

**RESOLUTION #22-01**

**RESOLUTION AUTHORIZING THE HAGC TO COMPILE INFORMATION  
IN ACCORDANCE WITH SECTION 8 MANAGEMENT ASSESSMENT  
PROGRAM (SEMAP) FY 2021  
AS A MANAGEMENT TOOL**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, the U.S. Dept. of Housing & Urban Development has formally mandated an annual Section 8 Management and Assessment Program (SEMAP) for each Housing Authority, administering a Section 8 Housing Choice Voucher Program, in the United States and the criteria for measuring Section 8 performance has been established by HUD under 24 CFR Part 985; and

**WHEREAS**, the Section 8 Management Assessment Program (SEMAP) is the primary evaluation tool the U.S. Department of Housing and Urban Development (HUD) uses to evaluate performance by each local Housing Authority administering a Section 8 Housing Choice Voucher Program; and

**WHEREAS**, SEMAP is an annual reporting requirement, due 60 days after the end of the fiscal year; and

**WHEREAS**, due to COVID-19, HUD has provided waivers, alternative requirements, extensions and technical amendments to several procedures and requirements, deemed appropriate and necessary to allow Housing Authorities to carry on with critical functions of the authority during the pandemic; and


**WHEREAS**, the Housing Authority of Gloucester County (HAGC) has adopted and implemented certain waivers and or alternative requirements, amending the Section 8 Administrative Plan to include all adopted and or revised waivers as authorized by HUD; and

**WHEREAS**, the HAGC will conduct an assessment of the Housing Choice Vouchers administration to ensure consistency with the performance criteria set forth in the aforementioned rules as a management tool and without the intent to submit; and


**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director and/or their designee is authorized to take all necessary actions to compile and assess the information necessary to administer the Housing Choice Voucher program to ensure consistency with HUD's performance criteria under SEMAP requirements, as a management tool.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:   
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY

DATED: JANUARY 26, 2022



**RESOLUTION #22-02**

**RESOLUTION AUTHORIZING THE HAGC TO COMPILE INFORMATION  
IN ACCORDANCE WITH SECTION 8 MANAGEMENT ASSESSMENT  
PROGRAM (SEMAP) FY 2021**

**AS A MANAGEMENT TOOL**

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, the U.S. Dept. of Housing & Urban Development has formally mandated an annual Section 8 Management and Assessment Program (SEMAP) for each Housing Authority administering a Section 8 Housing Choice Voucher Program in the United States and the criteria for measuring Section 8 performance has been established by HUD under 24 CFR Part 985; and

**WHEREAS**, the Section 8 Management Assessment Program (SEMAP) is the primary evaluation tool the U.S. Department of Housing and Urban Development (HUD) uses to evaluate performance by each local Housing Authority administering a Section 8 Housing Choice Voucher Program; and

**WHEREAS**, SEMAP is an annual reporting requirement, due 60 days after the end of the fiscal year; and

**WHEREAS**, due to COVID-19, HUD has provided waivers, alternative requirements, extensions and technical amendments to several procedures and requirements, deemed appropriate and necessary to allow Housing Authorities to carry on with critical functions of the authority during the pandemic; and

**WHEREAS**, HAGC has been contracted to administer GHA's Housing Choice Voucher Program which includes but is not limited to waiting list administration, initial tenant eligibility and rent determinations, annual and interim reexaminations, inspections, books of account, budgeting and financial reporting, and Housing and Urban Development (HUD) reporting and auditing, and such other activities as may be necessary and proper for HAGC to administer the HCV Program;

**WHEREAS**, the Housing Authority of Gloucester County will conduct an assessment of the Housing Authority of the Borough of Glassboro's Housing Choice Vouchers administration to ensure consistency with the performance criteria set forth in the aforementioned rules as a management tool and without the intent to submit; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director and/or their designee is authorized to take all necessary actions to compile and assess the information necessary to administer the GHA's Housing Choice Voucher program to ensure consistency with HUD's performance criteria under SEMAP requirements, as a management tool.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:   
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, SECRETARY

DATED: JANUARY 26, 2022



**RESOLUTION #22-03**

**RESOLUTION AUTHORIZING REJECTION OF BIDS FOR  
FIRE AND EXTENDED COVERAGE INSURANCE FOR:  
DEPTFORD PARK APARTMENTS  
CARINO PARK APARTMENTS  
PROJECT 204-1, SINGLE FAMILY DWELLING UNITS**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) has need for Fire and Extended Coverage Insurance; and

**WHEREAS**, the HAGC has solicited bids for Fire and Extended Coverage Insurance through public advertisement; and

**WHEREAS**, the HAGC has received and reviewed the (2) two bids received; and

**WHEREAS**, the bids received were determined to be non-responsive to the specifications provided and/or in excess of the Independent Cost Estimate (ICE).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the bids received, be and are hereby rejected.

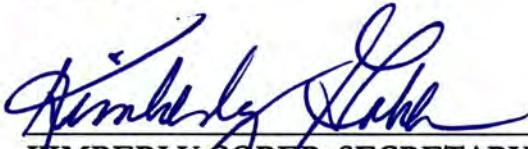
**BE IT FURTHER RESOLVED** that a brief notice stating the nature of the rejection and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the local Public Contracts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


**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY  
DATED: JANUARY 26, 2022

 <b>Housing Authority of Gloucester County</b> Attended by: William Hobbs-Fernie Dana Dunfee Nelly Roias	<b>Bid Tabulation Sheet</b> Fire and Extended Insurance <b>IFB 22-001</b> January, 14, 2022 at 2:00pm			<b>Comments</b> <a href="mailto:rlane@nathanlaneagency.com">rlane@nathanlaneagency.com</a>  <a href="mailto:debbie.middleton@spmartinco.com">debbie.middleton@spmartinco.com</a>  <a href="mailto:lstadler@lewischester.com">lstadler@lewischester.com</a> <a href="mailto:loconnor@lewischester.com">loconnor@lewischester.com</a>  <a href="mailto:msylvester@housingcenter.com">msylvester@housingcenter.com</a>  <a href="mailto:dwise@barclayinsurance.com">dwise@barclayinsurance.com</a>  <a href="mailto:cgraham@fairviewinsurance.com">cgraham@fairviewinsurance.com</a>  <a href="mailto:cdumbleton@widerman.com">cdumbleton@widerman.com</a>
	Base Bid	No.	Alternate Deductible	
<b>NATHAN LANE AGENCY</b> 545 GOFFLE ROAD WYCOFF NJ 07481	\$122,490.00 \$10,000 DEDUCTIBLE	1	\$146,580.00 \$5,000 DEDUCTIBLE	
<b>MARTIN AGENCY</b> 500 JESSUP ROAD WEST DEPTFORD NJ 08066	DID NOT BID			
<b>LEWIS CHESTER ASSOCIATES</b> 19 SUMMIT AVENUE SUMMIT, NJ 07901	DID NOT BID			
<b>HAI INSURANCE GROUP</b> PO BOX 189 189 COMMERCE COURT CHESHIRE, CT. 06410	\$95,899.00 1% WIND DEDUCTIBLE			
<b>THE BARCLAY GROUP</b> 202 BROAD STREET RIVERTON, NJ 08077	DID NOT BID			
<b>FAIRVIEW INSURANCE AGENCY, INC</b> 1930 E. MARLTON PIKE SUITE 16 CHERRY HILL, NJ 08003	DID NOT BID			
<b>WIDERMAN AND CO</b> 70 TANNER STREET HADDONFIELD NJ 08033	DID NOT BID			

CUPO INSURANCE AGENCY 50 MT. PROSPECT AVE. CLIFTON, NJ 07013	DID NOT BID	<a href="mailto:Joe.S@Cupo.com">Joe.S@Cupo.com</a>
BALKEN RISK MANAGEMENT 4 Walter E. Foran Blvd. Flemington, NJ 08022	DID NOT BID	<a href="mailto:dbalken@balkenrisk.com">dbalken@balkenrisk.com</a>







**RESOLUTION #22-04**

**PAYMENT STANDARDS FY 2022**

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) via Res#21-108 adopted a Payment Standards Schedule for the Section 8 HCV Program, utilizing a rate of 110% of HUD's Small Area Fair Market Rent (SAFMR) FY2022; and

**WHEREAS**, pursuant to PIH 2021-34, HUD allowed PHAs to request to continue to use specific regulatory waivers for the Housing Choice Voucher Programs impacted by the COVID-19 pandemic; and

**WHEREAS**, the HAGC determined that increasing the Payment Standard Schedule rate to the maximum extent of 120%, as allowed by HUD, will be a more efficient use of HAP funding and further facilitate leasing by allowing our subsidized families to be competitive in the open rental market; and

**WHEREAS**, the HAGC requested and was granted the waiver, and is set to expire on 12/31/2022, unless an alternative limit is provided by HUD.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Housing Authority of Gloucester County that the Payment Standard attached hereto for Section 8 Voucher Program shall be in effect when determined to be most effective and beneficial, at the discretion of the Executive Director.

**BE IT FURTHER RESOLVED** that this resolution shall supersede all resolutions establishing Payment Standards for the Section 8 Housing Choice Voucher Program.


**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**  
**DATED: JANUARY 26, 2022**



## HAGC 2022 PAYMENT STANDARDS

	0	1	2	3	4
<b>08012</b>	\$1,128.00	\$1,284.00	\$1,560.00	\$1,932.00	\$2,208.00
<b>08014</b>	\$1,572.00	\$1,776.00	\$2,160.00	\$2,676.00	\$3,060.00
<b>08020</b>	\$1,104.00	\$1,260.00	\$1,524.00	\$1,884.00	\$2,160.00
<b>08025</b>	\$1,212.00	\$1,380.00	\$1,668.00	\$2,064.00	\$2,364.00
<b>08027</b>	\$1,056.00	\$1,212.00	\$1,464.00	\$1,812.00	\$2,076.00
<b>08028</b>	\$1,236.00	\$1,404.00	\$1,704.00	\$2,112.00	\$2,412.00
<b>08032</b>	\$1,212.00	\$1,380.00	\$1,668.00	\$2,064.00	\$2,364.00
<b>08039</b>	\$1,332.00	\$1,512.00	\$1,836.00	\$2,268.00	\$2,592.00
<b>08051</b>	\$1,344.00	\$1,536.00	\$1,860.00	\$2,304.00	\$2,628.00
<b>08056</b>	\$1,344.00	\$1,536.00	\$1,860.00	\$2,304.00	\$2,628.00
<b>08061</b>	\$1,692.00	\$1,932.00	\$2,340.00	\$2,892.00	\$3,312.00
<b>08062</b>	\$1,140.00	\$1,296.00	\$1,572.00	\$1,944.00	\$2,220.00
<b>08063</b>	\$1,248.00	\$1,428.00	\$1,728.00	\$2,136.00	\$2,448.00
<b>08066</b>	\$996.00	\$1,140.00	\$1,380.00	\$1,704.00	\$1,956.00
<b>08071</b>	\$1,176.00	\$1,332.00	\$1,620.00	\$2,004.00	\$2,292.00
<b>08074</b>	\$1,140.00	\$1,296.00	\$1,572.00	\$1,944.00	\$2,220.00
<b>08080</b>	\$1,476.00	\$1,680.00	\$2,040.00	\$2,520.00	\$2,892.00
<b>08081</b>	\$1,332.00	\$1,524.00	\$1,848.00	\$2,280.00	\$2,616.00
<b>08085</b>	\$1,620.00	\$1,836.00	\$2,232.00	\$2,760.00	\$3,156.00
<b>08086</b>	\$1,320.00	\$1,500.00	\$1,824.00	\$2,256.00	\$2,580.00
<b>08090</b>	\$1,272.00	\$1,440.00	\$1,752.00	\$2,160.00	\$2,484.00
<b>08093</b>	\$996.00	\$1,128.00	\$1,368.00	\$1,692.00	\$1,932.00
<b>08094</b>	\$1,104.00	\$1,272.00	\$1,536.00	\$1,920.00	\$2,196.00
<b>08096</b>	\$1,236.00	\$1,404.00	\$1,704.00	\$2,112.00	\$2,412.00
<b>08097</b>	\$1,116.00	\$1,272.00	\$1,548.00	\$1,908.00	\$2,196.00
<b>08312</b>	\$1,116.00	\$1,272.00	\$1,548.00	\$1,908.00	\$2,196.00
<b>08322</b>	\$1,200.00	\$1,368.00	\$1,656.00	\$2,052.00	\$2,340.00
<b>08328</b>	\$1,236.00	\$1,392.00	\$1,704.00	\$2,124.00	\$2,424.00
<b>08343</b>	\$1,452.00	\$1,656.00	\$2,004.00	\$2,472.00	\$2,832.00
<b>08344</b>	\$1,284.00	\$1,452.00	\$1,788.00	\$2,256.00	\$2,556.00
<b>08360</b>	\$1,176.00	\$1,296.00	\$1,680.00	\$2,208.00	\$2,472.00

Revised Payment Standards – Expedited Waiver Effective Until 12/31/2022



**RESOLUTION #22-05**

**RESOLUTION AUTHORIZING THE IMPLEMENTATION OF  
NEW JERSEY FAIR CHANCE IN HOUSING ACT**

**WHEREAS**, the New Jersey Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 ("Fair Change in Housing Act" or "FCHA") enacting legislation for the purpose of establishing certain housing rights of persons with criminal records became effective January 1, 2022; and

**WHEREAS**, as a Public Housing Agency, the Housing Authority of Gloucester County (HAGC) provides federally assisted housing where policies are governed by both Federal and State laws and regulations; and

**WHEREAS**, under Federal law and regulations, the Authority must deny program admissions for program applicants who engage in certain prohibited criminal conduct; and

**WHEREAS**, New Jersey Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 limits the authority in its capacity as a housing provider, to consider a person's criminal history in deciding whether to extend an offer or whether to rent a dwelling unit after extending an offer, once an individual has been determined eligible for the housing assistance program; and

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) must make necessary and appropriate changes to its operations and policies to comply with the requirements of the Act while also following Federal laws and regulations; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director, or their designee, is authorized to review, evaluate, and draft the necessary changes to all operations and policies to comply with the New Jersey Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 and Federal laws and regulations, subject to counsel review and final approval and adoption by the Board of Commissioners.

**ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:

  
WILLIAM W BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY  
DATED: JANUARY 26, 2022



**RESOLUTION #22-06**

**RESOLUTION AUTHORIZING A REVISION OF  
THE EXPOSURE CONTROL PLAN**

**WHEREAS,** The Housing Authority of Gloucester County (HAGC) is committed to providing a safe and healthful work environment for all its employees; and

**WHEREAS,** in pursuit of that goal, the revised version of the Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens; and

**WHEREAS,** the HAGC has reviewed its Policy and determined the changes attached hereto and be made a part of, should be adopted to implement, and ensure compliance; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Gloucester County that the Exposure Control Plan, attached hereto and made a part of is hereby approved.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATED: JANUARY 26, 2022**

# **THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

## **EXPOSURE CONTROL PLAN**

**APPROVED & ADOPTED: NOVEMBER 21<sup>ST</sup>, 2016**

**Revised January 26, 2022**

**100 Pop Moylan Blvd.  
Deptford, NJ 08096  
856-845-4959**

## **POLICY**

The Housing Authority of Gloucester County (“HAGC”) is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.” The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including: Universal precautions  
Engineering and work practice controls Personal Protective Equipment Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents
- Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP

## **PROGRAM ADMINISTRATION**

- The Human Resource Director (HRD), Affordable Housing Operations (AHO) Director and the Executive Director, or his/her designee, are responsible for implementation of the ECP. The HRD will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP. See Appendix “B” for list of OPIM.
- The AHO Director will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The AHO Director will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- The HRD will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
- The HRD will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and other appropriate representatives.



## EMPLOYEE EXPOSURE DETERMINATION

Attached to this ECP, as Appendix "A" is a list of employee exposure determinations, as mandated by federal law. List A includes all high risk job classifications; list B includes all low risk job classifications.

List A (High Risk) represents classifications with an almost daily risk of occupational exposure.

List B (Low Risk) represents classifications with a reasonable risk of occupational exposure.

"Occupational Exposure" is defined as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

## METHODS OF IMPLEMENTATION AND CONTROL

### Universal Precautions

All employees will utilize universal precautions.

HAGC's **Engineering Controls and Work Practices** are listed below. Engineering Controls and Work Practices will be used to prevent or minimize exposure to bloodborne pathogens.

- Think when responding to emergencies and exercise common sense when there is a potential exposure to blood or OPIM.
- Keep all cuts and abrasions covered with adhesive bandages which repel liquids.
- If hands are contaminated with blood or OPIM, then wash immediately and thoroughly. Hands shall also be washed after gloves are removed, even if the gloves appear to be intact. When soap and water or hand washing facilities are not available, then use a waterless antiseptic hand cleanser according to the manufactures' recommendation for use. Thereafter, employees shall wash with soap and water as soon as feasible.
- All workers shall take precautions to prevent injuries caused by needles. To prevent needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, or removed from disposable syringes. After they are found, disposable syringes and needles shall be placed in a puncture resistant container for disposal. The container should be labeled, leak proof on the sides and bottom and does not require an employee reach by hand into the container where the sharps have been placed.
- HAGC will provide gloves of appropriate material and quality for employees. The gloves are to be worn when there is a contact, or a potential contact, with blood or OPIM. Gloves shall be worn when handling an individual where exposure is possible, while cleaning or handling contaminated items or equipment and while cleaning up an area that has been contaminated with one of the above. Gloves shall not be used if they are peeling, cracked, discolored or show other signs of defect or deterioration. Employees shall not wash or disinfect surgical gloves for reuse.
- Masks or protective eyewear or face shields shall be used during job duties that are more likely to result in exposure to blood or OPIM to prevent exposure to mucous membranes.

- Disposable garments shall be used during job duties that are more to result in exposure to blood or OPIM.
- Wash body parts as soon as possible after skin contact with blood or OPIM.
- All disposable equipment (gloves, masks, gowns) shall be placed in a clearly marked red plastic bag. Place the bag in a second clearly marked red plastic bag. Seal and disposed of by placing in a dumpster. Note that sharp objects must be placed in an impervious container and properly disposed of.
- Disposable rags soiled with blood or OPIM shall be handled as little as possible with minimum agitation. See Section on Laundry.
- Employees shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in work areas where there is a likelihood of occupational exposure.
- Employees shall not store food or drink in refrigerators, freezers, cabinets, shelves, or countertops where blood or OPIM are present.
- All job duties involving blood or OPIM shall be performed in such a manner as to minimize splashing, splattering and generation of droplets of these substances.
- Except in an emergency situation, no HAGC employee shall enter into, or remain in a contaminated area unless properly attired in PPE.

Sharps disposal containers are inspected and maintained or replaced by AHO Director every year or whenever necessary to prevent overfilling.

HAGC identifies the need for changes in engineering controls and work practices through: Review of OSHA records, employee interviews, and safety committee activities.

HAGC evaluates new procedures and new products regularly by literature reviewed and review of supplier information.

Both front-line workers and management officials are involved in this process in the following manner: annual trainings and participating in safety committee activities.

The HRD is responsible for ensuring that these recommendations are implemented.

### **Exposure Control Plan**

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during an annual training session. All employees can review this plan at any time during their work shifts by contacting the HRD. If requested, HAGC will provide an employee with a copy of the ECP free of charge and within 15 days of the request. THE HRD, AHO Director, and the Executive Director or his/her designee are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

## **Personal Protective Equipment (PPE)**

PPE is provided to HAGC employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the AHO Director and the HRD.

The types of PPE available to employees are as follows: gloves, masks, face shields, hooded protective coveralls, disposable boot covers, and bloodborne response kits.

PPE shall be utilized where there is a reasonable likelihood for occupational exposure.

PPE is located in the maintenance shops and may be obtained through the AHO Director. The AHO Director will ensure that the PPE is available. Employees may obtain the PPE as needed.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in red bags provided by HAGC.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- Wear gowns, aprons or other protective body clothing depending on the task and extent of exposure.
- Wear protective caps/hoods and shoe covers where gross contamination may occur.
- The procedure for handling used PPE is as follows: Discard with the use of a doubled red plastic bag.

## **Housekeeping**

Employees must maintain a clean and sanitary worksite. All equipment and surfaces must be cleaned and decontaminated after contact with blood or OPIM.



- Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are located within all maintenance shops as close as feasible to the immediate area where sharps are used.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

## **Laundry**

The following contaminated articles will be laundered at Brothers Dry Cleaners, 875 Mantua Pike, Woodbury New Jersey (856-845-9805)

- HAGC Employee Uniforms

The following contaminated articles will be laundered by HAGC congregate aides in the laundry facility of the building where the contaminated article originated

- All other contaminated articles including towels, clothing, bedsheets etc.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation;
- Place wet contaminated laundry in leak-proof, labeled or colorcoded containers or bags before transport.
- Must be bagged where it is used and not sorted or rinsed.
- Wear the following PPE when handling and/or sorting contaminated laundry: Gloves, eye protection, shoe covers and gowns.
- If hot water is used, linen soiled with blood or OPIM should be washed with detergent in water at least 140 degrees -160 degrees F for 25 minutes. If low laundry cycles are used, chemicals suitable for low-temperature washing at proper concentration should be used.

## **Labels**

The AHO Director is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought in or out of HAGC property. Employees are to notify the AHO Director if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

## **HEPATITIS B VACCINATION**

The HRD will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability. The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in

List A of the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated. However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the HRD's office.

Vaccination will be provided by an HAGC approved medical facility.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

See Appendix "C" for the Hepatitis B Declination Form.

### **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, contact the HRD at the following number 856-845-4959 ext. 217. The report shall be made within 24 hours of the incident occurring. Each exposure must be documented by the employee with the assistance of the supervisor on "BloodBorne Pathogen Incident (Exposure) Report." See Appendix "D" for form.

An immediately available confidential medical evaluation and follow-up will be conducted by Life Care Occupational Medicine, 601 N Main St, Glassboro, NJ 08028. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

## **ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP**

The HRD ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard. The HRD ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident;
- Route(s) of exposure;
- Circumstances of exposure;
- If possible, results of the source individual's blood test;
- Relevant employee medical records, including Hepatitis B vaccination status.

The HRD provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

## **PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT**

The HRD and AHO Director will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time;
- Work practices followed;
- A description of the device being used (including type and brand);
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.);
- Location of the incident;
- Duty being performed when the incident occurred;
- The employee's training;

The HRD will record all percutaneous (skin piercing) injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary, the HRD and AHO Director will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

## **EMPLOYEE TRAINING**

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training. All employees who have occupational exposure to bloodborne pathogens receive training on the



epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard;
- An explanation of HAGC's ECP and how to obtain a copy;
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
- An explanation of the use and limitations of engineering controls(methods), work practices, and PPE that will reduce exposure;
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
- An explanation of the basis for PPE selection;
- Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by the standard and used at HAGC;
- An opportunity for interactive questions and answers with the person conducting the training session.

## **RECORDKEEPING**

### **Training Records**

Training records are completed for each employee upon completion of training. These documents will be kept in the HRD's Office for three years from the date on which the training occurred. The training records include:

- The dates of the training session;
- The contents or a summary of the training sessions;
- The names and qualifications of persons conducting the training;
- The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the HRD.

### **Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." The HRD is responsible for maintenance of the required medical records. These confidential records are kept in the HRD's Office or appropriate storage facility for at least the duration of employment plus 30 years. Employee medical records are provided upon request of the employee, or to anyone having written consent of the employee, within 15 working days.

The standard requires that the following information be included in the medical record:

1. The name and Social Security number of the employee.
2. A copy of the employee's hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
3. A copy of all results of post-exposure evaluation examinations, medical testing and follow-up procedures.
4. The employer's copy of the healthcare professional's written opinion.
5. A copy of the information provided to the healthcare professional.

### **OSHA Recordkeeping**

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the HRD.

### **Sharps Injury Log**

In addition to the Recordkeeping Requirements, all percutaneous (skin piercing) injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury;
- Type and brand of the device involved (syringe, suture needle);
- Department or work area where the incident occurred;
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report to protect the confidentiality of the injured employee.

## GLOSSARY

<i>Acute febrile illness.</i>	Any acute illness characterized by a high fever.
<i>Aerosolization.</i>	Formation of a spray by pressurizing a liquid.
<i>Biohazard symbol.</i>	A symbol that identifies biological hazardous wastes.
<i>Blood.</i>	Human blood, human blood components and products made from human blood are included.
<i>Bloodborne pathogens.</i>	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
<i>Centers for Disease Control and Prevention (CDC), U.S. Health and Human Services, Public Health Service.</i>	The federal agency responsible for identifying and responding to all communicable diseases. <i>Clinical laboratory.</i> A workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.
<i>Contaminated.</i>	The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
<i>Contaminated laundry.</i>	Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.
<i>Decontamination.</i>	The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where it is no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
<i>Engineering controls.</i>	Controls that isolate or remove the bloodborne pathogens hazard from the workplace. Examples include sharps disposal containers and self-sheathing needles.
<i>Epidemiology.</i>	The study of the relationships of the various factors determining the frequency and distribution of diseases in a human community.
<i>Exposure incident.</i>	A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials, that results from the performance of an employee's duties.
<i>Handwashing facilities.</i>	A facility providing an adequate supply of running potable water, soap, and single use towels or air-drying machines.
<i>HBV.</i>	Hepatitis B virus.
<i>HCV.</i>	Hepatitis C virus.
<i>HIV.</i>	Human immunodeficiency virus.

<i>Licensed healthcare professional.</i>	A person whose legally permitted scope of practice allows him or her to independently perform the activities required in paragraph (f) of the standard in dealing with hepatitis B vaccinations and post-exposure evaluations and follow-ups.
<i>Needleless systems.</i>	<p>A device that does not use needles for: (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.</p> <p><i>Occupational exposure.</i> Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.</p>
<i>OPIM:</i>	<i>Acronym for Other Potentially Infectious Materials.</i> (1) The listed human body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture mediums or other solution; and (4) blood, organs or other tissues from experimental animals infected with HIV or HBV.
<i>Parenteral.</i>	Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.
<i>PPE.</i>	<p><i>Acronym for Personal protective equipment.</i> Specialized clothing or equipment worn by an employee for protection against a hazard.</p> <p>General work clothes (such as uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.</p>
<i>Phlebotomist.</i>	Any health care worker who draws blood samples.
<i>Production facility.</i>	A facility engaged in industrial-scale, large volume or high concentration production of HIV or HBV.
<i>Regulated waste.</i>	Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
<i>Research laboratory.</i>	Any laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.



*Sharps with engineered sharps injury protections.* A non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

*Source individual.* Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

*Standards.* Occupational safety and health standards enforced under OSHA .

*Sterilize.* The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

*Universal precautions.* An approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

*Work practice controls.* Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

## **APPENDIX “A”**

**Housing Authority of Gloucester County**  
**EMPLOYEE EXPOSURE DETERMINATION**  
**Blood Borne Pathogens**

**List A**

The following is a list of all job classifications at **HAGC** in which all employees have a High Risk of occupational exposure:

<b>Job Title</b>	<b>Department/Location</b>
Building Maintenance Worker	Various sites
Congregate Aide	Various sites
Maintenance Repairer	Various sites
Maintenance Repairer Trainee	Various sites
Senior Building Maintenance Worker	Various sites
Senior Maintenance Repairer	Various sites
Superintendent	Various sites

**Housing Authority of Gloucester County**  
**EMPLOYEE EXPOSURE DETERMINATION**

**Blood Borne Pathogens**

**List B**

The following is a list of all job classifications at **HAGC** in which all employees have a Low Risk of occupational exposure:

<b>Job Title</b>	<b>Department/Location</b>
AHO Director (Affordable Housing Operations)	Various sites
Congregate Services Coordinator	Various sites
Painter	Various sites
Site Manager	Glassboro Housing Authority

## **APPENDIX “B”**



**OTHER POTENTIALLY INFECTIOUS MATERIALS**  
(OPIM)

The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**Please note:** Urine and feces are not included in coverage by the standard unless they are visibly contaminated with blood. While most employees will wish to wear gloves in such situations, it is not required by the standard unless there is visible blood or in a situation where it is impossible to determine whether there is blood, for example in emergency situations where lighting is inadequate

## **APPENDIX “C”**

## **HEPATITIS B VACCINE DECLINATION**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name Printed: \_\_\_\_\_

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

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

## **APPENDIX “D”**

**EXPOSURE INCIDENT REPORT**  
**(Routes and Circumstances of Exposure Incident)**

**Please Print and Provide to Human Resources Director within 24 Hours of the Exposure**

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

Employee's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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

Date of Exposure: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Nature of the Incident: \_\_\_\_\_

Describe what task(s) you were performing when the exposure occurred (Be Specific):

\_\_\_\_\_  
\_\_\_\_\_

Were you wearing personal protective equipment (PPE)? \_\_\_\_\_

If yes, list: \_\_\_\_\_

\_\_\_\_\_

Did the PPE Fail? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

What body fluid(s) were you exposed to (blood or other potentially infection material) ?(Be Specific): \_\_\_\_\_

\_\_\_\_\_

What parts of your body became exposed? \_\_\_\_\_

\_\_\_\_\_

Estimate the size of the area of your body that was exposed? \_\_\_\_\_



\_\_\_\_\_

For how long? \_\_\_\_\_

Did a foreign body (needle, nail, auto part, wires etc.) penetrate your body? \_\_\_\_\_

If yes, what was the object? \_\_\_\_\_

Where did it penetrate your body? \_\_\_\_\_

Was any fluid injected into your body? \_\_\_\_\_

If yes, what fluid? \_\_\_\_\_ How much? \_\_\_\_\_

Did you receive any first aid/ medical attention? \_\_\_\_\_

\_\_\_\_\_

If yes, where? \_\_\_\_\_

When: \_\_\_\_\_

By Whom: \_\_\_\_\_

When was the incident first reported \_\_\_\_\_ To whom? \_\_\_\_\_

List names of witnesses (if any) \_\_\_\_\_

\_\_\_\_\_

Identification of source individual(s) (If known): \_\_\_\_\_

Were you in direct contact with the individual? \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

\_\_\_\_\_

NOTE: If needed, the employee's medical evaluator will provide the source a "Source Consent" Form to attempt to obtain permission for source HIV/HBV Blood Testing. The Medical evaluator has been informed as to our policy and OSHA Rules. **All medical data is confidential.**

## **APPENDIX “E”**

## POST-EXPOSURE CONSENT FOR TESTING: SOURCE PATIENT

### Testing for HIV, HBV, and HCV Infectivity

This form should be reviewed and signed by the source patient and provided to the health care provider responsible for the post-exposure evaluation.

### Exposed Individual's Information

Name (Please Print): \_\_\_\_\_ Exposure Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### Source Patient Statement of Understanding

I \_\_\_\_\_ understand that my consent is required by law for HIV, hepatitis B (HBV), and hepatitis C (HCV) infectivity testing if someone is exposed to my blood or bodily fluids. I understand that a member of the Housing Authority of Gloucester County and/or Glassboro Housing Authority has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV, and HCV infectivity is being requested. I understand that I am not required to give my consent, but if I do, my blood will be tested for these viruses at no expense to me. I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required. I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the health care provider responsible for the exposed member of the Housing Authority of Gloucester County and/or Glassboro Housing Authority to ensure appropriate medical evaluation and care, and to others only as required by law.

### Source Patient to INITIAL selection for consent or refusal:

#### Consent or Refusal

##### I CONSENT to:

HIV Testing \_\_\_\_\_

Hepatitis B Testing \_\_\_\_\_

Hepatitis C Testing \_\_\_\_\_

##### I REFUSE consent to:

HIV Testing \_\_\_\_\_

Hepatitis B Testing \_\_\_\_\_

Hepatitis C Testing \_\_\_\_\_

### Source Individual Identification:

Source patient's printed name: \_\_\_\_\_

Source patient's signature: \_\_\_\_\_

Relationship (if signed by someone other than the source patient): \_\_\_\_\_

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

**RESOLUTION #22-07**

**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR  
INSTALLATION OF WALL TILE**

**AT LOBBY OF DEPTFORD PARK APARTMENTS**

**A&J FLOORING OUTLET**

**WHEREAS**, the Housing Authority of Gloucester County desires to install wall tile in the lobby of Deptford Park Apartments, located in Deptford, NJ; and

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

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

**WHEREAS**, the lowest responsible quote for such replacement is from **A&J FLOORING OUTLET** in the amount of **\$9,389.39** and is proper and responsive to the specifications;

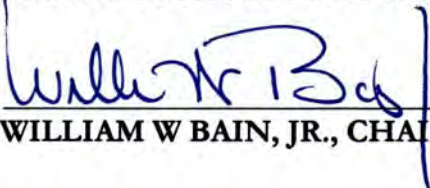
**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of Gloucester County that the contract from **A&J FLOORING OUTLET** be and is hereby approved; and

**IT IS FURTHER RESOLVED** that the Executive Director, or her designee, be and is hereby authorized to execute a contract for a tile replacement, in accordance with the quote received and attached hereto in the amount of **\$9,389.39**, not to exceed **\$10,000.00**.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:

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

**ATTEST:**


  
**KIMBERLY GOBER, SECRETARY**

**DATED: JANUARY 26, 2022**



Rev. Nov. 2015  
(Previous Editions are Obsolete)

(ATTACHMENT-B)  
Please Print or Type

<b><u>SELECTED VENDOR</u></b>		<b><u>REMARKS:</u></b>	
<b>2 A&amp;J Flooring</b>			
WAS A COST BENEFIT ANALYSIS DONE?		BY WHOM?	
NO <input type="checkbox"/> YES (Copy Attached) <input type="checkbox"/>			
<b>CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED)</b>			
<input type="checkbox"/> EMERGENCY PURCHASE <input type="checkbox"/> NJ STATE GVT CONTRACT <input type="checkbox"/> VALUE REQUIRES ONLY ONE <input type="checkbox"/> SINGLE SOURCE ITEM		OTHER:  	
QUOTES PROCURED BY	MGMT APPROVED (if diff)	FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE
 12/2/22			DATE

**RESOLUTION #22-08**

**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 a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:



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

**ATTEST:**



**KIMBERLY GOBER, SECRETARY**

**DATED: JANUARY 26, 2022**





## EQUIPMENT WRITE OFFS

HAGC				
Prop #	Description	Model	Location	Reason for Write off
2992	Refrigerator	HTR16BB	Carino	Scrap-not worth fixing

NESH			
Prop #	Description	Model	Reason for Write off
NESH 308	Office Desk	N/A	Scrap-not worth fixing
NESH 309	Office Desk	N/A	Scrap-not worth fixing

Colonial Park			
Prop #	Description	Make/Model	Reason for Write off
CP 152	Copier	Sharp - AR280	Not Operational – in storage
CP 1464	Office Desk	N/A	Scrap-not worth fixing

**RESOLUTION #22-09**

**RESOLUTION AUTHORIZING THE  
TERMINATION OF CONTRACT FOR ELEVATOR MAINTENANCE  
SERVICES  
SOUTH JERSEY ELEVATOR, LLC**

**WHEREAS**, the Housing Authority of Gloucester County ("HAGC") has the need for Elevator Maintenance Services at Deptford Park Apartments and Carino Park Apartments; and

**WHEREAS**, pursuant to RES#21-64 and RES#21-65, respectively, and in accordance with the provisions of the New Jersey Local Public Contracts Law ("LPCL"), N.J.S.A. 40A:11-1, *et seq.*, HAGC awarded individual Elevator Maintenance Service Contracts to **SOUTH JERSEY ELEVATOR, LLC**, with a term of October 1, 2021, to September 30, 2023, for services at both locations ("Contracts"); and

**WHEREAS**, pursuant to Section 6(c) of the Contracts, HAGC can terminate the Contracts for cause, if the Contractor has violated the covenants, agreements, or stipulations of the Contracts; and

**WHEREAS**, HAGC wishes to terminate both contracts for cause, effective immediately; and

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Housing Authority of Gloucester County that the termination of both Contracts for Elevator Maintenance Services with **SOUTH JERSEY ELEVATORS, LLC**, for Deptford Park Apartments and Carino Park Apartments is hereby approved.

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized to terminate both Elevator Maintenance Service Contracts effective immediately pursuant to Section 6(c) of the Contracts, subject to Counsel review and verification.

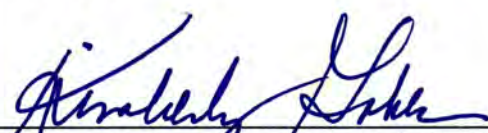
**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

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

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**  
**DATED: JANUARY 26, 2022**



# TABLED

## RESOLUTION #22-10

### 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 January 26, 2022, 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 JANUARY 26, 2022.**

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26<sup>th</sup> of January 2022.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

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

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, SECRETARY**  
**DATED: JANUARY 26, 2022**