETE
 I-INCOMPLETE
 X-MISSING

	COMPANY	AMOUNT																			
1	AGEIS SECURITY	\$ 133,791.11	C	X	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	WE SEE YOU	\$ 124,990.50	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
3	A& ASSOC.	\$ 151,765.50	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
4																					
5																					
6																					
7																					
8																					
9																					
10																					

INSURANCES: LIABILITY/WORK COMP
 HOLD HARLMESS AGREEMENT
 QUALIFICATIONS QUESTIONNAIRE
 BID DOLLAR AMOUNTS / DEVIATIONS
 STOCKHOLDER/PARTNERSHIP INFO
 SIGNATURE PAGE
 GENERAL TERMS
 ELEC
 DISCLOSURE OF LOBBYING
 DRUG FREE WORKPLACE AFFIDAVIT
 AMERICANS W/DISABILITIES
 MANDATORY CONTRACT CLAUSES
 CERT. CONTRACTS/NON COLLUSION
 OWNER DISCL. / DEBARMENT
 NON DEFAULT AFFIDAVIT
 INSTRUCT TO OFFERORS HUD 5369 B
 CERTS / REPS OFFERORS HUD 5369C
 W-9
 DISCLOSURE INVEST. IRAN
 CERT PAYMENT TO INFLUENCE HUD 50071
 NJ BUSINESS REGISTRATION

RESOLUTION #21-78

RESOLUTION AUTHORIZING APPLICATION FOR FUNDS

ADVERTISED IN HUD NOFO

2021 RESIDENT OPPORTUNITY & SELF-SUFFICIENCY (ROSS)

SERVICE COORDINATOR GRANT

WHEREAS, the Resident Opportunity & Self Sufficiency Service Coordinator Program is designed to assist residents of Public Housing make progress towards economic and housing self-sufficiency; and

WHEREAS, the Housing Authority of Gloucester County has previously applied for the ROSS Service Coordinator Grant and received funding to pay the salary of the ROSS-SERVICE Coordinator; and

WHEREAS, the United States Department for Housing and Urban Development has indicated that funding to pay the salary of the ROSS Service Coordinator may be available upon response to a HUD Notice of Fund Opportunity (NOFO), and filing of an application by the Housing Authority of Gloucester County; and

WHEREAS, in order to continue to provide ROSS services to our very low-income Public Housing residents, the Housing Authority of Gloucester County has determined to further participate in this program applying before the deadline of September 17, 2021.


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 with the Department of HUD an application to continue funding the salary for one (1) renewal position of the ROSS Coordinator for three (3) years with the estimated Project End Date of December 31, 2024; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to arrange for "Memoranda of Understanding", or other programmatic required documents as may be necessary.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

RESOLUTION #21-79

**RESOLUTION AUTHORIZING COMMITMENT
OF MATCH FUNDING**

**2021 RESIDENT OPPORTUNITY & SELF-SUFFICIENCY (ROSS)
GRANT APPLICATION**

WHEREAS, the Housing Authority of Gloucester County is applying for the ROSS Service Coordinator Grant FY 2021 in order to continue to provide ROSS services to our very low-income citizens, the Housing Authority of Gloucester County has determined to further participate in this program applying before the deadline of September 17, 2021.; and

WHEREAS, the United States Department for Housing and Urban Development has indicated that as part of said application, the Housing Authority of Gloucester County needs to commit match funding to the ROSS program in order to ensure HAGC's ability to address the needs of residents through the ROSS program.

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 commit match funding to the ROSS program FY2021 in the amount of \$70,000.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute the match certification on HUD-52768 and any other programmatic required documents as may be necessary.

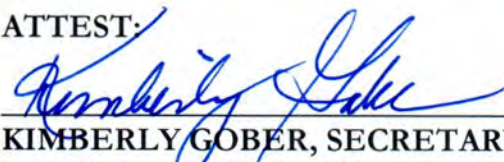
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021

RESOLUTION #21-80

HONORING

EDWARD MALINAK

Purchasing Technician

For 18 Years of Service

WHEREAS, the Housing Authority of Gloucester County recognizes the retirement of Edward Malinak; and

WHEREAS, Edward Malinak has been a dedicated & loyal employee at the Housing Authority since June 30, 2003; and

WHEREAS, the Housing Authority of Gloucester County appreciates the dedicated services performed by Edward Malinak during his 18 years of service in his position of Purchasing Technician; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the contributions of Edward Malinak to the mission of the Housing Authority, providing safe, sanitary, and affordable housing to the low-income elderly, disabled and families of Gloucester County, be and hereby are acknowledged; and

IT IS FURTHER RESOLVED that the Housing Authority of Gloucester County Commissioners and staff wish to express their sincere gratitude for the faithful service performed by Edward Malinak in providing his expertise regarding the purchase of goods and services, vital to the performance of duties of the Authority's employees; and

IT IS FURTHER RESOLVED that the Housing Authority of Gloucester County wishes happiness, contentment, & good health to Edward Malinak in his years of retirement.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021

RESOLUTION #21-81

RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT FOR
EXTERMINATING SERVICES

DEPTFORD PARK APARTMENTS

HOFFMAN'S EXTERMINATING CO.

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Exterminating Services at Deptford Park Apartments, 120 Pop Moylan Blvd., Deptford, New Jersey; and

WHEREAS, the HAGC entered into a contract with HOFFMAN'S EXTERMINATING CO., with a term commencing on December 1, 2020, and ending on November 30, 2021; and

WHEREAS, consistent with the terms of the contract and Local Public Contract Law, at the option of the HAGC the term may be extended for (2) 1-year periods; and

WHEREAS, the HAGC wishes to exercise their option for the renewal of said contract with HOFFMAN'S EXTERMINATING CO., and extend the contract for a one-year period; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that contract extension with HOFFMAN'S EXTERMINATING CO., for Extermination Services at Deptford Park be and is hereby approved.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021

RESOLUTION #21-82

RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT FOR
EXTERMINATING SERVICES
CARINO PARK APARTMENTS
HOFFMAN'S EXTERMINATING CO.

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Exterminating Services at Carino Park Apartments, 100 Chestnut Lane, Williamstown, New Jersey; and

WHEREAS, the HAGC entered into a contract with HOFFMAN'S EXTERMINATING CO., with a term commencing on December 1, 2020, and ending on November 30, 2021; and

WHEREAS, consistent with the terms of the contract and Local Public Contract Law, at the option of the HAGC, the term may be extended for (2) 1-year periods; and

WHEREAS, the HAGC wishes to exercise their option for the renewal of said contract with HOFFMAN'S EXTERMINATING CO., and extend the contract for a one-year period; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that contract extension with HOFFMAN'S EXTERMINATING CO., for Extermination Services at Carino Park be and is hereby approved.


ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021

RESOLUTION #21-83

RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT FOR
CARPET INSTALLATION AT
VARIOUS MANAGED PROPERTIES
NATIONWIDE CARPET CONTRACTORS, INC.

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for the replacement and installation of carpet and padding as needed at various properties which are owned and/or managed by the HAGC; and

WHEREAS, the HAGC entered into a contract with NATIONWIDE CARPET CONTRACTORS, INC. with a term commencing on December 1, 2019, and ending on November 30, 2021; and

WHEREAS, consistent with the terms of the contract and Local Public Contract Law, at the option of the HAGC the term may be extended for (2) 1-year periods; and

WHEREAS, the HAGC wishes to exercise their option for the renewal of said contract with NATIONWIDE CARPET CONTRACTORS, INC., and extend the contract for a one-year period; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that contract extension NATIONWIDE CARPET CONTRACTORS, INC. for the replacement and installation of carpet and padding as needed at various properties which are owned and/or managed by the HAGC, be and is hereby approved.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021

RESOLUTION #21-84

**RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT FOR
SNOW REMOVAL SERVICES**

DEPTFORD PARK APARTMENTS

HUTCH CONTRACTING

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

WHEREAS, per RES#20-107, the HAGC entered into a contract with **HUTCH CONTRACTING** with a term commencing on the Fall 2020, and ending on Spring, 2021; and

WHEREAS, consistent with the terms of the contract and Local Public Contract Law, at the option of the HAGC the term may be extended for (2) 1-year periods; and

WHEREAS, the HAGC wishes to exercise their option for the renewal of said contract with **HUTCH CONTRACTING**, and extend the contract for a one-year period; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that contract extension with **HUTCH CONTRACTING**, for Snow Removal Services at Deptford Park be and is hereby approved.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021

RESOLUTION #21-85

**RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT FOR
SNOW REMOVAL SERVICES
CARINO PARK APARTMENTS
HUTCH CONTRACTING**

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Snow Removal Services at Carino Park Apartments, 100 Chestnut Lane, Williamstown, New Jersey; and

WHEREAS, per RES#20-108, the HAGC entered into a contract with **HUTCH CONTRACTING**, with a term commencing on the Fall 2020, and ending on Spring, 2021; and

WHEREAS, consistent with the terms of the contract and Local Public Contract Law, at the option of the HAGC, the term may be extended for (2) 1-year periods; and

WHEREAS, the HAGC wishes to exercise their option for the renewal of said contract with **HUTCH CONTRACTING** and extend the contract for a one-year period; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that contract extension with **HUTCH CONTRACTING**, for Snow Removal Services at Carino Park be and is hereby approved.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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

ATTEST:
Kimberly Gober
KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

RESOLUTION #21-86

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
PURCHASE AND INSTALLATION OF STORAGE SHED

DEPTFORD PARK APARTMENTS

AMERICAN SHED

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need to purchase and install a storage shed at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ; and

WHEREAS, the HAGC has solicited quotes prepared in accordance with Local Public Contracts Law (*N.J.S.A 40a:11-1 et seq*) for the purchase and installation of a storage shed and has reviewed said quotes: and

WHEREAS, the lowest responsible quote received is from **AMERICAN SHED** at a cost of **\$6,820** as attached, and is proper and responsive to the specifications provided; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the quote from **AMERICAN SHED** be and is hereby accepted; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract in accordance with the quote received and the tabulation attached hereto for the contract amount of **\$6,820**, subject to receipt of required documentation, check of references, and any required municipal approvals.

BE IT FURTHER RESOLVED that the Executive Director be and is hereby authorized to pay any reasonable fees related to the issuance of said municipal approvals.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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

ATTEST:
Kimberly Gober
KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

FORM PO 102

Rev. Nov. 2015
(Previous Editions are Obsolete)

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.
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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)
Storage Shed	9,679.00	8,423.36	6,820.00	7,999.00
Shipping and Handling Charges (if any)				
COLUMN TOTAL	9,679.00	8,423.36	6,820.00	7,999.00
TOTAL	9,679.00	8,423.36	6,820.00	7,999.00

# 1	VENDOR Shed Liquidators online				VENDOR CONTACT	TELEPHONE	
	ADDRESS				CITY	ST	ZIP
	DATE OF QUOTE 6.17.21	TYPE:	VERBAL	CATALOG X	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.	
# 2	VENDOR Wayfair online				VENDOR CONTACT	TELEPHONE	
	ADDRESS				CITY	ST	ZIP
	DATE OF QUOTE 6.17.21	TYPE:	VERBAL	CATALOG X	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.	
# 3	VENDOR American Shed				VENDOR CONTACT Diana Pennington	TELEPHONE 8567285561	
	ADDRESS 1401 N Blackhorse Pike				CITY Williamstown	ST NJ	ZIP 08094
	DATE OF QUOTE 6.16.21	TYPE:	VERBAL	CATALOG X	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.	
# 4	VENDOR Leonardonline				VENDOR CONTACT	TELEPHONE	
	ADDRESS				CITY	ST	ZIP
	DATE OF QUOTE 6.17.21	TYPE:	VERBAL	CATALOG X	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.	

3	SELECTED VENDOR American Shed	REMARKS:
WAS A COST BENEFIT ANALYSIS DONE? BY WHOM? NO <input type="checkbox"/> YES (Copy Attached) <input type="checkbox"/>		
CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED) <input type="checkbox"/> EMERGENCY PURCHASE <input type="checkbox"/> NJ STATE GVT CONTRACT <input type="checkbox"/> VALUE REQUIRES ONLY ONE <input type="checkbox"/> SINGLE SOURCE ITEM OTHER:		

QUOTES PROCURED BY  6/16/21	MGMT APPROVED (if diff)	FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE	DATE
---	-------------------------	-------------------	-----------------------------	------



Quality buildings built
in your backyard!

Main Office:
1401 N. Blackhorse Pike
Williamstown, NJ 08094
Phone: (856) 728-5561
Fax: (856) 728-5565
www.americansheds.net

INV ICE #

NJ Home Imprv. License # 13VH02509500
Federal Employer ID# 83-0444990

Sales Associate/ Location:

Diana T Pennington

5726 Rt.130 North Pennsauken, NJ 08109
Phone:856-438-5186 Email:americanshedscolumbus@gmail.com

Order Date

6/16/21

Schedule Date

11/8/21

sold to Deptford Park Apts 120 Pop Moylan Blvd. Deptford NJ 08096

Name Address City State Zip
A morning phone call will be placed between 7:30 & 8:30. Please include the morning contact number and secondary numbers if available. Phone number 856-237-5070 856-845-4959 EXT 603

Style: Wood Garage Standard

Shingle Color W.Grey

Sidewall height

Flooring 5/8" Plywood

Size: 12X20 8 ft.

Base Price \$6,200.00

Qty 2 Vents

1 Window(s) Size: 24x36

\$0.00

Shutter(s) Color: Fl bx Color: Qty:

\$0.00

Shelving Size:

Workbench Size:

Ramp Size:

Loft(s) Size:

Door(s): Placement: Style:

Felt paper on roof \$1/ SF

Paint Body: Trim:

1 30" ENTRY DOOR

\$0.00

1 4 FT RIDGE VENT FOR ROOF

\$0.00

1 8X7 ROLL UP DOOR

\$0.00

NO PAINT

Payment type:

Check#

IMPORTANT

50% Deposit required to schedule a delivery date.
Separate check is required for the labor portion of remaining balance. The remainder of the balance can be paid by check or credit card.
It is the customers responsibility to obtain all permits. Cancelled orders are subject to 15% restocking fee.

Lumber Surcharge \$620.00

Delivery

Taxable Sales \$6,820.00

Sales Tax

Total \$6,820.00

Deposit

Balance Due \$6,820.00 X



HOUSING AUTHORITY OF GLOUCESTER COUNTY
TAX EXEMPT
PAYING WITH PURCHASE ORDER
CONTACT - JOHN RAMUS

How did you hear about us:

Internet

Credit Card Number

PAYING WITH PO

Expiration Date

Vcode

John Ramus

6/17/21

FINANCING AVAILABLE VISIT WWW.AMERICANSHEDS.NET FOR INFORMATION

I have read the conditions on this sheet and agree to the terms.

RESOLUTION #21-87
RESOLUTION RATIFYING CONTRACT FOR
AN ENGINEERING INVESTIGATION
OF A STRUCTURAL MATTER
AT DEPTFORD PARK APARTMENTS

WHEREAS, during the performance of a unit vacancy turnover, a hairline crack was discovered on the concrete plank near an exterior wall at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ, posing an immediate concern; and


WHEREAS, HAGC management deemed that a Structural Investigation, Evaluation and Analysis Report of any building wall and floor movement was urgent and necessary; and

WHEREAS, the HAGC Executive Director authorized the award of a contract for engineering services to **THE DAVINCI GROUP, LLC**, in the amount of **\$7,500**; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the contract awarded to **THE DAVINCI GROUP, LLC** for the Structural Investigation, Evaluation and Analysis Report of any building wall and floor movement in the amount of **\$7,500**, is hereby acknowledged and ratified.

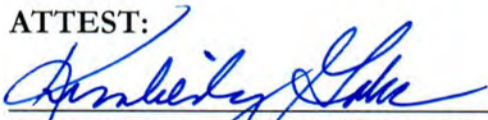
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

RESOLUTION #21-88

RESOLUTION AUTHORIZING EMERGENCY
JOCKEY PUMP REPAIR AND REPLACEMENT OF
HOT WATER CIRCULATOR AT CARINO PARK APARTMENTS
PURSUANT TO N.J.S.A. 40A:11 EMERGENCY CONTRACTS

WHEREAS, the Housing Authority of Gloucester County (HAGC) awarded an emergency contract to **BRADLEY SCIOCCHETTI**, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, on July 2, 2021, an issue with the delivery of hot water supply to the building was identified. The coupling at the hot water circulator was found to have failed, was replaced, and failed a second time due to low water pressure entering the building; and

WHEREAS, the low water pressure triggered the activation of the jockey pump located in the boiler room that boosts the incoming water pressure; and

WHEREAS, the boost of water pressure was too high, resulting on the shutdown of the boiler, presenting an immediate hazard to the health and well-being of the residents; and

WHEREAS, the Affordable Housing Operations Director deemed this an emergency repair; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the emergency contract with **BRADLEY SCIOCCHETTI** for the repair and replacement of the malfunctioning equipment as authorized by the Executive Director be approved, in an amount not to exceed \$5,000.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: William W. Bain, Jr.

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

Kimberly Gober
KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

RESOLUTION #21-89

**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 a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: William W. Bain, Jr.

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, SECRETARY

DATE: AUGUST 18, 2021



EQUIPMENT WRITE OFFS

HAGC				
Prop #	Location	Description	Manufacturer	Reason for Write off
HAGC 521	Carino	Lawn Tractor	John Deere	Not worth fixing
HAGC 522	Carino	Lawn Tractor Cart	John Deere	Part of above
HAGC 1180	Carino	Line Striper	M.A. Bruder	Broken/discarded
HAGC 3048	Carino	Carpet Extractor	Tornado	Broken/discarded

Shepherd's Farm				
Prop #	Description	Manufacturer	Model	Reason for Write off
SF 115	Refrigerator	Hotpoint	HTR16BB*	Scrapped Not Worth Repair
SF 262	Lawn Tractor	John Deere	L111	Not Worth Fixing
SF 263	Tractor Snow Blade	John Deere		Part Of Above
SF 203	Refrigerator	Hotpoint	HTR16BB*	Scrapped Not Worth Repair

RESOLUTION #21-90

RESOLUTION AUTHORIZING UPDATE TO
EQUAL OPPORTUNITIES AND
AFFIRMATIVELY FURTHERING FAIR HOUSING POLICY

WHEREAS, the Housing Authority of Gloucester County (HAGC) wishes to review and update the Equal Opportunities and Affirmatively Furthering Fair Housing Policy to ensure continued compliance with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County the Equal Opportunities and Affirmatively Furthering Fair Housing Policy attached hereto be and is hereby approved.

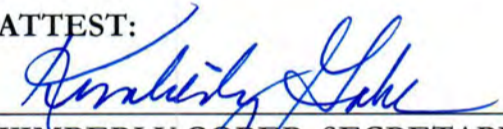
ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021

**HOUSING AUTHORITY
OF GLOUCESTER COUNTY**



**EQUAL HOUSING
OPPORTUNITY AND AFFIRMATIVELY FURTHERING FAIR HOUSING POLICY**

**EQUAL HOUSING
OPPORTUNITY AND AFFIRMATIVELY FURTHERING FAIR HOUSING POLICY**

A. NONDISCRIMINATION POLICY

Federal laws require the Housing Authority of Gloucester County (the Authority) to treat all applicants, tenants, and participant families equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, disability, sexual orientation, gender identity, and marital status. The Authority will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment, including but not limited to:

- Title VI of the Civil Rights Act of 1964, which forbids discrimination on the basis of race, color, religion, national origin or sex;
- Title VIII of the Civil Rights Act of 1968 (as amended by the 1974 HCDA and the Fair Housing Amendments Act of 1988), which extends protection against discrimination based on disability and familial status, and spell out forms of prohibited discrimination;
- Executive Order 11063;
- Section 504 of the Rehabilitation Act of 1973, which describes specific housing rights of persons with disabilities;
- The Age Discrimination Act of 1975, which establishes certain rights of the elderly;
- Title II of the Americans with Disabilities Act of 1990 (ADA) which requires that the Authority to provide individuals with disabilities with access to its programs, services and activities including, common areas and public spaces;
- The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, published in the Federal Register February 3, 2012 and further clarified in Notice PIH 2014-20;
- The Violence against Women Act of 2013 (VAWA);
- Executive Order 13988 on the Enforcement of the Fair Housing Act;
- Any applicable State laws or local ordinances, and any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted.

The Authority shall not discriminate on the basis of any protected class in the leasing, rental, occupancy, use, or other disposition of housing or related facilities. The Authority shall not, on account of any protected class: (a) Deny anyone the opportunity to apply for housing (when the waiting list is open), nor deny to any qualified applicant the opportunity to lease housing suitable to its needs; (b) Provide anyone housing that is different (of lower quality) from that provided to others; (c) Subject anyone to segregation or disparate treatment; (d) Restrict anyone's access to any benefit enjoyed by others in connection with the housing program; (e) Treat anyone differently in determining eligibility or other requirements for admission; (f) Deny anyone access to the same level of services; or (g) Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program.

The Authority shall not automatically deny admission to otherwise qualified applicants because of their membership in some group to which negative behavior may be imputed (e.g., families with children born to unmarried parents or families whose head or spouse is a student). Instead, each applicant who is a member of a particular group will be treated as an individual based on his or her attributes and behavior.

**EQUAL HOUSING
OPPORTUNITY AND AFFIRMATIVELY FURTHERING FAIR HOUSING POLICY**

The Authority will correct situations or procedures that create a barrier to equal housing opportunity for all to permit people with disabilities to take full advantage of the PHA's housing programs and non-housing programs, in accordance with Section 504, and the Fair Housing Amendments Act of 1988.

The Authority will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP). LEP persons are defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English.

B. OPERATING JURISDICTION OF THE AUTHORITY

The operating jurisdiction of the Authority shall consist of the following municipalities.

	<u>Municipality</u>	<u>Census Tract #</u>
1.	Clayton Borough	5015
2.	Deptford Township	5011
3.	East Greenwich Township	5006
4.	Greenwich Township	5005
5.	Glassboro	5014
6.	Elk Township	5019
7.	Franklin Township	5017
7.	Harrison Township	5020
8.	Logan Township	5024
9.	Mantua Township	5007
10.	Monroe Township	5016.01,5016.02
11.	National Park	5003
12.	Paulsboro	5004
13.	Swedesboro	5023
14.	Washington Township	5012
15.	West Deptford Township	5002
16.	Westville	5001
17.	Woodbury City	5010
18.	Woodbury Heights	5009
19.	Woolwich Township	5022

C. AFFIRMATIVE MARKETING/OUTREACH TO FAMILIES

It is the Authority's intent to ensure that programs and services will be made known and accessible to all interested and eligible individuals. It is the Authority's intent to market the programs and services to those individuals who have been historically underserved. The Authority will review, update, and create program-wide marketing materials as needed to make them relevant, understandable, and effective to all potential program applicants.

The Authority will use appropriate marketing material and inclusive outreach strategies and approaches to target historically underserved populations. Based on applicable Federal Regulation and New Jersey state law, certain programs are required to develop an Affirmative Fair Housing Marketing (AFHM) Plan

**EQUAL HOUSING
OPPORTUNITY AND AFFIRMATIVELY FURTHERING FAIR HOUSING POLICY**

which serves to identify, target, and outreach segments of the eligible populations which are least likely to apply to the housing program. The individual AFHM will be reviewed and updated every five (5) years.

The waiting list for each housing assistance program will be opened or closed at the discretion of the Authority's Executive Director considering the available funding, length of the waiting listing and whether the waiting list includes a sufficient number of income eligible applicants as determined by program requirements.

Applicants for whom the waiting list is open must be placed on the waiting list unless the Authority determines the family to be ineligible based on program requirements. Where the family is determined to be ineligible, the Authority must notify the family in writing. All registrants will be placed on the waiting list in accordance with the applicable Federal Regulations governing the program, and the Authority's established policy. The waiting lists will be assembled in accordance with the applicable Federal Regulations governing the program and the Authority's established policy. Placement on the waiting list does not indicate that the family is, in fact, eligible. Applicant preferences vary by housing program and are clearly specified within the applicable governing policy for each program.

When the Executive Director determines that the waiting lists contain an adequate pool for use of available program funding, the Authority may stop accepting new applications and close the waiting lists. When the wait list is closed, the Authority will not maintain a list of individuals who wish to be notified when the wait list is re-opened.

While the family is on the waiting list, the family must report to the Authority changes in family size or composition, preference status, contact information, including current residence, mailing address, income and phone number. All changes must be reported in writing within 14 calendar days of the change. Failure to keep the Authority informed of all changes of address will prevent the Authority from contacting an applicant and leaves the Authority no alternative but to remove the applicant from the waiting list. In the event this happens, the applicant has 30 days to request an Informal Hearing, failure to do so makes it necessary for the applicant to file a new application.

As conditions may require, the Authority will post notices of housing availability in particular neighborhoods or developments to encourage fuller participation. The Authority may issue public announcements of availability to encourage applications for assistance. The Authority will monitor the benefits received, as a result of marketing activities, and will increase or decrease the outreach activities accordingly. Some of the marketing efforts in which the Authority may engage, depending on the situation, include the following:

1. Review marketing and advertising materials to ensure compliance with Fair Housing laws and requirements.
2. Distribute marketing materials and make same available on the Authority's website, all of which contain the Equal Opportunity language and logo, to all persons who made an inquiry regarding housing assistance. Distribute same to town halls, social services offices, and other places of public interest.
3. Publish special notices containing the Equal Opportunity logo in a newspaper of general circulation, such as the South Jersey Times, to announce the availability of funds/units and/or

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waiting list openings.

4. Display posters containing the Equal Opportunity language and logo in all Authority offices and owned/managed properties.
5. Authority personnel shall maintain personal contact with various agencies such as Gloucester County Social Services, Gloucester County Human Services Advisory Council, VOA Homeless Shelter, Gloucester County Division of Senior Services and inform such contacts of waiting list openings.
6. Special outreach to minorities, persons with disabilities and very low-income families are accomplished through direct personal contact and direct mail to various agencies/community service providers that encourage such groups to register for housing assistance.
7. Special outreach to groups that are the least likely to apply, as determined by any applicable or required Affirmative Fair Housing Marketing Plan, include direct personal contact and direct mail to community service providers to encourage members of the identified groups that participate with the service providers in other activities to register for housing assistance with the Authority.
8. As determined by any applicable Affirmative Fair Housing Marketing Plan, it has been the past experience of the Authority and is anticipated in the future that a sufficient number of residents within the Operating Jurisdiction of the Authority will register for assistance. Accordingly, no special outreach for these persons expected to reside will be undertaken. The Supervisor of the Intake Department shall review/monitor the wait list monthly. Should the circumstances change, she will perform special outreach services for these persons.
9. Maintain training and resource material for all Authority staff involved in program administration and conduct and/or make available regular trainings on fair housing and civil rights compliance.

D. OUTREACH TO OWNERS AND PROMOTING GREATER OPPORTUNITIES FOR FAMILIES OUTSIDE AREAS OF LOW-INCOME AND MINORITY CONCENTRATION FOR THE SECTION 8 PROGRAM

The Authority continuously markets program utilization among property owners outside areas of low income and minority concentration, as determined by census data. A history of the Authority has proven that personal contact by staff results in the most meaningful marketing efforts. Further, staff involvement in community and county-based organization helps strengthen and develop new connections with perspective owners. A comprehensive Owners Guide is available on the Authority's website which provides owners with information about the operation of the program, required forms and resources for ease of participation. Staff is readily available to owners, communicating by phone, email and in person to answer questions and encourage participation.

Owners are further encouraged to participate with Social Serve website. The Authority staff utilizes Social Serve, Apartment Guide publications, local newspapers, and other internet sites for available units. At the time of the voucher issuance, the Authority provides guidance to voucher holders on the availability of various units or complexes with vacancies in areas that meet the voucher holder's needs for school,

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employment, childcare availability, shopping and public transportation.

Effective 2018, HAGC began using Small Area Fair Market Rents (SAFMRs) to determine the payment standards applicable to the Housing Choice Voucher Program. The zip-code based payment standards, derived from localized rent for each zip-code, allows HCV families to rent units in higher cost areas that have higher cost rents. The SAFMRs allow families to choose a unit across more neighborhoods with higher rents that may have high-performing schools, low levels of poverty and access to greater amenities. In most zip codes, the SAFMRs exceeds the FRMs and therefore are advantageous to voucher holders. HAGC works to negotiate contract rent amounts to help facilitate lease ups access to

Some actions to be taken which promote opportunities for families outside areas of low-income and minority concentration and market the program to owners include the following:

1. Provide one on one orientation with owners of new complexes/properties or new owners of existing complexes/properties.
2. Address various landlord groups, prospective real estate investors, and those who attend community meetings.
3. Provide prospective clients at the Tenant Briefing Class a list of property owners and referrals to Social Serve data base listing all available units.
4. At the time of issuance, and as part of continued counseling provided to assisted tenants, the Authority staff help clients to determine the type of area, location, and special location needs of the family, and advise clients of available units in such areas. Special needs may include schools, location of employments, childcare center, shopping, and public transportation.
5. The family will be supplied a briefing packet containing the items and information specified in *24 C.F.R. § 982.301(b)* which shall include information regarding discrimination in housing. In the event the oral briefing is conducted remotely, documents contained within the briefing packet will be accessible in advance on the Authority's website and/or via electronic communication to the participant.
6. The Authority will review the Section 8 Payment Standards annually to make certain the rents are affordable to extremely low-income families outside areas of low income and minority concentrations in accordance with the requirements of the Small Area Fair Market Rent Rule. The Authority will consider and establish Payment Standards in accordance with funding levels and budgetary constraints.

E. OPERATIONS

In order to further the objectives of nondiscrimination, the Housing Authority shall:

1. Include in the admissions briefings for all Housing Authority programs a section on compliance with Civil Rights laws. The briefing shall carefully explain to all participants what should be done if they believe they have been discriminated against.
2. Prominently display a Fair Housing Poster in every development office owned/and or

**EQUAL HOUSING
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managed by the Housing Authority and in the Housing Authority's main office.

3. Use the Equal Housing Opportunity logo and/or language in all advertising and in all marketing publications of the Housing Authority. The Housing Authority shall be particularly conscious of human models used in its publications so as to avoid signaling any sense of discrimination.
4. The Housing Authority shall consider all requests for reasonable accommodations and modifications in accordance with the applicable Federal, State and local law and Policy governing reasonable accommodations and modifications for individuals with disabilities.
5. In accordance with its Language Assistance Plan, the Authority will take affirmative steps to communicate with people who need services or information in languages other than English. At this time, English is the predominant language.
6. For more information regarding the operating policies of the Authority, specifically accepting and processing applications, preferences, the organization of the waiting lists, and assisting a family that claims illegal discrimination, please refer to the Section 8 Administrative Plan, the Public Housing Admissions and Continued Occupancy Policy, and the individual management plans as applicable. These policies shall be incorporated into this Equal Housing Opportunity Policy by reference.
7. The Authority does not intend to subcontract with a fair housing organization.
8. The Authority will maintain all records, which include relevant newspaper advertisements, pre-applications, application files, client files, contacts made with various agencies/community service providers, and contacts made with various landlords and landlord groups, in accordance with the laws and regulations previously referenced in this policy.
9. The Authority shall provide fair housing counseling services or refer individuals who believe they are victims of housing discrimination to fair housing agencies.
10. The Authority shall provide appropriate staff training on the implementation of the Fair Housing Act.
11. The Authority shall update and review policies impacting the provisions of the Fair Housing Act.
12. The Authority shall recruit landlords and service providers in areas to expand the housing choice to program participants in as much as the funding for the various programs permit.
13. The Authority shall maintain records of each family's race, ethnicity, familial status, and disability status on the prescribed Form HUD-50058.
14. The Authority shall follow all applicable laws, rules, and regulations with respect to Fair Housing and Equal Opportunity Housing.

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F. REPORTING DISCRIMINATION

The Authority is committed to full compliance with applicable Civil Rights laws, the Authority will provide Federal/State/local information to applicants/tenants of the Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. If an applicant/tenant family believes that any family member has been discriminated against by the Authority, the family should advise the Authority. HUD requires the Authority to make every reasonable attempt to determine whether the applicant or tenant family's assertions have merit and take any warranted corrective action. The Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Authority will also assist them in completing the forms if requested and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

Upon receipt of a housing discrimination complaint, the Authority is required to: Provide written notice of the complaint to those alleged and inform the complainant that such notice was made; Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted and keep a record of all complaints, investigations, notices, and corrective actions.

People who believe they have experienced discrimination may file a complaint by contacting HUD's Office of Fair Housing and Equal Opportunity at (800) 669-9777 (voice) or (800) 927-9275 (TTY). Housing discrimination complaints may also be filed by going to www.hud.gov/fairhousing.

TABLED

RESOLUTION #21-91

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 August 18, 2021, 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 AUGUST 18, 2021.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 18th day of August 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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

ATTEST:

KIMBERLY GOBER, SECRETARY
DATE: AUGUST 18, 2021