

RESOLUTION #24-103

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

RFP #24-004

ANGELINI, VINIAR AND FREEDMAN, LLP

BROWN AND CONNERY, LLP

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

WHEREAS, HAGC has requested proposals for legal services through public advertisement; and

WHEREAS, HAGC has reviewed, rated, and ranked proposals received.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC as follows:

1. That James Pierson, Esq. and the law firm of Angelini, Viniar and Freedman, LLP be and is hereby appointed Primary General Counsel for HAGC commencing January 1, 2025 and continuing through December 31, 2025, unless replaced, to perform such duties as required by HAGC.
2. That Michael Watson, Esq. and the law firm of Brown and Connery, LLP be and is hereby appointed Secondary General Counsel for HAGC, commencing on January 1, 2025 and continuing through December 31, 2025, unless replaced, to perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel.
3. These contracts are awarded with competitive proposals, pursuant to a Request for Proposal solicited by requirement of the United States Department of Housing & Urban Development directive and as a "Professional Service" under the provisions of

the Local Public Contracts Law (N.J.S.A. 40A:11-4.1 et seq.) encompassing professional services recognized, licensed and regulated by law, and of a nature where it is not possible to obtain competitive proposals as there are unique qualitative professional requirements relative to these professional services.

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

5. A brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

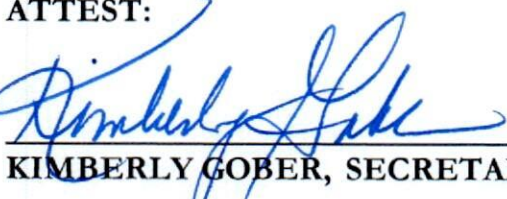
ADOPTED at a regular meeting of the Housing Authority of Gloucester County held on the 20th day of November 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 20, 2024

RESOLUTION #24-104

**RESOLUTION AWARDING
AUDIT SERVICES CONTRACT FOR FISCAL YEAR
JANUARY 1, 2024 TO DECEMBER 31, 2024**

RFP #24-005

BOWMAN AND COMPANY, LLP

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 activities; and

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

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

WHEREAS, HAGC has reviewed, rated, and ranked the proposals received; and

WHEREAS, HAGC has found it to be in its best interest to retain the services of **BOWMAN AND COMPANY, LLP**.

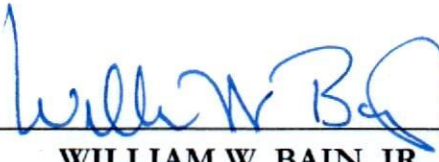
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC that the Chairman or Executive Director is hereby authorized to enter into a contract with **BOWMAN AND COMPANY, LLP**, a Limited Liability Corporation, Certified Public Accountants, in accordance with the Proposal Tabulation Sheet attached hereto for HAGC, for the exclusive purpose of performing an audit of the books and records of HAGC, in compliance with the statutes and regulations of the United States and HUD, specifically the "Audit Guide for Audits of Public Housing Agencies - HUD Handbook for period ending 12/31/24."

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to negotiate, execute, and sign a contract for Audit Services, FY 2024, for a fee of **\$51,500.00 with an estimated time budget of 295 hours**.


BE IT FURTHER RESOLVED that a brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

ADOPTED at a regular meeting of the Housing Authority of Gloucester
County held on the 20th day of November 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 20, 2024

RESOLUTION #24-105

RESOLUTION AWARDING

**PROFESSIONAL HOUSING DEVELOPMENT CONSULTING SERVICES
FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

RFP #24-006

THE BROOKE GROUP, LLC

WHEREAS, there exists a need for the designation of a Professional Housing Development Consultant to provide Housing Development consulting services for the Housing Authority of Gloucester County (HAGC) for the year 2025; and

WHEREAS, HAGC has requested proposals for such services through public advertisement; and

WHEREAS, THE BROOKE GROUP, LLC has supplied a proposal summarizing their capabilities in providing expertise in all areas needed and pursuant to the guidelines of the United States Department of Housing and Urban Development; and

WHEREAS, HAGC has found it to be in its best interest to retain the services of THE BROOKE GROUP, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC, that the Executive Director is hereby authorized to negotiate, execute, and sign an agreement with THE BROOKE GROUP, LLC to provide such services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet which will not exceed \$50,000.00.

BE IT FURTHER RESOLVED that a brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.


ADOPTED at a regular meeting of the Housing Authority of Gloucester County held on the 20th day of November 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 20, 2024

RESOLUTION #24-106

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

DEPTFORD PARK APARTMENTS

MARKSMEN LANDSCAPING, LLC

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, a contract was signed with MARSKMEN LANDSCAPING, LLC. for such service with a term commencing on the winter of 2023 and ending on Spring 2024; and

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

WHEREAS, HAGC wishes to exercise its option for the renewal of said contract and extend the contract for an additional (1) one-year period, commencing on Winter 2024 and concluding on Spring 2025; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the additional (1) one-year period extension of the contract with MARSKMEN LANDSCAPING LLC. for Snow Removal Services be and is hereby approved.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 20th day of November 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: NOVEMBER 20, 2024

RESOLUTION #24-107

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

CARINO PARK APARTMENTS

MARKSMEN LANDSCAPING, LLC

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

WHEREAS, a contract was signed with **MARSKMEN LANDSCAPING, LLC** for such service, with a term commencing on the Winter of 2023 and ending on Spring 2024; and

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

WHEREAS, HAGC wishes to exercise its option for the renewal of said contract and extend the contract for an additional (1) one-year period, commencing on Winter 2024 and concluding on Spring 2025; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the additional (1) one-year period extension of the contract with **MARKSMEN LANDSCAPING LLC** for Snow Removal Services be and is hereby approved.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 20th day of November 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATED: NOVEMBER 20, 2024

RESOLUTION #24-108

RESOLUTION AWARDING CONTRACT FOR

ACTUARY REPORT

GASB75 FOR OTHER POST-EMPLOYMENT BENEFITS

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for a Certified New Jersey Actuarial Consulting Firm to provide an actuarial report related to GASB 75 for Other Post-Employment Benefits (OPEB) for the 2024 fiscal year; and

WHEREAS, the services being requested are Professional Services and exempt from the requirements of public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the HAGC has solicited quotes for such services; and

WHEREAS, HAGC has reviewed the two (2) quotes received in accordance with Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, HAGC has determined that the quote of **BROWN & BROWN CONSULTING** for a contract amount of \$3,100.00, is proper and responsive to the specifications, and is most advantageous to HAGC, price and other factor's considered;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with **BROWN & BROWN CONSULTING** in the amount of \$3,100.00, be and is hereby approved.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 20th day of November 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

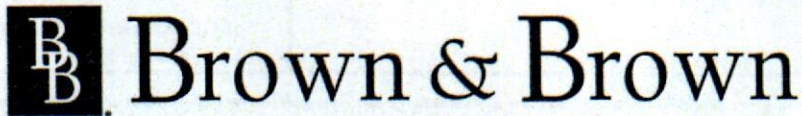
DATE: NOVEMBER 20, 2024

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or Type

**HOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT**

LOCATION OF NEED		(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)			
HAGC Admin		NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.			
REQUESTED PURCHASE (use multiple lines when necessary)		QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
Actuarial report for		\$3,100.00	\$3,770.00	(No Response)	
OPEB (GASB 75)		(Roll Forward)	(\$3,200 Valuation +		
YE 2024			\$570 disclosure)		
Shipping and Handling Charges (if any)					
COLUMN TOTAL		3,100.00	3,770.00	-	-
TOTAL					
#	VENDOR		VENDOR CONTACT		TELEPHONE
1	Brown & Brown Consulting		Curt Evans		(215) 561-1143
	ADDRESS		CITY		ST ZIP
	125 East Elm Street, Suite 210		Conshohocken		PA 19428
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL
	9/30/2024				X
#	VENDOR		VENDOR CONTACT		TELEPHONE
2	Awen ARC		Andy Yost		206-735-8222
	ADDRESS		CITY		ST ZIP
	PO Box 25263		Portland		OR 97298
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL
	10/1/2024				X
#	VENDOR		VENDOR CONTACT		TELEPHONE
3	Cheiron		Michele Domash		856-234-5560
	ADDRESS		CITY		ST ZIP
	701 East Gate Drive		Mount Laurel		NJ 08054
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL
	n/a				X
#	VENDOR		VENDOR CONTACT		TELEPHONE
4					
	ADDRESS		CITY		ST ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL
					X
SELECTED VENDOR			REMARKS:		
#	1 Brown & Brown Consulting				
WAS A COST BENEFIT ANALYSIS DONE?			BY WHOM?		
NO <input checked="" type="checkbox"/> YES (Copy Attached) <input type="checkbox"/>					
CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)					
<input type="checkbox"/> EMERGENCY PURCHASE			OTHER:		
<input type="checkbox"/> NJ STATE GVT CONTRACT					
<input type="checkbox"/> VALUE REQUIRES ONLY ONE					
<input type="checkbox"/> SINGLE SOURCE ITEM					
QUOTES PROCURED BY		MGMT APPROVED (if diff)	FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE	DATE



September 30, 2024

Mr. Michael Jezierski
Accountant
Housing Authority of Gloucester County
100 Pop Moylan
Deptford, NJ 08096

Re: GASB 75 Actuarial Services

Dear Michael:

The attached engagement letter details the services and fees to provide the GASB 75 roll forward actuarial valuation results for the 2024 fiscal year with respect to the retiree welfare plan sponsored by the Housing Authority of Gloucester County (the "Authority"). If you agree with the terms, please email me a signed copy. I will then countersign and email a complete signed agreement back to you.

UNDERSTANDING OF SERVICES

The Authority is seeking a qualified, independent actuary to perform an actuarial roll forward valuation as of December 31, 2024 of the current retiree welfare plan in accordance with GASB 75 for its fiscal year ended December 31, 2024.

The Authority sponsors a retiree welfare plan that provides self-funded medical and prescription drug benefit coverage to employees hired before 8/28/2019 who retiree with at least 25 years of service with the Housing Authority. In addition, the Housing Authority provides a reimbursement for retiree Medicare Part B premiums for eligible employees hired before 6/22/2009. The plan covers approximately 44 active employees and 21 retirees and beneficiaries.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Curt Evans'.

Curt Evans, FSA, EA
Senior Consulting Actuary

Enclosure

cc: Bill Patti

THIS ACTUARIAL CONSULTING SERVICES AGREEMENT (this "Agreement"), is made and entered into by and between the Housing Authority of Gloucester County (the "Authority") and Brown & Brown Insurance Services, Inc. ("B&B").

RECITALS

WHEREAS, the parties are desirous of arriving at a mutually satisfactory agreement concerning the performance and compensation for actuarial and consulting services for the Housing Authority of Gloucester County Postretirement Welfare Plan (the "Plan") sponsored by the Authority.

NOW THEREFORE, the parties hereby agree as follows:

1. Services.

a. B&B shall provide the actuarial services set forth on the attached Scope of Work Exhibit A (the "Services").

b. The Scope of Work shall identify, as fully as possible, the scope of Services requested, including, but not limited to, the final deliverables, appropriate time frames in which the deliverables are to be complete, the fees and costs, and the location of the Services.

c. The Scope of Work shall be subject to the terms of this Agreement, and to the extent the terms of the Scope of Work and this Agreement are in direct conflict, the terms of this Agreement shall govern unless the Scope of Work expressly provides other by explicit reference to this Section 1.

2. Standards of Performance.

a. B&B shall deliver to the Authority the Services and deliverables in such form and manner and at such times as requested by the Authority or needed to satisfy regulatory deadlines. The Authority acknowledges that all provided deliverable time frames represent B&B's good faith estimate of the periods required to perform the Services and further, that any such estimated time frame is contingent upon the Authority providing to B&B any necessary information and/or performing any necessary action in a timely fashion.

b. B&B shall perform the Services in accordance with the following standards:

- (1) B&B shall perform its obligations hereunder in a professional and workmanlike manner in accordance with industry norms. B&B shall maintain in force and effect, and in performing the Services shall comply with, all its internal quality assurance procedures.
- (2) B&B shall always comply with all federal, state, and local laws applicable to it and to the Authority, and shall obtain from the appropriate authorities all registrations, permits, licenses and indemnities required for the conduct of B&B's business and the provision of Services and deliverables pursuant to this Agreement.

3. Fees and Payment.

a. The Authority shall pay B&B, in consideration for the Services provided to the Authority, such fees as are set forth on Exhibit B attached hereto and incorporated by reference (the "Fees"). B&B shall prepare and deliver to the Authority all invoices, as and when specified in Exhibit B; each such invoice shall include (i) a detailed list of the Services rendered to the Authority by B&B, and (ii) the charges therefor. Unless otherwise specified, payment thereunder will be due and payable to B&B within thirty (30) days of the Authority's receipt of B&B's invoice.

b. the Authority agrees to reimburse B&B for all reasonable and necessary expenses actually incurred by B&B in performing the Services, so long as such expenses are contemplated and described in Exhibit B.

4. Authority Information. The Authority shall provide B&B with all such direction, materials, information, and access to the Authority representative(s) as may be necessary for B&B to render the Services. B&B shall not be responsible for verifying the accuracy or completeness of any information supplied to B&B by the Authority. To the extent such information is known by B&B to be inaccurate or incomplete, written notice shall be given to the Authority of the nature of the inaccurate or incomplete information and any material time or expense required to correct the information shall be billed as an additional service outside of the relevant Scope of Work.

5. Confidential Information.

a. To the extent any Confidential Information is exchanged between the parties during or in anticipation of the performances of B&B's duties under this Agreement or as a result thereof, B&B and the Authority agree to hold in confidence such Confidential Information (defined below). The Authority acknowledges, however, that B&B will disclose Confidential Information as reasonably required in the ordinary course of performing the Services. "Confidential Information" means all nonpublic information and all documents and other tangible items (whether recorded information, on paper, in computer readable format or otherwise) relating to the disclosing party's business (including without limitation business plans, manner of doing business, business results or prospects), proposals, recommendations, methodologies, proprietary techniques, and reports, any of which (i) at the time in question is either protectable as a trade secret or is otherwise of a confidential nature (and is known or should reasonably be known by receiving Party as being of a confidential nature) and (ii) has been made known to or is otherwise learned by receiving Party as a result of the relationship under this Agreement. Confidential Information should be protected with the same reasonable care as each Party protects its own Confidential Information.

b. Confidential Information will not include any information, documents or tangible items which (i) are a matter of general public knowledge or which subsequently becomes publicly available (except to the extent such public availability is the result of a breach of this Agreement), (ii) were previously in possession of receiving Party as evidenced by receiving Party's existing written records, or (iii) are hereafter received by receiving Party on a non-confidential basis from another source who is not, to receiving Party's knowledge, bound by confidential or fiduciary obligations to disclosing Party or otherwise prohibited from transmitting the same to receiving Party. If B&B or the Authority become legally compelled to disclose any of the Confidential Information, they shall provide the other Party with prompt notice so that such Party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement. If such protective order or other remedy is not

obtained, or that the other Party waives compliance with the provisions of the Agreement in writing, such Party may disclose such information as is necessary or advisable to comply with the legal process.

6. **Ownership of Deliverables.** Except to the extent of B&B's Confidential Information, all documents, data, and other tangible materials authored or prepared and delivered by B&B to the Authority under the terms of this Agreement (collectively, the "Deliverables"), are the sole and exclusive property of the Authority once paid for by the Authority, unless it is otherwise excused from payment. To the extent that B&B's Confidential Information is incorporated into such Deliverables, the Authority shall have a perpetual, nonexclusive, worldwide, royalty-free license to such Confidential Information as part of the Deliverables, in the ordinary course of the Authority's business.

7. **Term and Termination.** This Agreement shall be deemed effective as of September 30, 2024 ("Effective Date"), and shall remain in effect, unless terminated earlier pursuant to this Section. Notwithstanding the foregoing, either party may terminate this Agreement, or a project described in a Scope of Work, at any time and for any reason, by providing at least thirty (30) days prior written notice to the other. Upon termination, the Authority shall be responsible for all actual expenses and charges incurred for Services performed up to the effective date of the termination.

8. **Insurance.** During the term of this Agreement and for so long thereafter as necessary to cover events occurring during such term and the consequences therefrom, B&B shall maintain insurance policies relating to professional liability, statutory minimum workers' compensation and general liability in amounts that are reasonable and customary for B&B's business activities. Notwithstanding the foregoing, B&B shall secure one or more insurance policies from insurer(s) with A.M. Best ratings of not less than A-, for Professional Errors and Omissions ("E&O Insurance") with coverage of at least five million dollars (\$5,000,000) in the aggregate. All policies, except for the Workers' Compensation and E&O Insurance, shall cover the Authority and its officers, trustees, and employees as additional insureds with respect to liabilities arising out B&B's performance in connection with this Agreement. All policies required by this Section shall be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Authority. B&B shall furnish certificates of insurance to the Authority evidencing such insurance coverage upon request.

9. **Indemnity; Limitation of Liability.**

a. B&B agrees to indemnify, defend, and hold harmless the Authority and its officers, directors, and employees from all third-party claims, losses, damages and liability, and any attorneys' fees and costs incurred in connection therewith, (collectively, "Claims") to the extent caused by B&B's wrongful or negligent acts or omissions. Notwithstanding anything to the contrary herein, B&B shall not be liable for that portion of any Claims to the extent caused by the wrongful or negligent acts or omissions of the Authority or its officers, directors, employees, other contractors, or agents. The terms of this Section 9 shall survive termination of this Agreement.

b. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, LOSS OF DATA, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

c. IN NO EVENT WILL EITHER PARTY'S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED TWO (2) TIMES THE AGGREGATE AMOUNTS PAID OR PAYABLE TO B&B PURSUANT TO THIS AGREEMENT.

10. Independent Contractor. All Services provided by B&B shall be rendered in B&B's capacity as an independent contractor. None of the terms set forth in this Agreement shall be interpreted to create any agency, master-servant, employment or any other relationship between the Authority and B&B.

11. Dispute Resolution.

a. The parties agree that they will work in good faith to resolve any dispute arising under this Agreement. If a dispute cannot be resolved amicably within a reasonable time by the parties, the matter will be submitted to nonbinding mediation for possible resolution in a timely manner before either of the parties may pursue the procedure as set forth in subsection b. hereof. Notwithstanding the foregoing, either party may proceed pursuant to subparagraph b. hereof at such time as may be necessary to prevent the expiration of any statutory period of limitations applicable to the dispute.

b. The parties desire to expedite resolution of any dispute or claims arising under this Agreement and, accordingly, have agreed, that this subparagraph b. sets forth the exclusive procedure for resolution of any such disputes or claims. Following unsuccessful mediation as set forth in subparagraph a. hereof, the parties agree that a party with one or more disputes or claims may commence an action in either the Pennsylvania State Superior Court or the United States District Court for the Eastern District of Pennsylvania located in Philadelphia, Pennsylvania, which court shall have exclusive jurisdiction and venue over the parties, to which they hereby submit.

12. Notice. All notices or other communications required or permitted to be given under this Agreement shall be made in writing and sent to the address set forth below:

If to B&B:
Mr. Curt Evans
Senior Consulting Actuary
Brown & Brown Insurance Services, Inc.
125 East Elm Street, Suite 210
Conshohocken, PA 19428

If to the Authority:
Ms. Grace Seeney
Finance Director
Housing Authority of Gloucester County
100 Pop Moylan
Deptford, NJ 08096

All notices shall be deemed given if delivered receipt confirmed using one of the following methods: registered or certified first-class mail, postage prepaid; recognized courier delivery; electronic mail.

13. Miscellaneous. This Agreement, including all Exhibits, and the rights and obligations of the parties hereto shall be governed by and construed in accordance with the laws of the State of

Pennsylvania without regard to its conflicts of law principles. Except as otherwise specifically stated herein, remedies herein provided shall be cumulative and there shall be no obligation to exercise a particular remedy. If any provision of this Agreement, including all Exhibits, is held to be unenforceable, the other provisions shall nevertheless remain in full force and effect. This Agreement, including all Exhibits, constitute the entire understanding between the parties with respect to the subject matter hereof and may only be amended or modified by a writing signed by a duly authorized representative of each party. This Agreement and each Exhibit may be executed in counterparts, each of which shall be deemed an original. This Agreement replaces and supersedes any prior verbal or written understandings, communications, and representations between the parties regarding the subject matter contained herein. No purchase order or other ordering document that purports to modify or supplement the printed text of this Agreement or any Exhibit shall add to or vary the terms of this Agreement, unless signed by both parties. Neither party may assign any rights set forth in this Agreement to any third party, except for any B&B affiliate, without the other's written consent and any such assignment shall automatically terminate this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Brown & Brown Insurance Services, Inc.

Housing Authority of Gloucester County

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A

SCOPE OF SERVICES

B&B will perform an actuarial roll forward valuation of the Authority's postemployment benefits as of December 31, 2024 based on participant data and premium information as of January 1, 2023 and assumptions jointly established with the Authority administration with due regard to guidance promulgated by GASB 75 and the State of New Jersey Local Government Services.

B&B's report will detail the methods, assumptions, source data, and plan provisions that were used to generate the OPEB obligations, the pay-as-you-go cost and the OPEB Expense. The report will include all the disclosure information required under GASB 75 as well as a 25-year projection of employer cash costs for the current fiscal year.

Exhibit B

FEES

B&B's charge to complete the 2024 fiscal year GASB 75 actuarial roll forward valuation report, to review the report with the Authority, and consult with the Authority's auditor to provide the necessary information to complete the Authority's financial statement audit will be \$3,100.

The fee guarantee is contingent on the work remaining in the normal scope of the assignment, as it exists at the present time. If there is a significant expansion of the services required of us, such as analyzing the cost impact of changing the eligibility requirements, changing the level of benefits provided, changing the retiree contributions, etc., B&B reserve the right to adjust the fee amount, but the adjustment would be mutually agreed upon in advance. Projects outside of the scope of services stated above will be billed based on time and expense using the hourly rates below or a fixed fee can be quoted if project parameters are clearly defined.

Senior Consulting Actuary - \$350

Actuary - \$275

Senior Analyst - \$235

B&B expects to provide the valuation report within three (3) weeks of receipt of the information required for the valuation.

B&B will provide an Invoice to the Authority for the valuation after the valuation report is delivered to the Authority.

October 1, 2024



Actuarial Retirement Consulting

Michael Jezierski
Housing Authority of Gloucester County
100 Pop Moylan Boulevard
Deptford, NJ 08096

Actuarial Retirement Consulting (Awen ARC) has prepared the following scope and fees for the Housing Authority of Gloucester County (Authority). We appreciate the opportunity to provide our services and are available to discuss any questions you may have.

GASB 75

Government Accounting Standards Board (GASB) Statement 75 applies to accounting and financial reporting for post-employment benefits other than pensions. Under GASB 75, a full actuarial report is required at least once every two years. Further, annual disclosure reports are prepared to reflect the discount rate, contributions, payroll, and funding levels as of the measurement period. These annual disclosure reports comply with the requirements, under GASB 75, for fiscal year end reporting in the Authority's notes to financial statements.

Scope of Work

Awen ARC will prepare a full actuarial valuation report as of January 1, 2025 as well as disclosure reports for the fiscal years ending December 31, 2024, December 31, 2025, and December 31, 2026.

The full actuarial valuation will include the following:

- Summary of plan provisions and census data.
- Postemployment benefit liabilities including the Present Value of Projected Benefits, Total OPEB Liability, and the Actuarially Determined Contribution.
- Reconciliation of Total OPEB Liability with the prior actuarial report.
- Sensitivity of the Net OPEB Liability with a +/-1% change in discount rate and trend rate.
- Projected explicit and implicit benefit payments.
- Disclosure of actuarial assumptions and certification.

The annual fiscal year end disclosure reports will include the following:

- Summary of plan provisions and census data.
- Determination of changes in the Total OPEB Liability.
- Sensitivity of the Net OPEB Liability with a +/-1% change in discount rate and trend rate.
- OPEB Expense and deferred outflows/inflows of resources related to OPEB.
- Disclosure of actuarial assumptions and certification.

Fees

Our flat fees, for the scope of work detailed above, are listed below. All fees are billed upon delivery of a report.

Full Actuarial Valuation as of January 1, 2025:	\$3,200
Disclosure Report for the fiscal year ending December 31, 2024:	\$570
Disclosure Report for the fiscal year ending December 31, 2025:	\$570
Disclosure Report for the fiscal year ending December 31, 2026:	\$570



Process and Timeline

For a full valuation, Awen ARC will send an Excel spreadsheet containing a checklist of requested data as well as a template for collecting individual participant data, for reference.

For disclosure reports, Awen ARC will send an email of requested data items with the prior year values shown for reference.

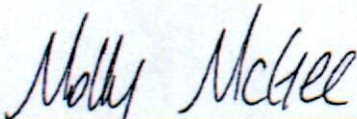
Once complete data is received, full actuarial valuations are typically completed within three to four weeks while disclosure reports take approximately one to two weeks. If the Authority needs a shorter timeline, we will do our best to accommodate.

Additional Information

Awen ARC is available, upon request, to provide:

- Certificate of Liability Insurance
- Cyber Security Insurance
- Proof of actuarial certification in good standing.
- References.
- Review and signature of any Authority contract for the scope of work.

Please feel free to contact us with any questions about this proposal.



Molly McGee, ASA, EA, FCA, MAAA
Actuary
Actuarial Retirement Consulting, LLC

10/01/2024

Date

Michael Jezierski
Housing Authority of Gloucester County

Date



RESOLUTION #24-109

**RESOLUTION VOIDING OUTSTANDING CHECKS WRITTEN ON
VARIOUS ACCOUNTS DATED PRIOR 5/20/2024**

WHEREAS, the Housing Authority of Gloucester County (HAGC) with its various accounts, prepares an exorbitant number of checks per year; and

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

WHEREAS, appropriate accounting procedures are required to be implemented to account for the voiding of checks issued prior to 5/20/2024 and not paid as of this date.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC that:

1. Checks on various HAGC accounts written prior to 5/20/2024, as listed on the attached schedule, and not presented to HAGC banks, are hereby declared void and not to be paid; and
2. The Finance Director of HAGC shall make the appropriate accounting entries in books of accounts for the voiding of checks outstanding that were issued by the HAGC prior to 5/20/2024 and not presented to HAGC banks for payment as of 11/20/2024.
3. Funds shall be held as unclaimed property and maintained on the unclaimed property register in accordance with the requirements of N.J.S.A. 46:30B-42.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 20th of November 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: NOVEMBER 20, 2024

RESOLUTION #24-110

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 - 2026

WHEREAS, the Housing Authority of Gloucester County (HAGC) has a need for a temporary, provisional, and permanent personnel staff for the administration of its programs and for the maintenance and operation of its facilities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County (Board) that the attached job titles/classifications shall be made temporary, provisional, and permanent job classifications, unless otherwise repealed or revoked by subsequent resolution of the Board and shall supersede, repeal, and revoke previous resolutions establishing permanent job classifications, as attached.

Said job classifications shall be filled or vacant subject to the need and workload of HAGC as determined by the Executive Director, whose reasonable discretion is subject to the oversight of the Board. All *salaries and benefits* shall be determined in each case by ratification of the resolution of the Board at the Executive Director's recommendation.

Specific *job descriptions* shall be subject to the reasonable discretion and supervision of the Executive Director which may, in turn, be subject to the review of the Board; and

AND BE IT FURTHER RESOLVED that the Executive Director is further authorized to employ additional employees on a temporary, part-time, or as needed basis during periods of administrative overloads, and temporary secretarial personnel, congregate aides and Security Guards as required. Subject to budget constraints, the said temporary employees shall be compensated at published scheduled rates for personnel employed for hourly services without additional fringe benefits. Fringe benefits shall be available only to permanent, full-time personnel as defined in the Personnel Policies and Employee Handbook. In the alternative, the Executive Director may procure temporary staff from recognized temporary employment agencies; and

BE IT FURTHER RESOLVED that the Executive Director is further authorized to hire or approve pay rates greater than the established ranges for a particular title, subject to the Board's Personnel Committee's review and approval; and

BE IT FURTHER RESOLVED that the Salary Ranges, Number of Authorized Positions and Hours Schedule attached is hereby approved for the years 2024, 2025 and 2026 until revised and shall comply with the Collective Bargaining Agreement for positions covered by said agreement; and

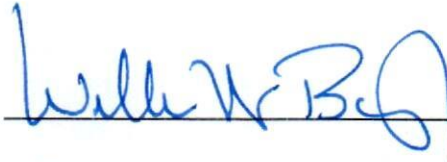
AND BE IT FURTHER RESOLVED that the Executive Director shall

be authorized to employ the staff members listed in the attachment, exclusive of the Executive Director as a salaried official, in an overtime capacity consistent with rules and regulations set forth by the State of NJ Department of Labor.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 20th day of November 2024.


HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____



WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: _____



KIMBERLY GOBER, SECRETARY

DATED: NOVEMBER 20, 2024

RESOLUTION #24-110

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

JOB NO.	HAGC TITLE	2024 SALARY RANGE		2025 SALARY RANGE		2026 SALARY RANGE		No. of Authorized Positions	Positions Filled as of 1/1/24	Hours
44	Accountant	\$25.59	\$48.34	\$25.59	\$49.79	\$25.59	\$50.79	1	1	36
		\$47,904.48	\$90,492.48	\$47,904.48	\$93,207.25	\$47,904.48	\$95,071.40			
15	Accounting Technician (with Bookkeeping)	\$17.93	\$33.84	\$17.93	\$34.86	\$17.93	\$35.55	1	0	36
		\$33,564.96	\$63,348.48	\$33,564.96	\$65,248.93	\$33,564.96	\$66,553.91			
16	Accounts Payable & Receivable Clerks	\$17.93	\$28.28	\$17.93	\$29.13	\$17.93	\$29.71	2	2	36
		\$33,564.96	\$52,940.16	\$33,564.96	\$54,528.36	\$33,564.96	\$55,618.93			
70	Administrative Assistant AHO	\$17.78	\$29.47	\$17.78	\$30.35	\$17.78	\$30.96	1	1	36
		\$33,284.16	\$55,167.84	\$33,284.16	\$56,822.88	\$33,284.16	\$57,959.33			
43	Administrative Specialist	\$18.18	\$26.42	\$18.18	\$27.21	\$18.18	\$27.76	2	2	36
		\$34,032.96	\$49,458.24	\$34,032.96	\$50,941.99	\$34,032.96	\$51,960.83			
43	Administrative Specialist (Part Time)	\$18.18	\$26.42	\$18.18	\$27.21	\$18.18	\$27.76	1	0	18-27
		\$25,524.72	\$37,093.68	\$25,524.72	\$38,206.49	\$25,524.72	\$38,970.62			
52	Affordable Housing Operations Director	\$43.12	\$66.07	\$43.12	\$68.05	\$43.12	\$69.41	1	1	36
		\$80,720.64	\$123,683.04	\$80,720.64	\$127,393.53	\$80,720.64	\$129,941.40			
2	Assistant Executive Director (FT/PT)	\$34.73	\$63.61	\$34.73	\$65.52	\$34.73	\$66.83	1	0	36-40
		\$72,238.40	\$132,308.80	\$72,238.40	\$136,278.06	\$72,238.40	\$139,003.63			
31	Building Maintenance Worker	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00	10	3	36
		\$31,824.00	\$44,553.60	\$31,824.00	\$45,890.21	\$31,824.00	\$46,808.01			
31A	Building Maintenance Worker, Level 1 (Hired before 1/1/24 contract)	\$19.00	\$23.80	\$19.00	\$24.51	\$19.00	\$25.00		2	18-36
		\$35,568.00	\$44,553.60	\$35,568.00	\$45,890.21	\$35,568.00	\$46,808.01			
31B	Building Maintenance Worker, Level 2	\$21.00	\$23.80	\$21.00	\$24.51	\$21.00	\$25.00		0	18-36
		\$39,312.00	\$44,553.60	\$39,312.00	\$45,890.21	\$39,312.00	\$46,808.01			
60	Building Maintenance Worker, Senior	\$23.00	\$26.20	\$23.00	\$26.99	\$23.00	\$27.53		1	36
		\$43,056.00	\$49,046.40	\$43,056.00	\$50,517.79	\$43,056.00	\$51,528.15			
32	Building Maintenance Worker, Seasonal (PT/FT)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00		0	18-36
		\$31,824.00	\$44,553.60	\$31,824.00	\$45,890.21	\$31,824.00	\$46,808.01			
25	Clerk	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	1	0	36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			
23	Clerk Typist	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	2	0	36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			
12	Compliance Officer	\$33.44	\$54.01	\$33.44	\$55.63	\$33.44	\$56.74	1	0	36
		\$62,599.68	\$101,106.72	\$62,599.68	\$104,139.92	\$62,599.68	\$106,222.72			
38	Congregate Aide	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00	8	3	36
		\$31,824.00	\$44,553.60	\$31,824.00	\$45,890.21	\$31,824.00	\$46,808.01			
38A	Congregate Aide, Level 1	\$19.00	\$25.23	\$19.00	\$25.98	\$19.00	\$26.50		2	36
		\$35,568.00	\$47,226.82	\$35,568.00	\$48,643.62	\$35,568.00	\$49,616.49			
38B	Congregate Aide, Level 2	\$21.00	\$26.74	\$21.00	\$27.55	\$21.00	\$28.10		0	36
		\$39,312.00	\$50,064.39	\$39,312.00	\$51,566.33	\$39,312.00	\$52,597.65			
38C	Congregate Aide, Senior	\$23.00	\$28.34	\$23.00	\$29.19	\$23.00	\$29.78		2	36
		\$43,056.00	\$53,060.72	\$43,056.00	\$54,652.54	\$43,056.00	\$55,745.59			
39	Congregate Aide (Part Time)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00		0	18-27
		\$23,868.00	\$33,415.20	\$23,868.00	\$34,417.66	\$23,868.00	\$35,106.01			
35	Congregate Services Coordinator	\$27.53	\$55.54	\$27.53	\$57.21	\$27.53	\$58.35	1	1	36
		\$51,536.16	\$103,970.88	\$51,536.16	\$107,090.01	\$51,536.16	\$109,231.81			
37		\$17.00	\$27.95	\$17.00	\$28.79	\$17.00	\$29.36	1	0	36

RESOLUTION #24-110

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

	Cook (Congregate)	\$31,824.00	\$52,322.40	\$31,824.00	\$53,892.07	\$31,824.00	\$54,969.91			
46	Cook, Senior (Congregate)	\$19.51	\$28.33	\$19.51	\$29.18	\$19.51	\$29.76	1	1	36
		\$36,522.72	\$53,033.76	\$36,522.72	\$54,624.77	\$36,522.72	\$55,717.27			
61	Deputy Executive Director/In-house Counsel	\$42.73	\$66.06	\$42.73	\$68.04	\$42.73	\$69.40	1	1	36-40
		\$88,878.40	\$137,404.80	\$88,878.40	\$141,526.94	\$88,878.40	\$144,357.48			
9	Executive Assistant	\$25.43	\$41.33	\$25.43	\$42.57	\$25.43	\$43.42	1	1	36
		\$47,604.96	\$77,369.76	\$47,604.96	\$79,690.85	\$47,604.96	\$81,284.67			
1	Executive Director	\$48.29	\$108.18	\$48.29	\$111.43	\$48.29	\$113.65	1	1	Per Contract
		\$100,443.20	\$225,014.40	\$100,443.20	\$231,764.83	\$100,443.20	\$236,400.13			
66	Facilities Manager	\$28.90	\$53.62	\$28.90	\$55.23	\$28.90	\$56.33	1	1	36
		\$54,100.80	\$100,376.64	\$54,100.80	\$103,387.94	\$54,100.80	\$105,455.70			
11	Family Self-Sufficiency Coordinator	\$28.20	\$57.86	\$28.20	\$59.60	\$28.20	\$60.79	1	1	36
		\$52,790.40	\$108,313.92	\$52,790.40	\$111,563.34	\$52,790.40	\$113,794.60			
6	Finance Director	\$41.93	\$77.88	\$41.93	\$80.22	\$41.93	\$81.82	1	1	36
		\$78,492.96	\$145,791.36	\$78,492.96	\$150,165.10	\$78,492.96	\$153,168.40			
62	Hearing Officer	\$33.33	\$58.60	\$33.33	\$60.36	\$33.33	\$61.57	1	1	8
		\$13,865.28	\$24,377.60	\$13,865.28	\$25,108.93	\$13,865.28	\$25,611.11			
59	Homeownership Coordinator	\$17.00	\$55.64	\$17.00	\$57.31	\$17.00	\$58.46	1	0	36
		\$31,824.00	\$104,158.08	\$31,824.00	\$107,282.82	\$31,824.00	\$109,428.48			
21	Housing Inspector	\$17.62	\$25.79	\$17.62	\$26.56	\$17.62	\$27.09	2	0	36
		\$32,984.64	\$48,278.88	\$32,984.64	\$49,727.25	\$32,984.64	\$50,721.79			
57	Housing Inspector, Senior	\$22.22	\$40.00	\$22.22	\$41.20	\$28.90	\$42.02	1	1	36
		\$41,595.84	\$74,880.00	\$41,595.84	\$77,126.40	\$54,100.80	\$78,668.93			
67	Housing Specialist, Senior	\$28.90	\$40.00	\$28.90	\$41.20	\$28.90	\$42.02	1	1	36
		\$54,100.80	\$74,880.00	\$54,100.80	\$77,126.40	\$54,100.80	\$78,668.93			
10	Human Resource Director	\$32.97	\$51.96	\$32.97	\$53.52	\$32.97	\$54.59	1	1	36
		\$61,719.84	\$97,269.12	\$61,719.84	\$100,187.19	\$61,719.84	\$102,190.94			
7	IT Director	\$30.00	\$60.33	\$30.00	\$62.14	\$30.00	\$63.38	1	1	36
		\$56,160.00	\$112,937.76	\$56,160.00	\$116,325.89	\$56,160.00	\$118,652.41			
48	IT Support Specialist	\$26.67	\$48.41	\$26.67	\$49.86	\$26.67	\$50.86	1	1	36
		\$49,926.24	\$90,623.52	\$49,926.24	\$93,342.23	\$49,926.24	\$95,209.07			
58	Leasing Specialist	\$17.00	\$28.00	\$17.00	\$28.84	\$17.00	\$29.42	1	0	36
		\$31,824.00	\$52,416.00	\$31,824.00	\$53,988.48	\$31,824.00	\$55,068.25			
30	Maintenance Repairer	\$19.47	\$35.00	\$19.47	\$36.05	\$19.47	\$36.77	3	3	36
		\$36,447.84	\$65,520.00	\$36,447.84	\$67,485.60	\$36,447.84	\$68,835.31			
29	Maintenance Repairer, Senior	\$26.69	\$37.31	\$26.69	\$38.43	\$26.69	\$39.20	2	1	36
		\$49,963.68	\$69,844.32	\$49,963.68	\$71,939.65	\$49,963.68	\$73,378.44			
50	Maintenance Repairer, Trainee	\$17.54	\$30.33	\$17.54	\$31.24	\$17.54	\$31.86	1	0	36
		\$32,834.88	\$56,777.76	\$32,834.88	\$58,481.09	\$32,834.88	\$59,650.71			
49	Maintenance Repairer, Supervisory, Scattered Sites	\$27.81	\$41.25	\$27.81	\$42.49	\$27.81	\$43.34	1	0	36
		\$52,060.32	\$77,220.00	\$52,060.32	\$79,536.60	\$52,060.32	\$81,127.33			
5	Occupancy Specialist Manager	\$25.44	\$55.01	\$25.44	\$56.66	\$25.44	\$57.79	1	1	36
		\$47,623.68	\$102,978.72	\$47,623.68	\$106,068.08	\$47,623.68	\$108,189.44			
40	Painter (Maintenance)	\$17.61	\$25.91	\$17.61	\$26.69	\$17.61	\$27.22	1	1	36
		\$32,965.92	\$48,503.52	\$32,965.92	\$49,958.63	\$32,965.92	\$50,957.80			
24	Payments & Inspections Coordinator	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	1	1	36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			
41		\$17.00	\$26.83	\$17.00	\$27.63	\$17.00	\$28.19	1	0	36

RESOLUTION #24-110

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

	Property Management Aide (AHO)	\$31,824.00	\$50,225.76	\$31,824.00	\$51,732.53	\$31,824.00	\$52,767.18			
4	Property Manager	\$36.17	\$53.62	\$36.17	\$55.23	\$36.17	\$56.33	1	0	36
		\$67,710.24	\$100,376.64	\$67,710.24	\$103,387.94	\$67,710.24	\$105,455.70			
69	Property & Modernization Manager	\$35.67	\$54.59	\$35.67	\$56.23	\$35.67	\$57.35	1	1	36
		\$66,774.24	\$102,192.48	\$66,774.24	\$105,258.25	\$66,774.24	\$107,363.42			
14	Purchasing Agent	\$28.31	\$46.38	\$28.31	\$47.77	\$28.31	\$48.73	1	1	36
		\$52,996.32	\$86,823.36	\$52,996.32	\$89,428.06	\$52,996.32	\$91,216.62			
22	Receptionist/Clerk Typist TPC	\$17.00	\$25.41	\$17.00	\$26.17	\$17.00	\$26.70	2	1	36
		\$31,824.00	\$47,567.52	\$31,824.00	\$48,994.55	\$31,824.00	\$49,974.44			
28	Superintendent, Maintenance Repairer	\$22.56	\$34.68	\$22.56	\$35.72	\$22.56	\$36.74	1	1	36
		\$42,232.32	\$64,920.96	\$42,232.32	\$66,868.59	\$42,232.32	\$68,778.03			
27	Superintendent, Maintenance Repairer, Senior	\$23.41	\$36.64	\$23.41	\$37.74	\$23.41	\$38.49	3	3	36
		\$43,823.52	\$68,590.08	\$43,823.52	\$70,647.78	\$43,823.52	\$72,060.74			
45	Rental Integrity Specialist	\$17.93	\$26.03	\$17.93	\$26.81	\$17.93	\$27.35	1	0	36
		\$33,564.96	\$48,728.16	\$33,564.96	\$50,190.00	\$33,564.96	\$51,193.80			
55	Resident Relations Coordinator	\$21.31	\$33.39	\$21.31	\$34.39	\$21.31	\$35.08	1	1	36
		\$39,892.32	\$62,506.08	\$39,892.32	\$64,381.26	\$39,892.32	\$65,668.89			
33	Security Guard, Full Time (Unarmed)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00	7	3	32-40
		\$35,360.00	\$49,504.00	\$35,360.00	\$50,989.12	\$35,360.00	\$52,008.90			
33A	Security Guard, Full Time (Unarmed), Level 1	\$19.00	\$25.23	\$19.00	\$25.98	\$19.00	\$26.50		1	32-40
		\$39,520.00	\$52,474.24	\$39,520.00	\$54,048.47	\$39,520.00	\$55,129.44			
33B	Security Guard, Full Time (Unarmed), Level 2	\$21.00	\$26.74	\$21.00	\$27.54	\$21.00	\$28.09		0	32-40
		\$43,680.00	\$55,622.69	\$43,680.00	\$57,291.38	\$43,680.00	\$58,437.20			
68	Security Guard, Senior	\$23.00	\$31.18	\$23.00	\$32.12	\$23.00	\$32.76		0	32-40
		\$47,840.00	\$64,854.40	\$47,840.00	\$66,800.03	\$47,840.00	\$68,136.03			
34	Security Guard, Part Time (Unarmed)	\$17.00	\$23.80	\$17.00	\$24.51	\$17.00	\$25.00		1	16-24
		\$21,216.00	\$49,504.00	\$21,216.00	\$30,593.47	\$21,216.00	\$31,205.34			
71	Security Supervisor	\$18.89	\$34.20	\$18.89	\$35.23	\$18.89	\$35.93	1	1	36
		\$35,362.08	\$64,022.40	\$35,362.08	\$65,943.07	\$35,362.08	\$67,261.93			
65	Site Manager (GHA)	\$28.90	\$53.62	\$28.90	\$55.23	\$28.90	\$56.33	1	0	36
		\$54,100.80	\$100,376.64	\$54,100.80	\$103,387.94	\$54,100.80	\$105,455.70			
26	Student Clerk	\$17.00	\$25.79	\$17.00	\$26.56	\$17.00	\$27.09	1	0	18-36
		\$31,824.00	\$48,278.88	\$31,824.00	\$49,727.25	\$31,824.00	\$50,721.79			
42	Tenant Interviewer/Investigator Aide	\$17.00	\$26.42	\$17.00	\$27.21	\$17.00	\$27.76	1	0	36
		\$31,824.00	\$49,458.24	\$31,824.00	\$50,941.99	\$31,824.00	\$51,960.83			
19A	Tenant Interviewer/Investigator Level 1	\$17.93	\$29.58	\$17.93	\$30.47	\$17.93	\$31.08	17	3	36
		\$33,564.96	\$55,373.76	\$33,564.96	\$57,034.97	\$33,564.96	\$58,175.67			
19A	Tenant Interviewer/Investigator Level 1 (Part Time)	\$17.93	\$29.57	\$17.93	\$30.46	\$17.93	\$31.07		0	18-27
		\$25,173.72	\$41,516.28	\$25,173.72	\$42,761.77	\$25,173.72	\$43,617.00			
19B	Tenant Interviewer/Investigator Level 2	\$19.91	\$31.93	\$19.91	\$32.89	\$19.91	\$33.55		0	36
		\$37,271.52	\$59,772.96	\$37,271.52	\$61,566.15	\$37,271.52	\$62,797.47			
19C	Tenant Interviewer/Investigator Level 3	\$21.88	\$35.56	\$21.88	\$36.63	\$21.88	\$37.36		7	36
		\$40,959.36	\$66,568.32	\$40,959.36	\$68,565.37	\$40,959.36	\$69,936.68			
20	Tenant Interviewer/Investigator Trainee	\$17.14	\$22.58	\$17.14	\$23.26	\$17.14	\$23.72		0	36
		\$32,086.08	\$42,269.76	\$32,086.08	\$43,537.85	\$32,086.08	\$44,408.61			
17		\$27.53	\$41.03	\$27.53	\$42.26	\$27.53	\$43.11	3	3	36

RESOLUTION #24-110

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2024 – 2026

	Tenant Interviewer/Investigator Supervising Senior	\$51,536.16	\$76,808.16	\$51,536.16	\$79,112.40	\$51,536.16	\$80,694.65			
3	Tenant Processing Center Manager	\$37.04	\$53.62	\$37.04	\$55.23	\$37.04	\$56.33	1	0	36
		\$69,338.88	\$100,376.64	\$69,338.88	\$103,387.94	\$69,338.88	\$105,455.70			
13	Waitlist Coordinator	\$18.01	\$29.94	\$18.01	\$30.84	\$18.01	\$31.45	1	1	36
		\$33,714.72	\$56,047.68	\$33,714.72	\$57,729.11	\$33,714.72	\$58,883.69			

TABLED

RESOLUTION #24-111

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 November 20th, 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 NOVEMBER 20, 2024.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of Gloucester County, held on the 20th day of November 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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

ATTEST:

KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 20, 2024