

**RESOLUTION #21-52**

**RESOLUTION FOR  
OPEN PUBLIC MEETINGS  
AND NEWSPAPER DESIGNATIONS**

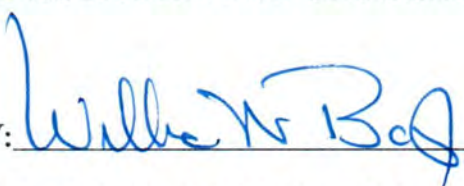
**BE IT RESOLVED** by the Housing Authority of Gloucester County that in conformance with the Open Public Meetings Act of 1975, this Authority designates the following (2) two newspapers of general circulation in the County of Gloucester as the (2) two newspapers for notification purposes of regular and special meetings of the Housing Authority of Gloucester County:

1. The South Jersey Times, 161 Bridgeton Pike, Mullica Hill, NJ
2. The Courier Post, 301 Cuthbert Boulevard, Cherry Hill, NJ 08002.

A copy of this Resolution shall be published in the South Jersey Times and Courier Post as required by law within ten days of its passage.

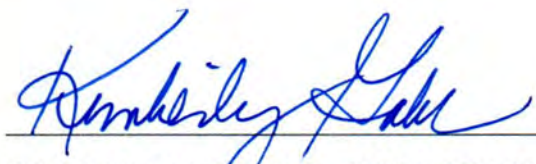
**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

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

**ATTEST:**

  
\_\_\_\_\_  
**KIMBERLY COBER, SECRETARY**

**DATE: JULY 28, 2021**

**RESOLUTION #21-53**

**RESOLUTION DESIGNATING THE  
ANNUAL SCHEDULE OF MEETINGS**

**WHEREAS**, it is the intention of the Housing Authority of Gloucester County to comply with the Open Public Meetings Act of 1975; and

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the attached schedule is declared to be the *annual* schedule of regular meetings of the Housing Authority of Gloucester County for the year commencing July 28th, 2021. Said schedule is declared in compliance with N.J.S.A. 10:4-18 and shall be posted and distributed in accordance with the requirements of N.J.S.A. 10:4-18.

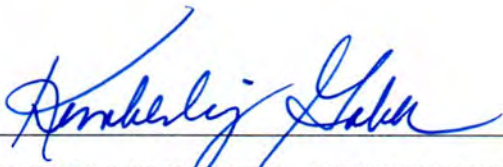
**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**

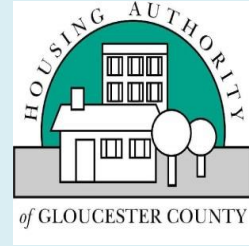


**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**

# THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

## ANNUAL SCHEDULE OF MEETINGS 2021-2022



|           |                             |                  |
|-----------|-----------------------------|------------------|
| Wednesday | <b>ANNUAL July 28, 2021</b> | <b>4:30 P.M.</b> |
| Wednesday | August 25, 2021             | 4:30 P.M.        |
| Wednesday | September 22, 2021          | 4:30 P.M.        |
| Wednesday | October 27, 2021            | 4:30 P.M.        |
| Monday    | November 22, 2021           | 4:30 P.M.        |
| Wednesday | December 15, 2021           | 4:30 P.M.        |
| Wednesday | January 26, 2022            | 4:30 P.M.        |
| Wednesday | February 23, 2022           | 4:30 P.M.        |
| Wednesday | March 23, 2022              | 4:30 P.M.        |
| Wednesday | April 27, 2022              | 4:30 P.M.        |
| Wednesday | May 25, 2022                | 4:30 P.M.        |
| Wednesday | June 22, 2022               | 4:30 P.M.        |
| Wednesday | <b>ANNUAL July 27, 2022</b> | <b>4:30 P.M.</b> |

**All meetings will be held in the Joseph Reed Board room at the Nancy J. Elkins Building, located at 100 Pop Moylan Blvd., Deptford, NJ 08096.**

**Attendees may participate in person or via phone.**

**Phone Access: PHONE 856-930-7416 - MEETING ID 202 249 937#**



**RESOLUTION #21-54**

**RESOLUTION NAMING OFFICIAL DEPOSITORY**

**FULTON BANK**

**WHEREAS**, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and


**WHEREAS**, Fulton Bank, located at 100 Park Ave, Woodbury, New Jersey, 08096 is an approved banking corporation;

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the Fulton Bank, 100 Park Ave, Woodbury, New Jersey, 08096, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be duly delivered to the proper officers of the Fulton Bank, as evidence of the Bank's authority to act in accordance herewith.


**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**

**RESOLUTION #21-55**

**RESOLUTION NAMING OFFICIAL DEPOSITORY**

**INVESTORS BANK**

**WHEREAS**, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

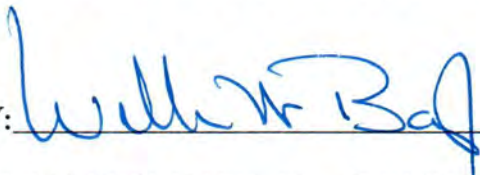
**WHEREAS**, Investor's Bank, located at 600 Delsea Drive, Glassboro, New Jersey, 08028 is an approved banking corporation;

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the Investor's Bank, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

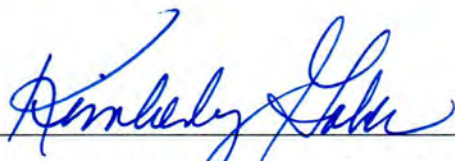
**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be duly delivered to the proper officers of the Investor's Bank, as evidence of the Bank's authority to act in accordance herewith.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATE: JULY 28, 2021**



**RESOLUTION #21-56**

**RESOLUTION NAMING OFFICIAL DEPOSITORY**

**PARKE BANK**

**WHEREAS**, it is necessary for the proper conduct of business that an official depository for the Housing Authority of Gloucester County be designated and named; and

**WHEREAS**, Parke Bank, located at located at 601 Delsea Drive, Sewell, New Jersey, is an approved banking corporation;

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the Parke Bank, 601 Delsea Drive, Sewell, New Jersey, be and the same is hereby designated as an official depository of the Housing Authority of Gloucester County and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of Gloucester County for the treasurer's account, to include capital account, trust account and other accounts;

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be duly delivered to the proper officers of the Parke Bank, as evidence of the Bank's authority to act in accordance herewith.

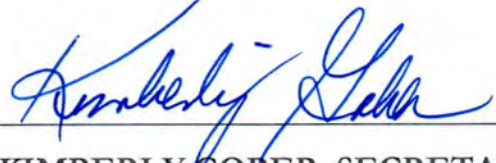
**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**

**RESOLUTION #21-57**

**RESOLUTION TO AUTHORIZE**

**ELECTRONIC FUNDS TRANSFERS (EFT)**

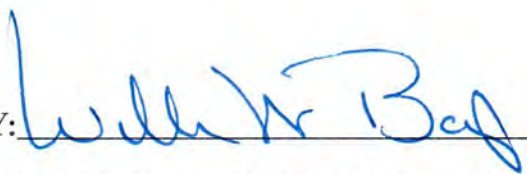
**WHEREAS**, in accordance with the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Notice 2018-13, it is necessary to document authorization to engage in Electronic Funds Transfers (EFT).

**WHEREAS**, in conjunction with the adoption of the Check Signing Authorization Policy HAGC is required to designate the individuals who are authorized to initiate and authorize electronic funds transfers.

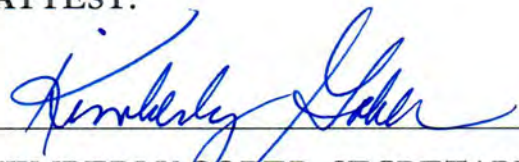
1. With respect to the use of EFT for the payment of Housing Assistance Payments pursuant to Housing Assistant Payments Contracts, the Section 8 Supervisor shall be the initiator and the Finance Director shall be the authorizer. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable the transfer shall be authorized by the Assistant Executive Director.
2. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the payment voucher and on the Direct Deposit Bank Report.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATE: JULY 28, 2021**



**RESOLUTION #21-58**

**RESOLUTION APPROVING ANNUAL REVIEW OF POLICY WITH  
RESPECT TO THE FILING OF NOTICES OF TORT CLAIMS IN  
ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT  
CLAIMS ACT, N.J.S.A. 59:8-6.**

**WHEREAS**, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

**WHEREAS**, the HAGC via RES#19-121 adopted a policy governing the filing of notices of tort claims in accordance with the provisions of the New Jersey tort claims act, N.J.S.A. 59:8-6; and

**WHEREAS**, the HAGC deems it advisable and necessary to review said Policy and the Notice of Tort Claim form annually to ensure continued compliance.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Gloucester County, that the attached Policy and Notice of Tort Claim Form be and hereby is adopted as the official Notice of Tort Claim Policy and form for the Authority; and,

**BE IT FURTHER RESOLVED** that all persons making claims against the Authority, pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et. seq. be required to comply with this policy, complete the form herein adopted as a condition of compliance with the notice requirement of the New Jersey Tort Claims Act.

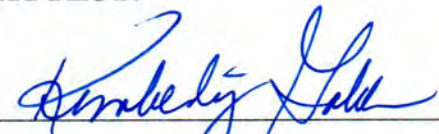
**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**

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

**DATE: JULY 28, 2021**



---

## **THE HOUSING AUTHORITY OF GLOUCSTER COUNTY**

### **NOTICE OF TORTS CLAIMS POLICY AND FORM**

Adopted: 12/2019, Rev. 7/2021

**If you wish to make a claim against the Housing Authority of Gloucester County, please read the following information:**

**GENERAL INSTRUCTIONS:** Pursuant to the provisions of Title 59, the New Jersey Tort Claims Act, this Notice of Tort Claim Policy and Form have been adopted as the official policy and form for the filing of claims against the Housing Authority of Gloucester County.

The questions are to be answered to the extent of all information available to the Claimant or to his or her attorneys, agents, servants, and employees, under oath. The fully completed Claim Form and the documents requested shall be returned to the:

**Executive Director**  
**The Housing Authority of Gloucester County**  
100 Pop Moylan Blvd.  
Deptford, NJ 08096

**NOTE CAREFULLY:** Your claim shall not be considered filed as required under the New Jersey Tort Claims Act until this completed form has been filed with the Housing Authority of Gloucester County. Failure to provide the information requested, including such responses as “To Be Provided” or “Under Investigation” shall result in the claim being treated as not being properly filed.

Timely Notices of Claim must be filed within ninety (90) days after the incident giving rise to the claim or you forfeit your right to do so. Upon proper application, the New Jersey Superior Court may, under exceptional and rare circumstances, allow, a Notice of Claim to be filed no later than one year after the date of the incident giving rise to the claim. It is your burden to file this Notice and ensure that it is received prior to the deadline.

This form is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate “Not Applicable.”

If you are unable to answer any questions because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copies. Where a question asks that you “identify all

---

persons,” provide the name, address, and telephone number of the person. . If you claim any form of privilege, whether based on statute or otherwise, as a ground for not answering a question or any part thereof, set forth in complete detail each and every fact upon which the privilege is based, including sufficient facts for the court to make a full determination whether the claim of privilege is valid.

If you need more space to provide a full answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question. The questions and document requests shall be deemed continuing, so as to require supplemental answers from time to time up to the date of a trial, in the event that the claim results in litigation.

#### **DEFINITIONS:**

**“Claimant”** shall refer to the person or persons on whose behalf the Notice of Claim has been filed with the Housing Authority of Gloucester County.

**“Documents”** shall refer to any written, recorded, photographic, or electronic representation, and any copy thereof, including, but not limited to, computer tapes and/or disks, videotapes and other material relating to the subject matter of the claim.

**“Person”** shall include a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

**“Public Entity”** shall refer to the Housing Authority of Gloucester County, along with any agent, official, or employee of the Housing Authority of Gloucester County, against whom a claim is asserted by the Claimant.

**NOTE:** The questions are divided into sections relating to the claimant, the claim, property damage, personal injury, and the basis for the claim against the public entity or public employee.

If the claims involve only property damage, the portion on personal injuries need not be answered. If the claim does not involve property damage, then the portion on property damage need not be answered.



---

## The Housing Authority of Gloucester County



### **Claimant information:**

Full Name (First, Middle, Last):

Address:

Mailing Address (if other):

Telephone Number:

Date of Birth:

Social Security Number:

### **Attorney Information (if applicable)**

Full Name:

Address:

Telephone number:

Fax Number:

Send Notice to:      \_\_\_\_ Claimant \_\_\_\_ Attorney

---

### ***INFORMATION ON THE CLAIMANT***

1. Provide the following information with respect to the Claimant:
  - ☐ Any other name by which the Claimant is known.
  - ☐ Address at the time of the incident giving rise to the claim.
  - ☐ Marital Status (at the time of the incident and current).
  - ☐ Identify each person residing with the Claimant and the relationship, if any, of the person to the Claimant.
2. Provide all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, of any of the persons to the Claimant.

### ***INFORMATION ON ALL CLAIMS***

3. Provide the exact date, time, and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.
4. Provide the Claimant's complete version of the events that form the basis of the claim.
5. List any and all persons who were witnesses to or who have knowledge of the facts of the incident which forms the basis of the claim. Provide the full name and address of each person.



- 
6. State the names of all police officials and police departments who investigated the incident which forms the basis of the claim.
  7. Identify all public entities or public employees (by name and position) alleged to have caused the injury or property damage and specify as to each public entity or employee the exact nature of the act or omission alleged to have caused the injury or property damage.
  8. If you claim that the injury or property damage was caused by a dangerous condition of property under the control of the public entity, specify the nature of the alleged dangerous condition, and the manner in which you claim the condition caused the injury.
  9. If you allege a dangerous condition of public property, state the specific basis on which you claim that the public entity was responsible for the condition and the specific basis and date on which you claim that the public entity was given notice of the alleged dangerous condition. **Statements such as “should have known” and “common knowledge” are insufficient.**
  10. If you or any other party or witness consume any alcoholic beverages, drugs, or medications within twelve (12) hours before the incident forming the basis of the Claim, identify the person consuming the same and for each person (a) what was consumed, (b) the quantity thereof, (c) where consumed, (d) the names and addresses of all persons present.
  11. If you have received any money or thing of value for your injuries or damages from any person, firm or corporation, state the amounts received, the dates, names and addresses of the payers. Specifically list any policies of insurance, including policy number and claim number, from which benefits have been paid to you or to any person of your behalf, including doctors, hospitals or any person repairing damage to property.
  12. If any photographs, sketches, charts, or maps were made with respect to anything which is the subject matter of the claim, state the date thereof, the names and addresses of the persons making the maps and of the persons who have present possession thereof. Attach copies of any photographs, sketches, charts or maps.

- 
13. If you or any of the parties to this action or any of the witnesses made any statements or admissions, set forth what was said; by whom said; the date and place where said; and in whose presence, giving names and addresses of any persons having knowledge thereof.
  14. State the total amount of your claim and the basis on which you calculated the amount claimed.
  15. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. which discuss, mention, or pertain to the subject matter of this claim.
  16. Provide the names and addresses of all persons or entities against whom claims have been made for injuries or damages arising out of the incident forming the basis of this claim and give the basis for the claim against each. Are any of the losses or expenses claimed herein covered by any policy of insurance? ( ) No ( ) Yes For each policy, state the name and address of the insurance company, policy number and benefits paid or payable.
  17. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. which discuss, mention or pertain to the subject matter of this claim.

### ***PROPERTY DAMAGE CLAIM***

**Note: If your claim is for property damage only, initial here and proceed directly to the certification section on the next to last page of this form.**

☐ **Initials:** \_\_\_\_\_

18. If your claim is for property damage, attach a description of the property and an estimate of the cost of repair. If your claim does not involve any claim for property damage, enter "None."
  - a) Describe the property damage.
  - b) The present location and the time when the property may be inspected.
  - c) Date property acquired.
  - d) Cost of property.
  - e) Value of property at time of accident.



- 
- f) Description of damage.
  - g) Has the damage been repaired? ( ) No ( ) Yes. If so, by whom, when and cost of repairs.
  - h) Attach each estimate of repair costs to this form.
  - i) Set forth, in detail, the loss claimed by you for property damage.
19. Set forth, in detail, all other items of loss or damages claimed by you and the method by which you made the calculation.
20. The amount of the total claim.

***PERSONAL INJURY CLAIMS***

21. Was any complaint made to the public entity or to any official or employee of the public entity. State the time and place of the complaint and the person or persons to whom the complaint was made.
22. Describe in detail the nature, extent and duration of any and all injuries.
23. Describe in detail any injury or condition claimed to be permanent.
24. If confined to any hospital, state name and address of each and the dates of admissions and discharge. Include all hospital admissions prior to and subsequent to the alleged injury and give the reason for each admission.
25. If x-rays were taken, state (a) the address of the place where each was taken, (b) the name and address of the person who took them, (c) the date when each was taken, (d) what each disclosed, (e) where and in whose possession they now are. Include all x-rays, whether prior to or subsequent to the alleged injury forming the basis of the claim.

- 
26. If treated by doctors, including any psychiatrist or psychologist, state (a) the name and present address of each doctor, (b) the dates and places of any treatments and the schedule of continuing treatments, if any. Provide true copies of all written reports rendered to you or about you by any doctor whom you propose to have testify on your behalf.
  27. If you have any physical impairment which you allege is caused by the injury forming the basis of your claim and which is affecting your ordinary movement, hearing or sight, state in detail, the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.
  28. If you claim that a previous injury has been aggravated or exacerbated, describe the injury and give the name and present address of each doctor who treated you for the condition, the period during which treatment was received and the cause of the previous injury. Specifically list any impairment, including use of eyeglasses, hearing aid or similar device, which existed at the time of the injury forming the basis of the claim.
  29. If any treatments, operations, or other form of surgery in the future has been recommended to alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail (a) the nature and extent of the treatment, operation, or surgery, (b) the purpose thereof and the results anticipated or expected, (c) the name and address of the doctor who recommended the treatments, operations or surgery, (d) the name and address of the doctor who will administer or perform the same, (e) the estimated medical expenses to be incurred, (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence, (g) all other losses or expenditure anticipated as a result of the treatment, operations or surgery, (h) further if it is your intention to undergo the treatments, operation or surgery, please give an approximate date.
  30. Itemize any and all expenses incurred for hospitals, doctors, nurses, x-rays, medicines, care and appliances and indicate which expenses were paid by any insurance coverage.
  31. If employed at the time of the alleged injury forming the basis of the claim state (a) the name and address of the employer, (b) position held and the nature of the work performed, (c) average weekly wages for the year prior to the injury, (d) period of time lost from employment, giving dates, (e) amount of wages lost, if any. List any sources of income continuation or replacement, including, but not limited to, workers' compensation, disability income, social security and income continuation insurance.
  32. If other loss of income, profit or earnings is claimed, state (a) total amount of the loss, (b) give a complete detailed computation of the loss, (c) the nature and dates of the loss.
  33. If you are claiming lost wages state (a) the date that the employment began, (b) the name and address of the employer, (c) the position held and the nature of the work performed,

---

(d) the average weekly wages. Attach copies of pay stubs or other complete payroll records for all wages received during the year.

34. Have you received, or agreed to receive, any money from anyone for the damages claimed herein? ☐ No ☐ Yes. If so, set forth the details of such agreement.
35. Please specify, if known, whether the claim arises out of any of the following:  
Any construction activity \_\_\_\_\_  
Any Demolition project \_\_\_\_\_  
Any road project \_\_\_\_\_  
Other \_\_\_\_\_

**DOCUMENT REQUEST:** Provide all documents identified in your answers to the above questions, including the following:

1. Copies of itemized bills for each medical expense and other losses and expenses claimed.
2. Full copies of all appraisals and estimates of property damage claimed by you.
3. Copies of all written reports of all expert witnesses and treating physicians.
4. A letter from your employer verifying your lost wages. If self-employed, a statement showing the calculation of your claimed lost income.

**CERTIFICATION:** I hereby certify that the information provided is the truth and is the full and complete response to the questions, to the best of my knowledge. The attached statements, bills, reports and documents are the only ones known to me to be in existence at this time. I am aware that if any statement made herein is willfully false or fraudulent, that I am subject to punishment provided by the law.

Signature of Claimant: \_\_\_\_\_

Signature of Claimant Representative : \_\_\_\_\_

---

## AUTHORIZATION FOR RELEASE OF MEDICAL AND HOSPITAL RECORDS

**Date:** \_\_\_\_\_

**Claimant** \_\_\_\_\_

To Whom It May Concern:

I hereby authorize any and all doctors, hospitals or other medical service facilities or its representatives, to release any and all records, reports and other information concerning the treatment of the claimant named herein to the attorney for the Housing Authority of Gloucester County or to an authorized representative for the Housing Authority of Gloucester County.

I, (\_\_\_\_\_) hereby authorize the use and disclosure of my individually identifiable health information and other medical and insurance records. I understand that once disclosed, the information I authorize to be disclosed by said person/facility may be disclosed to others and will no longer be protected by state and federal regulations. This release authority applies to any information governed by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 42 U.S.C. 1320d and 45 C.F.R. 160-164.

Signature of Claimant \_\_\_\_\_ Date: \_\_\_\_\_

(This form must be signed by claimant or the parents of the claimant who is a minor.)

All information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment shall be subject to inspection and copying.

Approximate date of admission to hospital, first examination, treatment or consultation:

A photocopy of this release form, bearing a photocopy of my signature shall constitute your authorization for the release of the information in accordance with the request made to you.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



---

## AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

**Date:** \_\_\_\_\_

**Claimant** \_\_\_\_\_

To Whom It May Concern:

You are hereby authorized and requested to disclose, make available and furnish to the attorney for the Housing Authority of Gloucester County or to an authorized representative for the Housing Authority of Gloucester County, all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment, and permit him or her to inspect and make copies or abstracts thereof. A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you. \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION #21-59**

**RESOLUTION APPROVING ANNUAL REVIEW OF POLICY WITH  
RESPECT TO THE INDEMNIFICATION OF COMMISSIONERS AND  
EMPLOYEES CONSISTENT WITH N.J.S.A. 59: 10-4**

**WHEREAS**, N.J.S.A. 59:10-4 empowers the Board of Commissioners of the Housing Authority of Gloucester County (HAGC) to indemnify its employees; and

**WHEREAS**, it is deemed to be in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.

**WHEREAS**, the HAGC via RES#19-122 adopted a Policy authorizing the indemnification of commissioners and employees consistent with N.J.S.A. 59: 10-4; and

**WHEREAS**, the HAGC deems it advisable and necessary to review said Policy annually.

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

1. It is deemed in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phrases shall have the meaning set forth:
  - **INSURANCE** – Coverage afforded by insurance policies of every kind whether the premiums be paid by the Authority, the employee or someone on his/ her behalf.
  - **COMMISSIONER/ EMPLOYEE** – Any employee or Commissioner, appointed to or hired by the Authority whether, full or part-time.
3. The Authority shall reimburse an employee for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/ her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held by such employee. The Authority shall indemnify an employee for exemplary or punitive damages resulting from the employee's civil violation of state and/ or federal law if the acts committed by the employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.
4. The Authority shall not be obligated to provide reimbursement in the following instances:
  - Where the legal proceeding involved a claim or misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/ employee is found liable for the charge.



- Where the legal proceeding is instigated or brought by the Housing Authority of Gloucester County against the Commissioner/ employee.
5. The amount the Authority is obligated to reimburse the Commissioner/ employee shall be reduced by an insurance coverage payable to the Commissioner/ employee by the net amount (recovery cost) of any money received by the Commissioner/ employee in any counteraction against the person or persons bringing the action against him/ her.
  6. A Commissioner/ employee shall not be entitled to indemnification or reimbursement pursuant to this chapter unless, within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/ she delivers the original or a copy thereof to the Executive Director. The Commissioner/ employee shall be obligated to cooperate with the Authority in the conduct of his/ her defense. Whenever competent and disinterested legal counsel is available to the Authority through any insurance coverage, the Commissioner/ employee shall be obligated to be represented by such counsel. If the Authority wishes to use the General Counsel of the Authority to defend the action, the Commissioner/ employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner/ employee to cooperate with the Authority shall terminate the Authority's obligation to reimburse the Commissioner/ employee.
  7. If the legal proceeding is terminated by an agreement among the parties, then the Housing Authority shall not be obligated to reimburse the Commissioner/ employee unless the Authority approves the settlement agreement.
  8. The Authority may reimburse a Commissioner/ employee for a portion of an expense incurred prior to a final decision in a legal proceeding, but the Authority shall be entitled to wait for a final determination before being obligated to make any final payments.
  9. That this Resolution shall take effect immediately and shall supersede all previous resolutions.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

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

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

**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**



**RESOLUTION #21-60**

**RESOLUTION AUTHORIZING APPROVING ANNUAL REVIEW OF  
POLICY WITH RESPECT TO WITH RESPECT TO REIMBURSEMENT OF  
AUTHORITY COMMISSIONER/EMPLOYEES FOR COST OF  
DEFENDING AGAINST CRIMINAL CHARGES**

**WHEREAS**, the HAGC via RES#19-123 adopted a Policy with respect to the reimbursement of Authority Commissioner/Employee for the costs of defending against civil criminal charges.

**WHEREAS**, the HAGC deems it advisable and necessary to review said Policy annually.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Gloucester County, that Housing Authority of Gloucester County shall reimburse any Commissioner/Employee for the actual reasonable legal costs of successfully defending against criminal charges where such charges result from the performance of the Commissioner's/Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith

**BE IT FURTHER RESOLVED** that Housing Authority of Gloucester County shall reimburse any Commissioner/ employee for the actual reasonable legal costs of successfully defending against civil suits where such suit results from the performance of the Commissioner's/ Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith.

**BE IT FURTHER RESOLVED** that Housing Authority of Gloucester County shall pay for all legal expenses as incurred in the event the General Counsel advises the Authority that the Commissioner/ Employee in all likelihood will be found to have acted in good faith.

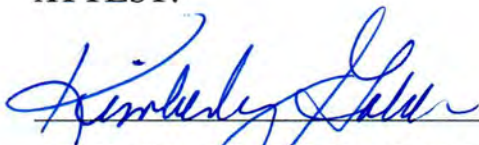
**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**



**RESOLUTION #21-61**

**RESOLUTION APPROVING ANNUAL REVIEW OF  
CODE OF CONDUCT POLICY**

**WHEREAS**, the Code of Conduct Policy, contained within the Personnel and Travel Policy, outlines HAGC's Ethical and Business practices standards expected from each and every employee of the Authority; and;

**WHEREAS**, the HAGC deems it advisable and necessary to review said Policy annually.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the Code of Conduct Policy attached hereto be and is hereby approved.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATE: JULY 28, 2021

# Code of Conduct-Personnel and Travel Policy

---

## 1 Ethical and Legal Business Practices

### 1.1 HAGC Ethical Standard

Employees shall conduct business according to the highest ethical standards of public service. Employees shall devote their best efforts to the interests of HAGC. Employees shall be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations. All duties shall be performed in a conscientious, honest, and legally compliant manner and not for one's own personal or private gain or advantage.

HAGC recognizes the right of employees to engage in outside activities that are private in nature and unrelated to HAGC business. However, business dealings that create, or appear to create, a conflict between the employee and HAGC's interests are unlawful and prohibited.

### 1.2 Conflicts of Interest Policy

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of HAGC. Employees must avoid any situation in which their loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist. Business dealings that appear to create a conflict between the employee and the HAGC's interests are unlawful under the New Jersey Local Government Ethics Acts. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain or advantage for the employee or an immediate relative, including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

No HAGC employee shall participate in the selection, award or administration of a contract supported by federal funds if a conflict of interest, financial or otherwise, real or apparent would be involved.

No HAGC employee shall engage in selling or attempting to sell supplies, services or construction to HAGC for one year following the date such employment ceased.

Additional examples of potential conflict situations include, but are not limited to:

- Having a financial interest in any business transaction with the Housing Authority of Gloucester County
- Owning or having a significant financial interest in, or other relationship with, a Housing Authority of Gloucester County competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a Housing Authority of Gloucester County competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to the Human Resources Director and/or Executive Director and remove themselves from negotiations, decisions, deliberations, or votes involving the conflict. There will be no retaliation against any party who makes a good faith complaint concerning violations of this Code of Conduct regardless of whether it is ultimately determined that such violation has in fact occurred. There will be no retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.

Any employee, officer or agent of HAGC determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

# Code of Conduct-Personnel and Travel Policy

---

Employees are permitted to hold outside employment as long as it does not interfere with their responsibility to HAGC or create a conflict of interest. Employees are prohibited from engaging in outside employment activities while on the job or using Authority time, supplies or equipment in the outside employment activities. The Executive Director may request employees to restrict outside employment if the quality of HAGC work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Authority must submit a written notice of these outside interests to the Executive Director.

## 1.3 Gifts Policy

Employees, shall neither, directly or indirectly, solicit, accept, or agree to accept gratuities, favors, or anything of monetary value from contractors, suppliers, government officials, program landlords, applicants, tenants/participants, or other organizations. Employees shall not accept any gift, favor, service, employment or offer of employment or anything of value which the employee knows or has reason to believe is offered to the employee with the intent to influence the employee in the performance of duties and responsibilities.

Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance. Employees may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If an employee receives a gift or other benefit of more than nominal value, the employee shall report it promptly to the Human Resources Director. The gift shall be returned or donated to a suitable charity as determined by the Human Resources Director

## 1.4 Confidentiality Policy

HAGC clients are protected by the Federal Privacy Act and as such client records are considered confidential unless specifically allowed to become part of Public Records as defined by Federal, State or local government regulations and/or law. HAGC employees must comply with all requirements of HAGC's Data Security Policy which specifies that no HAGC employee may disclose information to the public without appropriate signed authorization from the resident or client. Information that pertains to HAGC's business, including all nonpublic information concerning HAGC is strictly confidential and shall not be given to people who are not authorized to receive such information.

Employees shall protect confidential information -- which may include, for example, client/participant lists and financial information -- by taking the following precautionary measures:

- Discuss work matters only with other HAGC employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to HAGC to ensure that they do not have access to confidential information.
- Destroy hard copies of documents containing confidential information that are not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

HAGC collects personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Executive Director or the Chair of the Board of Commissioners shall authorize any release of such information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, shall only be released to others upon employee approval or in response to a legal subpoena.

# Code of Conduct-Personnel and Travel Policy

---

If an employee gains access to any confidential information, including private employee information, such employee shall be responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information shall not be tolerated.

## **1.5 Accounting and Financial Reports**

HAGC's financial statements and all books and records on which they are based must accurately reflect the HAGC's transactions. All disbursements and receipts shall be properly authorized and recorded.

Employees shall record and report financial information accurately. Reimbursable business expenses shall be reasonable, accurately reported and supported by receipts.

Employees responsible for handling or disbursing funds shall ensure that all transactions are executed as authorized and recorded to permit financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

## **1.6 Political Activity Policy**

The Hatch Act, 5 U.S.C 1501-1508 restricts the political activity of persons principally employed by a state or local agency who work in connection with programs financed in whole or in part by loans or grants made by the United States or a Federal Agency. A state or local employee covered by the Hatch Act may not run for partisan office. However, employees may join political organizations, so long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using HAGC time, supplies or equipment in any political activity. Any violation of this policy shall be reported to the employee's supervisor, Human Resource Director, or Executive Director and/or his/her designee.

## **1.7 Employee Records**

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, or other appropriate employment-related documents.

It is the employee's responsibility to notify Payroll or the Human Resource Director of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries, or person to notify in case of an emergency.

Personnel files are confidential records that shall be secured in a locked cabinet and shall only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition shall be maintained in a separate file. Electronic personnel and medical records shall be protected from unauthorized access.

Upon request, employees may review their own personnel files at a mutually agreeable time on HAGC's premises in the presence of the Human Resource Director or a designated supervisor. The employee shall be entitled to review any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees shall not remove any documents from their personnel file. Employees are permitted to have a copy of any document contained in their personnel file. Employees may add to their personnel file a rebuttal to any disputed statement or document contained in their personnel file.

Personnel files do not contain confidential employee medical information. Any such information that HAGC



## Code of Conduct-Personnel and Travel Policy

---

may obtain shall be maintained in a separate file and treated, at all times, as confidential. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

HAGC strives to maintain the privacy of personnel records. There are limited circumstances in which HAGC will release information contained in personnel or medical records to persons outside HAGC. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of HAGC's compliance with applicable law;
- To HAGC's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance, or arbitration in which the employee and HAGC are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary; and
- To a potential future employer or other authorized person requesting a verification of employment.

### 1.8 Nepotism Policy

The employment of more than one member of the same family shall be avoided insofar as possible. No person should be hired as a regular or temporary employee if that appointment would violate any provision of this nepotism policy, or unless the appointment is otherwise permitted by the New Jersey Department of Personnel Rules and Regulations. No member of the immediate family of a Commissioner shall be hired or be in a position of supervision over another member of the same family.

For purposes of this policy, the term "immediate family" shall mean a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

This nepotism policy shall not deprive any employee of any promotional right in normal career development, nor change the existing status of an employee.

RESOLUTION #21-62

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>Authorized<br>Positions | Positions<br>Filled as<br>of<br>1/1/2021 | 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<br>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 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 (Housekeeping/ 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 (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 (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 (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<br>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<br>Repairer<br>Supervisory,<br>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/E<br>mergency Mgmt.<br>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<br>Specialist<br>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<br>(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 &<br>Inspections<br>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<br>Management<br>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<br>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<br>Technician (with<br>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 |   |   |       |
| 14 | Purchasing Agent   | \$25.48 - 35.10    | \$25.48 - 35.45    | \$25.48 - 35.80    | 1 | 1 | 40    |
|    |  | \$ 53,000 - 73,000 | \$53,000 - 73,730  | \$53,000 - 74,467  |   |   |       |
| 22 | Receptionist/<br>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<br>Superintendent,<br>Maintenance<br>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<br>Superintendent,<br>Maintenance<br>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<br>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<br>Relations<br>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,<br>Full Time<br>(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,<br>Part Time<br>(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,<br>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<br>Interviewer/<br>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 | Tenant   | \$ 16.14 - 22.38   | \$ 16.14 - 22.60   | \$ 16.14 - 22.83   | 3 | 2 | 40    |



|         |   |                    |                    |                    |   |   |    |
|---------|---|--------------------|--------------------|--------------------|---|---|----|
| A       | Interviewer/Investigator Level 1                      | \$ 33,571 - 46,552 | \$ 33,571 - 47,018 | \$ 33,571 - 47,488 |   |   |    |
| 19<br>B | Tenant<br>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<br>C | Tenant<br>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<br>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 Sr. | \$ 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.

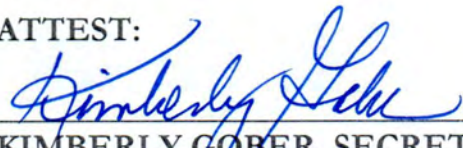
ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY

DATE: JULY 28, 2021



**RESOLUTION #21-63**

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

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

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

**WHEREAS**, it is necessary for accounting and inventory purposes to dispose of said property and equipment;

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

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


**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**



## EQUIPMENT WRITE OFFS FOR 2021

| HAGC   |             |         |                        |
|--------|-------------|---------|------------------------|
| Prop # | Description | Model   | Reason for Write off   |
| None   | Range-Gas   | WNM-210 | Scrap-not worth fixing |
| None   | Range-Gas   | WNM-210 | Scrap-not worth fixing |
| None   | Range-Gas   | WNM-210 | Scrap-not worth fixing |
| None   | Range-Gas   | WNM-210 | Scrap-not worth fixing |

| Shepherd's Farm |              |          |                        |
|-----------------|--------------|----------|------------------------|
| Prop #          | Description  | Model    | Reason for Write off   |
| SF 221          | Refrigerator | HTR16BB  | Scrap-not worth fixing |
| SF 181          | Refrigerator | HTR16BB* | Scrap-not worth fixing |

| Colonial Park |              |          |                        |
|---------------|--------------|----------|------------------------|
| Prop #        | Description  | Model    | Reason for Write off   |
| CP 138        | Refrigerator | HTH16BBX | Scrap-not worth fixing |
| CP 195        | Range-Gas    | LFHT1513 | Scrap-not worth fixing |



RESOLUTION #21-64

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR  
**ELEVATOR MAINTENANCE SERVICES**

**DEPTFORD PARK APARTMENTS**

**SOUTH JERSEY ELEVATOR**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) has need for Elevator Maintenance Services at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ; and

**WHEREAS**, the HAGC has solicited quotes prepared in accordance with Local Public Contracts Law (*N.J.S.A.40a:11-1 et seq*) for elevator maintenance services and has reviewed said quotes: and

**WHEREAS**, the lowest responsible quote for such services is from **SOUTH JERSEY ELEVATORS** at a cost of **\$840.00 per year**, as attached, and is proper and responsive to the specifications provided; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the quote from **SOUTH JERSEY ELEVATORS** be and is hereby accepted; and

**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute a contract for Elevator Maintenance Services, in accordance with the quote received and the tabulation attached hereto for the contract amount of **\$840.00 per year**, subject to receipt of required documentation and check of references.


**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY

DATE: JULY 28, 2021



## 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

DEPTFORD PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

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

| REQUESTED PURCHASE<br>(use multiple lines when necessary) | DESCRIBE ITEM(S) or SERVICE | QUOTE # 1<br>(Enter Vendor Info Below) | QUOTE # 2<br>(Enter Vendor Info Below) | QUOTE # 3<br>(Enter Vendor Info Below) | QUOTE # 4<br>(Enter Vendor Info Below) |
|---|-----------------------------|--|--|--|--|
| Elevator maintenance                                      |                             |  |  |  |  |
| October 1, 2021 - September 30, 2022                      |                             | 3,588.00                               | 5,900.00                               | 3,240.00                               | 840.00                                 |
| October 1, 2022 - September 30, 2023                      |                             | 3,588.00                               | 5,900.00                               | 3,240.00                               | 840.00                                 |
| Call back service hourly charge                           |                             | 270.00                                 | 190.00                                 | 285.00                                 | 175.00                                 |
| Mark up %   |                             | 25%                                    | 15%                                    | 20%                                    | 10%                                    |
| Shipping and Handling Charges (if any)                    |                             |  |  |  |  |
| COLUMN TOTAL  |                             | 7,446.25                               | 11,990.15                              | 6,765.20                               | 1,855.10                               |
| TOTAL   |                             | 7,176.00                               | 11,800.00                              | 6,480.00                               | 1,680.00                               |

|   |   |                                      |   |
|---|---|--------------------------------------|---|
| # | VENDOR  | VENDOR CONTACT                       | TELEPHONE                               |
| 1 | ACE ELEVATOR LLC                                | DAN BOYLE                            | 609-929-0554                            |
|   | ADDRESS   | CITY                                 | ST ZIP                                  |
|   | 222 W ATLANTIC AVE BLDG B                       | HADDON HEIGHTS                       | NJ 08035                                |
|   | DATE OF QUOTE                                   | TYPE: VERBAL CATALOG WRITTEN / EMAIL | VENDOR MODEL/CATALOG NO. DATE AVAILABLE |
|   |   | X                                    |   |
| # | VENDOR  | VENDOR CONTACT                       | TELEPHONE                               |
| 2 | BAYSIDE ELEVATOR CO/E. COAST ELEVATOR SERVICE L | JAMES DATTIOL JR                     | 856-904-7283                            |
|   | ADDRESS   | CITY                                 | ST ZIP                                  |
|   | 25 ROGERS PLACE                                 | TURNERSVILLE                         | NJ 08012                                |
|   | DATE OF QUOTE                                   | TYPE: VERBAL CATALOG WRITTEN / EMAIL | VENDOR MODEL/CATALOG NO. DATE AVAILABLE |
|   |   | X                                    |   |
| # | VENDOR  | VENDOR CONTACT                       | TELEPHONE                               |
| 3 | OTIS ELEVATOR COMPANY                           | ADAM KUREK                           | 412-682-9280                            |
|   | ADDRESS   | CITY                                 | ST ZIP                                  |
|   | 30 TWOSOME DRIVE SUITE 4                        | MOORESTOWN                           | NJ 08057                                |
|   | DATE OF QUOTE                                   | TYPE: VERBAL CATALOG WRITTEN / EMAIL | VENDOR MODEL/CATALOG NO. DATE AVAILABLE |
|   |   | X                                    |   |
| # | VENDOR  | VENDOR CONTACT                       | TELEPHONE                               |
| 4 | SOUTH JERSEY ELEVATOR                           | JASON BUCHANAN                       | 856-723-4183                            |
|   | ADDRESS   | CITY                                 | ST ZIP                                  |
|   | 1001 LOWER LANDING ROAD                         | BLACKWOOD                            | NJ 08012                                |
|   | DATE OF QUOTE                                   | TYPE: VERBAL CATALOG WRITTEN / EMAIL | VENDOR MODEL/CATALOG NO. DATE AVAILABLE |
|   |   |                                      |   |

## SELECTED VENDOR

4 SOUTH JERSEY ELEVATOR

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:

## REMARKS:

SENT TO 15 COMPANIES

QUOTES PROCURED BY

Lisa Butler

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE



**RESOLUTION #21-65**

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR  
ELEVATOR MAINTENANCE SERVICES**

**CARINO PARK APARTMENTS**

**SOUTH JERSEY ELEVATORS**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) has need for Elevator Maintenance Services at Carino Park Apartments, 100 Chestnut Street, Williamstown, NJ; and

**WHEREAS**, the HAGC has solicited quotes prepared in accordance with Local Public Contracts Law (*N.J.S.A.40a:11-1 et seq*) for elevator maintenance services and has reviewed said quotes: and

**WHEREAS**, the lowest responsible quote for such services is from **SOUTH JERSEY ELEVATORS** at a cost of **\$840.00 per year**, as attached, and is proper and responsive to the specifications provided; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the quote from **SOUTH JERSEY ELEVATORS** be and is hereby accepted; and

**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute a contract for Elevator Maintenance Services, in accordance with the quote received and the tabulation attached hereto for the contract amount of **\$840.00 per year**, subject to receipt of required documentation and check of references.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**



## 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<br>(use multiple lines when necessary) | DESCRIBE ITEM(S) or SERVICE | QUOTE # 1<br>(Enter Vendor Info Below) | QUOTE # 2<br>(Enter Vendor Info Below) | QUOTE # 3<br>(Enter Vendor Info Below) | QUOTE # 4<br>(Enter Vendor Info Below) |
|---|-----------------------------|--|--|--|--|
| Elevator maintenance                                      |                             |  |  |  |  |
| October 1, 2021 - September 30, 2022                      |                             | 3,588.00                               | 5,900.00                               | 3,240.00                               | 840.00                                 |
| October 1, 2022 - September 30, 2023                      |                             | 3,588.00                               | 5,900.00                               | 3,240.00                               | 840.00                                 |
| Call back service hourly charge                           |                             | 270.00                                 | 190.00                                 | 285.00                                 | 175.00                                 |
| Mark up %   |                             | 25%                                    | 15%                                    | 20%                                    | 10%                                    |
| Shipping and Handling Charges (if any)                    |                             |  |  |  |  |
| COLUMN TOTAL  |                             | 7,446.25                               | 11,990.15                              | 6,765.20                               | 1,855.10                               |
| TOTAL   |                             | 7,176.00                               | 11,800.00                              | 6,480.00                               | 1,680.00                               |

|        |   |       |        |         |                                    |                          |                           |                |
|--------|---|-------|--------|---------|------------------------------------|--------------------------|---------------------------|----------------|
| #<br>1 | VENDOR<br>ACE ELEVATOR LLC                                |       |        |         | VENDOR CONTACT<br>DAN BOYLE        |                          | TELEPHONE<br>609-929-0554 |                |
|        | ADDRESS<br>222 W ATLANTIC AVE BLDG B                      |       |        |         | CITY<br>HADDON HEIGHTS             |                          | ST<br>NJ                  | ZIP<br>08035   |
|        | DATE OF QUOTE   | TYPE: | VERBAL | CATALOG | WRITTEN / EMAIL                    | VENDOR MODEL/CATALOG NO. |                           | DATE AVAILABLE |
|        |   |       |        |         | X                                  |                          |                           |                |
| #<br>2 | VENDOR<br>BAYSIDE ELEVATOR CO/E. COAST ELEVATOR SERVICE L |       |        |         | VENDOR CONTACT<br>JAMES DATTIOL JR |                          | TELEPHONE<br>856-904-7283 |                |
|        | ADDRESS<br>25 ROGERS PLACE                                |       |        |         | CITY<br>TURNERSVILLE               |                          | ST<br>NJ                  | ZIP<br>08012   |
|        | DATE OF QUOTE   | TYPE: | VERBAL | CATALOG | WRITTEN / EMAIL                    | VENDOR MODEL/CATALOG NO. |                           | DATE AVAILABLE |
|        |   |       |        |         | X                                  |                          |                           |                |
| #<br>3 | VENDOR<br>OTIS ELEVATOR COMPANY                           |       |        |         | VENDOR CONTACT<br>ADAM KUREK       |                          | TELEPHONE<br>412-682-9280 |                |
|        | ADDRESS<br>30 TWOSOME DRIVE SUITE 4                       |       |        |         | CITY<br>MOORESTOWN                 |                          | ST<br>NJ                  | ZIP<br>08057   |
|        | DATE OF QUOTE   | TYPE: | VERBAL | CATALOG | WRITTEN / EMAIL                    | VENDOR MODEL/CATALOG NO. |                           | DATE AVAILABLE |
|        |   |       |        |         | X                                  |                          |                           |                |
| #<br>4 | VENDOR<br>SOUTH JERSEY ELEVATOR                           |       |        |         | VENDOR CONTACT<br>JASON BUCHANAN   |                          | TELEPHONE<br>856-723-4183 |                |
|        | ADDRESS<br>1001 LOWER LANDING ROAD                        |       |        |         | CITY<br>BLACKWOOD                  |                          | ST<br>NJ                  | ZIP<br>08012   |
|        | DATE OF QUOTE   | TYPE: | VERBAL | CATALOG | WRITTEN / EMAIL                    | VENDOR MODEL/CATALOG NO. |                           | DATE AVAILABLE |
|        |   |       |        |         |                                    |                          |                           |                |

## SELECTED VENDOR

4

SOUTH JERSEY ELEVATOR

## REMARKS:

SENT TO 15 COMPANIES

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



**RESOLUTION #21-66**

**RESOLUTION AUTHORIZING EMERGENCY**

**REPAIRS DUE TO ERODED PIPES**

**DEPTFORD PARK APARTMENTS**

**PURSUANT TO N.J.S.A. 40A:11 EMERGENCY CONTRACTS**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) awarded emergency contracts pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., for services and repairs due to eroded pipes; and

**WHEREAS**, on June 18, 2021, service performed to clear a kitchen sink backup and overflow revealed the presence of eroded pipes under the cement floor, which had to be replaced, presenting an immediate hazard to the health and well-being of the residents utilizing said pipes; and

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

**WHEREAS**, the HAGC Executive Director was notified and was satisfied that an emergency did exist, and authorized the award of contracts in accordance with N.J.S.A. 40A:11-6(a) for such purposes as may be necessary to respond to emergent needs; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of HAGC, that the emergency contracts for services and repairs due to eroded pipes as authorized by the Executive Director be approved, in an amount not to exceed \$15,000.00


**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**

**RESOLUTION #21-67**

**RESOLUTION APPROVING AND RATIFYING  
EXECUTION OF AGREEMENT FOR  
IT CONSULTING SERVICES**

**WHEREAS**, there exists a need for IT Consulting Services for the Housing Authority of Gloucester County (HAGC) during the absence of the IT Director scheduled for the month of July 2021; and

**WHEREAS**, the HAGC has solicited and reviewed received quotes for IT Consulting Services; and

**WHEREAS**, BRUCE FROMHOFF has supplied a proposal indicating his capabilities in providing expertise in all areas needed with a fee of **\$2,500** for the period of **July 1, 2021, until July 31, 2021**; and

**WHEREAS**, the Executive Director has found it to be in the best interest of HAGC to retain his services and executed the attached agreement on July 1, 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County, that the attached executed agreement with BRUCE FROMHOFF to provide IT Consulting services for a fee of \$2,500 from July 1, 2021, until July 31, 2021, is hereby approved and ratified.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: William W. Bain, Jr.

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

**ATTEST:**

Kimberly Gober

**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**



July 1<sup>st</sup> , 2021

THIS SERVICES AGREEMENT (the Agreement) is made effective, by and between Bruce Fromhoff and Housing Authority of Gloucester with corporate offices located at 100 Pop Moylan Blvd, Deptford NJ

THE PARTIES AGREE AS FOLLOWS:

### Scope of Services

1.1 Bruce Fromhoff will provide HAGC, with consulting services as mutually agreed upon and described in the attached Statement of Work. All consulting services to be provided hereunder will be referred to as Services. The parties may use this Agreement for multiple Statements of Work. Each Statement of Work must reference this Agreement.

1.2 Statements of Work will be written documents setting forth at a minimum:

- a. A description of the types of Services to be rendered.
- b. The applicable billing rates for the Services to be rendered and Invoice.
- c. Any additional terms and conditions to which the parties may agree.

1.3 The parties contemplate that it may be desirable to make changes to the Statement(s) of Work. Before performing any work associated with any such change, a written Change Order shall set forth the necessary revisions to the Statement(s) of Work, and the parties, shall agree in writing that such work constitutes a change from the original Statement of Work, as amended, and that they further agree to the change provisions set forth in the Change Order. Each Change Order shall be numbered serially and executed by Bruce Fromhoff and HAGC.

1.4 Executive Staff of HAGC and Bruce Fromhoff will review the status of the Services, Statement(s) of Work, Change Orders, invoices and estimates as may be required. A written status report will be produced regarding the review. Bruce Fromhoff and HAGC agree to execute and maintain copies of these status reports.

### Obligations.

2.1 HAGC will provide other support services needs to Bruce Fromhoff as both the company and Bruce Fromhoff subsequently agree.

---

### Services and Fees and Expenses.

3.1 HAGC shall be responsible for all Service Fees as identified in the applicable Statement(s) of Work (and Change Orders, as applicable) as those Services are provided.

3.2 Bruce Fromhoff will invoice HAGC for the Services Fees once per calendar month (on or about the 1<sup>st</sup> of the month) as needed. HAGC agrees to remit full payment to Accounts Payable promptly upon its receipt of the invoice.

### Term and Termination.

4.1 This Agreement shall commence as of the Agreement Date above and shall remain in force through 7/31/2021

### Proprietary Rights: Confidential Information.

5.1 Bruce Fromhoff agrees that the work products from the Services provided to HAGC hereunder, shall be owned by HAGC. Nothing contained in this Section 5.1 shall be construed as prohibiting Bruce Fromhoff utilizing in any manner, knowledge and experience of a general nature acquired in the performance of Services for HAGC.

5.2 Confidential Information includes all information identified by a disclosing party as proprietary and confidential, which Confidential Information shall remain the sole property of the disclosing party unless the ownership of such Confidential Information is otherwise expressly set forth in the Agreement. Items will not be considered Confidential Information if: (a) available to public other than by a breach of an agreement by the recipient; (b) rightfully received from a third party not in breach of any obligation of any confidentiality; (c) independently developed by one party without access to the Confidential Information of the other; or (d) rightly known to the recipient at the time of disclosure as verified by its written records.

5.3 Each party agrees that it shall not use for any purpose or disclose to any third party any Confidential Information of the other party without the express written consent of the other party. Each party agrees to safeguard the Confidential Information of the other party against use or disclosure other than as authorized by or pursuant to this Agreement through measures, and exercising a degree of care, which are at least as protective as those, Bruce Fromhoff or HAGC exercises in safeguarding the confidentiality of its own proprietary information, but no less than a reasonable degree of care under the circumstances. Each party shall permit access to the Confidential



Information of the other party only to those individuals (a) who have entered into a written nondisclosure agreement with the other party on terms equally as restrictive as those set forth herein, and (b) who require access in performance of their duties to the other party in connection with the other party's rights under this Agreement.

5.4 Each party acknowledges that the wrongful use or disclosure of Confidential Information of the other party may result in irreparable harm for which there will be no adequate remedy at law. In the event of a breach by the other party or any of its officers, employees or agents of its or their obligations under this Section 5, the non-breaching party may immediately terminate this Agreement without liability to the other party and may bring an appropriate legal action to enjoin such breach and shall be entitled to recover from the breaching party reasonable legal fees and cost in addition to other appropriate relief.

### Warranties

6.1 Bruce Fromhoff warrants that the Services to be provided under this Agreement shall be performed in a professional manner conforming to generally accepted industry standards and practices. HAGC agrees that Bruce Fromhoff sole and exclusive obligation with respect to the Services covered by this limited warranty shall be, at Bruce Fromhoff sole discretion, to correct the nonconformity or to refund the Services Fees paid for the affected executive consulting services.

### General Provisions

7.1 The relationship of HAGC and Bruce Fromhoff is that of independent contractors. Personnel of both parties are neither agents nor employees of the other party for federal tax purposes or any other purpose whatsoever and are not entitled to any employee benefits of the other party.

7.2 No delay, failure, or default in performance of any obligation by either party, excepting all obligations to make payments hereunder, shall constitute a breach of this Agreement to the extent caused by force majeure.

7.3 Any assignment in violation of these terms is void.

7.4 Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be conclusively resolved through binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.



Each party shall bear its own costs and attorney fees unless the arbitration award specifically provides otherwise.

7.5 All communications between the parties with respect to any of the provisions of this Agreement shall be in writing, and shall be sent by personal delivery or by airmail, facsimile transmission or other commercial means of rapid delivery, postage or costs of transmission and delivery prepaid, to HAGC or to Bruce Fromhoff as set forth in the preamble of this Agreement, until such time as either party provided the other not less than ten (10) days prior written notice of a change of address in accordance with these provisions.

7.6 The validity of this Agreement and the rights, obligations and relations of the parties hereunder shall be construed and determined under and in accordance with the laws of the state of New Jersey ; provided, however, that if any provision of the Agreement is determined by a court of competent jurisdiction to be in violation of any applicable law or otherwise invalid or unenforceable, such provision shall to such extent as it shall be determined to be illegal, invalid or unenforceable under such law be deemed null and void, but this Agreement shall otherwise remain in full force. After arbitration, as specified in Section 7.4, any suit to enforce any provision of this Agreement, or any right, remedy or other matter arising from the arbitration, will be brought exclusively in the state or federal courts located in. Bruce Fromhoff and HAGC agree and consent to the venue in and to the in-person jurisdiction of the aforementioned courts.

7.7 Any modification or amendment of any provision of this Agreement must be in writing and bear the signature of the duly authorized representatives of both parties. The failure of any party to enforce any right it is granted herein, or to require the performance by the other party hereto of any provision of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent a subsequent exercise or enforcement of such provisions or be deemed a waiver of any subsequent breach of this Agreement. All provisions of this Agreement which by their own terms take effect upon the termination of this Agreement or by their nature survive termination (including without limitation the provisions of Sections 3, 5, 6, 7) shall survive such termination.

7.8 This Agreement, all attached schedules and all other agreements referred to herein or to be delivered by the parties pursuant hereto, represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and merges all prior discussions between them and supersedes and replaces any and every other agreement or understanding which may have existed between the parties to the extent that any such agreement or understanding relates to providing Services to HAGC

HAGC hereby acknowledges that it has not reasonable relied on any other representation or statement that is not contained in this Agreement or made by a person or entity other than Bruce Fromhoff. To the extent, it any, that the terms and conditions of HAGC orders or other correspondence are inconsistent with this Agreement, this Agreement shall control.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Agreement Date first above written.

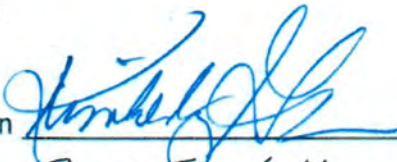
Employer Information: Housing Authority of Gloucester County

100 Pop Moylan Blvd Deptford NJ 08096

PHONE 856-845-4959


BY: Kimberley Gober ED

Sign



NAME: Bruce Fromhoff

Sign



TITLE: Consultant

Amendment: This Agreement is voluntarily entered into and is at-will. That is, either party is free to terminate the Consulting Agreement at will, at any time, with or without cause. Nothing contained in any company documents shall in any way modify this at-will policy, and the at-will policy cannot be modified in any way by oral or written representation made by anyone employed by HAGC. Upon termination of this Agreement, Consultant must return all documentation, equipment or other materials provided by HAGC during the term of this Agreement.



## Bruce Fromhoff

## Quote for SOW

10645 NW 3rd Street  
Plantation, FL 33324  
954-557-0061  
bfromhoff@theinternet.net

DATE 6/21/2021  
Quote # HAGC001  
Customer ID HAGC1

### Invoice For:

Alma Asllanaj  
Housing Authority of Gloucester County  
100 Pop Moylan Boulevard  
Deptford, New Jersey 08096

Prepared by: Bruce Fromhoff

Comments or Special Instructions: None

| SALESPERSON | P.O. NUMBER | SOW DATE                  | COMP DATE  | DEPOSIT  | TERMS          |
|-------------|-------------|---------------------------|------------|----------|----------------|
| BF          |             | 6/21/21                   |            | 0%       | Due on receipt |
| QUANTITY    | DESCRIPTION |                           | UNIT PRICE | TAXABLE? | AMOUNT         |
| 1           | MSA         | Monthly Service Agreement | \$2,500.00 | No       | 2,500.00       |

Server Management  
Endpoint Security  
End User Support 24x7  
Managed Helpdesk  
Endpoint Security  
Phone System  
Office 365  
Firewall Support  
Camera Support  
Backup Monitoring  
Cellphone Support  
Entry Systems  
Remote Control Assistance

Contractor is responsible for remote IT support for the services listed in the Scope of Work

Client is responsible for providing necessary admin access to all systems listed in Scope of Work.

|           |             |
|-----------|-------------|
| SUBTOTAL  | \$ 2,500.00 |
| TAX RATE  | 6.00%       |
| SALES TAX | -           |
| OTHER     | -           |
| TOTAL     | \$ 2,500.00 |

This quote is for the Statement of Work mutually agreed upon, Anything beyond the initial scope of work will be billed on a per hour or per project basis. All hosting costs are at the expense of the client based on the scope of the project.

**THANK YOU FOR YOUR BUSINESS!**

**RESOLUTION #21-68**

**RESOLUTION AUTHORIZING THE TRANSFER OF  
FUNDS IN THE AMOUNT OF \$6,000.00 FROM**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY  
OPERATING FUND  
TO  
GLOUCESTER COUNTY HOUSING DEVELOPMENT CORPORATION**

**WHEREAS**, Gloucester County Housing Development Corporation (GCHDC) is an instrumentality of the Housing Authority of Gloucester County (HAGC); and

**WHEREAS**, the Finance Director has determined there to be insufficient funds to pay bills for the Corporation; and

**WHEREAS**, the Finance Director has also determined that the amount of \$6,000.00 shall be sufficient to cover said bills; and

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Housing Authority of Gloucester County that the amount of \$6,000.00 be transferred from the General Operating account of HAGC to the account of GCHDC.

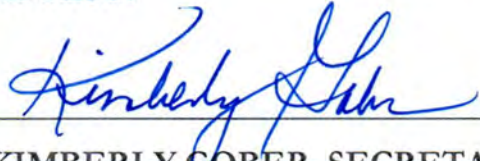
**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**

  
\_\_\_\_\_

**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**



**RESOLUTION #21-69**

**RESOLUTION AUTHORIZING MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, on July 28, 2021, the governing body of the Housing Authority of Gloucester County in the State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County, that the Executive Director is hereby authorized to execute and sign an agreement as follows:

***TITLE***

This resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Housing Authority of Gloucester County.

***AUTHORITY***

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

***CONTRACTING UNIT***

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

***EFFECTIVE DATE***

This resolution shall take effect immediately upon passage.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATE: JULY 28, 2021**



**PARTICIPATION AGREEMENT FOR AFFILIATE MEMBERSHIP  
IN THE  
EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY  
NEW JERSEY STATE APPROVED COOPERATIVE PRICING SYSTEM  
#65MCESCCPS**

The **HOUSING AUTHORITY OF GLOUCESTER COUNTY** agrees to participate as an Affiliate Member in the Educational Services Commission of New Jersey (ESCNJ, Co-op) New Jersey State Approved Cooperative Pricing System #65 MCESCCPS.

The Cooperative is established for Members to acquire goods and services based upon the ESCNJ, as Lead Agency, developing bid specifications, conducting competitive bids and making awards to vendors as a result of competitive bids.

An Affiliate Member shall have the right to use the current and future bid awards under the ESCNJ Co-op. The Affiliate Member agrees that any purchases through the ESCNJ Co-op shall be invoiced in the name of the Affiliate Member.

The Affiliate Member shall include the NJ State Approved Cooperative Pricing System designator, #65MCESCCPS and the appropriate MRESC Bid # on all purchase orders for goods or services purchased through this Co-op. The Affiliate Member shall require ESCNJ Co-op awarded vendors to include the NJ State designator and the ESCNJ Bid number on all invoices for goods or services acquired through the Co-op pricing.

The Affiliate Member agrees to honor all the terms and conditions of the ESCNJ Co-op Awards. The ESCNJ monitors the performance of the awarded vendors over the course of their award. The MRESC request the Membership report any problems with quality of products or services from the ESCNJ awarded vendors to insure the continued quality of service for all Members.

The ESCBJ makes no representation or warranties as to the suitability, fitness or quality of any goods or services provided to the Membership. The Affiliate Member agrees to look solely to the vendors for any defect or failure of performance in the goods or services provided and hereby expressly waives any claim against the ESCNJ.

There is no participation fee to be an Affiliate Member or to use the ESCNJ Co-op. The ESCNJ collects a fee from awarded vendors which are included in their prices for goods or services sold through the Co-op.

Agreed to:

Accepted by:

**Housing Authority of Gloucester County**

**Educational Services Commission of New Jersey**

Affiliate Member

By:

By: Patrick M. Moran SBA/BS

  
(Signature)

Kimberly Gober

(Name, Please Print)

Date: \_\_\_\_\_

Title: Executive Director

Date: 7/28/21

COOPERATIVE PRICING SYSTEM AGREEMENT

THE EDUCATIONAL  
SERVICES COMMISSION OF NEW JERSEY  
65MCESCCPS

AGREEMENT FOR A COOPERATIVE PRICING SYSTEM

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20, by and between the **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY** and the **HOUSING AUTHORITY OF GLOUCESTER COUNTY**, who desire to participate in the **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY COOPERATIVE PRICING SYSTEM**.

WITNESSETH

WHEREAS, *N.J.S.A. 40A:11-11(5)*, specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

WHEREAS, the **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY** is conducting a voluntary Cooperative Pricing System with other contracting units; and

WHEREAS, this Cooperative Pricing System is to effect substantial economies in the provision and performance of goods and services; and

WHEREAS, all parties hereto have approved the within Agreement by Resolution in accordance with the aforesaid statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

The goods or services to be priced cooperatively may include supplies and materials, time and material bids, energy aggregation and such other items that two or more participating contracting units in the system agree can be purchased on a cooperative basis.

1. The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.



2. The Lead Agency, on behalf of all participating contracting units, shall upon approval of the registration of the System and annually thereafter IN JANUARY OF EACH SUCCEEDING YEAR publish a legal ad in such format as required by *N.J.A.C. 5:34- 7.9(a)* in its official newspaper normally used for such purposes by it to include such information as:
  - (A) The name of Lead Agency soliciting competitive bids or informal quotations.
  - (B) The address and telephone number of Lead Agency.
  - (C) The names of the participating contracting units.
  - (D) The State Identification Code assigned to the Cooperative Pricing System.
  - (E) The expiration date of the Cooperative Pricing System.
3. Each of the participating contracting units shall designate, in writing, to the Lead Agency, the items to be purchased and indicate therein the approximate quantities if required, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.
4. The specifications shall be prepared and approved by the Lead Agency and no changes shall be made thereafter except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.
5. A single advertisement for bids or the solicitation of informal quotations for the goods or services to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.
6. The Lead Agency when advertising for bids or soliciting informal quotations shall receive bids or quotations on behalf of all participating contracting units. Following the receipt of bids, the Lead Agency shall review said bids and on behalf of all participating contracting units, either reject all or certain of the bids or make one award to the lowest responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a Master Contract with the successful bidder(s) providing for two categories of purchases:
  - (A) The quantities ordered for the Lead Agency's own needs, and
  - (B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's Master Contract.
7. The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) only after it has certified the funds available for its own needs.



8. Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to successful vendor(s) against said contract; accept its own deliveries; be invoiced by and receive statements from the successful vendor(s); make payment directly to the successful vendor(s) and be responsible for any tax liability.
9. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.
10. The provisions of Paragraphs 7, 8, 9, and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.
11. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids or quotations which it has itself received.
12. The Lead Agency reserves the right to exclude from consideration any good or service if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.
13. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
14. *It is understood that all fees for each participating contract are paid by the vendors as noted within the Bid/RFP documents.*  
  
All fees are included within the bid price and are subject to change with new awards and notice to all cooperative members will be provided.
15. This Agreement shall become effective on 5/21/17 subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for a period not to exceed five (5) years from said date unless any party to this Agreement shall give written notice of its intention to terminate its participation.
16. *Additional local contracting units may from time to time, execute this Agreement by means of a Rider annexed hereto, which addition shall not invalidate this Agreement*



*with respect to other signatories. The Lead Agency is authorized to execute the Rider on behalf of the members of the System.*

17. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the System Identifier assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.
18. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

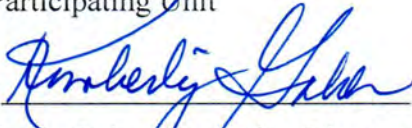
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

FOR THE LEAD AGENCY

BY: \_\_\_\_\_  
Patrick M Moran  
Business Administrator/Board Secretary

ATTEST BY: \_\_\_\_\_  
Name and Title

For: **HOUSING AUTHORITY OF GLOUCESTER COUNTY**  
Participating Unit

BY:   
Kimberly Goben, Executive Director

ATTEST BY: Nelly Rojas  
Nelly Rojas, Administrative Assistant

# TABLED

## RESOLUTION #21-70

### 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 July 28, 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 JULY 28, 2021.**

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 28<sup>th</sup> day of July 2021.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

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

**ATTEST:**

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

**DATE: JULY 28, 2021**