

RESOLUTION #24-01

**RESOLUTION AUTHORIZING THE HAGC TO COMPILE, PREPARE AND
SUBMIT INFORMATION IN ACCORDANCE WITH SECTION 8
MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FYE 2023**

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the U.S. Dept. of Housing & Urban Development (HUD) 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 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

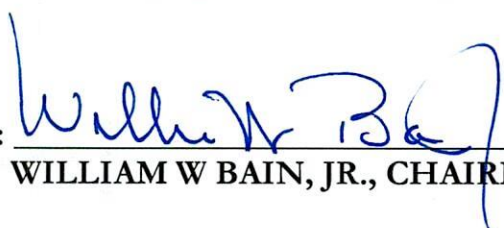
WHEREAS, the HAGC will conduct an assessment of the Housing Choice Vouchers administration to ensure consistency with the performance criteria under SEMAP requirements; and complete all necessary action to compile accurate and complete information in the preparation of the SEMAP report FYE 2023.

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, prepare and assess the information necessary to administer the Housing Choice Voucher Program to ensure consistency with HUD's performance criteria under SEMAP requirements.

IT IS FURTHER RESOLVED that the Executive Director, or a designee, has authority to electronically submit the report to HUD, as required.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

RESOLUTION #24-02

**RESOLUTION AUTHORIZING THE HAGC TO COMPILE, PREPARE AND
SUBMIT INFORMATION IN ACCORDANCE WITH SECTION 8
MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FYE 2023**

HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the U.S. Dept. of Housing & Urban Development (HUD) 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 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, HAGC has been contracted to administer the Housing Authority of the Borough of Glassboro (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 HUD reporting and auditing, and such other activities as may be necessary and proper for HAGC to administer the GHA's HCV Program;


WHEREAS, the HAGC will conduct an assessment of GHA's Housing Choice Vouchers administration to ensure consistency with the with the performance criteria under SEMAP requirements; and complete all necessary action to compile accurate and complete information in the preparation of the SEMAP report FYE 2023; 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, prepare 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.

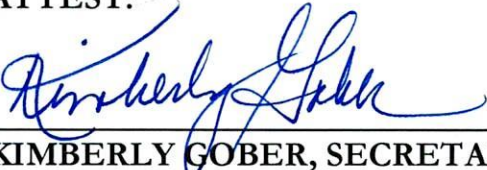
IT IS FURTHER RESOLVED that the Executive Director, or a designee, has authority to electronically submit the report to HUD, as required.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

RESOLUTION #24-03

**RESOLUTION AUTHORIZING PAYMENT FOR
THE NJPHA JOINT INSURANCE FUND (JIF) FY 2024**

WHEREAS, the Housing Authority of Gloucester County has determined and agreed to continue to be a member in the NJPHA Joint Insurance Fund effective January 1, 2023 to December 31, 2023 for the purpose of establishing the following types of coverage:

- 1) Property damage, other than motor vehicle
- 2) General, Auto and Cyber Liability
- 3) Workers Compensation
- 4) Public Officials Liability/Employment Practices Liability

WHEREAS, the Housing Authority of Gloucester County has determined that the continued membership in the Joint Insurance Fund is in the best interest of the Authority; and

WHEREAS, the assessed bill FY2023, at a premium of **\$343,489.00** 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 payment for NJPHA (JIF) FY2024 in the amount of **\$343,489.00** is hereby approved, subject to Counsel review and verification.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th of January 2024.

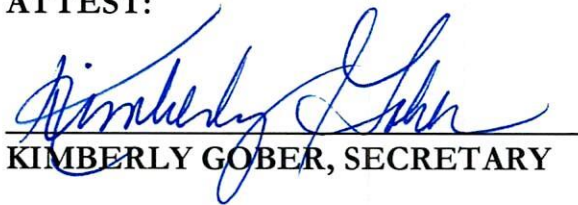
HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

NEW JERSEY PUBLIC HOUSING AUTHORITY JIF

MEMBER NAME: GLOUCESTER COUNTY HA
MEMBER ID: 727

Invoice #: NJPHA727-2024
Invoice Date: December 12, 2023

JANUARY 2024 PAYMENT DUE:

\$ 343,489.00

PAYMENT DUE BY January 31, 2024

PAYMENT INSTRUCTIONS

1. Make one check for the Total Payment Due, payable to
2. Mail your check to

NEW JERSEY PUBLIC HOUSING AUTHORITY JIF
NEW JERSEY PUBLIC HOUSING AUTHORITY JIF
PO Box 11487
Newark, NJ 07101

3. Payment is due by January 31, 2024

Payments not received by this date are subject to a 18% interest penalty.

Any member of the JIF is permitted to split their assessment billing into two equal installments. However, the due dates will be enforced and an interest penalty applied to any member not submitting their assessment on the due dates. There will be no exceptions to this policy.

The due dates are as follows:

First installment: January 31, 2024
Second installment: June 30, 2024

All members are encouraged to send in their full payment on January 31, 2024

4. If a voucher is required for payment of this invoice, complete one for signature and send it to:

PERMA
9 Campus Drive , Suite 216
Parsippany, NJ 07054

For questions concerning your bill, please call the Fund office at (201) 881 - 7632

ASSESSMENTS & CREDITS DETAIL

2024	Property			Included
	General Liability / Auto Liability / Cyber Liability			Included
	Workers' Compensation			Included
	Public Officials / Employment Practices Liability			Included
		Subtotal FY2024 Assessment*		\$ 343,589.00
	Elected Officials Seminar Attendance Credit	(100.00)		
		Subtotal Other Assessments/Credits		\$ (100.00)
Total Assessments & Credits				\$ 343,489.00

This billing format complies with NJDCA regulation which allows for cap exceptions in certain insurance related items.

* 2024 Total Assessment is as of the Invoice Date above. Additional assessments/credits during the Fund Year will be billed on the next assessment bill.

RISK MANAGEMENT FEES

Fund Year

2024

RMC Fees are NOT included

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of Law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in conjunction with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is reasonable.

Stephen Sacco

Stephen Sacco, Executive Director/Administrator

RESOLUTION #24-04

**RESOLUTION APPROVING EXTENSION OF THE CONTRACT FOR
LAWN MAINTENANCE**

DEPTFORD PARK APARTMENTS

MARKSMEN LANDSCAPING

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Lawn Maintenance services at Deptford Park Apartments, located at 120 Pop Moylan Blvd. Deptford, New Jersey; and

WHEREAS, per Res #22-26, a contract was signed with MARSKMEN LANDSCAPING commencing on April 1, 2022 and concluding on December 31, 2022, with an option to renew for two (2) additional 9-month periods; and

WHEREAS, per Res #23-12, HAGC extended the contract for an additional one (1) 9-month period, commencing on April 1, 2023 and concluding on December 31, 2023; and

WHEREAS, HAGC wishes to exercise its option for the last renewal of said contract with MARKSMEN LANDSCAPING and extend the contract for an additional one (1) 9-month period, commencing on April 1, 2024 and concluding on December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the additional (1) 9-month period extension of the contract with MARKSMEN LANDSCAPING be and is hereby approved.


ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

RESOLUTION #24-05

**RESOLUTION AUTHORIZING EXTENSION OF THE CONTRACT FOR
LAWN MAINTENANCE**

CARINO PARK APARTMENTS

MARKSMEN LANDSCAPING

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Lawn Maintenance services at Carino Park Apartments, located at 100 Chestnut Lane, Williamstown, New Jersey; and

WHEREAS, per Res #22-27, a contract was signed with MARSKMEN LANDSCAPING commencing on April 1, 2022 and concluding on December 31, 2022, with an option to renew for two additional (2) 9-month periods; and

WHEREAS, per Res #23-13, HAGC extended the contract for an additional one (1) 9-month period, commencing on April 1, 2023 and concluding on December 31, 2023; and

WHEREAS, HAGC wishes to exercise its option for the last renewal of said contract with MARKSMEN LANDSCAPING and extend the contract for an additional one (1) 9-month period, commencing on April 1, 2024 and concluding on December 31, 2024.

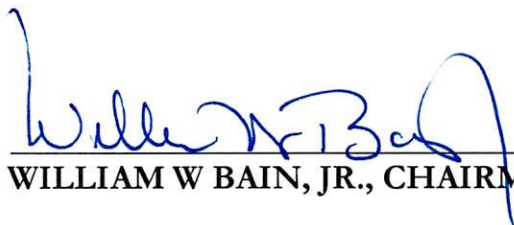
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the additional (1) 9-month period extension of the contract with MARKSMEN LANDSCAPING be and is hereby approved.

BE IT FURTHER RESOLVED that the Executive Director, or its designee, is hereby authorized to execute said contract extension.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

RESOLUTION #24-06

RESOLUTION ACKNOWLEDGING AWARD OF CONTRACT FOR
SNOW REMOVAL SERVICES
MARKSMEN LANDSCAPING, LLC

WHEREAS, the Housing Authority of Gloucester County (HAGC) has a need for Snow Removal Services at Deptford Park Apartments, located at 120 Pop Moylan Blvd, Deptford, NJ and Carino Park Apartments, located at 100 Chestnut Lane, Williamstown, New Jersey; and

WHEREAS, HAGC has properly requested quoted for such services; and

WHEREAS, HAGC has received one (1) responsible quote for such service from **MARKSMEN LANDSCAPING, LLC**, in accordance with the quote attached hereto; and

WHEREAS, HAGC has entered into an agreement with **MARKSMEN LANDSCAPING, LLC**, for Snow Removal Services for one Winter Season of 2023 until the Spring of 2024.

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the contract with **MARKSMEN LANDSCAPING, LLC** for one Winter Season of 2023 until the Spring of 2024 be and is hereby acknowledged and approved.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

FORM PO 102

Rev. Nov. 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

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

LOCATION OF NEED

CARINO PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

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

REQUESTED PURCHASE (use multiple lines when necessary)	DESCRIBE ITEM(s) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
SNOW REMOVAL					
PRICE FOR FIRS 0-3"		480.00			
PRICE FOR ADDITIONAL 3'		480.00			
COST TO SALT LOT		425.00			
COST FOR MACHINE		280.00			
FALL 2023 TO SPRING 2024					
Shipping and Handling Charges (if any)					
COLUMN TOTAL		1,665.00	-	-	-
TOTAL		480.00			

# 1	VENDOR MARKSMEN LANDSCAPING LLC					VENDOR CONTACT ANTHONY MARKS		TELEPHONE 856-761-6699	
	ADDRESS 1975 ERIAL ROAD					CITY BLACKWOOD		ST NJ	ZIP 08012
	DATE OF QUOTE 10/25/23	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 2	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST NJ	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 3	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	
# 4	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.		DATE AVAILABLE	

SELECTED VENDOR

1 MARKSMEN LANDSCAPING LLC

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

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

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

OTHER:

REMARKS:

SENT TO 9 COMPANIES-1 RESPONDED ONLY
PLOWES FOR CURRENT LAWN CUSTOMERS-1
SUBMITTED - 1 returned

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

L. Butler

12/2023

FORM PO 102

Rev. Nov. 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

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

LOCATION OF NEED

DEPTFORD PARK

(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)

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

REQUESTED PURCHASE (use multiple lines when necessary)	DESCRIBE ITEM(s) or SERVICE	QUOTE # 1 (Enter Vendor Info Below)	QUOTE # 2 (Enter Vendor Info Below)	QUOTE # 3 (Enter Vendor Info Below)	QUOTE # 4 (Enter Vendor Info Below)
SNOW REMOVAL					
PRICE FOR FIRS 0-3"		395.00			
PRICE FOR ADDITIONAL 3'		395.00			
COST TO SALT LOT		325.00			
COST FOR MACHINE		280.00			
FALL 2023 TO SPRING 2024					
Shipping and Handling Charges (if any)					
COLUMN TOTAL		1,395.00	-	-	-
TOTAL		395.00			

# 1	VENDOR MARKSMEN LANDSCAPING LLC					VENDOR CONTACT ANTHONY MARKS		TELEPHONE 856-761-6699	
	ADDRESS 1975 ERIAL ROAD					CITY BLACKWOOD		ST NJ	ZIP 08012
	DATE OF QUOTE 10/25/23	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE
# 2	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST NJ	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE
# 3	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE
# 4	VENDOR					VENDOR CONTACT		TELEPHONE	
	ADDRESS					CITY		ST	ZIP
	DATE OF QUOTE	TYPE:	VERBAL	CATALOG	WRITTEN / EMAIL	VENDOR MODEL/CATALOG NO.			DATE AVAILABLE

SELECTED VENDOR

1 MARKSMEN LANDSCAPING LLC

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

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

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

OTHER:

REMARKS:

SENT TO 9 COMPANIES-1 RESPONDED ONLY
PLOWES FOR CURRENT LAWN CUSTOMERS-1
SUBMITTEDQUOTES PROCURED BY: *Butler* MGMT APPROVED (if diff) FINANCIAL OFFICER APPROVING OFFICER SIGNATURE DATE

12/2023

RESOLUTION #24-07

RESOLUTION RATIFYING EMERGENCY CONTRACTS FOR
REPLACEMENT OF ELECTRICAL BREAKER

PURSUANT TO *N.J.S.A. 40A:11-6*

SCATTERED SITES HOME

WHEREAS, the Housing Authority of Gloucester County (HAGC) awarded emergency contract to **ARTHUR R TODD ELECTRIC CONTRACTOR LLC**, pursuant to the Local Public Contracts Law, *N.J.S.A. 40A:11-6*; and

WHEREAS, on December 13, 2023 the electrical breaker to a Scattered Site home was damaged due to excessive rain; and

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

WHEREAS, the Executive Director was notified and was satisfied that an emergency did exist and authorized the award of said contract to **ARTHUR R TODD ELECTRIC CONTRACTOR LLC** for the removal and replacement of the electrical breaker in the amount of **\$3,150.00** in accordance with *N.J.S.A. 40A:11-6(a)* for such purposes as may be necessary to respond to the emergency.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Gloucester County that the emergency contract with **ARTHUR R TODD ELECTRIC CONTRACTOR LLC** for the removal and replacement of the electrical breaker in the amount of **\$3,150.00**, as authorized by the Executive Director, is hereby ratified, and approved.

ADOPTED at the Annual Meeting of the Housing Authority of Gloucester County, held on the 17th day of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: _____

KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

HOUSING AUTHORITY OF GLOUCESTER COUNTY

100 POP MOYLAN BLVD
DEPTFORD, NJ 08096
Phone: 856-845-4959 Fax: 856-845-4959

THE FOLLOWING ITEMS HAVE BEEN REQUESTED FOR PURCHASE
PLEASE REVIEW AND APPROVE OR REJECT

Requisition Form

Order Number: REQ2310

Date Of Order: 12/13/2023

To: ARTHUR R. TODD ELEC CONTRACTOR LLC
312 HURFFVILLE-CROSSKEYS ROAD
SEWELL NJ 08080
ARTHUR R. TODD ELEC. CONTRACTOR/589-2334

Initials: 

Ship to: Housing Authority of Gloucester County
100 Pop Moylan Blvd.
Deptford NJ 08096

Item	Description	Quantity	Cost per Unit	Total Cost
	TRILBY EMERGENCY ELECTRIC PANEL ELECTIRCAL PANEL GETTING WATER INSIDE	1	\$3,000.00	\$3,000.00
Total Cost of This Requisition:				\$3,000.00
Shipping Cost:				\$0.00
Total Requisition Cost:				\$3,000.00

Resolution ?

NEED TO KNOW

ACTUAL COST

\$ 3,150.00

Arthur R. Todd Electrical Contractor
 312 Hurffville-Crosskeys Road
 Sewell, NJ 08080

Invoice

Date	Invoice #
12/14/2023	8656

Bill To
Housing Authority of Gloucester County 100 Pop Moylan Blvd. Deptford, NJ 08096 845-4959 848-1672 F

Description	Qty	Rate	Amount
Job Name; 30 Trilby Ave Deptford, NJ EMERGENCY SERVICE CHANGE All materials and labor to remove and replace existing electrical service that has water damage and has water in the breakers. 1.)Supply and installed a new 150 amp service cable with new straps and meter socket.. 2.)Install a new 150 amp weatherproof breaker disconnect at meter location. 3.)Installed new 2/0 SER cable to batsmen with new panel and breakers. 4.)Supplied two ground rods and ground service. 5.)Extended existing water bond to main disconnect. Materials and Labor \$3,150.00 Note: Electrical permit fees not included.		3,150.00	3,150.00

	Total	\$3,150.00
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Phone #	Fax #
856-589-2333	856-589-2334

Balance Due	\$3,150.00
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RESOLUTION #24-08

**RESOLUTION AUTHORIZING THE
TERMINATION OF CONTRACTS FOR ELEVATOR MAINTENANCE
SERVICES
OTIS ELEVATOR COMPANY**

WHEREAS, the Housing Authority of Gloucester County (“HAGC”) has the need for Elevator Maintenance Services at the following properties which are owned/managed by HAGC:

Deptford Park;

Carino Park;

Colonial Park;

Nancy J. Elkins Seniors Housing;

Shepherds Farm Senior Housing; and

WHEREAS, pursuant to Resolution #22-26, and in accordance with the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1, et seq.*, HAGC awarded individual Elevator Maintenance Service Contracts for the above referenced properties to **OTIS ELEVATOR COMPANY** (“Contracts”) with a Commencement Date of April 1, 2022 for all Contracts; and

WHEREAS, pursuant to Section 2 of Otis Elevator Company’s OMNIA Master Service Agreement, HAGC may terminate the Contracts for convenience by giving Otis Elevator Company at least 30 calendar days’ written notice; and

WHEREAS, HAGC wishes to terminate the Contracts for convenience in accordance with the Contracts effective February 19, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of Gloucester County that the termination for convenience of all **OTIS ELEVATOR COMPANY** Elevator Maintenance Service Contracts for the properties referenced herein effective February 19, 2024 is hereby approved.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take all actions necessary to effectuate the purpose of this Resolution as required by the Contracts, subject to Counsel review and verification.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: JANUARY 17, 2024

TABLED
RESOLUTION #24-09

**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 17, 2024, 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 be 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 17, 2024.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 17th day of January 2024.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: JANUARY 17, 2024