

**RESOLUTION #24-76**

**RESOLUTION ACCEPTING AND APPROVING  
AUDIT FOR PERIOD  
JANUARY 1, 2023 TO DECEMBER 31, 2023  
AS PREPARED BY BOWMAN & COMPANY LLP  
HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

**WHEREAS**, HUD requires an audit of its operations; and

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

**WHEREAS**, the firm of Bowman & Company, LLP, an independent accounting and auditing firm has performed an audit for HAGC FY 2023 as authorized by RES#23-114 in accordance with auditing standards generally accepted in the USA, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General and in compliance with audit requirements prescribed by the Bureau of Authority Regulation, Division of Local Government Services, Department of Community Affairs, State of New Jersey; as attached hereto and made a part hereof; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the FY2023 Audit prepared by Bowman & Company LLP has been reviewed and is hereby accepted as presented; and

**BE IT FURTHER RESOLVED** that copies of the FY2023 Audit shall be submitted to HUD and other parties as required by law.


**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**  
**DATE: AUGUST 28, 2024**

**RESOLUTION #24-77**

**RESOLUTION ACCEPTING AND APPROVING  
AUDIT FOR PERIOD  
JANUARY 1, 2023 TO DECEMBER 31, 2023  
AS PREPARED BY BOWMAN & COMPANY LLP  
GLOUCESTER COUNTY HOUSING DEVELOPMENT CORPORATION**

**WHEREAS**, it is the policy and practice of the Gloucester County Housing Development Corporation (GCHDC) to conduct an annual audit of the books and records of the management accounts of GCHDC; and

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) is the managing agent for GCHDC; and

**WHEREAS**, the firm of Bowman & Company, LLP has completed the FY2023 audit; and

**WHEREAS**, the Board of Commissioners of the HAGC has reviewed the aforesaid audit, as prepared by Bowman & Company, LLP.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the FY2023 Audit of management accounts as prepared by Bowman & Company LLP is hereby accepted as presented; and

**BE IT FURTHER RESOLVED** that copies of the FY2023 Audit shall be submitted to other parties as required by law.

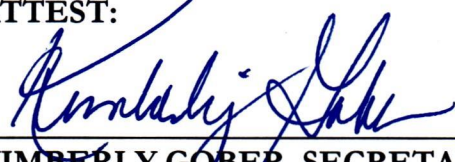
**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATE: AUGUST 28, 2024**



**RESOLUTION #24-78**

**RESOLUTION ACCEPTING AND APPROVING  
AUDIT FOR PERIOD  
JANUARY 1, 2023 TO DECEMBER 31, 2023  
AS PREPARED BY BOWMAN & COMPANY LLP  
SENIORS HOUSING DEVELOPMENT CORPORATION  
OF GLOUCESTER COUNTY**

**WHEREAS**, it is the policy and practice of the Seniors Housing Development Corporation of Gloucester County (SHDCGC) to conduct an annual audit of the books and records of the management accounts of Seniors and Colonial Park Apartments; and

**WHEREAS**, SHDCGC is a not-for-profit instrumentality of the Housing Authority of Gloucester County (HAGC); and

**WHEREAS**, SHDCGC formed a for profit subsidiary known as eMurphyg Inc. to serve as General Partner of Colonial Park L.P. ("CPLP"); and

**WHEREAS**, the firm of Bowman & Company, LLP has completed the FY2023 audit; and

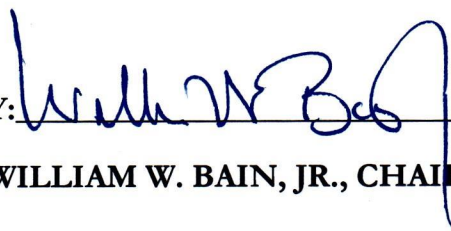
**WHEREAS**, the Board of Commissioners of the HAGC has reviewed the aforesaid audit, as prepared by Bowman & Company, LLP.

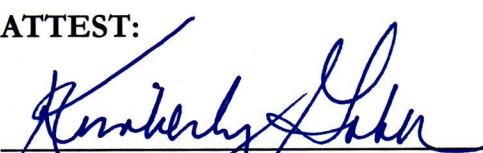
**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the FY2023 Audit of management accounts as prepared by Bowman & Company LLP is hereby accepted as presented; and

**BE IT FURTHER RESOLVED** that copies of the FY2023 Audit shall be submitted to other parties as required by law.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:  
  
KIMBERLY GOBER, SECRETARY  
DATE: AUGUST 28, 2024

**RESOLUTION #24-79**

**RESOLUTION AUTHORIZING RENEWAL OF MEMBERSHIP  
IN THE NEW JERSEY HOUSING AUTHORITY JOINT INSURANCE FUND**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

**WHEREAS**, said renewed membership terminates as of December 31, 2024 unless earlier renewed by agreement between the Authority and the Fund; and

**WHEREAS**, the Authority desires to renew said membership;


**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Housing Authority of Gloucester County agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operational procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.

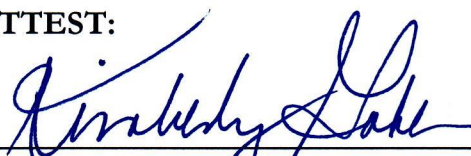
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY  
DATE: AUGUST 28, 2024



**AGREEMENT TO RENEW MEMBERSHIP IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND**

WHEREAS, the **New Jersey Public Housing Authority Joint Insurance Fund** (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, **Housing Authority of Gloucester County** is currently a member of said Fund, and;


WHEREAS, effective December 31, 2024, said membership will expire unless earlier renewed, and;

WHEREAS, the Chairperson/Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. **Housing Authority of Gloucester County** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2025 and ending December 31, 2027.
2. **Housing Authority of Gloucester County** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Housing Authority of Gloucester County** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of (Name of Authority).
5. Executed the 28<sup>TH</sup> day of August, 2024 as the lawful and binding act and deed of the **Housing Authority of Gloucester County**, which execution has been duly authorized by public vote of the governing body.

  
Chairperson/Executive Director

  
Attest  
8/28/24  
Date:

**RESOLUTION FOR RENEWAL OF MEMBERSHIP  
IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

WHEREAS, Housing Authority of Gloucester County is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2024 unless earlier renewed by agreement between the Authority and the Fund; and

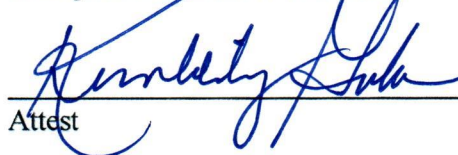
WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Housing Authority of Gloucester County agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 28<sup>TH</sup> day of August 2024 by a vote  
Of: 5 Affirmative  
-0- Negative

  
Chairperson/Executive Director

  
Attest

8/28/24  
Date:



**RESOLUTION #24-80**

**HONORING**

***Eydie Blair***

***Intake Department Supervisor***

**For Over 33 Years of Service**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) recognizes the retirement of **Eydie Blair**; and

**WHEREAS**, **Eydie Blair** has demonstrated dedication to public service throughout her tenure as HAGC's Intake Department Supervisor since January 22, 1991; and

**WHEREAS**, HAGC appreciates the dedicated services performed by **Eydie Blair** during her 33 years of service; and

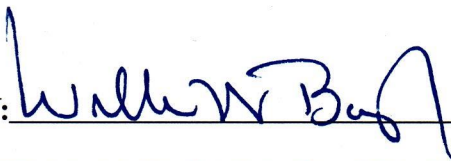
**WHEREAS**, **Eydie Blair** has earned the recognition of her peers and the gratitude of program participants for her excellent work ethic, vast knowledge, and valued insight; and

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the contributions of **Eydie Blair** 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

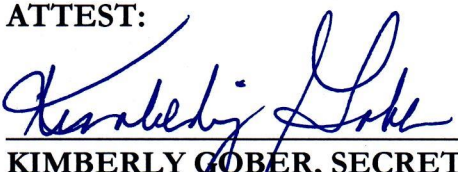
**IT IS FURTHER RESOLVED** that the Housing Authority of Gloucester County Commissioners and staff wish to express their sincere gratitude for the dedicated and selfless service performed by **Eydie Blair** during her years of service, further wishing **Eydie Blair** and her family happiness, contentment, & good health in years to come.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**  
**DATE: AUGUST 28, 2024**

**RESOLUTION #24-81**

**HONORING**

*Walter Norris*

*Hearing Officer*

**For Nearly 12 Years of Service**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) recognizes the retirement of **Walter Norris**; and

**WHEREAS**, **Walter Norris** has demonstrated dedication to public service throughout his tenure as HAGC's Hearing Officer since December 20, 2012; and

**WHEREAS**, HAGC appreciates the dedicated services performed by **Walter Norris** during his nearly 12 years of service; and

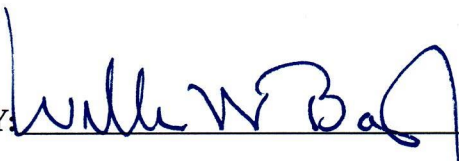
**WHEREAS**, **Walter Norris** has earned the recognition of his peers and the gratitude of residents and program participants for his compassionate nature, understanding of the law, and commitment to the community; and

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the contributions of **Walter Norris** 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

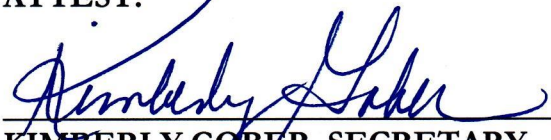
**IT IS FURTHER RESOLVED** that the Housing Authority of Gloucester County Commissioners and staff wish to express their sincere gratitude for the dedicated and selfless service performed by **Walter Norris** during his years of service, further wishing **Walter Norris** and his family happiness, contentment, & good health in years to come.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**  
**DATE: AUGUST 28, 2024**



**RESOLUTION #24-82**

**RESOLUTION AUTHORIZING PURCHASE OF CUBICLE PARTITIONS  
AT HAGC'S ADMINISTRATIVE OFFICE  
WITH APPROVED STATE CONTRACT VENDOR  
PURSUANT TO N.J.S.A. 40a:11-12a**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC), pursuant to NJSA40A:11-12a and NJAC 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under the State of NJ Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, per Resolution #24-51 HAGC disposed of 9 cubicle partitions destroyed and removed from the premises during cleanup activities associated with the flood damage from a broken Domestic Water pipe; and

**WHEREAS**, HAGC wishes to replace the disposed cubicle partitions using funds from the insurance claim presented; and

**WHEREAS**, HAGC also wishes to update the overall layout of separate work areas of the Administrative Office, requiring the purchase of additional cubicle partitions to ensure consistency, enhance efficiency levels and promote collaboration between employees; and

**WHEREAS, BELLIA OFFICE FURNITURE FOR THE WORKPLACE** is a participating, approved vendor under the State of NJ Cooperative Purchasing Program providing office furniture to participating members; and

**WHEREAS**, HAGC received a quote from **BELLIA OFFICE FURNITURE FOR THE WORKPLACE GROUP** for the purchase and installation of all cubicle partitions at a cost of **\$83,915.17**, and is responsive to the specifications; and

**WHEREAS**, the Finance Director has identified funds sufficient to cover the cost of purchase and installation of all cubicle partitions, in an amount not to exceed **\$95,000.00**, which will then be reimbursed with any insurance claim money received.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the purchase and installation of cubicle partitions in an amount not to exceed **\$95,000.00**, is now approved.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 24<sup>th</sup> day of July 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

**WILLIAM W. BAIN, JR., CHAIRMAN**

ATTEST: 

**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 24, 2024**

Vendor	Date	Description Area	# of Stations	Total	Per Station	Costs to Compare
Bellia	7/15/2024	Laminate e: S8	9	\$38,407.20	\$4,267.47	\$38,407.20
		Fabric interior, glass				
		Incl installation				
		S8 Chairs	9	\$3,658.59	\$406.51	
		Additional S8	2			\$8,534.93
		Laminate e: Intake - WSA	6	\$24,946.20	\$4,157.70	
		Fabric inter Intake - WSB (superv)	1	\$5,913.90	\$5,913.90	
		Incl installa Intake - WSC -(IT)	1	\$7,129.50	\$7,129.50	
		Subtotal Intake	8	\$37,989.60	\$4,748.70	\$37,989.60
		Task Chairs Intake	8	\$3,252.08	\$406.51	
		Guest Chai Intake Superv	2	\$607.70	\$303.85	
Emerald	7/26/2024	Total partitions	17			\$84,931.73
		Total proposal		\$83,915.17		
		Laminate w S8	9	\$36,234.90	\$4,026.10	\$36,234.90
		S8	2	\$7,779.36	\$3,889.68	
		Subtotal	11	\$44,014.26	\$4,001.30	
		Fabric WS v Intake	8	\$33,538.80	\$4,192.35	\$33,538.80
		Delivery Intake & S8	19	\$8,000.00	\$421.05	\$8,000.00
		Subtotal		\$85,553.06		
		Side Chairs S8 & Intake	8	\$1,869.52	\$233.69	
		Task Chairs Intake & S8	23	\$7,331.02	\$318.74	
		Total		\$94,753.60		
		Guest Chai 2 per office				
		Office Furni Office 1		\$1,507.02		
		Office 2		\$1,507.02		
		Office 3		\$1,489.20		
		Office 4		\$1,489.20		
		Task Chairs 1 per office	4			
		Subtotal		\$5,992.44		
		Total partitions	19			\$85,553.06
		Total proposal		\$100,746.04		



**RESOLUTION #21-83**

**RESOLUTION RATIFYING EMERGENCY CONTRACT FOR  
ADDITIONAL MORTAR AND CAULKING REPAIRS**

**AND ONSITE REPAIR OF WEEP HOLES**

**PURSUANT TO N.J.S.A. 40A:11-6**

**CARINO PARK APARTMENTS**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) awarded emergency contracts for Additional Mortar and Caulking Repairs and Onsite Repair of Weepholes, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-6; and

**WHEREAS**, HAGC had previously approved and executed contract for Exterior Building Maintenance – Brick Repointing for Carino Park Apartments, via RES#24-32; and

**WHEREAS**, while performing exterior mortar repairs, weep holes causing water leaks into apartments located in the Southwest and Northeast sides of the building were discovered, requiring additional emergency work and materials to abate the damage; and

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

**WHEREAS**, the Executive Director was notified and was satisfied that an emergency did exist and authorized the award of emergency contract to **TRISTATE MASONRY RESTORATIONS, LLC.** in accordance with N.J.S.A. 40A:11-6(a).

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Gloucester County, that the emergency contract with **TRISTATE MASONRY RESTORATIONS, LLC.** for Additional Mortar and Caulking Repairs and Onsite Repair of Weepholes, as authorized by the Executive Director, is hereby approved in the amount of **\$6,100.00.**

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: \_\_\_\_\_

**WILLIAM W. BAIN, JR., CHAIRMAN**

ATTEST: \_\_\_\_\_

**KIMBERLY GOBER, SECRETARY**

**DATED: AUGUST 28, 2024**









TRISTATE  
MASONRY RESTORATIONS LLC  
NJ LIC # 13VH00754300  
12 Farmingham Drive  
Sewell, New Jersey 08080-2135

# INVOICE

DATE  
8/14/24

INVOICE #  
8145

(856) 229-1669 FixBrixNJ@aol.com

BILL TO: Gloucester County Housing  
100 Pop Moylan Boulevard  
Deptford, New Jersey

DESCRIPTION	AMOUNT
Additional pointing 150 sq. ft. @24.00 per sq. ft. 3600.00 Additional caulking and downsizing of weep holes on Carino Park exterior. \$2500.00 IFB 24-002	6100.00
<b>TOTAL 6100.00</b>	



TRISTATE  
MASONRY RESTORATIONS LLC  
NJ LIC # 13VH00754300  
12 Farmingham Drive  
Sewell, New Jersey 08080-2135

# INVOICE

DATE  
8/14/24

INVOICE  
8144

(856) 229-1669 FixBrixNJ@aol.com

BILL TO: Gloucester County Housing  
100 Pop Moylan Boulevard  
Deptford, New Jersey

DESCRIPTION	AMOUNT
Exterior caulking, pointing, and water proofing of Carino Park IFB 24-002	89000.00
<b>TOTAL 89000.00</b>	



# Housing Authority of Gloucester County

rev. Dec. 2009 <b>Form CO 1</b> <small>(Previous Editions are Obsolete)</small>	Please Type or Print Legibly <h2 style="margin: 0;">CHANGE ORDER</h2> (FOR CONSTRUCTION CONTRACTS)	Contract Number <h3 style="margin: 0;">24-002</h3> FINANCE DEPARTMENT
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<b>Contractor/Supplier (Name &amp; Address)</b> Trislate Masonry 12 Farmingham Drive Sewell, NJ	<b>Original Contract Date</b> 4.25.2024 <b>Change Order Number</b> 1
<b>Project Name and Number</b> Carino Park Apartments	<b>Date of Change Order</b> 8.13.2024
<b>Contract Type/Description</b> UNIT RENOVATION	<b>Work Item No. (if any)</b>
<b>Description of Change Order:</b>	
1. 150 S/F @ 24.00 Mortar and caulking repair 2. On site repair of weep holes causing water leak in apartments South West & North East Side 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	<b>Amount</b> 3,600.00 2,500.00               
<b>Total for this Change Order</b>	
<b>\$6,100.00</b>	

**Statement of Justification for change:**  
 Add-on work needed in back bedroom due to existing water damage, moving gas line and unit patch work.

<b>CONDITIONS:</b> A. The aforementioned change, and work affected thereby, are subject to all contract stipulations and covenants. B. The rights of the Authority/Contracting Unit are not prejudiced. C. All claims against the Authority which are incidental to or as a consequence of the aforementioned change are satisfied.	<table style="width: 100%;"> <tr> <td>Original Contract Amount:</td> <td style="text-align: right;">89,000.00</td> </tr> <tr> <td>Net Change by Previous Change Orders:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Other:</td> <td></td> </tr> <tr> <td>Contract Amount Prior to this C.O.:</td> <td style="text-align: right;">89,000.00</td> </tr> <tr> <td><b>This Change Order Amount:</b></td> <td style="text-align: right;"><b>6,100.00</b></td> </tr> <tr> <td><b>Revised Contract Amount:</b></td> <td style="text-align: right;"><b>\$95,100.00</b></td> </tr> </table>	Original Contract Amount:	89,000.00	Net Change by Previous Change Orders:	0.00	Other:		Contract Amount Prior to this C.O.:	89,000.00	<b>This Change Order Amount:</b>	<b>6,100.00</b>	<b>Revised Contract Amount:</b>	<b>\$95,100.00</b>
Original Contract Amount:	89,000.00												
Net Change by Previous Change Orders:	0.00												
Other:													
Contract Amount Prior to this C.O.:	89,000.00												
<b>This Change Order Amount:</b>	<b>6,100.00</b>												
<b>Revised Contract Amount:</b>	<b>\$95,100.00</b>												

<b>TIME ADJUSTMENT (If any):</b>													
<b>CONTRACTOR'S ACCEPTANCE</b> <div style="text-align: center;">                   SIGNATURE                  DAVID WARTMAN                  PRINTED NAME             </div> <div style="text-align: center;">                 DATE                  OWNER                  TITLE             </div>		<b>ARCHITECT / ENGINEER APPROVAL</b> <div style="text-align: center;">                 SIGNATURE                  DATE             </div> <div style="text-align: center;">                 PRINTED NAME                  TITLE             </div>											
<b>PHA / PROJECT MANAGEMENT APPROVAL</b> <div style="text-align: center;">                 SIGNATURE                  DATE             </div> <div style="text-align: center;">                 PRINTED NAME                  TITLE             </div>		<b>PHA / CONTRACTING OFFICER APPROVAL</b> <div style="text-align: center;">                 SIGNATURE                  DATE             </div> <div style="text-align: center;">                 PRINTED NAME                  TITLE             </div>											
<b>PHA / JOB COORDINATOR APPROVAL</b> <div style="text-align: center;">                   SIGNATURE                  JOHN RASTUS                  PRINTED NAME             </div> <div style="text-align: center;">                 DATE                  ERTY MODERNIZATION MANAGER                  TITLE             </div>		<b>DOCUMENT DISTRIBUTION</b> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> PHA - Project File</td> <td><input type="checkbox"/> Contractor</td> </tr> <tr> <td><input type="checkbox"/> PHA - Contracting Officer</td> <td><input type="checkbox"/> Architect/Engineer</td> </tr> <tr> <td><input type="checkbox"/> PHA - Finance Department</td> <td></td> </tr> <tr> <td><input type="checkbox"/> HUD</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>		<input type="checkbox"/> PHA - Project File	<input type="checkbox"/> Contractor	<input type="checkbox"/> PHA - Contracting Officer	<input type="checkbox"/> Architect/Engineer	<input type="checkbox"/> PHA - Finance Department		<input type="checkbox"/> HUD		<input type="checkbox"/> Other:	
<input type="checkbox"/> PHA - Project File	<input type="checkbox"/> Contractor												
<input type="checkbox"/> PHA - Contracting Officer	<input type="checkbox"/> Architect/Engineer												
<input type="checkbox"/> PHA - Finance Department													
<input type="checkbox"/> HUD													
<input type="checkbox"/> Other:													

RESOLUTION #24-32

RESOLUTION AUTHORIZING CONTRACT FOR  
EXTERIOR BUILDING MAINTENANCE BRICK REPOINTING  
CARINO PARK  
IFB #24-002  
TRI-STATE MASONRY RESTORATIONS, INC.

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Exterior Building Maintenance – Brick Repointing for Carino Park Apartments, located at 100 Chestnut Street, Williamstown, NJ; and

WHEREAS, HAGC has solicited bids for Exterior Building Maintenance – Brick Repointing through public advertisement; and

WHEREAS, HAGC received, reviewed, and evaluated the three (3) bids received; and

WHEREAS, the lowest responsive bid for such services is with TRI-STATE MASONRY RESTORATIONS, INC., with a base bid amount of \$82,000.00, as per bid documents attached hereto, and is proper and responsive to the specifications.

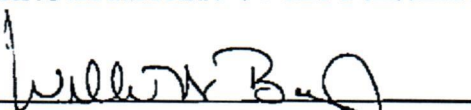
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC that a contract for Exterior Building Maintenance – Brick Repointing with TRI-STATE MASONRY RESTORATIONS, INC. be and is hereby approved.

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute said contract for Exterior Building Maintenance – Brick Repointing, in accordance with the bid received.

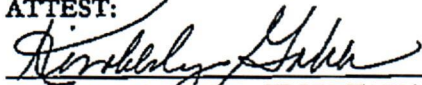
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County held on the 24th day of April 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

  
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY  
DATE: APRIL 24, 2024





Housing Authority of Gloucester

County

Attended by: S. LITTLE, J. DANIELS

**Bid Tabulation Sheet**

EXTERIOR BUILDING MAINTENANCE

BID # 24-002

APRIL 2, 2024 AT 10:00 AM

Company	Base Bid	No.	Alternate Deducts	Comments
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TRI-STATE MASONRY RESTORATIONS, INC	\$	89,000.00	\$24 PER SQ. FT.	
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12 FARMINGHAM DRIVE				
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SEWELL, NJ 08080				
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DUAL BUILDING RESTORATION	\$	113,000.00	\$25 PER SQ. FT.	
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531 UNION MILL RD.				
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MT. LAUREL, NJ 08054				
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A1 CONSTRUCTION	\$	385,000.00	\$16 PER SQ. FT.	
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2468 JERUSALEM RD. SUITE 1				
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N. BELLMORE, NY 11710				
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Recommendation: Tri State Masonry has submitted the lowest responsive bid. This vendor has performed satisfactory work previously with HAGC and is recommended for the contract.





**RESOLUTION #24-84**

**RESOLUTION APPROVING REVISED**

**CHECK SIGNING AUTHORIZATION POLICY**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**WHEREAS**, in accordance with N.J.S.A 40A:5-16.5; N.J.A.C 5:31-4.1, 4.2; N.J.A.C 5:30-9A; Local Finance Notice 2018-13, the Housing Authority of Gloucester County (HAGC) adopted a Check Signing Authorization Policy via RES#18-56; and

**WHEREAS**, this policy identifies those people who are authorized to sign and issue checks on its behalf and in the manner in which those checks will be issued for all HAGC bank accounts and the bank accounts of the instrumentalities and affiliated entities of the HAGC; and

**WHEREAS**, HAGC has reviewed and updated the policy, a copy of which is attached and incorporated herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the revised Check Signing Policy be and hereby is approved and shall supersede all prior policies addressing the subject matter contained herein.


**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28th day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: \_\_\_\_\_

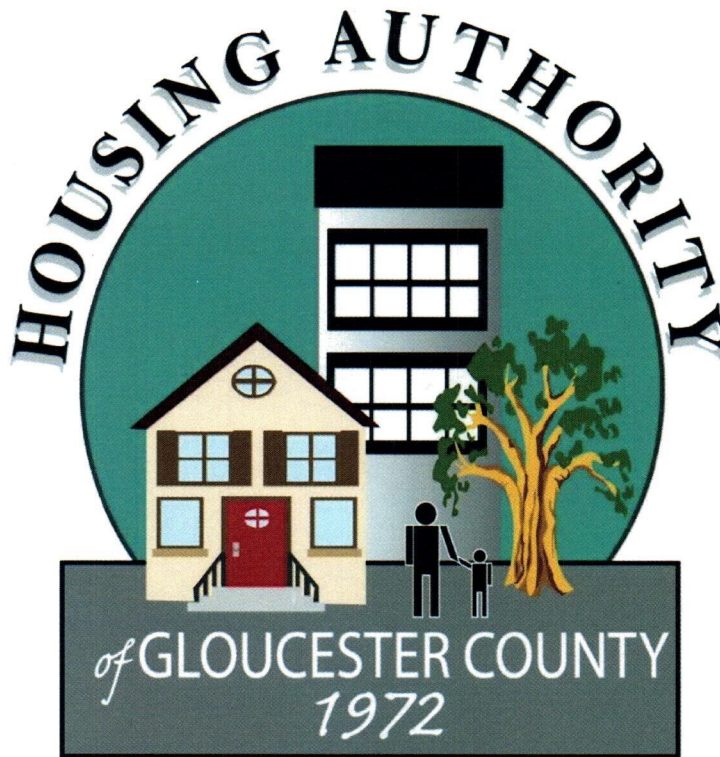
**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATE: AUGUST 28, 2024**



## CHECK SIGNING AUTHORIZATION POLICY

**ADOPTED:**  
July 25, 2018

**REVISED:**  
July 2019  
July 2022  
July 2023  
August 2024



# **Housing Authority of Gloucester County**

## **Check Signing Authorization Policy**

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

This Policy is drafted and implemented in accordance with *N.J.S.A. 40A:5-14*, *N.J.S.A. 40A:5-16.5*; *N.J.A.C. 5:31-4.1*, *4.2*; *N.J.A.C. 5:30-9(A)*; Local Finance Notice 2018-13. Although these regulations do not legally apply to non-public funds used by its instrumentalities and affiliated entities, HAGC has deemed it good practice and therefore it is followed for all entities.

HAGC is a member of the JCMI/CYBER JIF and the NJPHAJIF and will follow the MEL's JCMI Banking Best Practices governing wire transfers, ACH Payments, and check issuance. The Finance Director will further confirm that HAGC's financial institution will adhere to these requirements. The Best Practices are attached hereto and are incorporated into this Policy.

1. All persons submitting a claim for payment from HAGC moneys shall present a detailed bill of items or demand, specifying how the bill or demand is made up, with the certification of the party claiming payment that it is correct. In accordance with *N.J.S.A. 40A:5-16(a)*; *N.J.A.C. 5:30-9(A)(6)*, and Board of Commissioners (Board) Resolution #15-06, the purchase of goods and services under Five Thousand Dollars (\$5,000.00) does not require a vendor certification, but for the exceptions enumerated in such statute including payments as reimbursement of employee expenses or payment for personal services.
2. All claims shall carry a certification of an official or designated employee of HAGC having knowledge of the facts that the goods have been received by, or the services rendered to HAGC.
3. All Housing Assistance Payments (HAP) checks for any voucher program will be signed by the computer-generated automated signatures of the Executive Director and the Board Chairperson. All HAP checks are supported by an executed HAP contract between HAGC and the landlord; therefore, no additional certification is required.
4. All non-HAP checks of Five Hundred Dollars (\$500.00) or less will be signed by the computer-generated automated signatures of the Executive Director and Board Chairperson.
5. All non-HAP checks greater than Five Hundred Dollars (\$500.00) will be signed manually by two (2) authorized signatories.
6. The following are designated individuals whose signatures shall appear on checks drawn upon the Treasury of HAGC. In the event a check is made payable to one of the signatories, which are identified below, an alternative authorized signatory is required.

- a. All Board Members from their respective entities with appropriate bank signature card on file with HAGC;
  - b. Executive Director;
  - c. Deputy Executive Director;
  - d. Human Resource Director;
  - e. Executive Assistant;
  - f. Finance Director (in the event no other designated individual is reasonably available and signature is required).
7. Payments on invoices should not be split into less than Five Hundred Dollar (\$500.00) increments for the sole purpose of utilizing the computer rather than manually signing said checks.
8. The supporting data for each check shall be available for the signer to review at the time of signing.
9. With the exception of HAP checks, payroll checks and bills on the interim, the Board must approve all payments through the monthly bill lists presented at the Board Meeting. Interim payments are approved after payment and shall be included on the bill list presented to the Board for acknowledgement, or ratification. All non-public entities' bills are monitored monthly by HAGC and approved and/or ratified at their annual meeting.
10. All claims approved, acknowledged, or ratified for payment by the Board shall be recorded in the minutes and shall, upon approval of the minutes, be made available to the public, upon request.
11. The payments of certain claims may be paid without delay, prior approval of the Board, following the approval of a properly prepared, completed, and authorized (through the Executive Director's signature) Payment Voucher. These payments are considered "payments on the interim" and are included in the monthly bill list for Board approval. They include the following types of bills:
  - a. Utilities – including water, sewer, electric, gas, oil, etc.;
  - b. Pre-approved telecommunication services – including telephone, mobile phones, data lines, internet, and cable services;
  - c. Pre-approved insurance premiums;
  - d. Payments in lieu of taxes and taxes;
  - e. Reimbursements to tenants/estates for out-of-pocket costs or refunds of security deposits or credit balances;
  - f. Funding for various escrow accounts;
  - g. Disbursements of client escrow accounts;
  - h. Replenishment of petty cash funds;
  - i. Inter-fund payments;
  - j. Authorized management and administrative fees;
  - k. Mortgage payments;
  - l. Emergency repair/replacement costs;



- m. Weekly payroll withholdings and related expenses;
  - n. Governmental agency fees and charges (i.e. inspection fees);
  - o. Fees for training seminars and travel expenses;
  - p. Incidental repair/equipment costs under One Thousand Dollars (\$1,000.00);
  - q. Reasonable relocation costs associated with a temporary relocation of a tenant of an owned/managed property;
  - r. Other items as specified in writing by the Executive Director; and
  - s. Contractors that have a contract and/or resolution that was previously approved by the Board.
12. The manner and time in which salaries, wages or other compensation for services shall be paid shall be in accordance with HAGC's Personnel Policies and Employee Manual and Collective Bargaining Agreement. Paychecks to employees shall be signed by the computer-generated automated signatures of the Executive Director and Board Chairperson. Payroll checks are required to be Direct Deposit, although on rare occasions a paper check may be necessary. As stated in Section 9 above, payroll checks are not included in the monthly bill list.
13. In accordance with *N.J.S.A. 40A:5-1 et seq.* and as an alternative to paper checks, HAGC is authorized to pay claims electronically using electronic fund technology (EFT).
14. With respect to the use of EFT for the payment of HAP pursuant to HAP Contracts, the Section 8 Supervisor shall be the initiator for the Housing Choice Voucher (HCV) HAP checks and MOD Rehab HAP checks, the Intake Supervisor shall be the initiator for the HOME Funds HAP checks, and the Finance Director shall be the authorizer for all. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable, the transfer shall be authorized by the Executive Assistant.
15. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator, and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the Payment Voucher and on the Direct Deposit Bank Report. In the event that the Executive Director is unavailable, the transfer shall be authorized by the Executive Assistant.
16. With respect to the use of EFT for employee paychecks, the Human Resource Director shall be the initiator, and the Finance Director shall be the authorizer.
17. On no less than a weekly basis, activity reports on all EFT-based transactions shall be reviewed by the Finance Director. Such review shall be completed by review of the Check Register to determine if the Register includes any electronic funds transfers.
18. Any activity report on the EFT-based transactions generated by the Finance Director must be reviewed by the Executive Director.

19. In conjunction with the monthly bank reconciliation to the General Ledger, reconciliation of the actual EFT transactions to the accounting records shall be performed at least monthly and maintained for audit.
20. Each bill list approved, acknowledged, or ratified by the Board shall indicate the type of technology utilized in each EFT transaction.
21. The EFT must allow verification that a payment is not being diverted to an individual or entity other than the one authorized to receive payment. Such verification shall occur through requiring each individual to complete a Direct Deposit Authorization Form along with a copy of a voided check and by performing a validity test on the bank account. The Section 8 Supervisor, or designee, shall ensure that the identity of landlords completing the Direct Deposit Authorization Form corresponds to the W-9 form completed by the landlord.
22. Electronic funds transfers through Automated Clearing House (ACH) must utilize Electronic Data Interchange (EDI) technology. Any user uploading an ACH file shall check the amounts and recipients against a register displaying ACH payments. The Finance Director uploads and verifies the contents of the ACH file.
23. HAGC will obtain a printed confirmation from the bank that the wire was sent and/or the ACH was processed by the designated banking depository.
24. HAGC shall use the Positive Pay service provided by the banking institution.
25. In accordance with *N.J.A.C. 5:30-9(A)(4)*, HAGC is authorized to use charge cards issued by a specific vendor for the utilization of goods and services provided by said vendor. Outstanding balances on all charge cards shall be paid in full each month.
26. The Executive Director shall approve of the specific individuals designated to use each charge card. Designated users shall execute the Charge Card Use Agreement acknowledging their understanding of the policies and procedures for usage and financial responsibility for misuse attached hereto as Attachment "A".
27. The Finance Director shall obtain the SOC-1 report annually from Financial Institution providers of EFT, as evidence of satisfactory internal controls.
28. HAGC shall operate all EFT in accordance with the cyber security framework specified in *N.J.A.C. 5:33-1.1* and the best practices as required by the JCM/Cyber JIF attached hereto as Attachment "B".



Attachment "A"

HOUSING AUTHORITY OF GLOUCESTER COUNTY

CHARGE CARD USE AGREEMENT

This Charge Card Use Agreement (Agreement) is between the Housing Authority of Gloucester County, its affiliates and instrumentalities (collectively referred to herein as "HAGC") and \_\_\_\_\_ ("Employee").

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

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

## Attachment "B"

## BEST PRACTICES FOR WIRE TRANSFERS AND ACH PAYMENTS

Wire transfer fraud cyber-attacks cost U.S. businesses billions of dollars each year. A number of covered entities have experienced breaches to their information systems related to wire transfers with financial institutions that have resulted in losses that far exceed their crime and cyber insurance coverage. Many of these events could have been avoided by applying vigilant oversight and compliance with "best practice" guidelines.

The following is a list of best practices that the MEL JCMI requires the JCMI and MEL affiliated members to review and implement with their Administration, Chief Financial Officer, and lending institution to ensure all necessary protections are in place. Failure to adhere to these required practices may lead to an increase in deductible, denial of claim or termination of coverage.

**Best Practices for Wire Transfers and ACH Payments**

1. **Review contracts with financial institutions** – Your entity's legal counsel must immediately review all agreements and be certain that the "presumptive liability" is placed on financial institutions that process wire transfers and ACH payments.
2. **Confirm receipt of Best Practices** – Verify that your Chief Financial Officer has reviewed each of these practices and provides specific "no exception guidelines" as to wire transfer and ACH payment policy and procedures.
3. **Include Best Practices in Annual Cash Management Plan** – Require that your Chief Financial Officer includes the entire Best Practices for Wire Transfer, ACH Payments, and Check Issuance protocol as part of the Annual Cash Management Plan pursuant to N.J.S.A. 40A:5-14, which is required to be adopted annually by the governing body.
4. **Establish specific wire transfer and ACH payment requirements** – Wire transfers payments are completed the same day while ACH payments take 1-2 business days for the transaction to be completed. Banking institutions have indicated that ACH payments are more secure than wire transfers. The following requirements must be part of your wire transfer and ACH payments policy:
  - a. Identify at least two authorized individuals in the covered entity who are authorized to execute and confirm wire transfers and ACH payments respectively. The Official with financial administrative rights that is tasked with this process is required to have an appropriate level of responsibility. This official will set up the wire transfer or the ACH payment and the other official, also with an appropriate level of responsibility will authorize the release of the wire or ACH payment directly with the bank utilizing a separate platform other than the electronic platform utilized to



initiate the wire, i.e., Telephone call or Phone Text, not an email on the same network.

- b. Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template is authorized are allowed. Wire and ACH Template authorizations should go through the same approval process as noted in a. above, wherein the Finance office initiates and the Administrative office confirms. Also, any changes to a template must be authorized using this same process. A wire transfer or ACH payment requires at least two forms of verification from the vendor bank before a transfer can be authorized. The verification should include: (i) Multi-factor authentication for each authorized user; (ii) user verbal authorization and verbal confirmation using phone contact information on file, not the phone number in an email; and (iii) a limited email exchange to confirm the wire transfer. The additional factor(s) can be a text with a code sent to an authorized user's smartphone, a hard token, or biometrics. The email exchange shall never contain specific information relating to the actual contents of the transfer.
- c. For all wire/ACH transfer of funds, the following information is required:
  - i. Must create a template for all transactions.
  - ii. Name of person spoken to, including the recipient vendor title and telephone number.
  - iii. Name of the two individuals from the covered entity that verbally and in writing confirmed the authorization of the transfer, and the receiving bank information, including routing number, account number and dollar amount.
  - iv. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
  - v. Memorialization of the transfer and confirmation of completion of the transaction.
  - vi. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
- d. Memorialization of each transfer/payment must be filed with the Chief Financial Officer/JIF treasurer and made available for audit.
- e. A detailed description of all wire transfers and ACH payments must be filed with the Chief Administrative Officer and the Clerk.
- f. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.
- g. Entities are required to establish a policy restricting the frequency of wire transfers to infrequent or emergent matters, and real estate transactions, rather than for routine payments to vendors. The frequency of fraudulent transactions for wire transfers is far greater than for checks. Templates must be set up for wire transfers and ACH payments.

- h. Entities are required to placing a dollar limit on wire transfers and ACH payments that is reasonable to your size entity but recognize when setting that limit that your coverage is limited to the maximum coverage of the crime policy and your entity will be responsible for any losses between the coverage limits and the wire limit you set.
- i. Establish on-line banking alerts for all wires & ACHs changes to a template. The online banking policy must include a requirement that the wire/ACH is not released until the recipient of the alert approves it.
- j. Covered entities are required to restrict all permissions on international wires. Authorized users are required to set up restrictions on the banking institution's on-line system.
- k. Each Chief Financial Officer must utilize blocks and alerts in their banking system to ensure that any transactions not specifically authorized will be flagged by the banking system, and the Chief Financial Officer must authorize each flagged transaction. **The use of a Payee Positive Pay system for all checks and ACH transactions is required.** Additionally, daily review of overnight transactions and balances to identify any unusual transactions or events is strongly recommended.
- l. Notify the bank and Chief Financial Officer/Treasurer/Responsible individual immediately if suspicious activity is detected.

### **Cyber Insurance and Wire Transfers**

Generally speaking, wire transfer fraud is considered a theft and there may be limits of up to \$250,000 depending on the incident. That leaves a potential gap for significant exposure. There are important coverage contingencies in many policies, such as that the coverage will apply only if you “**properly verify the instructions to transfer such assets by following a prearranged procedure to authenticate the request.**” The bottom line is, insurers have been moving to restrict or eliminate coverage altogether, especially if proper controls are not in place. Many of the losses that we are seeing today throughout government agencies are easy to prevent, but also easy to create significant losses. Prudent controls must be implemented to protect our members and covered entities and minimize exposure, as well as to qualify for coverage.



TABLED

RESOLUTION #24-85

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 28th, 2024, 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 be 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 28, 2024.**

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of August 2024.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BY:** \_\_\_\_\_  
**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, SECRETARY**  
**DATE: AUGUST 28, 2024**