

RESOLUTION #24-97
RESOLUTION APPROVING
THE HOUSING AUTHORITY OF
GLOUCESTER COUNTY BUDGET FY2025
JANUARY 1, 2025 TO DECEMBER 31, 2025

WHEREAS, the Annual Budget for Housing Authority of Gloucester County for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented before the governing body of the Housing Authority of Gloucester County at its open public meeting on October 16, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$25,967,000.00**, Total Appropriations including any Accumulated Deficit, if any, of **\$29,343,500.00**, and Total Unrestricted Net Position planned to be utilized as funding thereof, of **\$3,396,400.00**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$739,888.00** and Total Unrestricted Net Position planned to be utilized as funding thereof, of **\$0.00**; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of Gloucester County, at an open public meeting held on October 16, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year beginning January 01, 2025 and ending December 31, 2025, is hereby approved; and

BE IT FURTHER RESOLVED that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED that the governing body of the Housing Authority of Gloucester County will consider the Annual Budget and Capital Budget / Program for Adoption on December 18, 2024.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 16th day of October 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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

ATTEST:
Kimberly Gober
KIMBERLY GOBER, SECRETARY

DATE: OCTOBER 16, 2024

GOVERNING BODY RECORDED VOTE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM W. BAIN, JR.	✓			
JOHN GIOVANNITTI	✓			
BRENDEN GAROZZO	✓			
SCOTT H. KINTZING	✓			
DANIEL B. REED	✓			

RESOLUTION #24-98

RESOLUTION APPROVING POLICIES CONTAINED IN THE REVISED PERSONNEL POLICIES AND EMPLOYEE MANUAL

HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority of Gloucester County's (HAGC) Personnel Policies and Employee Manual contains policies and internal procedures related to employment, professional standards, personnel management, and general operation of HAGC; and

WHEREAS, the Executive Director establishes internal procedures are which remain in effect until such time as such procedures may be rescinded, modified, or altered, in whole or in part, by the Executive Director; and

WHEREAS, policies are adopted by the Board of Commissioners (Board) via Board resolution and shall remain in effect until such time as such policies may be rescinded, modified, or altered, in whole or in part, by Board resolution; and

WHEREAS, HAGC has reviewed and updated the following policies by section number and heading contained in HAGC's Personnel Policies and Employee Manual:

<u>Section</u>	<u>Heading</u>
2.1	General Definitions Policy
2.2	Employment Classification Policy
2.3	Benefit Eligibility Policy
3.1	Equal Employment Opportunity Policy
3.2	Americans with Disabilities Act Policy
3.3	Policy Prohibiting Discrimination and Harassment
4.1	Safety Policy
4.2	Zero Tolerance for Workplace Violence Policy
4.4	Alcohol and Drug-Free Workplace Policy
4.5	Smoking Policy
4.6	Contagious/Life Threatening Illness Policy
4.7	Domestic Violence Policy
5.1	HAGC Ethical Standard Policy
5.2	Conflicts of Interest Policy
5.3	Gifts Policy
5.4	Confidentiality of Client Records Policy
5.5	Personnel Records/Confidentiality Policy
5.6	Accounting and Financial Reports Policy
5.7	Political Activity Policy
5.8	Nepotism Policy
5.9	Whistleblower Policy
6.1	Conduct Standards Policy
6.2	Discipline Policy
6.3	Travel Policy
6.4	HAGC-Sponsored Social Events Policy
6.5	Legal Proceedings Against Employees Policy
6.6	Dating in the Workplace Policy
6.7	Dress Policy
7.1	Guidelines for Use of Company Equipment Policy
7.2	Use of Vehicles Policy

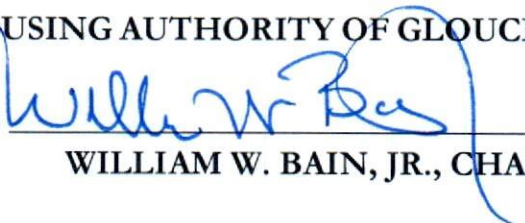
- 7.3 Recording Devices/Camera Phones Policy
- 7.4 Surveillance Cameras Policy
- 7.5 Software and Hardware Policy
- 7.6 Computer Use, Electronic Mail, and Internet Policy
- 7.7 Telephone and Personal Communication Usage Policy
- 7.8 Return of Company Property Upon Separation Policy
- 8.1 Authority to Effect Personnel Action Policy
- 8.4 New Jersey First Act Residency Requirements Policy
- 8.5 Identity Theft Protection Policy
- 8.6 Employment References Policy
- 8.7 Background Checks Policy
- 8.8 Open Public Meetings Act Policy Concerning Personnel Matters
- 8.9 Employment Separation Policy
- 8.10 Employee Evaluations Policy
- 10.2 Overtime; Compensatory Time Policy
- 10.3 Holiday Premium Pay Policy
- 10.5 Longevity Policy
- 10.6 Pay Schedule Policy
- 10.8 Salary Deduction for Exempt Employees Policy
- 10.9 Timekeeping Rules for Non-Exempt Employees Policy
- 11.1 Sick Leave Policy
- 11.2 Bereavement Leave Policy
- 11.3 Impact of Unpaid Leave on Health and Retirement Policy
- 11.5 Family and Medical Leave Policy
- 11.6 New Jersey Family Leave Policy
- 11.9 Military Service Leave Policy
- 12.1 HIPAA Privacy and Security Compliance Policy
- 12.2 HIPAA Portability Rights Policy
- 13.1 Employee Benefits Policy
- 13.2 COBRA Policy
- 13.3 Medical Insurance Policy
- 13.4 Dental and Vision Insurance Policy
- 13.5 Life Insurance Policy
- 14.1 Holidays Policy
- 14.2 Personal Days Policy
- 14.3 Vacation Policy

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the policies identified above as contained in the revised Personnel Policies and Employee Manual be and hereby are approved. This resolution supersedes and voids all prior resolutions addressing the subject matter contained therein.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of Gloucester County, held on the 16th day of October 2024.

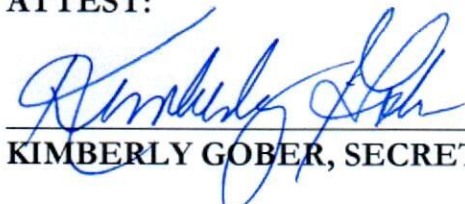
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: OCTOBER 16, 2024

RESOLUTION #24-99

**RESOLUTION AUTHORIZING DISPOSITION AND WRITE OFF
OF EXPENDED PROPERTY**

WHEREAS, the Housing Authority of Gloucester County (HAGC) from time to time has physical property which is no longer serviceable for public use; and

WHEREAS, HAGC has compiled a list of such unserviceable property, a copy of which is attached hereto and made a part hereof; Estimated Value - Less than \$2,000 for assets, less than \$1,000 for non-asset equipment; and

WHEREAS, it is necessary for accounting and inventory purposes to dispose of said property and equipment in accordance with HAGC's Disposition Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the property listed on the attached sheet, by property number if applicable and by description if no property number was issued, are hereby declared expended and unserviceable; and

BE IT FURTHER RESOLVED that the property and equipment listed may be disposed of in accordance with HAGC's Disposition Policy.


ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of Gloucester County, held on the 16th day of October 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: OCTOBER 16, 2024

RESOLUTION #24-100

**RESOLUTION AUTHORIZING AN INCREASE IN
PUBLIC HOUSING FLAT RENTS**

WHEREAS, The Housing Authority of Gloucester County (HAGC) is required by HUD to establish flat rents for all residents of federally funded Public Housing. This is an alternative to rent based on a percentage of the household income. Residents may choose to pay either rent calculated at no less than 80% of their monthly income or the flat rent that the HAGC has established for the unit. By law, Flat rents are intended to reflect the market; and

WHEREAS, HAGC has reviewed its Public Housing flat rent schedule for compliance with the Fair Market Rents published by HUD effective **January 1, 2025**, as reflected below.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and is hereby authorized to change the flat rents as follows:

NJ201-1	ZIP	Bedrooms	Utility Allowance	2024 FMR	2024 SAFMR	2025 Flat Rent
1	08071	2	157	1850	1850	1850
2	08094	2	169	1700	1700	1700
3	08096	2	191	1870	1870	1870
4	08086	2	185	2110	2110	2110
5	08096	2	169	1870	1870	1870
6	08086	2	157	2110	2110	2110
7	08094	3	257	2070	2070	2070
8	08012	3	344	2140	2140	2140
9	08094	3	516	2070	2070	2070
10	08086	3	231	2055	2055	2055
11	08093	3	231	1920	1920	1920
12	08051	3	196	2510	2510	2510
13	08096	3	231	2260	2260	2260
14	08094	3	516	2070	2070	2070
15	08093	3	231	1920	1920	1920
16	08096	3	231	2260	2260	2260
17	08093	3	231	1920	1920	1741


18	08094	3	196	2070	2070	2070
19	08094	3	257	2070	2070	1741
20	08080	3	490	2640	2640	2640
21	08096	3	196	2260	2260	1741
22	08096	3	196	2260	2260	2260
23	08086	3	231	2250	2250	2250
24	08096	3	196	2260	2260	2260
25	08094	3	196	2070	2070	2070
26	08094	3	490	2070	2070	2070
27	08080	3	490	2640	2640	1797
28	08094	3	349	2070	2070	2070
29	08096	3	231	2260	2260	1741
30	08080	3	231	2260	2260	2260
31	08090	3	196	2370	2370	2370
32	08096	3	196	2260	2260	2260
33	08090	3	196	2370	2370	2370
34	08093	3	196	1920	1920	1741
35	08096	3	196	2260	2260	2260
36	08094	3	490	2070	2070	2070
37	08096	3	196	2260	2260	2260
38	08090	3	231	2370	2370	2370
39	08090	3	231	2370	2370	2370
40	08094	3	231	2070	2070	2070
41	08094	3	196	2070	2070	2070
42	08096	3	231	2260	2260	1741
43	08094	3	231	2070	2070	2070
44	08094	3	231	2070	2070	2070
45	08086	3	196	1605	1880	1880
46	08090	3	231	2370	2370	2370
47	08096	3	196	2070	2070	2070
48	08090	3	231	2370	2370	1741
49	08093	3	196	1920	1920	1920


50	08096	3	231	2070	2070	2070
51	08096	3	196	2070	2070	1741
52	08093	3	231	1920	1920	1920
53	08086	4	275	2940	2940	2940
54	08090	4	275	2740	2740	2740
55	08096	4	275	2610	2610	2610
56	08093	4	275	2220	2220	1951
57	08051	4	275	2900	2900	2900
58	08094	4	408	2380	2380	1951
59	08090	4	275	2740	2740	1951
60	08093	4	275	2220	2220	2220
61	08096	4	275	2610	2610	2610
62	08090	4	275	2740	2740	2740
NJ204-3	ZIP	Bedrooms	Utility Allowance	2024 FMR	2024 SAFMR	2025 Flat Rent
	08094	1	75	1410	1410	1410
NJ204-4	ZIP	Bedrooms	Utility Allowance	2024 FMR	2024 SAFMR	2025 Flat Rent
	08096	1	67	1560	1560	1560

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

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of Gloucester County, held on the 16th day of October 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATE: OCTOBER 16, 2024

RESOLUTION #24-101

RESOLUTION AUTHORIZING APPLICATION FOR FUNDS

ADVERTISED IN HUD NOFO

WHEREAS, the Family Self Sufficiency (FSS) Program provides funding to Public Housing Agencies to hire and retain FSS Program Coordinators who help program participants achieve financial stability and reduce reliance on federal assistance programs; and

WHEREAS, HAGC has previously applied for and received funding to pay the salaries of the FSS Program Coordinator; and

WHEREAS, the U. S. Department for Housing and Urban Development (HUD) has indicated that funding to pay the salary of the FSS Program Coordinator may be available upon response to a HUD Notification of Fund Opportunity (NOFO), and filing of an application; and

WHEREAS, in order to continue to provide FSS services to our very low-income citizens, HAGC has determined to further participate in said program and wishes to submit an application before the deadline of November 1, 2024; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and hereby is authorized to prepare, submit and execute all documents related to the application.

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


ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of Gloucester County, held on the 16th day of October 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: OCTOBER 16, 2024

RESOLUTION #24-102

**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 October 16th, 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 OCTOBER 16, 2024.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of Gloucester County, held on the 16th day of October 2024.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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

ATTEST:

KIMBERLY GOBER, SECRETARY

DATE: OCTOBER 16, 2024