

RESOLUTION #22-107

**RESOLUTION DESIGNATING PRIMARY AND SECONDARY GENERAL
COUNSEL FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

ANGELINI, VINIAR AND FREEDMAN, LLP

BROWN AND CONNERY, LLP

WHEREAS, there exists a need for the designation of Primary and Secondary General Counsel to provide legal services for the Housing Authority of Gloucester County, where the Primary General Legal Provider will become the Attorney of record and the Secondary General Legal Provider will perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel; and

WHEREAS, the Housing Authority of Gloucester County has requested proposals for legal services through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has reviewed, rated, and ranked proposals received,

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

1. That James Pierson, Esq. and the law firm of Angelini, Viniar and Freedman, LLP be and is hereby appointed Primary General Counsel for the Housing Authority of Gloucester County commencing January 1, 2023 and continuing through December 31, 2023, unless replaced, to perform such duties as required by the Housing Authority of Gloucester County.
2. That Michael Watson, Esq. and the law firm of Brown and Connery, LLP be and is hereby appointed Secondary General Counsel for the Housing Authority of Gloucester County, commencing on January 1, 2023 and continuing through December 31, 2023, unless replaced, to perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel.
3. These contracts are awarded with competitive proposals, pursuant to Request for Proposal solicited by requirement of the United States Department of Housing & Urban Development directive and as a "Professional Service" under the provisions of

the Local Public Contracts Law encompassing professional services recognized, licensed and regulated by law, and of a nature where it is not possible to obtain competitive bids as there are unique qualitative professional requirements relative to these professional services.

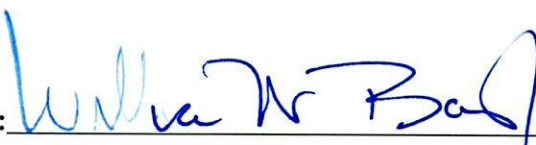
4. The Executive Director is hereby authorized to negotiate, execute, and sign a contract to provide Legal Services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet.

5. A brief notice stating the contract award 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 16th day of November 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 16, 2022



Housing Authority
of Gloucester County

Attended by:
Nelly Rojas
Kimberly Gober

Tabulation Sheet
PRIMARY AND SECONDARY
GENERAL LEGAL SERVICES

RFP 22-025

NOVEMBER 10, 2022 @ 2:00PM

[illegible]

RESOLUTION #22-108

**RESOLUTION AWARDING
AUDIT SERVICES CONTRACT FOR FISCAL YEAR
JANUARY 1, 2022 TO DECEMBER 31, 2022
BOWMAN AND COMPANY, LLP**

WHEREAS, the Housing Authority of Gloucester County is a certified Public Housing Authority and authorized to act in said capacity relative to the United States Department of Housing and Urban Development; and

WHEREAS, the United States Department of Housing and Urban Development requires an audit of its activities; and

WHEREAS, said audit must be performed by a Certified Public Accountant not having any interest direct or indirect in the Authority such as a family relationship with HAGC members, officials or any other related activity and said audit may not be performed by the Fee Accountant; and

WHEREAS, the HAGC has publicly announced a Requests for Proposals by public advertisement in a newspaper of general circulation and by direct solicitation; and

WHEREAS, one proposal was received, and the proposal received was from **Bowman and Company, LLP**, an experienced professional corporation.

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the Chairman or Executive Director be hereby authorized to enter into a contract with **Bowman and Company, LLP**, a Professional Corporation, Certified Public Accountants, in accordance with the tabulation attached hereto for the Housing Authority of Gloucester County, for the exclusive purpose of performing an audit of the books and records of the Housing Authority of Gloucester County, in compliance with the statutes and regulations of the United States and the United States Department of Housing and Urban Development, specifically the "Audit Guide for Audits of Public Housing Agencies - HUD Handbook for period ending 12/31/22."

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to negotiate, execute, and sign a contract for Audit Services, FY 2022, for a fee of **\$43,500.00 with an estimated time budget of 540 hours.**

BE IT FURTHER RESOLVED that a brief notice stating the contract award 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 16th day of November 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 16, 2022

Housing Authority
of Gloucester County

Attended by:
Nelly Rojas
Kimberly Gober

Tabulation Sheet

AUDIT SERVICES

RFP 22-026

NOVEMBER 10, 2022 @ 2:30PM

[illegible]

[illegible]

RESOLUTION #22-109

RESOLUTION AWARDING

**PROFESSIONAL HOUSING DEVELOPMENT CONSULTING SERVICES
FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
THE BROOKE GROUP, LLC**

WHEREAS, there exists a need for the designation of a Professional Housing Development Consultant to provide Housing Development consulting services for the Housing Authority of Gloucester County (HAGC) for the year 2023; and

WHEREAS, the HAGC has requested proposals for such services through public advertisement; and

WHEREAS, The Brooke Group, LLC has supplied a proposal summarizing their capabilities in providing expertise in all areas needed and pursuant to the guidelines of the Department of Housing and Urban Development; and

WHEREAS, the HAGC has found it to be in their best interest to retain the services of The Brooke Group, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that the Executive Director is hereby authorized to negotiate, execute, and sign an agreement with The Brooke Group, LLC to provide these services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet which will not to exceed \$50,000.00.

BE IT FURTHER RESOLVED that a brief notice stating the contract award 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 16th day of November 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

William W. Bain, Jr.
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

Kimberly Gober
KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 16, 2022

Housing Authority
of Gloucester County

Attended by:
Nelly Rojas
Kimberly Gober

Tabulation Sheet
PROFESSIONAL CONSULTING SERVICES
RFP 22-027
NOVEMBER 10, 2022 @ 3:00PM

Company

The Brooke Group, LLC

209 E Egnor Drive

Galloway, NJ 08205

Fee Schedule

\$138/hr Director

\$112/hr Professional Staff

\$75/hr Clerical

NW Financial

\$200/hr

Not to Exceed \$40,000

[illegible]

RESOLUTION #22-110
RESOLUTION
VOIDING OUTSTANDING CHECKS AND AUTHORIZING THE
HOLDING OF
SAID FUNDS AS UNCLAIMED PROPERTY
WRITTEN ON VARIOUS ACCOUNTS DATED
PRIOR TO MAY 16, 2022

WHEREAS, The Housing Authority of Gloucester County (HAGC), in its various accounts, prepares an exorbitant number of checks per year; and

WHEREAS, each year a certain number of checks are voided by the HAGC or are released and not presented to HAGC banks for payment; and

WHEREAS, appropriate accounting procedures are required to be implemented to account for the voiding of checks issued prior to and not paid as of this date, and

WHEREAS, said funds are to be held as unclaimed property until determined to be abandoned, and.

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

1. *Checks on various HAGC accounts written prior to MAY 16, 2022 as listed on the attached schedule, and not presented to HAGC banks, are hereby declared void and not to be paid; and*
2. *The Finance Director of the HAGC and Executive Director shall make the appropriate accounting entries in books of accounts for the voiding of checks outstanding that were issued by the HAGC prior to MAY 16, 2022 and not presented to HAGC banks for payment as of NOVEMBER 16, 2022*
3. *Funds shall be held as unclaimed property in accordance with the requirements of N.J.S.A. 46:30B-42.*

ADOPTED at a regular meeting of the Housing Authority of Gloucester County held on the 16th day of November 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 16, 2022

RESOLUTION #22-111

**RESOLUTION AUTHORIZING CHANGES TO
SECTION 8 ADMINISTRATIVE PLAN
REQUESTS FOR VOUCHER EXTENSION(S)**

WHEREAS, the Housing Authority of Gloucester County (HAGC) wishes to revise their Section 8 Administrative Plan, Article VII "Issuance of Assistance", specifically, Section 7.04 Housing Choice Vouchers (b) Request for Extension; and

WHEREAS, current language in the Plan limits the term of the Housing Choice Vouchers (HCV) to sixty (60) days. If a household fails to submit a RFTA within the sixty (60) day term, the HCV will be extended for an additional term of up to sixty (60) days upon receipt of written request by the Housing Choice Voucher holder, additional extension(s) may be requested as a reasonable accommodation only; and

WHEREAS, due to current and extreme market conditions and low leasing rates, the HAGC wishes to amend its Section 8 Administrative Plan's language to allow the issuance of additional voucher extension(s) at the discretion of the Executive Director, or a designee, for voucher holders experiencing extraordinary circumstances preventing them from leasing a unit, and who have submitted a request in writing, substantiated with evidence of their failed leasing attempts.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the additional issuance of additional voucher extension(s), under the Section 8 Administrative Plan, Article VII "Issuance of Assistance", Section 7.04 Housing Choice Vouchers (b) Request for Extension be hereby authorized.


ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 16th day of November 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATE: NOVEMBER 16, 2022

RESOLUTION #22-112

**RESOLUTION AUTHORIZING THE
FINAL (CLOSE-OUT) PERFORMANCE AND EVALUATION REPORT
FOR GRANT NJ39P204501- 19
CAPITAL FUND PROGRAM BUDGET**

WHEREAS, the Housing Authority of Gloucester County (HAGC) has previously adopted FY 2019 Capital Fund Program Budget as part of an overall submission to the U.S. Dept. of Housing and Urban Development; and

WHEREAS, the FY 2019 Capital Fund Program has been fully expended and work completed; and

WHEREAS, the attached close out budgets are consistent with the overall objectives of the Capital Fund Program, as presented to the community, residents of public housing developments and local governing bodies in public information sessions and at a publicly held hearing on the Capital Fund Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that Final (Close-Out) Performance and Evaluation Report documents for the Capital Fund Program budget for FY 2019, as attached hereto, are hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to submit the that Final (Close-Out) Performance and Evaluation Report and related documents for the Capital Fund Program, FY 2019, as herein approved, to the Department of HUD for their approval.

ADOPTED at a regular meeting of the Housing Authority of Gloucester County, held on the 16th day of November 2022.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 16, 2022

TABLED

RESOLUTION #22-113

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 November 16, 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 NOVEMBER 16, 2022.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 16th day of November 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: NOVEMBER 16, 2022