

**RESOLUTION #19-61**

**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.

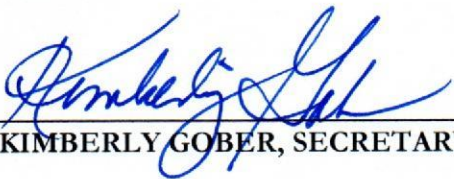
**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 24<sup>TH</sup> day of July, 2019.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:

  
WILLIAM W. BAIN, CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATED:** July 24, 2019

**RESOLUTION #19-62**

**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 24<sup>TH</sup> 2019. 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 24<sup>TH</sup> of July, 2019.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

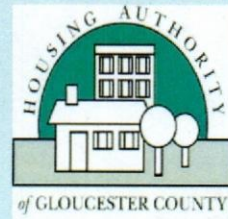
**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**  
**DATED: July 24<sup>TH</sup>, 2019**



**THE HOUSING AUTHORITY  
OF GLOUCESTER COUNTY**



**HAGC ANNUAL SCHEDULE OF MEETINGS  
2019-2020**

Wednesday	August 28, 2019	4:30 P.M.
Wednesday	September 25, 2019	4:30 P.M.
Wednesday	October 23, 2019	4:30 P.M.
Monday	November 25, 2019	4:30 P.M.
Wednesday	December 18, 2019	4:30 P.M.
Wednesday	January 22, 2020	4:30 P.M.
Wednesday	February 26, 2020	4:30 P.M.
Wednesday	March 25, 2020	4:30 P.M.
Wednesday	April 22, 2020	4:30 P.M.
Wednesday	May 27, 2020	4:30 P.M.
Wednesday	June 24, 2020	4:30 P.M.
Wednesday	<b>ANNUAL July 22, 2020</b>	4:30 P.M.

**RESOLUTION #19-63**

**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 24<sup>TH</sup> day of July 2019.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BY:**

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATED: JULY 24<sup>TH</sup>, 2019**



**RESOLUTION #19-64**

**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

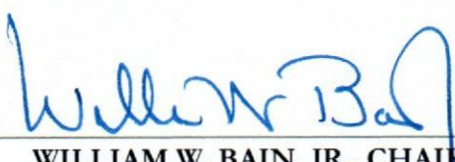
**WHEREAS**, Investor's Bank, located at 600 Delsea Drive, Glassboro, New Jersey, 08028 is an approved banking corporation;

**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;

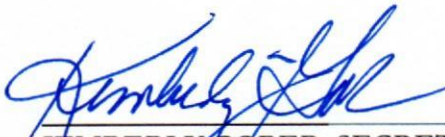
**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be duly delivered to the proper officers of the Investor's Bank, as evidence of the Bank's authority to act in accordance herewith.

**ADOPTED** at the Annual Meeting of the Housing Authority of Gloucester County, held on the 24<sup>th</sup> day of July 2019.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATED:** July 24<sup>TH</sup>, 2019

**RESOLUTION #19-65**

**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 24<sup>th</sup> day of July 2019.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

  
WILLIAM W. BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATED:** July 24<sup>TH</sup>, 2019



**RESOLUTION #19-66**

**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).

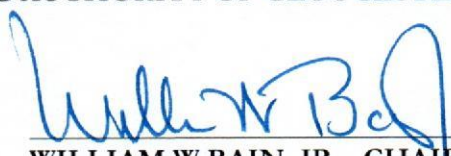
**WHEREAS,** In conjunction with the adoption of the Check Signing Authorization Policy HAGC is required to designate the individuals who are authorized to initiate and authorize electronic funds transfers.

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 to the 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 Regular Meeting of the Board of Commissioners held on the 24<sup>TH</sup> day of July, 2019.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:

  
WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, EXECUTIVE DIRECTOR  
DATED: JULY 24, 2019

**RESOLUTION #19-67**

**RESOLUTION AUTHORIZING SIGNING OVER THE TITLE  
OF DAMAGED PROPERTY  
2016 JEEP PATRIOT  
VIN 1C4NJRBB6GD763651**

**WHEREAS**, the Housing Authority of Gloucester County owns a 2016 JEEP PATRIOT, VIN 1C4NJRBB6GD763651 and assigned the use of the said vehicle to one of its employees to perform his duties, further allowing him to park the car on the street of his home address overnight; and;

**WHEREAS**, on the night of June 20<sup>th</sup>, 2019 at approximately 2:00 a.m. the County of Gloucester experienced unexpected flash flooding throughout the region, particularly in the town of Deptford, where the vehicle was located; and

**WHEREAS**, there was an unsuccessful attempt to relocate the vehicle to higher ground due to the amount of water entering the vehicle; and

**WHEREAS**, AmTrust North America of Suffolk has inspected the vehicle and deemed it a total loss due to water damage, appraising the value of the vehicle to be \$15,696.34, after a \$500 deductible was applied; and

**WHEREAS**, it is necessary for the Housing Authority of Gloucester County to sign off the title of said vehicle to the insurance company to receive the appraisal monies.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the 2016 JEEP PATRIOT, is hereby declared expended and unserviceable; and

**BE IT FURTHER RESOLVED** by the Housing Authority of Gloucester County that the Executive Director is hereby authorized to sign off the vehicle's title to AmTrust North America of Suffolk.

**ADOPTED** at the Regular Meeting of the Housing Authority of Gloucester County, held on the 24<sup>TH</sup> OF JULY, 2019.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BY:**

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATED:** July 24, 2019



**RESOLUTION #19-68**

**RESOLUTION APPROVING THE ANNUAL REVIEW OF  
CAPITALIZATION POLICY**

**WHEREAS,** the Housing Authority of Gloucester County (HAGC) has complied with federal regulations adopting a Capitalization Policy; and

**WHEREAS,** according to the Capitalization Policy, equipment and inventory lists must be maintained by the HAGC under the guidance of the Purchasing Technician; and


**WHEREAS,** this Policy shall apply to all Housing Programs administered by the Authority; and

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Authority of Gloucester County ("The Authority") has reviewed the Capitalization Policy FY2019, as attached herein.

**ADOPTED** at the Regular Meeting of the Housing Authority of Gloucester County, held on the 24<sup>th</sup> of July, 2019.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

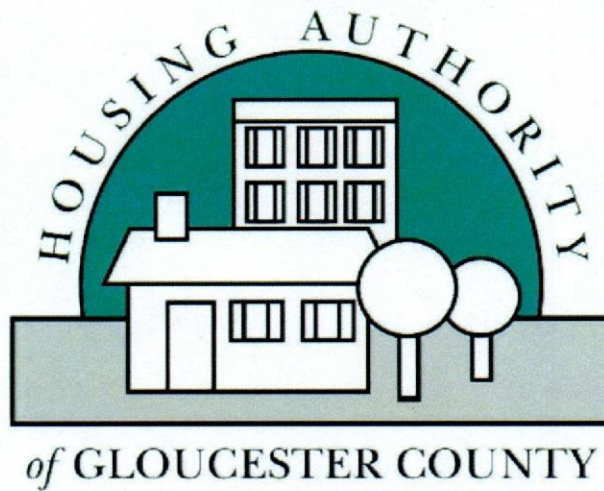
BY:

  
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY COBER, SECRETARY

DATED: July 24, 2019



# **Capitalization of Equipment** **and Inventory Policy**

Adopted July 25, 2018; RES#18-54

Reviewed July 24, 2019; RES#19-67



# **The Housing Authority of Gloucester County Capitalization of Equipment and Inventory Policy**

Effective January 1, 2018

This Capitalization of Equipment and Inventory Policy is adopted in accordance with the Housing Authority of Gloucester County's (HAGC) Procurement Policy and Federal Regulation, 2 CFR Part 200.439, *Equipment and other capital expenditures*. The purpose of this Policy is to determine and record materials and equipment purchased or acquired in connection with the management and maintenance of HAGC and its owned/managed entities.

## **Capitalization**

All tools, furnishings, office machines, refrigerators, ranges and freezers, and free-standing equipment with a cost of \$300 or more shall be listed in the Equipment List maintained by the Purchasing Technician.

All tools, furnishings, office machines, refrigerators, ranges and freezers and free standing equipment with a cost of \$2,000 or more shall be listed in the Fixed Asset/Equipment Ledger and are to be capitalized for accounting purposes. Items with unit costs below this threshold shall be expensed in the year purchased.

The acquisition of capital assets should be organized to ensure that no unauthorized acquisitions have been made and that records of each acquisition are accurate, complete, and recorded in the appropriate period.

## **Equipment Inventory**

All capitalized fixed assets shall be recorded in an Equipment Inventory Ledger.

The Equipment Inventory Ledger is for inventory control purposes only and should be updated on a monthly basis by the Purchasing Technician. See attached Inventory Inspections Memo, 18-04, for guidance on conducting inspections of Authority inventory.

The Finance Director is responsible for capitalizing required items in the general ledger. Additionally, a separate Fixed Asset/Equipment Ledger is to be maintained which supports the capitalization of all items in the general ledger. This Ledger shall include the following information with respect to each asset:

1. Date of Acquisition
2. Cost
3. Description
4. Location of asset
5. Deprecation method
6. Estimated useful life

Any differences disclosed by the reconciliation should be investigated and resolved.

The inventory must be reconciled to the Fixed Asset/Equipment Ledger and the Equipment Inventory Ledger, as appropriate.

Upon authorization by Board Resolution, equipment may be disposed of in accordance with the Authority's "Disposition Policy" as contained within the Procurement Policy.



**RESOLUTION #19-69**

**RESOLUTION AUTHORIZING ANNUAL REVIEW OF  
THE COST ALLOCATION POLICY**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) previously adopted a Cost Allocation Policy on December 28, 2016 (Resolution #16-104)

**WHEREAS**, this policy properly accounts for programs of different sizes and complexities where the cost has to be distributed correctly; and

**WHEREAS**, the Cost Allocation Policy sets forth the parameters & methods fairly, as well as reasonably allocate various costs to the multiple programs of the HAGC; and

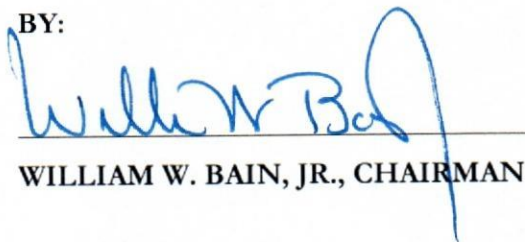
**WHEREAS**, the EHO portfolio was sold per Resolution #19-58 and needs to be removed from the accounts.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Authority of Gloucester County ("The Authority") has reviewed and approved this policy and hereby authorizes the Executive Director and Finance Director to 30 days after the settlement of the EHO properties to revise the Office Allocation to reflect the removal of the EHO account.

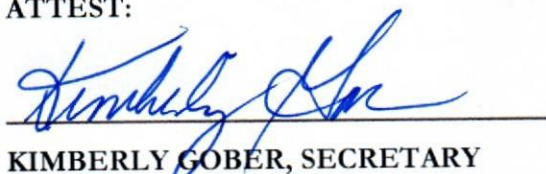
**ADOPTED** at the Regular Meeting of the Housing Authority of Gloucester County, held on the 24<sup>th</sup> of July, 2019

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:

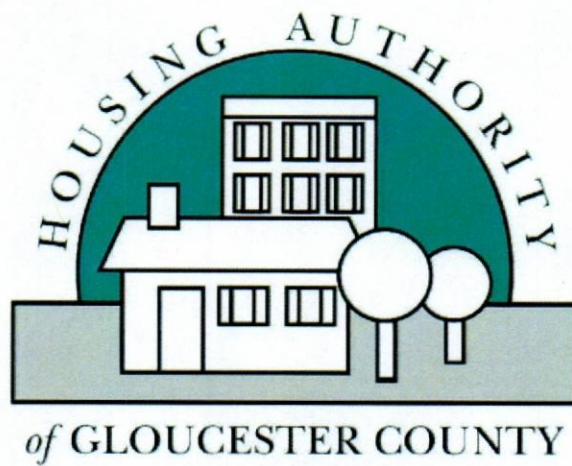
  
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY

DATED: July 24, 2019





## **Cost Allocation Policy**

Adopted December 28, 2016; RES#16-104

Revised July 25, 2018; RES#18-55

Reviewed July 24, 2019; RES#19-68

## **The Housing Authority of Gloucester County Cost Allocation Policy**

Effective January 1, 2018

This Cost Allocation Policy is adopted by The Housing Authority of Gloucester County (HAGC) in accordance with the requirements of *2 CFR 200, Subpart E and Appendix V* and HAGC's Procurement Policy. The purpose of this Policy is as follows:

1. To summarize, in writing, the methods and procedures HAGC will use to fairly and reasonably allocate costs to various programs, operated by HAGC.
2. To ensure the efficient and effective administration of Federal award through the application of sound management practices.
3. To assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

### **Principles of Cost Allocation**

The general approach of HAGC in allocating costs to particular programs, grants and contracts is as follows:

1. All allowable direct costs are charged directly to programs, grants, activity, etc. incurring the cost. As stated in *2 CFR 200.413*, Direct Cost shall be defined as "Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy."
2. Allowable direct costs that can be identified to more than one program are prorated as follows:

Office Allocation currently in effect based on units as described below. This allocation shall be adjusted appropriately with the allocation of new units.



Account	Fund Billed	Fund No.	Units	Total units	Allocation Percentage	
<b>GM</b>	<b>101</b>		-	691	23.60%	(PMO, Shepherd's, CPLP & GHA
<b>PHCC</b>	<b>010</b>			262	8.95%	(PH Single, Carino & Deptford)
CONG	014					
<b>EHO</b>	<b>017</b>		13		0.44%	
PH SINGLE	010	201	62			
CARINO PK	010	203	100			
DEPTFORD PK	010	204	100			
<b>SHDC</b>	<b>501</b>					
<b>GCHDC</b>	<b>502</b>					
PMO	101	504	80			
SHEPHERD FARM	101	508	75			
COLONIAL PK	101	510	200			
<b>HAGC HCV</b>	<b>812</b>		1,947		66.50%	
<b>MOD REHAB</b>	<b>825</b>		15		0.51%	
<b>HAGC HCV</b>	<b>101</b>	831	232			
<b>HAGC DELSEA</b>	<b>101</b>	836	40			
<b>HAGC WHITNEY</b>	<b>101</b>	837	24			
<b>HAGC SUMMIT</b>	<b>101</b>	838	40			
			2,928			

3. Prior to the procurement of a cost item, management communicates the need for the item via a Purchase Requisition sent to Finance.

## Allocation of Costs

### 1. Salaries & Related Expenses-

In accordance with 2 CFR 200.430 Compensation-Personal Services and 24 CFR 200.431 Compensation -Fringe Benefits, the primary objective of HAGC is to distribute/allocate the salaries and benefits of HAGC employee in a manner that accurately reflects the work performed by that employee.

- A. Direct Assignment Employees-** For employees primarily assigned one project or program, their salaries and benefits shall be charged directly to the program for which the work has been done. Temporarily reassignments of



employee work lasting 2 working weeks or less shall not require a change in allocation. Management may utilize a variety of assessment methods to determine direct assignment including but not limited to the completion of time sheets.

- B. Employees Assigned to more than one Program or Project-** For employees assigned to more than one program or project, costs will be allocated in the manner described below. Supervisors shall be required to submit a project assignment form identifying the effective date, the employee(s), the percentage of time, if any, that each employee is assigned to each project to ensure proper allocation. Supervisors shall review the Project Assignment Form with the corresponding employee and sign all submissions certifying the accuracy of the submission. For those employees who are not assigned to projects or programs and an allocation cannot be determined, a time survey may be completed.

**Accounts Receivable:** The allocation is based on the distribution of rent collections/rent charges/rental units per project managed.

**Accounts Payable:** The allocation is based on the distribution of checks written per project/program.

**Purchasing:** The allocation is based on the POs and RFP/Bids generated per project/program. With the RFP/Bids given 5 times more weight due to:

1. Advertising
2. Compiling all components of the RFP or Bid
3. Reviewing Bids along with regulatory compliance
4. Organizing Contract paperwork & Set-up Contract Record
5. Ongoing Monitoring

**MIT/IT Personnel:** The allocation is based on program computers in operation by staffed employees and the projects they represent.

**Property Management:** The allocation is based on the units per project which they manage.

**Occupancy Manager:** The allocation is based on the units per project, with special weight given to the additional work for files that have additional oversight and administrative functions involved.



Human Resources: The allocation is based on the entire HAGC staff's percentage allocated to the projects/programs.

Administrative Personnel: The allocation is based on the distribution of Available Units both "Administered" in the Section 8 Programs and those "Managed" in all projects by the HAGC. Certain weight shall be factored into the calculation to account for the additional overhead and direct time utilized in Managed projects over and above the Section 8 programs. These items include among others: Routine Maintenance, Energy Management, Structural Management (Capital Grants and Replacement Reserves), Tenant Collections, etc. Consideration will also be given to projects with additional administrative burdens dealing with the NJHMFA, such as required prior contract approvals, purchase approvals, insurance approvals, as well as additional reporting. In addition a factor will be added for Tenant Support, which encompasses the overall administration and reporting for programs such as ROSS and Congregate for the benefit of the tenants.

The Administrative staff in this category shall include the Executive Director, Financial staff, and Administrative personnel.

Modernization Coordinator/Emergency Management Coordinator: The allocation is based on semi-annual assessment of time spent performing a variety of duties performed.

- C. Health insurance, dental insurance, life & disability and other fringe benefits are also allocated in the same manner as salaries and wages.
- D. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- E. Financial and Program Consultants - The allocation is based on the salary of the HAGC staff person the consultant was retained to assist.
- F. Legal- The cost of the legal service is directly billed to the program for which the legal services were performed. If the service was performed for multiple programs, the cost shall be allocated in accordance with the allocation model described above.



- G. Audits- The cost shall be directly billed to the program for which the audit was performed. If the audit covers multiple programs, the allocation shall be based upon the predetermined Audit Allocation Plan developed by the Finance Director and approved by the Executive Director.
- H. Travel, Conferences, Conventions and Meetings-The costs shall be directly billed to the program for which the travel, conference, convention or meeting supports.
- I. Discretionary Exceptions- HAGC recognizes that unique circumstances may arise with respect to the need to allocate a cost. In the event of a unique circumstance, the Finance Director shall obtain the Approval of the Executive Director to determine the most appropriate allocation of the cost.



## Cost Allocation Plan Certification

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief that:

(1) All costs included in this proposal [identify date] to establish cost allocations or billings for [identify period covered by plan] are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently. I declare that the foregoing is true and correct.

I declare that the foregoing is true and correct.

Organization: \_\_\_\_\_

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

Name of Official (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

(Signed by the official having the authority to negotiate cost allocation plans for the organization, or by a higher level official.)

**RESOLUTION #19-70**

**RESOLUTION APPROVING THE ANNUAL REVIEW OF  
CHECK SIGNING AUTHORIZATION POLICY**

**WHEREAS**, in accordance with N.J.S.A 40A:5-16.5; N.J.A.C 5:31-4.1, 4.2; N.J.A.C 5:30-9A; Local Finance Notice 2018-13, the Housing Authority of Gloucester County (HAGC) has adopted a Check Signing Authorization Policy; and

**WHEREAS**, this policy identifies those people who are authorized to sign and issue checks on its behalf and in the manner in which those checks will be issued; and

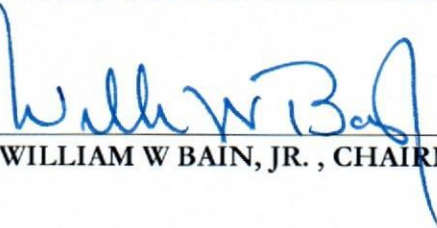
**WHEREAS**, said policy shall apply to all HAGC bank accounts and the bank accounts of the instrumentalities and affiliated entities of the HAGC.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Authority of Gloucester County ("The Authority") has reviewed the Check Signing Authorization Policy FY2019, as attached herein.

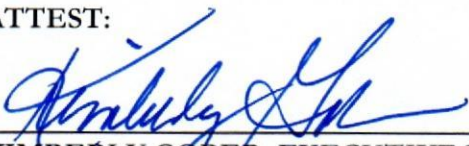
**ADOPTED** at the Regular Meeting of the Board of Commissioners held on the 24<sup>TH</sup> day of July, 2019.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

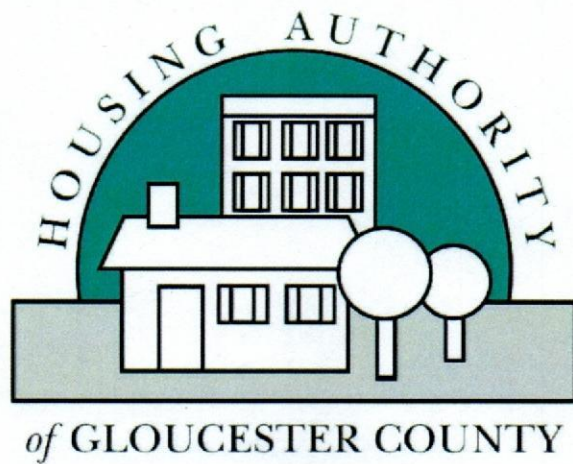
BY:

  
WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, EXECUTIVE DIRECTOR  
DATED: JULY 24, 2019





# **Check Signing**

# **Authorization Policy**

Adopted July 25, 2018; RES#18-56

Reviewed July 24, 2019; RES#19-69



## **The Housing Authority of Gloucester County Check Signing Authorization Policy**

Effective January 1, 2018

The Housing Authority of Gloucester County (HAGC) hereby establishes this Check Signing Authorization Policy to identify those people who are authorized to sign and issue checks on its behalf, and the manner in which those checks will be issued. This Policy shall apply to all HAGC bank accounts and the bank accounts of instrumentalities and affiliated entities of HAGC. This Policy is drafted and implemented in accordance with N.J.S.A. 40A:5-16.5; N.J.A.C. 5:31-4.1, 4.2; N.J.A.C. 5:30-9A; Local Finance Notice 2018-13

1. All persons submitting a claim for payment from HAGC moneys shall present a detailed bill of items or demand, specifying how the bill or demand is made up, with the certification of the party claiming payment that it is correct. In accordance with N.J.S.A. 40A:5-16(a) and N.J.A.C. 5:30-9A.6, HAGC resolution 15-06, and GHA resolution 15-03, the purchase of goods and services under \$5,000 does not require a vendor certification, but for the exceptions enumerated in the Statute including payments as reimbursement of employee expenses or payment for personal services.
2. All claims shall carry a certification of an official or designated employee of the authority having knowledge of the facts that the goods have been received by, or the services rendered to the authority.
3. All Housing Assistance Payments (HAP) checks for the Section 8 Voucher and Moderate Rehabilitation Program will be signed by the computer generated automated signatures of HAGC's Executive Director and Board of Commissioners Chairman. All HAP checks are supported by an executed HAP contract between HAGC and the landlord and therefore no additional certification is required.
4. All non HAP checks of \$500 or less will be signed by the computer generated automated signatures of HAGC's Executive Director and Board of Commissioners Chairman.
5. All non HAP checks greater than \$500 will be signed manually by two authorized signatories.
6. The following are designated individuals whose signatures shall appear on check drawn upon the Treasury of HAGC. In the event a check is made payable to one of the signatories, which are identified below, an alternative authorized signatory is required.
  - a. All Board Members from their respective entities with appropriate bank signature card on file with HAGC;
  - b. The Executive Director;
  - c. The Assistant to the Executive Director;



- d. The Human Resources Administrator;
  - e. The Finance Director (in the event no other designated individual is reasonable available and signature is required)
7. Payments on invoices should not be split into less than \$500 increments for the sole purpose of utilizing the computer rather than manually signing said checks.
  8. The supporting data for each check shall be available for the signer to review at the time of signing.
  9. With the exception of HAP checks and bills paid on the interim, The Board of Commissioners must approve all payments through the monthly bill lists presented at the Board Meeting. Approval must be obtained prior to the release of payment.
  10. All claims approved for payment by the governing body shall be recorded in the minutes of the authority meetings and shall, upon approval of the minutes, be open to the public.
  11. The payments of certain claims may be paid without delay or prior approval of the Board of Commissioners following the approval of a properly prepared, completed, and authorized (through the Executive Director's signature) Payment Voucher. These payments are considered "payments on the interim" and are included in the monthly bill list for Board approval. They include the following types of bills:
    - a. Utilities – including water, sewer; electric, gas, oil, etc.
    - b. Pre-approved telecommunication services – including telephone, beeper, cellular phones, data lines, internet, and cable services;
    - c. Pre-approved insurance premiums;
    - d. Payments in lieu of taxes and taxes;
    - e. Reimbursements to tenants/estates for out-of-pocket costs or refunds of security deposits or credit balances;
    - f. Funding for various escrow accounts;
    - g. Disbursements of client escrow accounts;
    - h. Replenishment of petty cash funds;
    - i. Inter-fund payments;
    - j. Authorized management and administrative fees;
    - k. Mortgage payments;
    - l. Emergency repair/replacement costs;
    - m. Weekly payroll withholdings and related expenses;
    - n. Governmental agency fees and charges (i.e. inspection fees);
    - o. Fees for training seminars and travel expenses;
    - p. Incidental repair/equipment costs under \$1,000;
    - q. Reasonable relocation costs associated with a temporary relocation of a tenant of an owned/ managed property and
    - r. Other items as specified in writing by the Executive Director



12. The manner and time in which salaries, wages or other compensation for services shall be paid shall be in accordance with the HAGC's Personnel Policy and Collective Bargaining Agreement. Pay checks to employees shall be signed by the computer generated automated signatures of HAGC's Executive Director and Board of Commissioners Chairman.
13. In accordance with N.J.S.A. 40A:5-1 et seq., as an alternative to paper checks HAGC is authorized to pay claims electronically using electronic fund technology (EFT).
14. 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 to the Executive Director.
15. 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.
16. With respect to the use of EFT for employee pay checks, the Human Resources Administrator shall be the initiator and the Finance Director shall be the authorizer.
17. On no less than a weekly basis, activity reports on all EFT-based transactions shall be reviewed by the Finance Director. Such review shall be completed by review of the Check Register to determine if the Register includes any EFTs.
18. Any activity report on the EFT-based transactions generated by the Finance Director must be reviewed by the Executive Director.
19. In conjunction with the monthly bank reconciliation to the General Ledger, reconciliation of the actual EFT transactions to the accounting records shall be performed at least on a monthly basis and maintained for audit.
20. Each bill list approved or ratified by the Board of Commissioners shall indicate the type of technology utilized in each EFT transaction.
21. The EFT technology must allow verification that a payment is not being diverted to an individual or entity other than the one authorized to receive payment. Such verification shall occur through requiring each individual to complete a Direct Deposit Authorization Form along with a copy of a voided check and by performing a validity test on the bank account. The Section 8 Supervisor shall ensure that the identity of landlords completing the Direct Deposit Authorization Form corresponds to W-9 form completed by the landlord.
22. Electronic funds transfers through Automated Clearing House (ACH) must utilize Electronic Data Interchange (EDI) technology. Any user uploading an ACH file shall



check the amounts and recipients against a register displaying ACH payments. The Finance Director uploads and verifies the contents of the ACH file.

23. In accordance with N.J.A.C 5:30-9A.4, HAGC is authorized to use charge cards issued by a specific vendor for the utilization of goods and services provided by said vendor. Outstanding balances on all charge cards shall be paid in full each monthly.
24. The Executive Director shall approve of the specific individuals designated to use each charge card. Designated users shall complete an acknowledgement as to the understanding of the policies and procedures for usage and acknowledge financial responsibility for misuse. See Attachment "A".
25. The Finance Director shall obtain annually from Financial Institution providers of EFT evidence of satisfactory internal controls.
26. HAGC shall operate all EFT technologies in accordance with the cyber security framework specified in N.J.A.C. 5:33-1.1



Attachment "A"  
HOUSING AUTHORITY OF GLOUCESTER COUNTY  
CHARGE CARD USE AGREEMENT

This Charge Card Use Agreement (Agreement) is between \_\_\_\_\_ (Company)  
and \_\_\_\_\_ (Employee)

By my signature on this Agreement, I agree to comply with and be bound by the following conditions:

1. I understand the vendor card is Company property and I will be making financial commitments on behalf of the Company when using this Card. I agree that the use of this Card is limited to business purposes authorized by the Company. I agree that this Card must not be used for any personal, unauthorized or illegal charges and any such misuse will result in disciplinary action up to and including termination of employment.
2. I understand that documentation of expenses shall be submitted to the Finance Department within 10 days.
3. I understand that the Company may review and investigate use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation.
4. I agree to be held personally liable for the total dollar amount of any improper charge incurred plus any administrative fees assessed in connection with misuse of this Card. I agree that any personal, unauthorized or illegal charge made by me, including any administrative fees and/or finance charges assessed in connection with such charge and paid for by the Company will be considered a personal loan to be repaid through payroll deduction. If such deductions are not permissible or feasible, I will repay the Company these amounts plus any finance or other charges due in connection with the misuse of this Card and Company may take appropriate legal action to collect monies owed. I agree to pay the Company's expenses, including attorney's fees, incurred in its collection efforts. I agree that I may be liable for improper charge that results from allowing others to use this Card.
5. I agree to immediately notify the Finance Director upon discovering this Card has been lost, misused, stolen or subject to fraud or unauthorized use. I agree to cooperate with any investigation concerning the loss, theft or suspect misuse of the Card.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



RESOLUTION #19-71

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR  
**TRASH REMOVAL SERVICES**  
CONTRACT TERM: SEPTEMBER 1, 2019 – AUGUST 31, 2020

**CARINO PARK APARTMENTS**

**WHEREAS,** the Housing Authority of Gloucester County has need for Trash Removal Services at Carino Park Apartments, 100 Chestnut Street, Williamstown, New Jersey; and

**WHEREAS,** the Housing Authority of Gloucester County has solicited quotes for Trash Removal Services through public advertisement; and

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

**WHEREAS,** the lowest responsible quote for such services is with, Waste Management at a rate of \$551.00 per month, total annual compensation amount of \$6612.00 and is proper and responsive to the specifications;

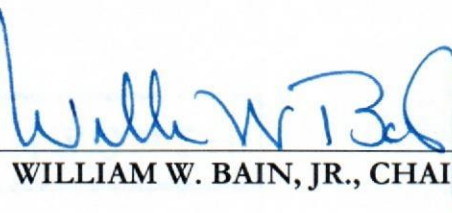
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with Waste Management be and is hereby approved; and

**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute a contract for Trash Removal Services, in accordance with the quote received.

**ADOPTED** at the Regular Meeting of the Housing Authority of Gloucester County, held on the 24<sup>th</sup> of July, 2019.

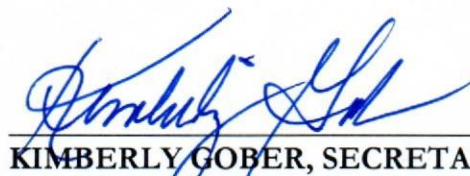
HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: JULY 24<sup>TH</sup>, 2019

(ATTACHMENT-B)  
Please Print or Type

**HOUSING AUTHORITY**  
**of GLOUCESTER COUNTY**  
FINANCE DEPARTMENT

LOCATION OF NEED

CARINO PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

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

REQUESTED PURCHASE (use multiple lines when neccessary)	DESCRIBE ITEM(s) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
Garbage & Trash Removal 9/1/19-8/31/20		6,612.00			
Cost per additional 2 yd container on as needed		125.00			
Shipping and Handling Charges (if any)					
	<b>COLUMN TOTAL</b>	6,737.00	-	-	-
	<b>TOTAL</b>	6,612.00			

1	#	VENDOR Waste Management	VENDOR CONTACT Larry Lapidus				TELEPHONE 800-869-5566	
		ADDRESS 107 Silva Street	CITY Ewing				ST NJ	ZIP 08628
		DATE OF QUOTE 7/1/19	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO. DATE AVAILABLE	
2	#	VENDOR Teesdale Waste	VENDOR CONTACT				TELEPHONE	
		ADDRESS 211 Blackwood/Barnesboro	CITY Sewell				ST NJ	ZIP 08080
		DATE OF QUOTE 7/18/19	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO. DATE AVAILABLE	
3	#	VENDOR R Shisler Trash	VENDOR CONTACT				TELEPHONE	
		ADDRESS 693 Fox Run Road	CITY Sewell				ST NJ	ZIP 08080
		DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO. DATE AVAILABLE	
4	#	VENDOR RGB Disposal	VENDOR CONTACT				TELEPHONE 800-382-1566	
		ADDRESS 191 Poe Place	CITY Piscataway				ST MK	ZIP 08854
		DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO. DATE AVAILABLE	

**SELECTED VENDOR**

## 1 Waste Management

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:

Only received quotes from Waste Management

QUOTES PROCURED BY

MGMT APPROVED (if diff)

FINANCIAL OFFICER

APPROVING OFFICER SIGNATURE

DATE \_\_\_\_\_

Lisa Butler



RESOLUTION #19-72

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR  
**TRASH REMOVAL SERVICES**  
CONTRACT COMMENCING: SEPTEMBER 1, 2019 TO AUGUST 31, 2020

**DEPTFORD PARK APARTMENTS**

**WHEREAS,** the Housing Authority of Gloucester County has need for Trash Removal Services at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ ; and

**WHEREAS,** the Housing Authority of Gloucester County has solicited quotes for Trash Removal Services through public advertisement; and

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

**WHEREAS,** the lowest responsible quote for such services is with, Waste Management at a rate of \$509 per month with a total compensation of \$6108.00 and is proper and responsive to the specifications;

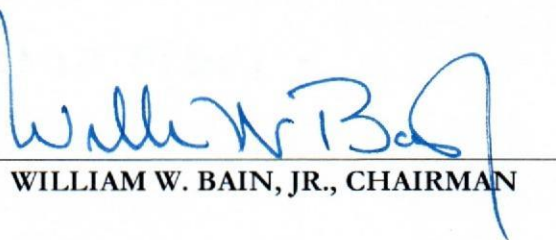
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with Waste Management be and is hereby approved.

**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute a contract for Trash Removal Services, in accordance with the quote received.


**ADOPTED** at the Regular Meeting of the Housing Authority of Gloucester County, held on the 24<sup>th</sup> of July, 2019.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

  
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY  
DATED: JULY 24<sup>TH</sup>, 2019



## QUOTATION SHEET

(ATTACHMENT-B)

Please Print or Type

**HOUSING 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	DESCRIBE ITEM(s) or SERVICE (use multiple lines when necessary)	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
Garbage & Trash Removal	9/1/19-8/31/20	6,108.00			
Cost per additional 2 yd container on as needed		125.00			
Cost per additional 8 yd container on as needed		200.00			
Shipping and Handling Charges (if any)					
<b>COLUMN TOTAL</b>		6,433.00	-	-	-
<b>TOTAL</b>		6,108.00			

1	VENDOR Waste Management					VENDOR CONTACT Larry Lapidus		TELEPHONE 800-869-5566	
	ADDRESS 107 Silva Street					CITY Ewing		ST NJ	ZIP 08628
	DATE OF QUOTE 7/1/19	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
2	VENDOR Teesdale Waste					VENDOR CONTACT		TELEPHONE	
	ADDRESS 211 Blackwood/Barnesboro					CITY Sewell		ST NJ	ZIP 08080
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
3	VENDOR R Shisler Trash					VENDOR CONTACT		TELEPHONE	
	ADDRESS 693 Fox Run Road					CITY Sewell		ST NJ	ZIP 08080
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
4	VENDOR RGB Disposal					VENDOR CONTACT		TELEPHONE 800-382-1566	
	ADDRESS 191 Poe Place					CITY Piscataway		ST NJ	ZIP 08854
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	

### SELECTED VENDOR

## 1 Waste Management

WAS A COST BENEFIT ANALYSIS DONE?		BY WHOM?
NO <input type="checkbox"/>	YES (Copy Attached) <input type="checkbox"/>	

## 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:

Only received quotes from Waste Management

QUOTES PROCURED BY	MGMT APPROVED (if diff)	FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE	DATE
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Lisa Butler



RESOLUTION NO #19-73

RESOLUTION AUTHORIZING AWARDING A LIMITED NUMBER OF  
PROJECT BASED VOUCHERS IN  
THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Housing Authority of Gloucester County recognizes the need to provide low-income housing assistance for the citizens of Gloucester County; and

WHEREAS, the HAGC realizes there is a need to create and/or expand Affordable Housing for Veterans, Disabled Veterans and Homeless Veterans.

WHEREAS, the HAGC has requested proposals for a limited number of Project Based Vouchers (PBVs) in the Section 8 Housing Choice Voucher Program administered by the HAGC; and

WHEREAS, proposals from eligible applicants have been received and reviewed; and

WHEREAS, the most responsive proposals were submitted by Woodbury Heights Family Housing and West Deptford Apartments Project; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority that the Executive Director is authorized to execute an Agreement to Enter into a Housing Assistance Payments Contract for Housing Choice Voucher-Project Based Assistance with both: Woodbury Heights Family Housing and West Deptford Apartments Project; awarding 8 PBVs to Woodbury Heights Family Housing and 21 PBVs to West Deptford Apartments Project, subject to negotiating the business terms with each owner and subject to the approval of the business terms by HAGC Counsel.

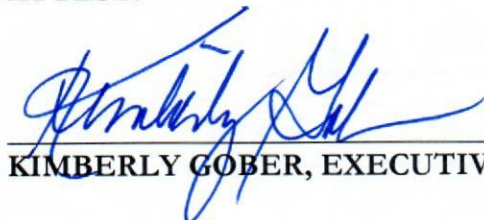
ADOPTED at a Meeting of the Housing Authority of Gloucester County held on July 24<sup>th</sup>, 2019

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

  
WILLIAM W BAIN JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JULY 24<sup>TH</sup>, 2019



TABLED

RESOLUTION #19-74

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 24, 2019 at 4:30 P.M. and;

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

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



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

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

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

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

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

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

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

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

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

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

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

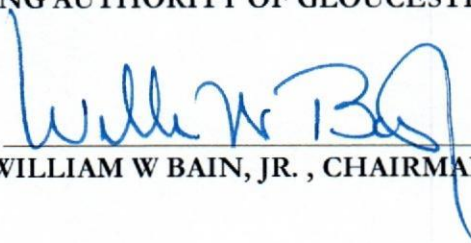
**BE IT FURTHER RESOLVED** that the Secretary, on the next business day following this, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

**I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT ITS PUBLIC MEETING HELD ON JULY 24, 2019.**

**ADOPTED** at the Regular Meeting of the Board of Commissioners held on the **24<sup>TH</sup> DAY OF JULY, 2019.**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:

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

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, SECRETARY**  
**DATED: JULY 24, 2019**