

**RESOLUTION #21-14**

**RESOLUTION APPROVING AN AGREEMENT BETWEEN  
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AND  
THE AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL  
EMPLOYEES (AFSCME), AFL-CIO DISTRICT COUNCIL 63, LOCAL 1847  
FOR THE PERIOD**

**JANUARY 1, 2021 THROUGH DECEMBER 31, 2023**

**WHEREAS**, the Personnel Committee of the Housing Authority of Gloucester County (“HAGC”) has been involved in negotiations with Council 63 of the American Federation of State, County and Municipal Employees, AFL-CIO, Local 1847 (“Union”), for a successor agreement to the current collective bargaining agreement between said parties; and

**WHEREAS**, the Personnel Committee of HAGC has negotiated a successor agreement with the Union which is attached hereto (“Agreement”) for the period of January 1, 2021 to December 31, 2023; and

**WHEREAS**, the agreement includes the following increased rates of pay: 4% for 2021; 1% for 2022 and 1% for 2023, set forth in Article 14 of the Agreement, and

**WHEREAS**, the agreement also includes the greater increase rate of 4% or \$14.42/hr. for the following positions’ starting rate: Building Maintenance Worker, Clerk, Property Management Aide, Clerk-typist, Congregate Aide, Receptionist/typist, and Security Guard; and

**WHEREAS**, the Personnel Committee has determined that the Agreement is fair, reasonable, and equitable; and

**WHEREAS**, the Personnel Committee recommends the approval of the Agreement; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of HAGC that the Agreement be and hereby is approved; and

**BE IT FURTHER RESOLVED**, by the Board of Commissioner of HAGC that the increased rates pay of 4% for 2021; 1% for 2022 and 1% for 2023, set forth in Article 14 of the Agreement, shall also be awarded to HAGC Management Employees; and

**BE IT FURTHER RESOLVED**, that the Chairman and Secretary of the Board of Commissioners of HAGC be and hereby are authorized to execute the Agreement.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County,  
held on the 24<sup>th</sup> of February 2021.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

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

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

**KIMBERLY GOBER, SECRETARY**

**DATED: FEBRUARY 24, 2021**



**RESOLUTION #21-15**

**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 the Insurance Administrators of America (IAA) is the Administrator of the Health Benefits Plan; 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, 2021; 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

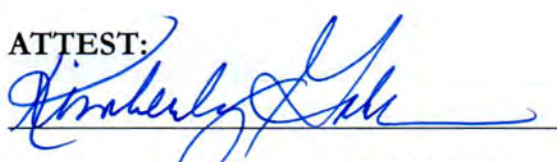
**BE IT ALSO RESOLVED**, that the HAGC Board of Commissioners reserves the right, at any time and for any reason or no reason at all, to change, amend, interpret, modify, withdraw or add benefits to terminate this Plan or the Wellness Program, which is included, in whole or in part and in its sole discretion, 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 24<sup>TH</sup> day of March 2021.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BY:** 

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

**ATTEST:** 

**KIMBERLY GOBER, SECRETARY**

**DATED: MARCH 24, 2021**



**RESOLUTION #21-16**

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR  
COMPREHENSIVE GENERAL LIABILITY INSURANCE COVERAGE  
HAI INSURANCE**

**WHEREAS**, the Housing Authority of Gloucester County has need for Comprehensive General Liability Insurance coverage; and

**WHEREAS**, the Housing Authority of Gloucester County has solicited bids for Comprehensive General Liability Insurance coverage through public advertisement; and

**WHEREAS**, the Housing Authority of Gloucester County has received (1) bid and is proper and responsive to the specifications; and

**WHEREAS**, the bid for such services is from **HAI INSURANCE**, at a premium of **\$33,709.00**;

**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 execute a contract for Comprehensive General Liability Insurance, in accordance with the bids received and the bid tabulation attached hereto for the contract amount of **\$33,709.00** subject to Counsel review and verification.

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

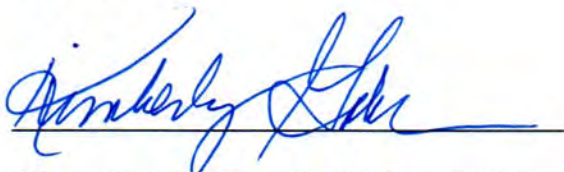
**ADOPTED** at a Meeting of the Housing Authority of Gloucester County, held on the 24<sup>TH</sup> day of March 2021.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**




**KIMBERLY GOBER, SECRETARY**

**DATED: MARCH 24, 2021**

| iFB Evaluation Statement |  |                     |  |             |  |  |  |  |  | HAI (JIF) |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
|--------------------------|--|---------------------|--|-------------|--|--|--|--|--|-----------|--|-------------------------------|--|-----------------------------------|--|-----------|--|---|--|--------------------|--|---|--|---------------|--|---|--|-----------------------------------|--|---|--|------------------------|--|---|--|---------------------|--|---|--|-----------------------|--|---|--|------------|--|---|--|--------|--|---|--|--------------------------------------|--|---|--|----------------------------------|--|---|--|-----------------------|--|---|--|-----------------------------------|--|---|--|---------------|--|---|--|---------------------|--|---|--|----------------------|--|---|--|---------------|--|---|--|-------------------|--|---|--|--|--|---|--|------------------------|--|---|--|--------------------------|--|
| Project                  |  | GEN. LIA. INSURANCE |  |             |  |  |  |  |  | C         |  | Complete                      |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Number                   |  | IFB 21-004          |  |             |  |  |  |  |  | I         |  | Incomplete                    |  | JIF approved/listed by HUD and NJ |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Date                     |  | 3/4/2021            |  |             |  |  |  |  |  | X         |  | Missing                       |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Period                   |  | 5/1/21-5/1/22       |  |             |  |  |  |  |  |           |  | 2020 HAI \$30,912.            |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
|                          |  |                     |  |             |  |  |  |  |  | W-9       |  | Owners Disc                   |  | C                                 |  | Debarment |  | C |  | Cert. of Contracts |  | C |  | Non-Collusion |  | C |  | Affirmat. Action Stmt & Affidavit |  | C |  | Disclosure of Lobbying |  | C |  | Drug-Free Workplace |  | C |  | Non-Default Affidavit |  | C |  | HUD-56390A |  | C |  | NJ BRC |  | C |  | PROFESSIONAL LICENSE (IF APPLICABLE) |  | C |  | DESIGNATION OF INSURANCE COMPANY |  | C |  | Iranian Certification |  | C |  | HUD 50071 CERTIFICATE OF PAYMENTS |  | C |  | Liability Ins |  | C |  | Worker's Comp. Ins. |  | C |  | Terms and Conditions |  | C |  | Addenda Sheet |  | C |  | Breakdown of cost |  | C |  | 3,000,000 per occurrence, 3,000,000 per ag |  | C |  | A- or better in rating |  | C |  | * Cyber Insurance Policy |  |
| Company                  |  | Bid                 |  | \$33,709.00 |  |  |  |  |  | "JIF      |  | *Offered to HAI group members |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Hsng. Auth. Risk (HAI)   |  |                     |  |             |  |  |  |  |  |           |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Nathan LaneAgency        |  | No Bid              |  |             |  |  |  |  |  |           |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Samuel Martin Agency     |  | No Bid              |  |             |  |  |  |  |  |           |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Lewis Chester            |  | No Bid              |  |             |  |  |  |  |  |           |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Lindsey ins. Group       |  | No Bid              |  |             |  |  |  |  |  |           |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Widerman                 |  | No Bid              |  |             |  |  |  |  |  |           |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |
| Cupo                     |  | No Bid              |  |             |  |  |  |  |  |           |  |                               |  |                                   |  |           |  |   |  |                    |  |   |  |               |  |   |  |                                   |  |   |  |                        |  |   |  |                     |  |   |  |                       |  |   |  |            |  |   |  |        |  |   |  |                                      |  |   |  |                                  |  |   |  |                       |  |   |  |                                   |  |   |  |               |  |   |  |                     |  |   |  |                      |  |   |  |               |  |   |  |                   |  |   |  |  |  |   |  |                        |  |   |  |                          |  |



|   |  |  |                          |  |
|---|--|--|--------------------------|--|
|              | <b>Bid Tabulation Sheet</b><br>General Liability Insurance<br><b>IFB 21-004</b><br>March 4, 2021 at 2:00pm | <b>Housing Authority<br/>of Gloucester County</b><br><br>Attended by:<br><i>Ed Malinak</i><br><i>Dana Duffee</i> |                          |  |
| <b>Company</b><br><b>NATHAN LANE AGENCY</b><br>545 GOFFLE ROAD<br>WYCOFF NJ 07481               | <b>Base Bid</b><br><i>no b.d</i>   | <b>No.</b><br>1  | <b>Alternate Deducts</b> | <b>Comments</b><br><a href="mailto:rlane@nathanlaneagency.com">rlane@nathanlaneagency.com</a>  |
| <b>MARTIN AGENCY</b><br>500 JESSUP ROAD<br>WEST DEPTFORD NJ 08066                               | <i>no b.d</i>  | 1  |                          | <a href="mailto:debbie.middleton@spmartinco.com">debbie.middleton@spmartinco.com</a>   |
| <b>LEWIS CHESTER ASSOCIATES</b><br>19 SUMMIT AVENUE<br>SUMMIT, NJ 07901                         | <i>no b.d</i>  | 2  |                          | <a href="mailto:Istadler@lewischester.com">Istadler@lewischester.com</a><br><a href="mailto:loconnor@lewischester.com">loconnor@lewischester.com</a> |
| <b>HAI INSURANCE GROUP</b><br>PO BOX 189<br>189 COMMERCE COURT<br>CHESHIRE, CT. 06410           | 33,709.00  | 1  |                          | <a href="mailto:msylvester@housingcenter.com">msylvester@housingcenter.com</a>   |
| <b>THE BARCLAY GROUP</b><br>202 BROAD STREET<br>RIVERTON, NJ 08077                              | <i>no b.d</i>  | 1  |                          | <a href="mailto:dwise@barclayinsurance.com">dwise@barclayinsurance.com</a>   |
| <b>FAIRVIEW INSURANCE AGENCY, INC</b><br>1930 E. MARLTON PIKE SUITE 16<br>CHERRY HILL, NJ 08003 | <i>no b.d</i>  | 1  |                          | <a href="mailto:cgraham@fairviewinsurance.com">cgraham@fairviewinsurance.com</a>   |

**RESOLUTION #21-17**

**RESOLUTION AUTHORIZING REJECTION OF BID FOR  
COMPREHENSIVE EXCESS LIABILITY (UMBRELLA) INSURANCE**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) has need for Comprehensive Excess Liability Insurance coverage; and

**WHEREAS**, the HAGC has solicited bids for Comprehensive Excess Liability Insurance coverage through public advertisement; and

**WHEREAS**, the HAGC received (1) bid and is proper and responsive to the specifications; and

**WHEREAS**, *N.J.S.A. 40A:11-13.2*, Rejection of Bids states "A contracting unit may reject all bids if the lowest bid substantially exceeds the cost estimate for the goods or services"; and

**WHEREAS**, the bid received has surpassed the Cost Estimate by 53.02%.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the bid received, be and is hereby rejected and rebid in accordance with the requirements of the Local Public Contracts Law.

**BE IT FURTHER RESOLVED** that a brief notice stating the nature of the rejection 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.

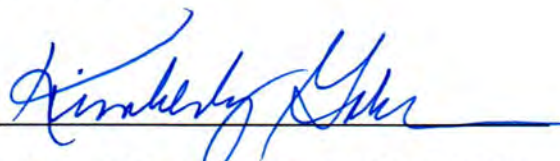
**ADOPTED** at a Meeting of the Housing Authority of Gloucester County, held on the 24<sup>TH</sup> day of March 2021.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**




**KIMBERLY GOBER, SECRETARY**

**DATED: MARCH 24, 2021**







| <br><b>Company</b><br><b>NATHAN LANE AGENCY</b><br>545 GOFFLE ROAD<br>WYCOFF NJ 07481<br><br><b>MARTIN AGENCY</b><br>500 JESSUP ROAD<br>WEST DEPTFORD NJ 08066<br><br><b>LEWIS CHESTER ASSOCIATES</b><br>19 SUMMIT AVENUE<br>SUMMIT, NJ 07901<br><br><b>HAI INSURANCE GROUP</b><br>PO BOX 189<br>189 COMMERCE COURT<br>CHESHIRE, CT. 06410<br><br><b>THE BARCLAY GROUP</b><br>202 BROAD STREET<br>RIVERTON, NJ 08077<br><br><b>FAIRVIEW INSURANCE AGENCY, INC</b><br>1930 E. MARLTON PIKE SUITE 16<br>CHERRY HILL, NJ 08003 | <b>Bid Tabulation Sheet</b><br>Excess Liability Insurance<br><b>IFB 21-005</b><br>March 4, 2021 at 2:30pm | <b>Housing Authority<br/>of Gloucester County</b><br>Attended by:<br><i>Ed Malinak</i><br><i>Dana Durfee</i> |
|--|---|--|
|  | <b>Base Bid</b><br>51,895.00  | <b>Comments</b><br>rlane@nathanlaneagency.com  |
|  | <b>No.</b><br>1   | <b>Alternate Deducts</b><br><br>debbie.middleton@spmartinco.com  |
|  | <b>No.</b><br>2   | <br>lstadler@lewischester.com<br>loconnor@lewischester.com   |
|  | 1<br>Declined to Bid  | msylvester@housingcenter.com   |
|  | 1   | dwise@barclayinsurance.com   |
|  | 1   | cgraham@fairviewinsurance.com  |

**RESOLUTION #21-18**

**RESOLUTION AUTHORIZING AMENDING  
THE S8 ADMINISTRATIVE PLAN AND THE ADMISSIONS AND  
CONTINUED OCCUPANCY POLICY TO INCLUDE REVISED LANGUAGE  
FROM EO13988 REGARDING FAIR HOUSING ACT**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) wishes to update its Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy to include revised language under the Fair Housing & Equal Opportunity section to reflect the implementation of Executive Order 13988 on the Enforcement of the Fair Housing Act.; and

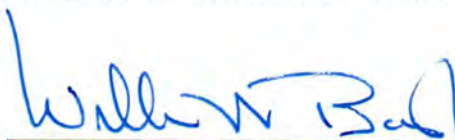
**WHEREAS**, the HAGC is updating the policies language under Fair Housing & Equal Opportunity, Non-Discrimination, to read: "The Authority is committed to administering the programs to ensure that individuals and households are not discriminated against because of their race, color, religion, sex, national origin, age, familial status, disability, sexual orientation, gender identity, and marital status"; and

**WHEREAS**, the HAGC is updating the policies language under Fair Housing & Equal Opportunity, Assistance for Families Claiming Unlawful Discrimination, to include required information to be provided to applicants or participants on how to file a discrimination complaint.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Gloucester County that the update Section 8 Administrative Plan to include revised language reflecting the implementation of Executive Order 13988 on the Enforcement of the Fair Housing Act be hereby authorized.

**ADOPTED** at a Meeting of the Housing Authority of Gloucester County, held on the 24<sup>TH</sup> day of March 2021.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

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

**ATTEST:**

\_\_\_\_\_

**KIMBERLY GOBER, SECRETARY**

**DATED: MARCH 24, 2021**



**RESOLUTION #21-19**  
**RESOLUTION AUTHORIZING ACC AMENDMENT FOR**  
**CAPITAL FUND PROGRAM**  
**NJ39P20450121 – FY 2021**

**WHEREAS**, the Housing Authority of Gloucester County has prepared a five-year modernization program for public housing projects NJ39P20450121; and

**WHEREAS**, the Housing Authority of Gloucester County has received from the United States Department of Housing and Urban Development a funding commitment and Annual Contributions Amendment for FY 2021, under Grant Number NJ39P20450121; and

**WHEREAS**, it is in the interest of the Housing Authority of Gloucester County to proceed with the modernization program, as well as other physical improvements to HAGC public housing properties in a timely manner for the benefit of the program and lower income residents:

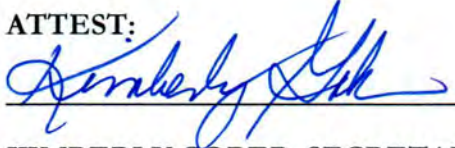
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that:

1. The ACC Amendment under Capital Fund Grant Number NJ39P20450121 is hereby approved.
2. The Executive Director is authorized to sign Form HUD-52840A, Capital Fund Program (CFP) Amendment.
3. The Executive Director, or her representative, is authorized to submit the Annual Statement/ Performance & Evaluation Report for the Capital Fund Program in the EPIC system.
4. The Executive Director is authorized to implement the program (NJ39P20450121) immediately.
5. The Executive Director is authorized to make technical adjustments to the program application and budget as may be required in accordance with federal requirements to expedite the program
6. The Executive Director is authorized to amend the Agency Plan consistent with the ACC Amendment.

**ADOPTED** at a Meeting of the Housing Authority of Gloucester County, held on the 24<sup>TH</sup> day of March 2021.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**  
BY: 

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

**ATTEST:**  
  
**KIMBERLY GOBER, SECRETARY**

**DATED: MARCH 24, 2021**



## 2021 Capital Fund

### Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

### U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Whereas, (Public Housing Authority) Gloucester County Housing Authority NJ204 (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions  
Contract(s) ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Section 235 of Public Law 116-6, Division H, Title II,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$573,717.00 for Fiscal Year 2021 to be referred to under Capital Fund Grant Number NJ39P20450121  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one): Yes ☐ No ☐

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the grant funding.

The parties have executed this CFP Amendment, and it will be effective on February 23, 2021. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development  
By /s/ Robert E. Mulderig  
Title Deputy Assistant Secretary, Office of Public Hsg Investments

PHA (Executive Director or authorized agent)  
By [Signature] Date: 3/24/21  
Title



RESOLUTION #21-20

RESOLUTION ESTABLISHING REVISED PERSONNEL POSITIONS

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

FY 2021, 2022 AND 2023

WHEREAS, the Housing Authority of Gloucester County 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 that the following job titles/classifications shall be made temporary, provisional, and permanent job classifications, unless otherwise repealed or revoked by subsequent resolution of this Authority and shall supersede, repeal, and revoke previous resolutions establishing permanent job classifications:

| JOB NO | HAGC TITLE  | 2021 SALARY RANGE<br>(4%) | 2022 SALARY RANGE<br>(1%) | 2023 SALARY RANGE<br>(1%) | No. of<br>Authoriz<br>ed<br>Positions | Positions<br>Filled as<br>of<br>1/1/202<br>1 | Hours |
|--------|---|---------------------------|---------------------------|---------------------------|---------------------------------------|--|-------|
| 44     | Accountant  | \$ 23.03 - 36.58          | \$ 23.03 - 36.94          | \$ 23.03 - 37.31          | 1                                     | 1  | 40    |
|        |   | \$ 47,902 - 76,080        | \$ 47,902 - 76,841        | \$ 47,902 - 77,609        |                                       |  |       |
| 15     | Accounting<br>Technician (with<br>Bookkeeping)            | \$ 16.14 - 25.60          | \$ 16.14 - 25.86          | \$ 16.14 - 26.12          | 1                                     | 0  | 40    |
|        |   | \$ 35,571- 53,258         | \$ 35,571- 53,791         | \$ 35,571- 54,328         |                                       |  |       |
| 16     | Accounts<br>Payable &<br>Receivable Clerks                | \$ 16.14 - 21.40          | \$ 16.14 - 21.62          | \$ 16.14 - 21.83          | 2                                     | 2  | 40    |
|        |   | \$ 33,571 - 44,519        | \$ 33,571 - 44,964        | \$ 33,571 - 45,413        |                                       |  |       |
| 43     | Administrative<br>Aide<br>Administration                  | \$ 16.36 - 19.99          | \$ 16.36 - 20.19          | \$ 16.36 - 20.39          | 1                                     | 1  | 40    |
|        |   | \$ 34,029 - 41,577        | \$ 34,029 - 41,992        | \$ 34,029 - 42,412        |                                       |  |       |
| 9      | Administrative<br>Assistant<br>Administration             | \$ 22.89 - 31.27          | \$ 22.89 - 31.59          | \$ 22.89 - 31.90          | 1                                     | 1  | 40    |
|        |   | \$ 47,611 - 65,047        | \$ 47,611 - 65,698        | \$ 47,611 - 66,355        |                                       |  |       |
| 70     | Administrative<br>Assistant AHO                           | \$ 16.00 - 22.30          | \$ 16.00 - 22.52          | \$ 16.00- 22.75           | 1                                     | 0  | 40    |
|        |   | \$ 33,280 - 46,384        | \$ 33,280 - 46,848        | \$ 33,280 - 47,316        |                                       |  |       |
| 52     | Affordable<br>Housing<br>Operations<br>Director           | \$ 38.81 - 49.99          | \$ 38.81 - 50.49          | \$ 38.81 - 51.00          | 1                                     | 1  | 40    |
|        |   | \$ 80,724 - 103,985       | \$ 80,724 - 105,025       | \$ 80,724 - 106,075       |                                       |  |       |
| 2      | Assistant<br>Executive<br>Director                        | \$ 31.26 - 48.13          | \$ 31.26 - 48.61          | \$ 31.26 - 49.10          | 1                                     | 1  | 20-40 |
|        |   | \$ 32,510 - 50,056        | \$ 32,510 - 50,557        | \$ 32,510 - 51,063        |                                       |  |       |
| 31     | Building<br>Maintenance<br>Worker                         | \$ 14.42 - 18.01          | \$ 14.56 - 18.19          | \$ 14.71 - 18.37          | 7                                     | 6  | 40    |
|        |   | \$ 29,994 - 37,467        | \$ 30,285 - 37,841        | \$ 30,597 - 38,220        |                                       |  |       |
| 32     | Building<br>Maintenance<br>Worker Seasonal<br>(P.T./F.T.) | \$ 14.42 - 18.01          | \$ 14.56 - 18.19          | \$ 14.71 - 18.37          | 3                                     | 0  | 20-40 |
|        |   | \$ 14,997 - 18,733        | \$ 15,142 - 18,921        | \$ 15,298 -19,110         |                                       |  |       |
| 60     | Building<br>Maintenance<br>Worker, Senior                 | \$ 16.73 - 19.82          | \$ 16.73 - 20.02          | \$ 16.73 - 20.22          | 2                                     | 2  | 40    |
|        |   | \$ 34,798 - 41,231        | \$ 34,798 - 41,643        | \$ 34,798 - 42,059        |                                       |  |       |
| 25     | Clerk   | \$ 14.42 - 19.52          | \$ 14.56 - 19.72          | \$ 14.71 - 19.91          | 1                                     | 0  | 40    |
|        |   | \$ 29,994 - 40,603        | \$30,285 - 41,009         | \$ 30,597 - 41,419        |                                       |  |       |
| 23     | Clerk Typist  | \$ 14.42 - 19.52          | \$ 14.56 - 19.72          | \$ 14.71 - 19.91          | 2                                     | 0  | 40    |
|        |   | \$ 29,994 - 40,603        | \$ 30,285 - 41,009        | \$ 30,597 - 41,419        |                                       |  |       |
| 12     | Compliance<br>Officer                                     | \$ 30.10 - 40.87          | \$ 30.10 - 41.28          | \$ 30.10 - 41.69          | 1                                     | 0  | 8-40  |
|        |   | \$ 31,304 - 42,507        | \$ 31,304 - 42,932        | \$ 31,304 - 43,361        |                                       |  |       |



|    |  |                     |                     |                     |   |   |       |
|----|--|---------------------|---------------------|---------------------|---|---|-------|
| 38 | Congregate Aide<br>(House-keeping/Personal Services) | \$ 14.42 - 18.01    | \$ 14.56 - 18.19    | \$ 14.71 - 18.37    | 7 | 7 | 40    |
|    |  | \$29,994 - 37,467   | \$30,285 - 37,841   | \$30,597 - 38,220   |   |   |       |
| 39 | Congregate Aide<br>(Part Time)                       | \$ 14.42 - 18.01    | \$ 14.56 - 18.19    | \$ 14.71 - 18.37    | 1 | 1 | 24-30 |
|    |  | \$14,997 - 22,480   | \$15,142 - 22,705   | \$15,298 - 22,932   |   |   |       |
| 35 | Congregate Services Coordinator                      | \$ 24.78 - 42.03    | \$ 24.78 - 42.45    | \$ 24.78 - 42.87    | 1 | 1 | 40    |
|    |  | \$ 51,542 - 87,415  | \$ 51,542 - 88,289  | \$ 51,542 - 89,172  |   |   |       |
| 37 | Cook<br>(Congregate)                                 | \$ 14.78 - 21.14    | \$ 14.78 - 21.35    | \$ 14.78 - 21.57    | 1 | 1 | 20-40 |
|    |  | \$ 15,371 - 21,989  | \$ 15,371 - 22,209  | \$ 15,371 - 22,431  |   |   |       |
| 46 | Cook, Senior<br>(Congregate)                         | \$ 17.56 - 21.43    | \$ 17.56 - 21.65    | \$ 17.56 - 21.87    | 1 | 0 | 40    |
|    |  | \$ 36,525 - 44,584  | \$ 36,525 - 45,029  | \$ 36,525 - 45,480  |   |   |       |
| 61 | Deputy Executive Director                            | \$ 42.26 - 58.27    | \$ 42.26 - 58.85    | \$ 42.26 - 59.44    | 1 | 0 | 30-40 |
|    |  | \$ 65,926 - 90,903  | \$ 65,926 - 91,812  | \$ 65,926 - 92,730  |   |   |       |
| 1  | Executive Director                                   | \$ 43.46 - 81.86    | \$ 43.46 - 82.68    | \$ 43.46 - 83.50    | 1 | 1 | 40    |
|    |  | \$ 90,397 - 170,265 | \$ 90,397 - 171,968 | \$ 90,397 - 173,688 |   |   |       |
| 66 | Facilities Manager                                   | \$ 26.01 - 40.57    | \$ 26.01 - 40.98    | \$ 26.01 - 41.39    | 1 | 0 | 40    |
|    |  | \$ 54,101 - 84,386  | \$ 54,101 - 85,230  | \$ 54,101 - 86,083  |   |   |       |
| 11 | Family Self-Sufficiency Coordinator                  | \$ 25.38 - 43.78    | \$ 25.38 - 44.22    | \$ 25.38 - 44.66    | 1 | 1 | 40    |
|    |  | \$ 52,790 - 91,071  | \$ 52,790 - 91,981  | \$ 52,790 - 92,901  |   |   |       |
| 6  | Finance Director                                     | \$ 37.74 - 58.93    | \$ 37.74 - 59.52    | \$ 37.74 - 60.11    | 1 | 1 | 40    |
|    |  | \$ 78,499 - 122,567 | \$ 78,499 - 123,793 | \$ 78,499 - 125,031 |   |   |       |
| 62 | Hearing Officer                                      | \$30.00 - 44.34     | \$30.00 - 44.78     | \$30.00 - 45.23     | 1 | 1 | 8-40  |
|    |  | \$12,480 - 18,443   | \$12,480 - 18,628   | \$12,480 - 18,814   |   |   |       |
| 59 | Homeownership Coordinator                            | \$ 14.42 - 42.10    | \$ 14.56 - 42.52    | \$ 14.71 - 42.95    | 1 | 0 | 20-40 |
|    |  | \$ 14,997 - 43,783  | \$ 15,142 - 44,221  | \$ 15,298 - 44,663  |   |   |       |
| 21 | Housing Inspector                                    | \$ 15.86 - 19.52    | \$ 15.86 - 19.72    | \$ 15.86 - 19.91    | 2 | 0 | 40    |
|    |  | \$ 32,989 - 40,603  | \$ 32,989 - 41,009  | \$ 32,989 - 41,419  |   |   |       |
| 57 | Housing Inspector, Senior                            | \$ 20.00 - 48.83    | \$ 20.00 - 49.32    | \$ 20.00 - 49.81    | 1 | 1 | 40    |
|    |  | \$ 41,600 - 101,562 | \$ 41,600 - 102,578 | \$ 41,600 - 103,604 |   |   |       |
| 67 | Housing Specialist, Senior                           | \$ 26.01 - 40.57    | \$ 26.01 - 40.98    | \$ 26.01 - 41.39    | 1 | 1 | 40    |
|    |  | \$ 54,101 - 84,386  | \$ 54,101 - 85,230  | \$ 54,101 - 86,083  |   |   |       |
| 10 | Human Resource Director                              | \$ 29.67 - 39.32    | \$ 29.67 - 39.72    | \$ 29.67 - 40.11    | 1 | 1 | 40    |
|    |  | \$ 61,714 - 81,791  | \$ 61,714 - 82,609  | \$ 61,714 - 83,435  |   |   |       |
| 7  | IT Director  | \$ 27.71 - 45.66    | \$ 27.71 - 46.11    | \$ 27.71 - 46.57    | 1 | 1 | 40    |
|    |  | \$ 57,637 - 94,964  | \$ 57,637 - 95,914  | \$ 57,637 - 96,873  |   |   |       |
| 58 | Leasing Specialist                                   | \$ 14.82 - 21.18    | \$ 14.82 - 21.40    | \$ 14.82 - 21.61    | 1 | 0 | 40    |
|    |  | \$ 30,826 - 44,064  | \$ 30,826 - 44,505  | \$ 30,826 - 44,950  |   |   |       |
| 30 | Maintenance Repairer                                 | \$ 17.52 - 22.01    | \$ 17.52 - 22.23    | \$ 17.52 - 22.45    | 2 | 2 | 40    |
|    |  | \$ 36,442 - 45,773  | \$ 36,442 - 46,231  | \$ 36,442 - 46,693  |   |   |       |
| 29 | Maintenance Repairer, Senior                         | \$ 24.02 - 28.24    | \$ 24.02 - 28.52    | \$ 24.02 - 28.80    | 2 | 1 | 40    |
|    |  | \$ 49,964 - 58,731  | \$ 49,964 - 59,318  | \$ 49,964 - 59,911  |   |   |       |
| 50 | Maintenance Repairer, Trainee                        | \$ 15.79 - 22.95    | \$ 15.79 - 23.18    | \$ 15.79 - 23.41    | 2 | 1 | 40    |
|    |  | \$ 32,843 - 47,742  | \$ 32,843 - 48,219  | \$ 32,843 - 48,701  |   |   |       |
| 49 | Maintenance Repairer Supervisory, Scattered Sites    | \$ 25.03 - 31.21    | \$ 25.03 - 31.52    | \$ 25.03 - 31.84    | 1 | 0 | 40    |
|    |  | \$ 52,062 - 64,917  | \$ 52,062 - 65,567  | \$ 52,062 - 66,222  |   |   |       |



|      |  |                    |                    |                    |   |   |       |
|------|--|--------------------|--------------------|--------------------|---|---|-------|
| 69   | Modernization/Emergency Mgmt. Coordinator            | \$ 32.10 - 41.31   | \$ 32.10 - 41.72   | \$ 32.10 - 42.14   | 1 | 1 | 40    |
|      |  | \$ 66,768 - 85,922 | \$ 66,768 - 86,782 | \$ 66,768 - 87,649 |   |   |       |
| 5    | Occupancy Specialist Manager                         | \$ 22.90 - 41.62   | \$ 22.90 - 42.04   | \$ 22.90 - 42.46   | 1 | 1 | 40    |
|      |  | \$ 47,632 - 86,571 | \$ 47,632 - 87,437 | \$ 47,632 - 88,311 |   |   |       |
| 40   | Painter (Maintenance)                                | \$ 15.85 - 18.74   | \$ 15.85 - 18.93   | \$ 15.85 - 19.12   | 1 | 1 | 40    |
|      |  | \$ 32,968 - 38,981 | \$ 32,968 - 39,371 | \$ 32,968 - 39,764 |   |   |       |
| 24   | Payments & Inspections Coordinator                   | \$ 14.52 - 19.52   | \$ 14.52 - 19.72   | \$ 14.52 - 19.91   | 1 | 1 | 40    |
|      |  | \$ 30,202 - 40,603 | \$ 30,202 - 41,009 | \$ 30,202 - 41,419 |   |   |       |
| 41   | Property Management Aide (AHO)                       | \$ 14.42 - 20.30   | \$ 14.56 - 20.50   | \$ 14.71 - 20.71   | 1 | 1 | 40    |
|      |  | \$ 29,994 - 42,226 | \$ 30,285 - 42,648 | \$ 30,597 - 43,074 |   |   |       |
| 4    | Property Manager                                     | \$ 32.55 - 40.57   | \$ 32.55 - 40.98   | \$ 32.55 - 41.39   | 1 | 0 | 40    |
|      |  | \$ 67,704 - 84,386 | \$ 67,704 - 85,230 | \$ 67,704 - 86,083 |   |   |       |
| 14   | Purchase Technician (with Bookkeeping)               | \$ 16.14 - 26.03   | \$ 16.14 - 26.29   | \$ 16.14 - 26.55   | 1 | 1 | 40    |
|      |  | \$ 33,571 - 54,145 | \$ 33,571 - 54,686 | \$ 33,571 - 55,233 |   |   |       |
| 22   | Receptionist/Clerk Typist TPC                        | \$ 14.42 - 19.22   | \$ 14.56 - 19.41   | \$ 14.71 - 19.61   | 2 | 1 | 40    |
|      |  | \$ 29,994 - 39,976 | \$ 30,285 - 40,376 | \$ 30,597 - 40,780 |   |   |       |
| 28   | Resident Superintendent, Maintenance Repairer        | \$ 20.30 - 24.89   | \$ 20.30 - 25.14   | \$ 20.30 - 25.39   | 2 | 2 | 40    |
|      |  | \$ 42,224 - 51,765 | \$ 42,224 - 52,283 | \$ 42,224 - 52,806 |   |   |       |
| 27   | Resident Superintendent Maintenance Repairer, Senior | \$21.07 - 25.96    | \$21.07 - 26.22    | \$21.07 - 26.48    | 2 | 2 | 40    |
|      |  | \$ 43,826 - 53,993 | \$ 43,826 - 54,533 | \$ 43,826 - 55,078 |   |   |       |
| 45   | Rental Integrity Specialist                          | \$ 16.14 - 19.70   | \$ 16.14 - 19.89   | \$ 16.14 - 20.09   | 1 | 0 | 40    |
|      |  | \$ 33,571 - 40,971 | \$ 33,571 - 41,381 | \$ 33,571 - 41,795 |   |   |       |
| 55   | Resident Relations Coordinator                       | \$ 19.18 - 25.26   | \$ 19.18 - 25.51   | \$ 19.18 - 25.77   | 1 | 1 | 40    |
|      |  | \$ 39,894 - 52,544 | \$ 39,894 - 53,070 | \$ 39,894 - 53,600 |   |   |       |
| 33   | Security Guard, Full Time (Unarmed)                  | \$ 14.42 - 18.01   | \$ 14.56 - 18.19   | \$ 14.71 - 18.37   | 4 | 4 | 32-40 |
|      |  | \$ 29,994 - 29,973 | \$ 30,285 - 30,273 | \$30,597 - 30,576  |   |   |       |
| 34   | Security Guard, Part Time (Unarmed)                  | \$ 14.42 - 18.01   | \$ 14.56 - 18.19   | \$ 14.71 - 18.37   | 1 | 1 | 16-20 |
|      |  | \$ 14,997 - 14,986 | \$ 15,142 - 15,137 | \$ 15,298 - 15,288 |   |   |       |
| 68   | Security Guard, Senior                               | \$ 15.61 - 23.60   | \$ 15.61 - 23.83   | \$ 15.61 - 24.07   | 1 | 1 | 40    |
|      |  | \$32,469 - 49,083  | \$32,469 - 49,574  | \$32,469 - 50,070  |   |   |       |
| 65   | Site Manager   | \$ 26.01 - 40.57   | \$ 26.01 - 40.98   | \$ 26.01 - 41.39   | 1 | 0 | 40    |
|      |  | \$ 54,101 - 84,386 | \$ 54,101 - 85,230 | \$ 54,101 - 86,083 |   |   |       |
| 26   | Student Clerk  | \$ 14.42 - 19.52   | \$ 14.56 - 19.72   | \$ 14.71 - 19.91   | 1 | 0 | 20-40 |
|      |  | \$ 14,997 - 20,302 | \$ 15,142 - 20,505 | \$ 15,298 - 20,710 |   |   |       |
| 42   | Tenant Interviewer/Investigator Aide                 | \$ 14.52 - 19.99   | \$ 14.52 - 20.19   | \$ 14.52 - 20.39   | 1 | 0 | 40    |
|      |  | \$ 30,202 - 41,577 | \$ 30,202 - 41,992 | \$ 30,202 - 42,412 |   |   |       |
| 19 A | Tenant Interviewer/Investigator Level 1              | \$ 16.14 - 22.38   | \$ 16.14 - 22.60   | \$ 16.14 - 22.83   | 3 | 2 | 40    |
|      |  | \$ 33,571 - 46,552 | \$ 33,571 - 47,018 | \$ 33,571 - 47,488 |   |   |       |
| 19 B | Tenant Interviewer/Investigator Level 2              | \$ 17.92 - 22.38   | \$ 17.92 - 22.60   | \$ 17.92 - 22.83   | 5 | 0 | 40    |
|      |  | \$ 37,274 - 46,552 | \$ 37,274 - 47,018 | \$ 37,274 - 47,488 |   |   |       |
| 19 C | Tenant Interviewer/Investigator Level 3              | \$ 19.69 - 26.90   | \$ 19.69 - 27.17   | \$ 19.69 - 27.45   | 6 | 3 | 40    |
|      |  | \$ 40,955 - 55,962 | \$ 40,955 - 56,522 | \$ 40,955 - 57,087 |   |   |       |
| 20   | Tenant Interviewer/Investigator Trainee              | \$ 15.43 - 17.09   | \$ 15.43 - 17.26   | \$ 15.43 - 17.43   | 2 | 1 | 40    |
|      |  | \$ 32,094 - 35,541 | \$ 32,094 - 35,897 | \$ 32,094 - 36,256 |   |   |       |



|    |   |                    |                    |                    |   |   |    |
|----|---|--------------------|--------------------|--------------------|---|---|----|
| 17 | Tenant<br>Interviewer/Investigator<br>Supervising<br>Senior | \$ 27.00 - 31.04   | \$ 27.00 - 31.35   | \$ 27.00 - 31.67   | 2 | 2 | 40 |
|    |   | \$ 56,160 - 64,572 | \$ 56,160 - 65,217 | \$ 56,160 - 65,869 |   |   |    |
| 3  | Tenant<br>Processing<br>Center Manager                      | \$ 33.34 - 40.57   | \$ 33.34 - 40.98   | \$ 33.34 - 41.39   | 1 | 0 | 40 |
|    |   | \$ 69,347 - 84,386 | \$ 69,347 - 85,230 | \$ 69,347 - 86,083 |   |   |    |
| 13 | Waitlist<br>Coordinator                                     | \$ 16.21 - 22.65   | \$ 16.21 - 22.88   | \$ 16.21 - 23.11   | 1 | 1 | 40 |
|    |   | \$ 33,717 - 47,115 | \$ 33,717 - 47,586 | \$ 33,717 - 48,062 |   |   |    |

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

Specific *job descriptions* shall be subject to the reasonable discretion and supervision of the Executive Director which shall, in turn, be subject to the review of the Authority Chairman and the Authority.

**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, 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 Policy. In the alternative, the Executive Director may procure temporary staff from recognized temporary employment agencies; and

**BE IT FURTHER RESOLVED** that the Salary Ranges and Hours Schedule made a part hereof and hereby is approved for the years 2021-2023 and subsequent periods until revised; retroactive effective January 1, 2021, to coincide with the Collective Bargaining Agreement.

**AND BE IT FURTHER RESOLVED** that the Executive Director shall be authorized to employ the above staff members, exclusive of himself/herself 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 24<sup>TH</sup> of March 2021.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATED: MARCH 24, 2021



TABLED

RESOLUTION #21-21

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 24, 2021 at 4:30 P.M. and;

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

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision at issue is \_\_\_\_\_ and the nature of the matter described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_
- 2) **“Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) **“Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees**



**of the public body.”** The collective bargaining contract(s) discussed are between the Board and \_\_\_\_\_

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

is \_\_\_\_\_

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

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

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

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

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



9) **“Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

**BE IT FURTHER RESOLVED** that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

**I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT ITS PUBLIC MEETING HELD ON MARCH 24, 2021.**

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 24<sup>th</sup> of March 2021.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, SECRETARY**

**DATED: MARCH 24, 2021**