

RESOLUTION # 17-17

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
WORKERS COMPENSATION INSURANCE COVERAGE
APRIL 1, 2017 - APRIL 1, 2018
THE MARTIN COMPANY**

WHEREAS, the Housing Authority of Gloucester County has need for Workers Compensation Insurance Coverage; and

WHEREAS, the Housing Authority of Gloucester County has solicited proposals for Workers Compensation Insurance through public advertisement; and

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

WHEREAS, the most advantageous proposal for such services is from, The Martin Company at premium of \$95,927.00 and is proper and responsive to the specifications;

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

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Workers Compensation Insurance, in accordance with the proposal received and the bid tabulation attached hereto for the contract amount of \$95,927.00 subject to Counsel review and verification.

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

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd DAY OF MARCH, 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

Dated: March 22nd, 2017

Present Edward Malinak
 Present Nelly Rojas
 Present _____
 Present _____

PROPOSAL TABULATION SHEET

FOR RFP _ 17-003
 PROPOSAL OPEN DATE _____ MARCH 3, 2017 2:00PM
 FOR _____ WORKER'S COMPENSATION INSURANCE COVERAGE

Name of Proposer	Amount of Proposal	Comments
HAI	—	UNABLE TO BID
THE MARTIN CO.	\$95,927	

RESOLUTION # 17-18

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

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

WHEREAS, the HAGC is the Plan Administrator and the Insurance Broker of this health care benefit plan is Hardenbergh Insurance Group; and

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

WHEREAS, the Self Insured Health Care Plan agreement is due to expire on April 30, 2016; and

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

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

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

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March, 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATED: March 22nd, 2017

RESOLUTION #17-19

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
EXTERMINATING SERVICES (TWO-YEAR CONTRACT)
204-3 PROJECT CARINO PARK APARTMENTS
PEST-A-SIDE EXTERMINATORS CO., INC.

WHEREAS, the Housing Authority of Gloucester County has the need for Exterminating Services at its 204-4 project locations known as Carino Park Apartments; and

WHEREAS, the Housing Authority of Gloucester County has properly solicited quotes for such services; and

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

WHEREAS, the lowest responsible quote for such services is from **PEST-A-SIDE EXTERMINATORS CO, INC.** in the amount of \$1166.50 for a two year contract;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the quote from PEST-A-SIDE EXTERMINATORS CO, INC., in the amount of \$1166.50 for a two year contract, be and is hereby accepted, subject to receipt of required documentation and check of references.; and

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

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 22ND day of March, 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST


KIMBERLY GOBER, SECRETARY

DATE: MARCH 22ND, 2017

FORM PO 102

Rev. Nov. 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or TypeHOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT

LOCATION OF NEED

CARINO PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.

REQUESTED PURCHASE (use multiple lines when necessary)	DESCRIBE ITEM(S) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
EXTERMINATING - ANNUAL CHARGE:					
28 UNITS PER MONTH		3,275.00	1,680.00	907.20	2,856.00
UNITS IN EXCESS OF 28 UNITS			8.00	4.30	10.00
BED BUG TREATMENT			275.00	170.00	500.00
BED BUG FOLLOW UP			50.00	85.00	
Shipping and Handling Charges (if any)					
COLUMN TOTAL		3,275.00	2,013.00	1,166.50	3,366.00
TOTAL					

# 1	VENDOR ORKIN COMMERCIAL SERVICES					VENDOR CONTACT SEAN BOND		TELEPHONE 856-375-5703	
	ADDRESS 100 DOBBS LANE NW					CITY CHERRY HILL		ST NJ	ZIP 08034
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 2	VENDOR HOFFMAN'S EXTERMINATING CO INC.					VENDOR CONTACT MICHAEL JENZANO		TELEPHONE 856-468-0183 X306	
	ADDRESS 532 BRIDGETON PIKE					CITY MANTUA		ST NJ	ZIP 08051
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 3	VENDOR PEST-A-SIDE EXTERMINATING CO INC.					VENDOR CONTACT CARLOS HERNANDEZ		TELEPHONE 800-374-2847	
	ADDRESS 56 SANITARIUM ROAD					CITY BRIDGETON		ST NJ	ZIP 08302
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 4	VENDOR VIKING PEST CONTROL INC.					VENDOR CONTACT STEVE WOLF		TELEPHONE 201-681-8532	
	ADDRESS PO BOX 4070					CITY WARREN		ST NJ	ZIP 07059
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	

SELECTED VENDOR

#3 PEST-A-SIDE EXTERMINATING CO INC.

REMARKS:

BED BUG PRICES ARE ONLY INFORMATIONAL
PURPOSES

WAS A COST BENEFIT ANALYSIS DONE?

NO

YES (Copy Attached)

BY WHOM?

CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)

- ☐ EMERGENCY PURCHASE
☐ NJ STATE GVT CONTRACT
☐ VALUE REQUIRES ONLY ONE
☐ SINGLE SOURCE ITEM

OTHER:

QUOTES PROCURED BY

LISA BUTLER

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE

2/28/17

FORM PO 102

Rev. Nov 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or TypeHOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT

LOCATION OF NEED

CARINO PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.

REQUESTED PURCHASE (use multiple lines when necessary)	DESCRIBE ITEM(s) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
EXTERMINATING - ANNUAL CHARGE:					
28 UNITS PER MONTH		1,680.00			
UNITS IN EXCESS OF 28 UNITS		5.00			
BED BUG TREATMENT		125.00			
BED BUG FOLLOW UP		90.00			
Shipping and Handling Charges (if any)					
COLUMN TOTAL		1,900.00	-	-	-
TOTAL					

# 1	VENDOR IPM				VENDOR CONTACT DAVID DAMIANO		TELEPHONE 609-567-0100	
	ADDRESS 566 WHITE HORSE PIKE				CITY HAMMONTON		ST NJ	ZIP 08037
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE
# 2	VENDOR				VENDOR CONTACT		TELEPHONE	
	ADDRESS				CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE
# 3	VENDOR				VENDOR CONTACT		TELEPHONE	
	ADDRESS				CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE
# 4	VENDOR				VENDOR CONTACT		TELEPHONE	
	ADDRESS				CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE

SELECTED VENDOR

#

REMARKS:

PAGE 2 OF 2

 WAS A COST BENEFIT ANALYSIS DONE? ☐ NO ☐ YES (Copy Attached) BY WHOM?

CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)

- ☐
- EMERGENCY PURCHASE
-
- ☐
- NJ STATE GVT CONTRACT
-
- ☐
- VALUE REQUIRES ONLY ONE
-
- ☐
- SINGLE SOURCE ITEM

OTHER:

QUOTES PROCURED BY

LISA BUTLER

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE

2/28/17

RESOLUTION # 17-16

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
COMPREHENSIVE AUTOMOBILE/VEHICLE INSURANCE**

APRIL 7, 2017 - APRIL 7, 2018

THE MARTIN COMPANY

WHEREAS, the Housing Authority of Gloucester County has need for Comprehensive Automobile/Vehicle Insurance; and

WHEREAS, the Housing Authority of Gloucester County has solicited proposals for Comprehensive Automobile/Vehicle Insurance through public advertisement; and

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

WHEREAS, the most advantageous proposal for such services is from, The Martin Company, at a premium of **\$ 23,523.00** and is proper and responsive to the specifications;

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

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Comprehensive Auto/Vehicle Insurance, in accordance with the proposal received and the bid tabulation attached hereto for the contract amount of **\$ 23,523.00**, subject to Counsel review and verification.

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

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March , 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

Dated: March 22nd, 2017

Present Edward Malinak
 Present Nelly Rojas
 Present _____
 Present _____

PROPOSAL TABULATION SHEET

FOR RFP _ 17-004

PROPOSAL OPEN DATE _____ MARCH 3, 2017 2:30PM

FOR _____ COMPREHENSIVE AUTO/VEHICLE INSURANCE COVERAGE

Name of Proposer	Amount of Proposal	Comments
HAI	\$ 32,256	
THE MARTIN CO.	\$ 23,523	

RESOLUTION #17-20

RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
EXTERMINATING SERVICES (TWO-YEAR CONTRACT)
204-4 PROJECT DEPTFORD PARK APARTMENTS
PEST-A-SIDE EXTERMINATING CO, INC.

WHEREAS, the Housing Authority of Gloucester County has the need for Exterminating Services at its 204-3 project locations known as Deptford Park Apartments; and

WHEREAS, the Housing Authority of Gloucester County has properly solicited quotes for such services; and

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

WHEREAS, the lowest responsible quote for such services is from **PEST-A-SIDE EXTERMINATING CO., INC.** in the amount of **\$1684.90**, for a two year contract;

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the quote from **PEST-A-SIDE EXTERMINATING CO., INC.** in the amount of **\$1684.90** for a two year contract, be and is hereby accepted, subject to receipt of required documentation and check of references.; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for Exterminating Services at its 204-4 project locations known as Deptford Park Apartments, in accordance with the tabulation attached hereto.


ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 22ND day of March, 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST


KIMBERLY GOBER, SECRETARY

DATE: MARCH 22ND, 2017

FORM PO 102

QUOTATION SHEET

Rev. Nov. 2015
(Previous Editions are Obsolete)(ATTACHMENT-B)
Please Print or TypeHOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT

LOCATION OF NEED

DEPTFORD PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.

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)
EXTERMINATING - ANNUAL CHARGE:				
44 UNITS PER MONTH	2,025.00	2,640.00	1,425.60	4,488.00
UNITS IN EXCESS OF 44 UNITS		8.00	4.30	10.00
BED BUG TREATMENT		275.00	170.00	500.00
BED BUG FOLLOW UP		50.00	85.00	
Shipping and Handling Charges (if any)				
COLUMN TOTAL	2,025.00	2,973.00	1,684.90	4,998.00
TOTAL				

# 1	VENDOR ORKIN COMMERCIAL SERVICES					VENDOR CONTACT SEAN BOND		TELEPHONE 856-375-5703	
	ADDRESS 100 DOBBS LANE NW					CITY CHERRY HILL		ST NJ	ZIP 08034
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 2	VENDOR HOFFMAN'S EXTERMINATING CO INC.					VENDOR CONTACT MICHAEL JENZANO		TELEPHONE 856-468-0183 X306	
	ADDRESS 532 BRIDGETON PIKE					CITY MANTUA		ST NJ	ZIP 08051
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 3	VENDOR PEST-A-SIDE EXTERMINATING CO INC.					VENDOR CONTACT CARLOS HERNANDEZ		TELEPHONE 800-374-2847	
	ADDRESS 56 SANITARIUM ROAD					CITY BRIDGETON		ST NJ	ZIP 08302
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 4	VENDOR VIKING PEST CONTROL INC.					VENDOR CONTACT STEVE WOLF		TELEPHONE 201-681-8532	
	ADDRESS PO BOX 4070					CITY WARREN		ST NJ	ZIP 07059
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	

SELECTED VENDOR

#3 PEST-A-SIDE EXTERMINATING CO INC.

REMARKS:

BED BUG PRICES ARE ONLY INFORMATIONAL PURPOSES

WAS A COST BENEFIT ANALYSIS DONE?

NO

YES (Copy Attached)

BY WHOM?

CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)

- ☐ EMERGENCY PURCHASE
☐ NJ STATE GVT CONTRACT
☐ VALUE REQUIRES ONLY ONE
☐ SINGLE SOURCE ITEM

OTHER:

QUOTES PROCURED BY

LISA BUTLER

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE

2/28/17

FORM PO 102

QUOTATION SHEET

Rev. Nov. 2015
(Previous Editions are Obsolete)(ATTACHMENT-B)
Please Print or TypeHOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT

LOCATION OF NEED

DEPTFORD PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.

REQUESTED PURCHASE (use multiple lines when necessary)	DESCRIBE ITEM(s) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
EXTERMINATING - ANNUAL CHARGE:					
28 UNITS PER MONTH		2,640.00			
UNITS IN EXCESS OF 28 UNITS		5.00			
BED BUG TREATMENT		125.00			
BED BUG FOLLOW UP		90.00			
Shipping and Handling Charges (If any)					
COLUMN TOTAL		2,860.00	-	-	-
TOTAL					

# 1	VENDOR IPM					VENDOR CONTACT DAVID DAMIANO		TELEPHONE 609-567-0100	
	ADDRESS 566 WHITE HORSE PIKE					CITY HAMMONTON		ST NJ	ZIP 08037
	DATE OF QUOTE 2/28/17	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE
# 2	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE
# 3	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE
# 4	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE

SELECTED VENDOR

#

REMARKS:

PAGE 2 OF 2

WAS A COST BENEFIT ANALYSIS DONE?

BY WHOM?

NO

YES (Copy Attached)

CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)

☐ EMERGENCY PURCHASE
☐ NJ STATE GVT CONTRACT
☐ VALUE REQUIRES ONLY ONE
☐ SINGLE SOURCE ITEM

OTHER:

QUOTES PROCURED BY

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE

LISA BUTLER

2/28/17

RESOLUTION #17-21

**RESOLUTION RATIFYING AND APPROVING THE PAYMENT OF AN
EMERGENCY CONTRACT AWARDED TO
TORTORICE CONTRACTORS
PURSUANT TO N.J.S.A. 40A:11-6 FOR THE REPLACEMENT OF PLYWOOD
ROOF SHEATHING ON FOUR (4) SCATTERED SITE PROPERTIES**

WHEREAS, the Housing Authority of Gloucester County (HAGC) awarded a contract pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., to **Tortorice Contractors** ("Contractor") to remove and replace roofing shingles on four of HAGC's scattered site properties; and

WHEREAS, after the removal of shingles at four of the four sites, HAGC determined, based upon the recommendation of the Contractor, that portions of the plywood roof sheathing needed to be replaced before the roofs could be shingled; and

WHEREAS, the cost to replace the plywood roof sheathing is **\$6486.00** ; and the contract for the removal and replacement of roofing shingles did not provide for the replacement of any plywood roof sheathing nor was it known to HAGC or its representatives or the Contractor that such replacement was needed; and

WHEREAS, the HAGC purchasing technician was notified of the need for the performance of a contract for the replacement of plywood roof sheathing, the nature of the emergency, the time of its occurrence and the need for invoking N.J.S.A. 40A:11-6; and such notification to the purchasing agent shall be reduced to writing and filed with the purchasing agent as soon as practicable; and

WHEREAS, the HAGC purchasing technician was satisfied that an emergency did exist and N.J.S.A. 40A:11-6(a) authorizes the purchasing agent to award a contract for such purposes as may be necessary to respond to emergent needs; and

WHEREAS, the purchasing technician awarded an emergency contract to the Contractor to replace the plywood roof sheathing where needed and pursuant to N.J.S.A. 40A:11-6(b), the contractor furnishing emergency goods and services is entitled to be paid therefor in accordance with the emergency contract; and

WHEREAS, pursuant to N.J.S.A. 40A:11-6(b), the Board of Commissioners is permitted to take such action as shall be required to provide for the payment of an emergency contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of HAGC that the emergency contract for the replacement of plywood roof sheathing as discussed herein is hereby ratified and that the payment due to the Contractor under the terms of the emergency contract is hereby approved


ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March, 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR.

ATTEST:



KIMBERLY GOBER, SECRETARY

DATE: MARCH 22, 2017

Housing Authority of Gloucester County

rev. Dec. 2009 Form CO 1 <small>(Previous Editions are Obsolete)</small>	Please Type or Print Legibly <h2 style="margin: 0;">CHANGE ORDER</h2> (FOR CONSTRUCTION CONTRACTS)	Contract Number <hr/> FINANCE DEPARTMENT
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Contractor/Supplier (Name & Address) Tortorice Contractors, Inc. 161 Blackwood Barnsboro Road Sewell, NJ 08080	Original Contract Date 2/6/2017 <hr/> Change Order Number #1
Project Name and Number Roof Replacement on (4) single-family scattered-site houses of P.H. Project 204-1	Date of Change Order 3/3/17
Contract Type/Description Roofing	Work Item No. (if any)
Description of Change Order:	Amount
1. 680 Montclair sheathing overlay 43 sheets @ \$78.00	\$3,354.00
2. 680 Montclair fascia repair not in base bid 8 lineal feet @ \$20.00	\$160.00
3. 282 Stanford tear off (2) layers 3/8 ply and install 5/8 ply 12 Sheets @ \$135.00	\$1,620.00
4. 282 Stanford sheathing overlay 4 sheets @ \$78.00	\$312.00
5. 713 Debra replace plywood in kind 3 sheets @ \$130.00	\$390.00
6. 209 Audubon replace plywood in kind 5 sheets @ \$130.00	\$650.00
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
Total for this Change Order	\$6,486.00

Statement of Justification for change:
 Wood substrate was unsuitable to install new shingles overtop.

CONDITIONS: 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;">\$25,380.00</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 style="text-align: right;">\$0.00</td> </tr> <tr> <td>Contract Amount Prior to this C.O.:</td> <td style="text-align: right;">\$25,380.00</td> </tr> <tr> <td>This Change Order Amount:</td> <td style="text-align: right;">\$6,486.00</td> </tr> <tr> <td>Revised Contract Amount:</td> <td style="text-align: right;">\$31,866.00</td> </tr> </table>	Original Contract Amount:	\$25,380.00	Net Change by Previous Change Orders:	\$0.00	Other:	\$0.00	Contract Amount Prior to this C.O.:	\$25,380.00	This Change Order Amount:	\$6,486.00	Revised Contract Amount:	\$31,866.00
Original Contract Amount:	\$25,380.00												
Net Change by Previous Change Orders:	\$0.00												
Other:	\$0.00												
Contract Amount Prior to this C.O.:	\$25,380.00												
This Change Order Amount:	\$6,486.00												
Revised Contract Amount:	\$31,866.00												

TIME ADJUSTMENT (If any):

CONTRACTOR'S ACCEPTANCE <div style="text-align: right; margin-right: 50px;">3/3/2017</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SIGNATURE Rocco Tortorice, COO </div> <div style="width: 45%;"> DATE TITLE </div> </div>	ARCHITECT / ENGINEER APPROVAL <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SIGNATURE PRINTED NAME </div> <div style="width: 45%;"> DATE Architect TITLE </div> </div>
PHA / PROJECT MANAGEMENT APPROVAL <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SIGNATURE PRINTED NAME </div> <div style="width: 45%;"> DATE TITLE </div> </div>	PHA / CONTRACTING OFFICER APPROVAL <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SIGNATURE PRINTED NAME </div> <div style="width: 45%;"> DATE TITLE </div> </div>
PHA / JOB COORDINATOR APPROVAL <div style="text-align: right; margin-right: 50px;">3-13-17</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SIGNATURE Ron Bernardini, MCOO (COO) </div> <div style="width: 45%;"> DATE TITLE </div> </div>	DOCUMENT DISTRIBUTION <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> PHA - Project File <input type="checkbox"/> PHA - Contracting Officer <input type="checkbox"/> PHA - Finance Department <input type="checkbox"/> HUD <input type="checkbox"/> Other: </div> <div style="width: 45%;"> <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer </div> </div>

RESOLUTION # 17-22

RESOLUTION AUTHORIZING THE ANNUAL UPDATE TO
ALL HAZARD EMERGENCY PREPAREDNESS AND RESPONSE PLAN
HOUSING AUTHORITY OF GLOUCESTER COUNTY
2017

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

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

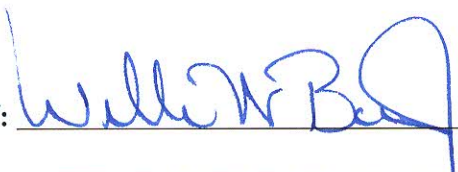
WHEREAS, the HAGC is eager to keep such a plan to protect and enhance the quality of life, as well as the safety of our tenants; and

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

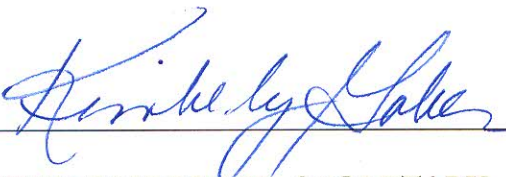
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the All Hazard Emergency Preparedness and Response Plan changes and updates , attached hereto and hereby approved; and

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March, 2017

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 22nd, 2017

HAGC ALL HAZARDS EMERGENCY PREPAREDNESS & RESPONSE PLAN REVIEW

MARCH 2017

Please be aware of the following changes/updates incorporated in the Emergency Preparedness & Response Plan.

II. DISTRIBUTION (page 2) and,

V. OVERVIEW OF EMERGENCY MANAGEMENT CONCEPTS

D. HAGC CRITICAL CONTACT LIST (page 8)

Paul Letizia's Title has been updated from Facilities Manager to AHO Director.

F. EMERGENCY CONTACTS (page 18)

The HAGC maintains a current registry of all Utility Companies phone numbers for each HAGC owned and/or managed property. The Utility Company Registry will be provided and/or available to the following individuals within the HAGC:

- 1) Executive Director
- 2) AHO Director or Designee
- 3) Congregate Coordinator
- 4) Building Superintendents and Site Manager
- 5) Designated Maintenance Personnel
- 6) Security Guards assigned to Deptford Park, Nancy J. Elkins Senior Housing, Shepherd's Farm, Colonial Park and Carino Park

A sample Copy of the Utility Registry is identified in Attachment HAGC URC-1

VII. SPECIAL NEEDS LIST (page 25)

"... The HAGC has adopted the New Jersey Register Ready program which allows NJ residents with access and functional needs and their families, friends and associates an opportunity to provide information to emergency response agencies, so emergency responders can better plan to serve them in a disaster or other emergency. The information collected here is confidential and will not be available to the public. The information will be held securely and only used for emergency response and planning by the State of New Jersey.

Tenant Processors will be responsible for having all residents that would like to voluntarily participate in the New Jersey Register Ready Program complete the state mandatory questioner. Tenant Processors will return the questioner to the Resident Relations / Emergency Management Coordinator.

A Sample copy of the Special Needs List is identified in Attachment HAGC SN-1

A Sample copy of the N.J. Register Ready questioner is identified in Attachment HAGC SN-2"

VIII. COMMUNICATIONS DURING AN EMERGENCY (page 27-28)

The Emergency Communication Kit #1 consists of 10 UNIDEN GMR5089-2CKHS radios in a watertight protective case. The kit is maintained by the A.H.O. Director or his/her designee and will be stored in the office of the A.H.O. Director. The Emergency Communication Kit #2 consists of 10 Olympia R100 radios in a watertight protective case stored in the superintendent office at Colonial Park Apartments. The radios will be issued by the A.H.O. Director or his/her designee to Authority employees involved in the response and recovery to an emergency. The radios have a limited range and will not provide communication between H.A.G.C. properties. They are effective for communication when personnel are involved in response activities at the same location.

UNIDEN GMR5089 Operation Instructions, Attachment RD-1

UNIDEN GMR5089 Diagram, Attachment RD-2

OLYMPIA R100 Operation Instructions, Attachment RD-3

OLYMPIA R100 Operation Instructions, Attachment RD-4

C. GLOUCESTER COUNTY EMERGENCY ALERT PROGRAM (Page 29)

The Gloucester County Office of Emergency Management has launched a new Mass Notification service that allows emergency services to alert the public. All Employees using H.A.G.C. owned cellular phones will opt-in and enter their contact information and subscribe to notifications based on their location. The information that is provided will be protected and will not be used for any other purpose.

How It Works

When the Gloucester County Office of Emergency Management issues a notification about a potential safety hazard or concern, employees will receive a

message with specific information on the situation. Employees will confirm that they have received the message and will not be contacted by any subsequent methods regarding that particular notification. If employees do not confirm, the system will continue to attempt to reach them at all of the contact paths that they have registered.

Sign up for Notifications

Create an account and add your contact and location information into the Mass Notification system. All information you provide will be kept strictly confidential.

X. SITUATIONS

B. FIRE (page 35)

“...Evacuated tenants will assemble in accordance with the evacuation section of this policy as outlined in each of the respective buildings attachments EVAC-1.

Anytime a general fire alarm is activated, the fire alarm system is not to be reset by HAGC staff. The fire department must respond to the alarm. The system can only be reset **AFTER** the fire department has authorized it”

XII. HAGC ATTACHMENT FORMS

REMOVE PAGES 108-109

RESOLUTION #17- 23

RESOLUTION HONORING ELLEN DECARLO'S 100TH BIRTHDAY

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, Ellen DeCarlo was born on April 6th, 1917 in Philadelphia, PA beginning her life as Raffaella E. Reta; and

WHEREAS, The Housing Authority of Gloucester County and DPSP deem fit to celebrate Ellen's 100 years of life at a luncheon on April 6th, 2017; and

WHEREAS, Ellen had a beloved daughter, Elaine Tisa, who she misses dearly, and is happy to have a grandson and granddaughter, James and Kim Tish, who are blessed to have her in their life; and

WHEREAS, Ellen worked many years for Macy's Department Store; and

WHEREAS, Colonial Park was fortunate to welcome her as a resident on April 8th, 2002, when she moved from Grovers Avenue in Philadelphia; and

WHEREAS, one of Ellen's favorite pastimes is to play the piano

WHEREAS, since this is Ellen's 100th birthday, Ellen has been privileged to witness events most of us only read about in history books; and

NOW, THEREFORE, BE IT RESOLVED it is fitting and proper that The Housing Authority of Gloucester County Commissioners, Staff, and the Staff of DPSP recognize and extend their best wishes for good health and happiness as Ellen DeCarlo embarks on her next chapter.


ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 22nd of March, 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: MARCH 22ND, 2017

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 March 22, 2017 at 4:30 P.M. and;

WHEREAS, the nine (9) exceptions to public meetings set forth in NJSA 10:4-12(b) are listed below with the number of issues and any additional information shall be written:

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision at issue
is _____ and the nature of the matter described as specifically as possible without undermining the need for confidentiality
is _____

- 2) **“Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 4) **“Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.”** The collective bargaining contract(s) discussed are between the Board
and _____

- 5) **“Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”**The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 6) **“Any tactics and techniques utilized in protecting the safety and property of the public provide that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality
is _____

- 7) **“Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matter falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket number of each item of litigation and/or the parties to each contract discussed are _____

and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

- 8) **“ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining in of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”**

Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. vs New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are

- 9) “ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.”

The nature of the matter, described as specifically as possible without undermining the need for confidentiality

is _____

WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting of the Housing Authority of Gloucester County shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.


BE IT FURTHER RESOLVED that the Secretary, on the next business day following this , 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 IT'S PUBLIC MEETING HELD ON MARCH 22ND , 2017

ADOPTED at the Regular Meeting of the Board of Commissioners held on the 22nd of March , 2017

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: MARCH 22ND, 2017