

RESOLUTION #22-17

**RESOLUTION REJECTING BIDS FOR
WORKERS COMPENSATION INSURANCE COVERAGE**

APRIL 1, 2022 - APRIL 1, 2023

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Workers Compensation Insurance Coverage; and

WHEREAS, the HAGC has solicited bids for Workers Compensation Insurance through public advertisement; and

WHEREAS, the HAGC reviewed one (1) bid received; and

WHEREAS, cumulative cost of all HAGC insurance policies has increased significantly prompting the HAGC to join NJ PHAJIF to benefit from the group's significant savings; and

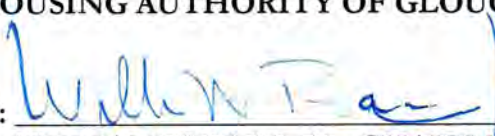
WHEREAS, pursuant to IFB 22-002 General Specifications (6), the HAGC reserves the right to waive any informality and to reject any/all bids.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the bid received, be and is hereby rejected, in accordance with the IFB's General Specifications (6).

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.

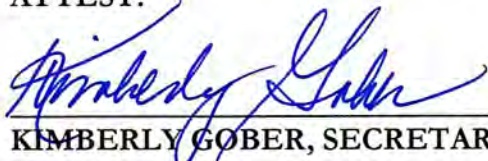
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022

IFB Evaluation Statement

Project WORKMAN'S COMP Insurnace C Complete
 Number IFB -22-002 I Incomplete
 Date 2/15/2022 2:00 PM X Missing

Period 4/1/22 - 4/1/23/23

Cost 2021 \$ 123,991.00

Affirmat. Action Stmt & Affidavit
 Non-Collusion
 Cert. of Contracts
 Debarment
 Owners Disc
 W-9
 Bid
 \$111,350.00
 No Bid Sent
 No Bid Sent
 Bid sent to other bidders no response

Disclosure of Lobbying
 Drug-Free Workplace
 Non-Default Affidavit
 HUD-56390A
 NJ BRC
 Liability Ins
 Worker's Comp. Ins.
 Iranian Certification
 HUD 50071 Cert. of Payments
 Terms and Conditions
 Designation of Ins. Company
 Addenda Sheet
 \$5,000. Deductible
 Terrorism Coverage
 Rating A-, A, A+

Company Samuel Martin Agency
 Nathan Lane Agency
 HAI



Housing Authority of Gloucester County

Attended by:

Bid Tabulation Sheet WORKER'S COMPENSATION INSURANCE IFB 22-002 FEBRUARY 15, 2022 AT 2:00pm

Company	Base Bid	No.	Alternate Deducts	Comments
NATHAN LANE AGENCY 545 GOFFLE ROAD WYCOFF NJ 07481		1		rlane@nathanlaneagency.com
MARTIN AGENCY 500 JESSUP ROAD WEST DEPTFORD NJ 08066	\$111,350.00	1		debbie.middleton@spmartinco.com
LEWIS CHESTER ASSOCIATES 19 SUMMIT AVENUE SUMMIT, NJ 07901		2		lstadler@lewischester.com loconnor@lewischester.com
HAI INSURANCE GROUP PO BOX 189 189 COMMERCE COURT CHESHIRE, CT. 06410		1		msylvester@housingcenter.com
THE BARCLAY GROUP 202 BROAD STREET RIVERTON, NJ 08077		1		dwise@barclayinsurance.com
FAIRVIEW INSURANCE AGENCY, INC 1930 E. MARLTON PIKE SUITE 16 CHERRY HILL, NJ 08003		1		cgraham@fairviewinsurance.com

RESOLUTION #22-18
RESOLUTION REJECTING BIDS FOR
COMPREHENSIVE AUTOMOBILE/VEHICLE INSURANCE

APRIL 7, 2022 - APRIL 7, 2023

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for Comprehensive Automobile/Vehicle Insurance; and

WHEREAS, the HAGC has solicited bids for Comprehensive Automobile/Vehicle Insurance through public advertisement; and

WHEREAS, the HAGC has reviewed one (1) bid received; and

WHEREAS, the bid received has been determined to be non-responsive to the specifications provided and in excess of the Independent Cost Estimate (ICE); and

WHEREAS, cumulative cost of all HAGC insurance policies has increased significantly prompting the HAGC to join NJ PHAJIF to benefit from the group's significant savings; and

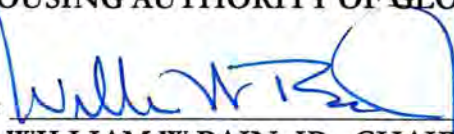
WHEREAS, pursuant to IFB 22-003 General Specifications (6) the HAGC reserves the right to waive any informality and to reject any/all bids.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the bid received, be and is hereby rejected, in accordance with the IFB's General Specifications (6).

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 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022



Housing Authority of Gloucester County

Attended by:

Quote Tabulation Sheet

AUTOMOBILE/VEHICLE Insurance

Quote 2:15 pm

FEBRUARY 15, 2022 at 2:00pm

Company	Base Bid	No.	Alternate Deducts	Comments
NATHAN LANE AGENCY 545 GOFFLE ROAD WYCOFF NJ 07481		1		rlane@nathanlaneagency.com
MARTIN AGENCY 500 JESSUP ROAD WEST DEPTFORD NJ 08066		1		debbie.middleton@spmartinco.com
LEWIS CHESTER ASSOCIATES 19 SUMMIT AVENUE SUMMIT, NJ 07901		2		lstadler@lewischester.com loconnor@lewischester.com
HAI INSURANCE GROUP PO BOX 189 189 COMMERCE COURT CHESHIRE, CT. 06410	\$ 52,394.00	1		msylvester@housingcenter.com
THE BARCLAY GROUP 202 BROAD STREET RIVERTON, NJ 08077		1		dwise@barclayinsurance.com
FAIRVIEW INSURANCE AGENCY, INC 1930 E. MARLTON PIKE SUITE 16 CHERRY HILL, NJ 08003		1		cgraham@fairviewinsurance.com

IFB Evaluation Statement				4/1/22-4/1/23	
Project	Automobile/Vehicle Ins.	C	Complete		
Number	22-003	I	Incomplete	2020-2021 COST \$28,655	
Date	2/15/2022	X	Missing	NATHAN LANE	

RESOLUTION #22-19

RESOLUTION AUTHORIZING AN AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES

BDO PHA FINANCE

WHEREAS, there exists a need for the designation of a PROFESSIONAL CONSULTING SERVICE to provide financial services for the Housing Authority of Gloucester County; and

WHEREAS, the Housing Authority of Gloucester County has expressed that need to include the following services:

- Provide general technical assistance to implement GAAP, GASB and HUD regulations.
- Assist with the general ledger analysis.
- Other assistance as requested

WHEREAS, the Housing Authority of Gloucester County has solicited proposals for said necessity in accordance with HAGC's Procurement Policy; and

WHEREAS, the most qualified proposal for such services is with BDO PHA Finance and is proper and responsive to the specifications provided, with the following Fee Schedule:

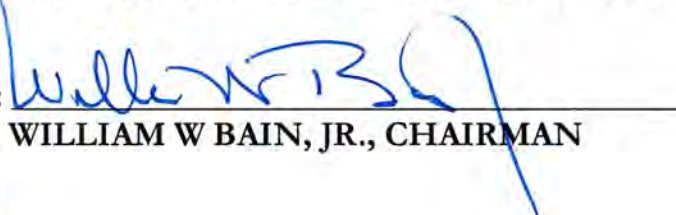
*Partner..... \$205-210 per hour.
*Director..... \$185-\$205 per hour.
*Manager..... \$150-\$200 per hour.
*Senior..... \$105-\$145 per hour.
*Associate..... \$95-\$100 per hour.

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 to require **BDO PHA FINANCE** to provide these Services for a fee not to exceed \$15,000.00.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY
DATED: MARCH 23, 2022

RESOLUTION #22-20

**RESOLUTION AUTHORIZING AN AGREEMENT FOR
TONER AND MAINTENANCE SERVICES**

STEWART, A XEROX COMPANY

WHEREAS, the Housing Authority of Gloucester County (HAGC) has the need on a regular basis to purchase toner and perform maintenance services on its equipment; and

WHEREAS, the HAGC, pursuant to NJSA40A:11-12a and NJAC 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of NJ Cooperative Purchasing Program for State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

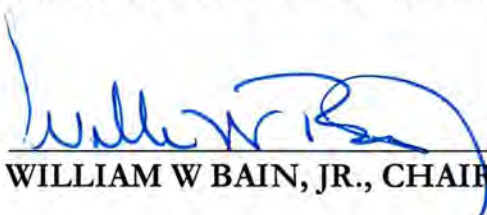
WHEREAS, per RES#19-28 the Authority entered into such contract with **STEWART, A XEROX COMPANY**, as well as additional Vendors and Dealers associated with the contractor for a 2-year period; and

WHEREAS, the HAGC wishes to renew said contract through this resolution and a properly executed contract, which shall be subject to all the conditions applicable to the current State contracts and New Jersey law;

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 and execute an agreement with **STEWART, A XEROX COMPANY** to purchase toner and perform maintenance services on its equipment for a fee not to exceed \$25,000.00.

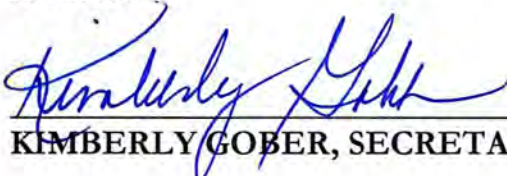
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022

RESOLUTION #22-21

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
REPLACEMENT OF SIDEWALK AND
BUILDING PERIMETER CAULKING
DEPTFORD PARK APARTMENTS
TRISTATE MASONRY**

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need to replace the sidewalk and building perimeter caulking at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ; and

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

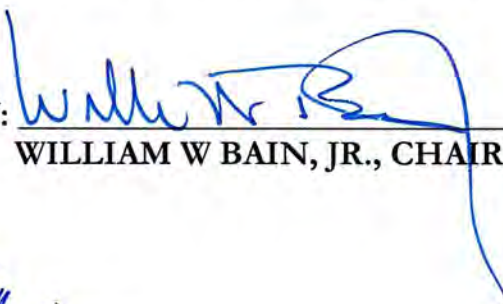
WHEREAS, the lowest responsible quote received is from TRISTATE MASONRY at a cost of \$11,500.00 as attached, and is proper and responsive to the specifications provided; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the quote from TRISTATE MASONRY at a cost of \$11,500.00 be and is hereby accepted; and

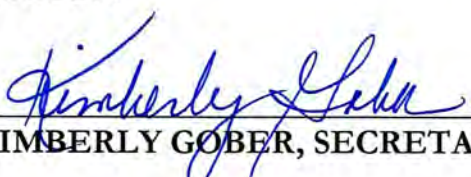
IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract in accordance with the quote received and the tabulation attached hereto for the contract amount of \$11,500.00, with a not to exceed limit of \$13,500.00.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022

RESOLUTION #22-22

RESOLUTION AUTHORIZING EMERGENCY

REPAIR OF REAR PARKING LOT LIGHT POLES

AT DEPTFORD PARK APARTMENTS

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

WHEREAS, the Housing Authority of Gloucester County (HAGC) awarded an emergency contract to ARTHUR R. TODD ELECTRICAL, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, on February 23, 2022, an issue with the breaker in the rear parking lot light poles was identified, the underground UF feeder wire from the electrical panel was shorting out, impeding their function; and

WHEREAS, the rear parking lot was then poorly lit, presenting an immediate hazard to the health and well-being of the residents; and

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

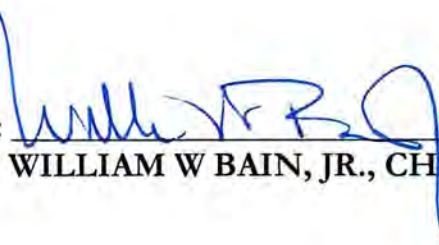
WHEREAS, the HAGC Executive Director was notified and was satisfied that an emergency did exist, and authorized the award of said contract to ARTHUR R. TODD ELECTRICAL in the amount of \$3,268.75, in accordance with N.J.S.A. 40A:11-6(a) for such purposes as may be necessary to respond to the emergent needs; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the emergency contract with ARTHUR R. TODD ELECTRICAL for the repair of the malfunctioning equipment as authorized by the Executive Director be ratified, in the amount of \$3,268.75.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

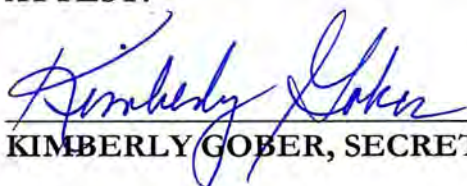
HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



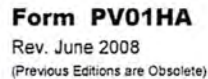
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022



Administrative Office: 100 Pop Moylan Boulevard, Deptford, New Jersey 08096
Telephone: (856) 845-4959 Fax: (856) 384-9044



COMPLETE PARTS A, B & C - TYPE OR PRINT LEGIBLY

OFFICIAL USE ONLY

[illegible]

PART A	CLAIMANT/VENDOR NAME AND ADDRESS	FEDERAL TAXPAYER I.D. NUMBER	<i>(ENTRY REQUIRED)</i>
	ARTHUR TODD ELECTRICAL		
	312 HURFVILLE CROSSKEYS RD	TELEPHONE	FAX NO.
	SEWELL NJ 08080		
		NAME / EMAIL OF INDIVIDUAL SUBMITTING THIS CLAIM	

PART B DATE	UNIT QUANTITY	DESCRIPTION OF GOODS AND/OR SERVICES	UNIT COST	Tax Exempt AMOUNT
03/08/2022		REAR AND SIDE POLE LIGHT REPAIR	3,268.75	3,268.75
NOTICE: INVOICES NOT ACCOMPANIED BY A SIGNED VOUCHER WILL DELAY PAYMENT PLEASE USE A SEPARATE VOUCHER FOR ADDITIONAL SPACE			TOTAL \$	3,268.75

PART C CLAIMANT'S DECLARATION AND CERTIFICATION (ORIGINAL SIGNATURE REQUIRED)

I do solemnly declare and certify under the penalties of the 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 with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Claimant's Signature Arthur R. Todd Title Owner Date 3.8.22

OFFICIAL USE ONLY - DO NOT WRITE BELOW								
RECURRING CLAIM			PAYMENT RECORD					
FREQ.	PMTS	AMOUNT	BANK CODE	CHECK NO.	DATE			PROGRAM/PROJECT(s)
ACCOUNTING CLASSIFICATION (Appropriated Accounts)								BOARD OF COMMISSIONERS
								BILL LIST NO. DATE:
								DELIVERY/DOCUMENTS RECEIVED & CHECKED
								Signature Date 7.8.22
								APPROVED FOR PAYMENT
								Signature DATE
								OFFICER'S CERTIFICATION
								I, having knowledge of the facts in the course of regular procedures, certify that the articles have been received or the services rendered; said certification being based on knowledge of an official or employee, signed delivery slips or other reasonable procedures.
								Signature DATE

Form PO 101

Rev. December 2016

(Previous Editions are Obsolete)

PURCHASE REQUISITION

(ATTACHMENT-D)

Please Complete All Applicable Areas - Type or Print Legibly

HOUSING AUTHORITY
of GLOUCESTER COUNTY

FINANCE DEPARTMENT

PERSON MAKING REQUEST JOHN RASMUS		DEPARTMENT AHO		DATE OF REQUEST 3.10.2022		ROUTING 1. ☒ FINANCE DIRECTOR 2. ☐ EXECUTIVE DIRECTOR 3. ☐ PURCHASING DESK 4. ☐ ACCOUNTS PAYABLE (When no P.O. is required)	
Check if Vendor ☐ Requires a P.O.	Date Required	Order Placed with Vendor by ☒ John Rasmus	RFP/IFB#	P.O. #	Contract #		

REQUESTED PURCHASE		✓ CHECK ONE: ☐ ESTIMATE ☒ ACTUAL		
A. QUANTITY	ITEM (A Brief Description followed by: Model/Stock/Part numbers, color, size, if applicable)	LOCATION/PROJECT	UNIT COST	TOTAL COST
1. 1	Rear Parking Lot Lights Troubleshoot & Repair	Deptford Park	3,268.75	3,268.75
2.				
3.				
4.				
5.				
6.				
7.				
8.				
B. VENDOR NAME & ADDRESS Arthur Todd Electric 312 Hurfville Crosskeys Road Sewell, NJ 08080		VENDOR CONTACT Arthur Todd VENDOR TELEPHONE & FAX # 8565892333		ADDITIONAL ITEMS (SEE REVERSE SIDE OR ATTACH A SEPARATE SHEET) C. SHIP TO or PICKUP:  SHIPPING TOTAL 3,268.75

NOTICE:

ALL CONTRACTORS WORKING ON THE PREMISES MUST HAVE AND PROVIDE PROOF OF INSURANCE.
A NJ BUSINESS REGISTRATION CERTIFICATE IS MANDATORY FOR ALL JOBS COSTING \$3,150 AND OVER.
A NJ PUBLIC WORKS CONTRACTOR CERTIFICATE IS REQUIRED ON MAINTENANCE OF \$2,000 AND OVER.

REASON FOR REQUEST	☐ REPLENISH STOCK ☐ REPLACE PARTS ☐ OTHER (explain):	☒ REPAIR EQUIPMENT ☐ REPLACE EQUIPMENT	☐ RENOVATE UNIT ☐ NEW EQUIPMENT	☐ RENEW SERVICE CONTRACT / POLICY ☐ CONFERENCE / TRAINING / TRAVEL
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PLANNING	✓ CHECK ONE: a. ☐ PLANNED ROUTINE EXPENSE b. ☐ PLANNED NONROUTINE EXPENSE c. ☒ UNPLANNED
----------	--

PROCUREMENT METHOD	✓ CHECK APPROPRIATE BOXES	INSURANCE INFORMATION	WILL THIS COST BE COVERED BY INSURANCE?
--------------------	---------------------------	-----------------------	---

A. ☒ **THIS IS AN EMERGENCY PURCHASE**
(NON-COMPETITIVE. SEE POLICY FOR DESCRIPTION)

B. ☐ This Purchase will not exceed (in the aggregate) the New Jersey Statutory Limit of \$17,500.00.
CHECK ONE BOX, 1 THRU 6

C. ☐ This Purchase is expected to exceed the NJ Statutory Limit of \$17,500.00.
CHECK ONLY 3, 4, 5 OR 6

1. ☐ WILL BE UNDER \$2,625.00 (REQUIRES 1 QUOTE).
2. ☐ WILL BE FROM \$2,625.00 TO \$17,499.00 (3 QUOTES)
3. ☐ SHALL BE PUBLICLY BID (IFB) (SEE POLICY)
4. ☐ SHALL BE MADE BY COMPETITIVE PROPOSAL (RFP) (SEE POLICY)
5. ☐ THIS IS A "PROPRIETARY" PURCHASE. (SEE POLICY)
6. ☐ THIS IS A GOVERNMENT COOPERATIVE PURCHASE CONTRACT (ENTER NUMBER)

☒ No
☐ Yes, CLAIM FILED BY:
PROVIDE COPIES OF ALL INSURANCE CLAIMS TO THE FINANCE DEPARTMENT.

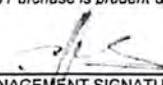
COST ANALYSIS AND PROPOSED ALLOCATION
1. WAS COST/PRICE ANALYSIS DONE? ☐ YES (attached) by:
☒ No
2. ☐ CHARGE SPECIFIC PROJECTS LISTED:

APPROPRIATION CODES			(FOR FINANCE USE ONLY)			
ITEM(S)	FUND	ACCOUNT	SUB.	C.C.	PRJ.	AMOUNT

GOVERNMENT CONTRACT NO.:

Remarks:

Rear & Side Light Poles not working / Underground Short

AUTHORIZATION	REQUIRED	REQUIRED FOR ALL PURCHASES \$300 AND OVER.	REQUIRED FOR ALL PURCHASES \$2,625 AND OVER.
This Purchase is prudent & justified and the cost is reasonable.		Funds are available for this purchase.	
MANAGEMENT SIGNATURE 	DATE 3.8.22	FINANCIAL OFFICER	CONTRACTING OFFICER
DENIED:		UNAVAILABLE FUNDS	EXCEEDS BUDGET

Arthur R. Todd Electrical Contractor

312 Hurffville-Crosskeys Road
Sewell, NJ 08080

Invoice

Date	Invoice #
3/8/2022	7832

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: Deptford Park 120 Pop Moylan Blvd Deptford, NJ Rear Parking Lot Lights Trapping Breaker All materials and labor to complete the following electrical work: 2/23/22: Service call to troubleshoot parking lot circuit and pole lights. Found that underground UF feeder wire from electrical panel was shorting out. More extensive troubleshooting wire is needed with tracing equipment. 3/3/22: Open up all pole lights that are not working and track and trace wiring. Refeed rear poles with spare camera circuit. Refeed building side pole lights from existing pole light circuit on side of building. The existing circuit could not be located. This circuit was disconnected and abandoned. Materials and Labor \$3,268.75 Note: Above amount reflects prevailing wage.		3,268.75	3,268.75

	Total	\$3,268.75
	Balance Due	\$3,268.75

Phone #	Fax #
856-589-2333	856-589-2334

RESOLUTION #22-23

**RESOLUTION AUTHORIZING UPDATE TO
ALL HAZARD EMERGENCY PREPAREDNESS AND RESPONSE PLAN
HOUSING AUTHORITY OF GLOUCESTER COUNTY
2022**

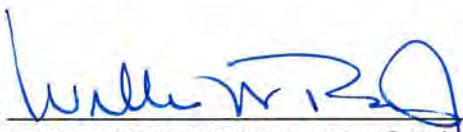
WHEREAS, the Housing Authority of Gloucester County (HAGC) has previously adopted the All-Hazard Emergency Preparedness and Response Plan to protect and enhance the safety of its employees, residents, and visitors in the event of an emergency; and

WHEREAS, the HAGC has performed their annual review and update of the All-Hazard Emergency Preparedness and Response Plan to ensure it reflects up-to-date information, procedures, and plans to mitigate the effects and optimize recovery from emergencies and disasters in the most effective manner possible.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the suggested changes and updates, as attached hereto, are hereby approved, and made part of the Authority's All-Hazard Emergency Preparedness and Response Plan.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022

I. STATEMENT OF APPROVAL AND AUTHORITY DELEGATION

The purpose of this document is to provide an emergency preparedness and response plan that guides the staff of the Housing Authority of Gloucester County to respond, mitigate the effects and recover from emergencies and disasters in the timeliest manner possible.

The following individuals attest that they have participated in the formulation of this document and approve the contents.

William W. Bain Jr., Chairman

(Signature) _____

(Date) _____

Kimberly Gober, Executive Director

(Signature) _____

(Date) _____

Paul Letizia, A.H.O. Director

(Signature) _____

(Date) _____

The most recent effective date of this document is 03.23.2022.

The next review of this document is (30) Thirty Days after an incident or (12) Twelve Months from the above date, whichever occurs first.

Resolution Date: 03.23.2022

Resolution Number: _____

II. RECORD OF REVISIONS

REVISION #	DATE	SECTION REVISED	DESCRIPTION OF REVISION
1	03/28/2018	II Page 2	Added the record of revisions page.
2	03/28/2018	III Page 3	Distribution List: Added Carino Park Superintendent Frank Fewkes, Colonial Park Superintendent Mario Tarantino, Gloucester County Emergency Management Coordinator Dennis McNulty and removed Colonial Park Superintendent Bill Flinn, Carino Park Superintendent Rob Scafedi.
3	03/28/2018	VI (B) Page 7 VI (G) Page 20	Changed the title of Incident Commander to H.A.G.C. Incident Manager
4	03/28/2018	VI (D) Page 9 VI (D-1) Page 9 Attachment Page 111	Critical Contact List: Added Carino Park Superintendent Frank Fewkes, Colonial Park Superintendent Mario Tarantino, H.A.G.C. Emergency Management Coordinator John Rasmus and removed Colonial Park Superintendent Bill Flinn, Carino Park Superintendent Rob Scafedi Added the H.A.G.C. after hour contact number and Attachment HAGC-Contact1 Added Emergency Service Building Entry Code Reference
5	03/28/2018	X Page 28	Evacuations: Added The New Jersey Uniform Fire Code policies and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated.
6	03/28/2018	X Page 29 Attachment Page 96	Evacuations: Updated Resident Tracking Form
7	03/28/2018	VII Page 24 Attachment Page 109-110	Responsibilities: Updated Damage Assessment Form
8	03/27/2019	III Page 3	Distribution List: Removed the superintendents and Site Manager name from Colonial Park, Deptford Park, NJESH, Shepherds Farm, Carino Park and GHA Added: The AHO Director or Designee will notify the Gloucester County Emergency Response Center, Emergency Management Local Coordinators and Housing Authority staff when the All Hazards Emergency Preparedness & Response Plan and/or Critical Contact list have been altered.
9	03/27/2019	VI (D) Page 9 VI (E) Pages 10-17	Critical Contact List: Removed Superintendents Facility Profile: Removed Building Superintendents and Site Manager
10	03/27/2019	VIII Page 25	Removed: Emergency Management Coordinator will enter participating residents into the Register ready website. Added: Tenant Interviewers / Investigators will enter participating residents information into the New Jersey Register Ready website during the Initial and/or Annual Tenant Certification. The resident signed refusal to participate form will be placed in the tenant file.
11	03/25/2020	III Page 3	Distribution List: G.C. Fire Marshal Removed: Ed Johnson Added: Shawn K. Layton
12	03/25/2020	IV Page 5	Removed Expanded Housing Opportunity (EHO) Properties
13	03/25/2020	VI (H) Page 21	H.A.G.C. Incident Command Center Nancy J. Elkins Seniors Housing Alternate: Removed Deptford Park Community Room Added: H.A.G.C. Situation Room Deptford Park Apartments Primary: Removed: AHO Office Added: H.A.G.C. Situation Room
14	3/25/2020	XI (M) Page 43-44	Situations: Changed Water Main Break to Water Supply Added: Major failure of the water system can lead to large scale property damage evacuation, subsequent displacement of building residents and/or possible illness. - In the event of observing foul smelling - tasting and/or a brownish tint to the water supply, H.A.G.C. maintenance personnel shall immediately: - Notify the Affordable Housing Operations Director or designee - Contact the building water provider and inquire if there have been any water main breaks or water advisories issued. - Notify building occupants of the situation - Advise building occupants to limit water usage for (4) four hours - Flush the water system at multiple sinks and fixtures near the point of entry until it is visually clear. - Flush the fixtures in areas where complaints were received of taste and odor

[illegible]

RESOLUTION #22-24
RESOLUTION AUTHORIZING UPDATE TO
WATER MANAGEMENT PLAN
HOUSING AUTHORITY OF GLOUCESTER COUNTY
2022

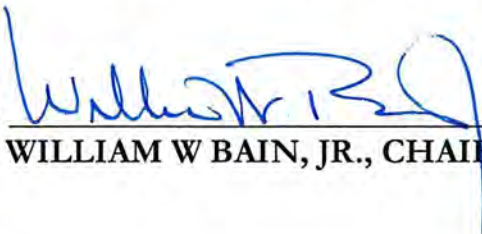
WHEREAS, the Housing Authority of Gloucester County (HAGC) has previously adopted the Water Management Plan to provide a safe and healthful living environment for all residents of its multi-family sites and/or managed properties; and

WHEREAS, the HAGC has performed their annual review and update of the Water Management Plan to ensure it reflects up-to-date information, procedures, and plans of action to identify areas or devices in buildings where Legionella might grow or spread to people so that the risk to exposure may be reduced.

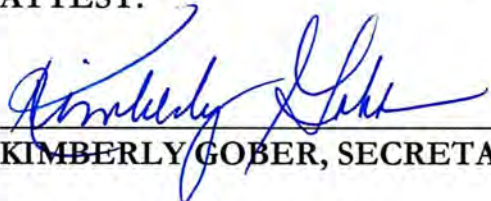
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the suggested changes and updates, as attached hereto, are hereby approved, and made part of the Authority's Water Management Plan.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022

I. STATEMENT OF APPROVAL AND AUTHORITY DELEGATION

The purpose of this document is to provide a water management plan that guides the staff of the Housing Authority of Gloucester County to manage, monitor and mitigate the effects of the buildings water system. This plan was developed in accordance with the CDC Legionella Toolkit for implementing industry standards, ANSI/ASHRAE Guideline 12-2000 and ANSI/ASHRAE Standard 188-2021.

The following individuals attest that they have participated in the formulation of this document and approve the contents.

William W. Bain Jr., Chairman

(Signature) _____

(Date) _____

Kimberly Gober, Executive Director

(Signature) _____

(Date) _____

Paul Letizia, A.H.O. Director

(Signature) _____

(Date) _____

The most recent effective date of this document is 03.23.2022.

The next review of this document is (30) Thirty Days after an incident or (12) Twelve Months from the above date, whichever occurs first.

Resolution Date: 03.23.2022

Resolution Number: _____

II. RECORD OF REVISIONS

[illegible]

RESOLUTION #22-25

**RESOLUTION REJECTING BIDS FOR
ELEVATOR MAINTENANCE SERVICES**

WHEREAS, the Housing Authority of Gloucester County has need for Elevator Maintenance Services at all buildings owned and/or managed; and

WHEREAS, the Housing Authority of Gloucester County has solicited bids for said service through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County has received and reviewed the bids received; and

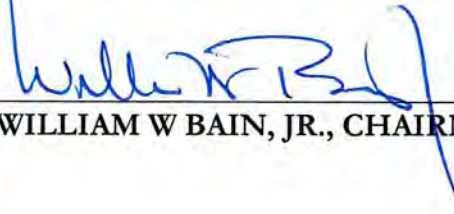
WHEREAS, the bids received were determined to be non-responsive to the specifications provided.

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.

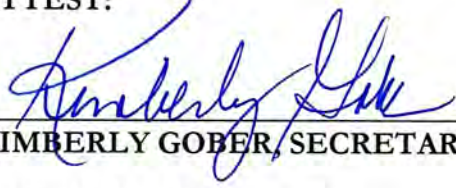
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022



ELEVATOR BID TABS - CARINO PARK - IFB 22-008

PROPOSAL OPENING: FRIDAY, FEBRUARY 18, 2022 @ 10:00 A.M.

DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER		AMOUNT OF PROPOSAL	COMMENTS
Integralift	CONTRACT PRICE		Incomplete Submission
	HOURLY		
	MARK UP %		
Triad Lifts LLC	CONTRACT PRICE	\$ 16,000.- 2yr	OT \$585 per hr Incomplete Submission
	HOURLY	\$ 245.-	
	MARK UP %	15%	
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		



ELEVATOR BID TABS - COLONIAL PARK - RFP 17-021

PROPOSAL OPENING: FRIDAY, FEBRUARY 18, 2022 @ 10:00 A.M.

DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER		AMOUNT OF PROPOSAL	COMMENTS
Triad Lift LLC	CONTRACT PRICE	\$ 8,880.-	Incomplete Submission
	HOURLY	\$ 265.-	
	MARK UP %	15%	
Integralift	CONTRACT PRICE	\$ 15,600.- 24P	
	HOURLY	\$ 300.-	
	MARK UP %	35%	
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		



ELEVATOR BID TABS - DEPTFORD PARK - IFB 22-009

PROPOSAL OPENING: FRIDAY, FEBRUARY 18, 2022 @ 10:00 A.M.

DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER		AMOUNT OF PROPOSAL	COMMENTS
Integralift	CONTRACT PRICE		Incomplete Submission
	HOURLY		
	MARK UP %		
Triad Lifts LLC	CONTRACT PRICE	\$ 8,880.-	OT \$585 per hr Incomplete Submission
	HOURLY	\$ 265.-	
	MARK UP %	15%	
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		



ELEVATOR BID TABS - NANCY J. ELKIS - IFB 22-011

PROPOSAL OPENING: FRIDAY, FEBRUARY 18, 2022 @ 10:00 A.M.

DEPTFORD PARK , 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER		AMOUNT OF PROPOSAL	COMMENTS
Integralift	CONTRACT PRICE		Incomplete Submission
	HOURLY		
	MARK UP %		
Triad Lifts LLC	CONTRACT PRICE	\$8,880.-	OT \$585 per hr Incomplete Submission
	HOURLY	\$265.-	
	MARK UP %	15%	
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		



ELEVATOR BID TABS - SHEPHERD'S FARM - IFB 22-010

PROPOSAL OPENING: FRIDAY, FEBRUARY 18, 2022 @ 10:00 A.M.

DEPTFORD PARK, 120 POP MOYLAN, BOULEVARD, DEPTFORD, NEW JERSEY 08096

BIDDER		AMOUNT OF PROPOSAL	COMMENTS
Integral lift	CONTRACT PRICE		Incomplete Submission
	HOURLY		
	MARK UP %		
Triad Lifts LLC	CONTRACT PRICE	\$8,880.-	OT \$585 per hr Incomplete Submission
	HOURLY	\$265.-	
	MARK UP %	15%	
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		
	CONTRACT PRICE		
	HOURLY		
	MARK UP %		

RESOLUTION #22-26

**RESOLUTION AUTHORIZING CONTRACTS WITH APPROVED STATE
COOPERATIVE PURCHASING
VARIOUS MANAGED PROPERTIES
OTIS ELEVATOR COMPANY**

WHEREAS, per RES#21-30 the Housing Authority of Gloucester County (HAGC) extended their participation as member in the **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE** ("Alliance"); and

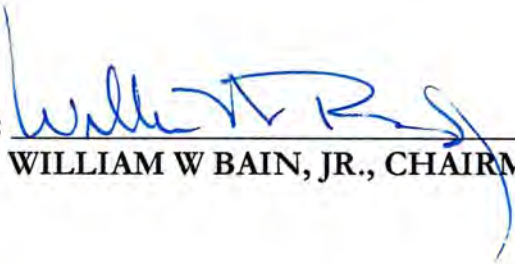
WHEREAS, the HAGC has need for elevator maintenance services at various properties which are owned and/or managed by the HAGC; and

WHEREAS, **OTIS ELEVATOR COMPANY** is a participating, approved vendor of the Alliance, providing elevator maintenance services to participating members; and

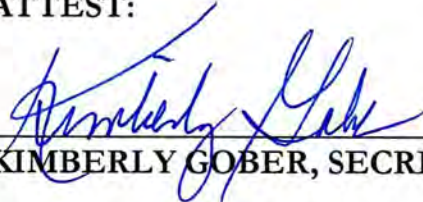
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County hereby authorizes the Executive Director to negotiate and execute separate contracts for each property under their respective ownership entity with **OTIS ELEVATOR COMPANY** for elevator maintenance services at various properties which are owned and/or managed by the HAGC, pursuant to all conditions of the individual contracts.

ADOPTED at a **Regular Meeting** of the **Housing Authority of Gloucester County**, held on the **23rd** of **March 2022**.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022

RESOLUTION #20-27

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
LAWN MAINTENANCE
VARIOUS MANAGED PROPERTIES**

MARKSMEN LANDSCAPING

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for lawn maintenance services at various properties which are owned and/or managed by the HAGC

WHEREAS, the HAGC has solicited proposals for lawn maintenance services through public advertisement; and

WHEREAS, the HAGC received and reviewed one (1) proposal; and

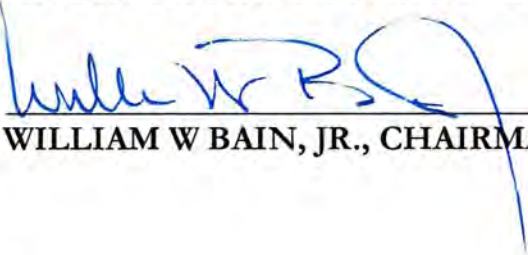
WHEREAS, the proposal by MARKSMEN LANDSCAPING, as detailed in the attached proposal documents, is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the proposal made by MARKSMEN LANDSCAPING be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to negotiate and execute separate contracts for each property under their respective ownership entity for Lawn Maintenance services at various properties which are owned and/or managed by the HAGC, in accordance with the proposal received and the tabulation attached hereto.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022



Company

MARKSMEN LANDSCAPING LLC

1975 ERIAL RD

BLACKWOOD NJ 08012

LANDSCAPE SERVICES

RFP 22-012

March 10, 2022 10:00am

Housing Authority of Gloucester County ATTENDED BY:
John Rasmus

Lisa Butler

Paul Letizia

Comment

Lowest Responsive and
responsible submittal.
Recommended Contractor

REQUEST FOR PROPOSALS (RFP) 22-012

LANDSCAPING SERVICES

Proposal Page 2

Rates listed below shall be "fully loaded rates". No additional payment shall be allowed for profit, overhead, mobilization, travel, or other cost; therefore there will be no additional charges for night or weekend work.

The undersigned hereby proposes to furnish all labor, materials, tools, equipment and services to perform the RFP 22-012, Landscape and Lawn Services for the Housing Authority of Gloucester County, per the terms and conditions of the proposal specification.

The term of the proposal is as stated below with the right to award optional terms on an annual basis.

BUILDING LOCATIONS	FY 22 FEE APRIL 1, 2022 – DECEMBER 31, 2022		FY 23 FEE APRIL 1, 2023 – DECEMBER 31, 2023		FY 24 FEE APRIL 1, 2024 – DECEMBER 31, 2024	
	INITIAL CLEAN-UP	FINAL CLEAN-UP	INITIAL CLEAN-UP	FINAL CLEAN-UP	INITIAL CLEAN-UP	FINAL CLEAN-UP
Nancy J. Elkins Seniors Housing 100 Pop Moylan Blvd. Deptford, NJ 08096	\$ 1000 -	\$ 500 -	\$ 1000 -	\$ 500 -	\$ 1100 -	\$ 600 -
Deptford Park Apartments 120 Pop Moylan Blvd. Deptford, NJ 08096	\$ 1000 -	\$ 500 -	\$ 1000 -	\$ 500 -	\$ 1100 -	\$ 600 -
Colonial Park Apartments 401 S. Evergreen Ave Woodbury, NJ 08096	\$ 500 -	\$ 500 -	\$ 500 -	\$ 500 -	\$ 600 -	\$ 600 -
Shepherd's Farm Senior Housing 981 Grove Road West Deptford, NJ 08086	\$ 2000 -	\$ 900 -	\$ 2000 -	\$ 900 -	\$ 2200	\$ 1000 -
Carino Park Apartments 100 Chestnut Street Williamstown, NJ 08094	\$ 1,100 -	\$ 1200 -	\$ 1100 -	\$ 1200 -	\$ 1300 -	\$ 1400 -

Company: Marksman Landscaping LLC

Authorized Signature: Cathy M

Title: Owner

Date: 3-4-22

REQUEST FOR PROPOSALS (RFP) 22-012 LANDSCAPE AND LAWN CARE SERVICE

Proposal Page

Rates listed below shall be "fully loaded rates". No additional payment shall be allowed for profit, overhead, mobilization, travel, or other cost; therefore there will be no additional charges for night or weekend work.

The undersigned hereby proposes to furnish all labor, materials, tools, equipment and services to perform the RFP 22-012, Landscape and Lawn Services for the Housing Authority of Gloucester County, per the terms and conditions of the proposal specification.

The term of the proposal is as stated below with the right to award optional terms on an annual basis.

BUILDING LOCATIONS	FY 22 FEE APRIL 1, 2022 – DECEMBER 31, 2022		FY 23 FEE APRIL 1, 2023 – DECEMBER 31, 2023 OPTION 1		FY 24 FEE APRIL 1, 2024 – DECEMBER 31, 2024 OPTION 2	
	LAWN	TREE & BEDDING	LAWN	TREE & BEDDING	LAWN	TREE & BEDDING
Nancy J. Elks Seniors Housing 100 Pop Moylan Blvd. Deptford, NJ 08096	\$ 170 -	\$ 2000 -	\$ 170 -	\$ 2000 -	\$ 190 -	\$ 2200 -
Deptford Park Apartments 120 Pop Moylan Blvd. Deptford, NJ 08096	\$ 170 -	\$ 2000 -	\$ 170 -	\$ 2000 -	\$ 190 -	\$ 2200 -
Colonial Park Apartments 401 S. Evergreen Ave Woodbury, NJ 08096	\$ 130 -	\$ 1400 -	\$ 130 -	\$ 1400 -	\$ 150 -	\$ 1600 -
Shepherd's Farm Senior Housing 981 Grove Road West Deptford, NJ 08086	325- \$ 380 -	2900 \$ 4000 -	\$ 380 -	\$ 4000 -	\$ 420 -	\$ 4400 -
Carino Park Apartments 100 Chestnut Street Williamstown, NJ 08094	\$ 230 -	\$ 2500	\$ 230 -	\$ 2500	\$ 260	\$ 2800 -

Company: Marksman Landscaping LLC

Authorized Signature: Amy M Title: Owner

Date: 3-4-22

**REQUEST FOR PROPOSALS (RFP) 22-012
LANDSCAPING SERVICES**

Proposal Page 3

Rates listed below shall be "fully loaded rates". No additional payment shall be allowed for profit, overhead, mobilization, travel, or other cost; therefore there will be no additional charges for night or weekend work.

The undersigned hereby proposes to furnish all labor, materials, tools, equipment and services to perform the RFP 22-012, Landscape and Lawn Services for the Housing Authority of Gloucester County, per the terms and conditions of the proposal specification.

The term of the proposal is as stated below with the right to award optional terms on an annual basis.

BUILDING LOCATIONS	FY 22 PER APPLICATION FEE APRIL 1, 2022 – DECEMBER 31, 2022		FY 23 PER APPLICATION FEE APRIL 1, 2023 – DECEMBER 31, 2023		FY 24 PER APPLICATION FEE APRIL 1, 2024 – DECEMBER 31, 2024	
	LAWN LIME APPLICATION	LAWN DISEASE CONTROL APPLICATION	LAWN LIME APPLICATION	LAWN DISEASE CONTROL APPLICATION	LAWN LIME APPLICATION	LAWN DISEASE CONTROL APPLICATION
Nancy J. Elkins Seniors Housing 100 Pop Moylan Blvd. Deptford, NJ 08096	\$ 200 -	\$ 300 -	\$ 200 -	\$ 300 -	\$ 220 -	\$ 330 -
Deptford Park Apartments 120 Pop Moylan Blvd. Deptford, NJ 08096	\$ 200 -	\$ 300 -	\$ 200 -	\$ 300 -	\$ 220 -	\$ 330 -
Colonial Park Apartments 401 S. Evergreen Ave Woodbury, NJ 08096	\$ 150	\$ 250 -	\$ 150 -	\$ 250 -	\$ 170 -	\$ 280 -
Shepherd's Farm Senior Housing 981 Grove Road West Deptford, NJ 08086	\$ 450 -	\$ 600 -	\$ 450 -	\$ 600 -	\$ 500 -	\$ 660 -
Carino Park Apartments 100 Chestnut Street Williamstown, NJ 08094	\$ 250 -	\$ 350 -	\$ 250 -	\$ 350 -	\$ 280	\$ 390 -

Company: Marksman Landscaping LLC

Authorized Signature: Quich A

Title: Owner

Date: 3-4-22

REQUEST FOR PROPOSALS (RFP) 22-012
LANDSCAPING SERVICES

Proposal Page 4

Rates listed below shall be "fully loaded rates". No additional payment shall be allowed for profit, overhead, mobilization, travel, or other cost; therefore there will be no additional charges for night or weekend work.

The undersigned hereby proposes to furnish all labor, materials, tools, equipment and services to perform the RFP 22-012, Landscape and Lawn Services for the Housing Authority of Gloucester County, per the terms and conditions of the proposal specification.

The term of the proposal is as stated below with the right to award optional terms on an annual basis.

BUILDING LOCATIONS	FY 22 PER APPLICATION FEE APRIL 1, 2022 – DECEMBER 31, 2022		FY23 PER APPLICATION FEE APRIL 1, 2023 – DECEMBER 31, 2023 OPTION 1		FY24 PER APPLICATION FEE APRIL 1, 2024 – DECEMBER 31, 2024 OPTION 2	
	LAWN INSECT CONTROL APPLICATION	TREE INSECT CONTROL APPLICATION	LAWN INSECT CONTROL APPLICATION	TREE INSECT CONTROL APPLICATION	LAWN INSECT CONTROL APPLICATION	TREE INSECT CONTROL APPLICATION
Nancy J. Elkins Seniors Housing 100 Pop Moylan Blvd. Deptford, NJ 08096	\$ 225 -	\$ 600 -	\$ 225 -	\$ 600 -	\$ 250 -	\$ 660 -
Deptford Park Apartments 120 Pop Moylan Blvd. Deptford, NJ 08096	\$ 225 -	\$ 600 -	\$ 225 -	\$ 600 -	\$ 250 -	\$ 660 -
Colonial Park Apartments 401 S. Evergreen Ave Woodbury, NJ 08096	\$ 150 -	\$ 600 -	\$ 150	\$ 600 -	\$ 180 -	\$ 660 -
Shepherd's Farm Senior Housing 981 Grove Road West Deptford, NJ 08086	\$ 450 -	\$ 500 -	\$ 450 -	\$ 500 -	\$ 500 -	\$ 550 -
Carino Park Apartments 100 Chestnut Street Williamstown, NJ 08094	\$ 250 -	\$ 800 -	\$ 250 -	\$ 800 -	\$ 280 -	\$ 900 -

Company: Marks men Landscaping LLC

Authorized Signature: Chris H

Title: Owner

Date: 3-4-22

RESOLUTION #22-28

RESOLUTION AUTHORIZING CONTRACT FOR

LVP FLOORING INSTALLATION AT

VARIOUS MANAGED PROPERTIES

A&J FLOORING

WHEREAS, the Housing Authority of Gloucester County (HAGC) has need for the installation of LVP Flooring at various properties which are owned and/or managed by the HAGC; and

WHEREAS, the Housing Authority of Gloucester County, has solicited bids for said services through public advertisement; and

WHEREAS, the Housing Authority of Gloucester County received and reviewed one (1) bid; and

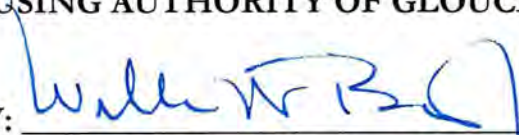
WHEREAS, the bid by A&J FLOORING, is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the bid received from A&J FLOORING for the installation of LVP Flooring at various properties which are owned and/or managed by the HAGC, be and is hereby accepted.

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to execute a contract for the installation of LVP flooring, in accordance with the bid received and the tabulation attached hereto for a contract amount not to exceed \$75,000.00.

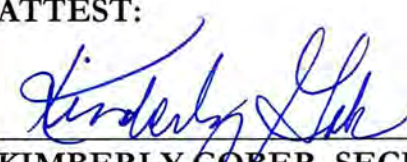
ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022



Housing Authority of Gloucester County Affordable Housing Operations

100 Pop Moylan Boulevard, Deptford, New Jersey 08096
Phone: (856) 853-1190 Fax: (856) 251-6671 www.hagc.org

BID TABULATION SHEET: IFB22-013 LVP REPLACEMENT FLOORING

Attended By:

March 15, 2022 10:00am

John Rasmus/Lisa Butler HAGC

Michael Vitarelli Jessco Construction

PREVAILING WAGE RATES		
DEMO PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET		
Jessco Construction	\$1.20	A&J Flooring LLC \$0.66
DEMO PER S/F PRICE TO REMOVE EXISTING VCT TILE		
Jessco Construction	\$3.00	A&J Flooring LLC \$1.25
DEMO PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS		
Jessco Construction	\$2.40	A&J Flooring LLC \$0.55
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 COLLECTION LVP GLUE DOWN		
Jessco Construction	\$6.60	A&J Flooring LLC \$5.29
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP		
Jessco Construction	\$11.52	A&J Flooring LLC \$5.69
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT		
Jessco Construction	\$3.42	A&J Flooring LLC \$1.25
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN		
Jessco Construction	\$4.92	A&J Flooring LLC \$2.00
DEMO/INSTALL REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE PER L/F		
Jessco Construction	\$3.42	A&J Flooring LLC \$2.50
DEMO/INSTALL REMOVE SUPPLY AND INSTALL LVT TO CARPET DOORWAY TRANSITION PER L/F		
Jessco Construction	\$45.60	A&J Flooring LLC \$5.00
Comments: A&J Flooring LLC Has Submitted Overall Lowest Pricing		



Housing Authority of Gloucester County Affordable Housing Operations

100 Pop Moylan Boulevard, Deptford, New Jersey 08096
Phone: (856) 853-1190 Fax: (856) 251-6671 www.hagc.org

BID TABULATION SHEET: IFB22-013 LVP REPLACEMENT FLOORING

Attended By:

March 15, 2022 10:00am

John Rasmus/Lisa Butler HAGC

Michael Vitarelli Jessco Construction

NON-PREVAILING WAGE RATES			
DEMO PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET			
Jessco Construction	\$.80	A&J Flooring LLC	\$.55
DEMO PER S/F PRICE TO REMOVE EXISTING VCT TILE			
Jessco Construction	\$.80	A&J Flooring LLC	\$ 1.00
DEMO PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS			
Jessco Construction	\$.80	A&J Flooring LLC	\$.44
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 COLLECTION LVP GLUE DOWN			
Jessco Construction	\$ 6.00	A&J Flooring LLC	\$ 4.99
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP			
Jessco Construction	\$ 11.00	A&J Flooring LLC	\$ 5.29
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT			
Jessco Construction	\$ 3.10	A&J Flooring LLC	\$ 1.00
INSTALL PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN			
Jessco Construction	\$ 3.50	A&J Flooring LLC	\$ 1.75
DEMO/INSTALL REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE PER L/F			
Jessco Construction	\$ 3.10	A&J Flooring LLC	\$ 2.50
DEMO/INSTALL REMOVE SUPPLY AND INSTALL LVT TO CARPET DOORWAY TRANSITION PER L/F			
Jessco Construction	\$ 38.00	A&J Flooring LLC	\$ 4.00
Comments: A&J Flooring LLC has submitted Lowest overall Pricing			

[illegible]

RESOLUTION #22-29

**RESOLUTION AUTHORIZING AWARDING
(5) FIVE PROJECT BASED VOUCHERS IN
THE HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the Housing Authority of Gloucester County recognizes the need to provide and/or expand low-income housing assistance for seniors who are homeless or facing the imminent threat of homelessness in Gloucester County; and

WHEREAS, the **Diocesan Housing Services Corporation of the Diocese of Camden**, through the HUD 202 program, has requested **(5) Five Project Based Vouchers (PBVs)** in the Section 8 Housing Choice Voucher Program administered by the HAGC for their **Mews at St. Mary Project** located in Monroe Township, NJ; and

WHEREAS, these vouchers will support seniors (age 55+) who are homeless or are facing the threat of homelessness; and

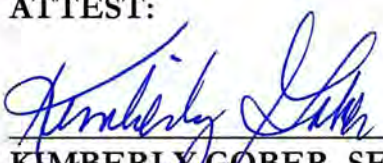
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority that the Executive Director is authorized to execute an Agreement to Enter into a Housing Assistance Payments Contract for Housing Choice Voucher-Project Based Assistance with the **Diocesan Housing Services Corporation of the Diocese of Camden**; awarding **5 PBVs to the Mews at St. Mary Project**, subject to negotiating the business terms with the owner and the approval of the business terms by HAGC Counsel.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 23, 2022



DIOCESAN
HOUSING SERVICES
CORPORATION
of the Diocese of Camden, Inc.

March 9, 2022

Ms. Kimberly Gober
Executive Director
Housing Authority of Gloucester County
100 Pop Moylan Blvd.
Deptford, New Jersey 08096

RE: Project-Based Voucher Request – Mews at St. Mary Project
Monroe Township, Gloucester County

Dear Ms. Gober:

As you know, The Diocesan Housing Services Corporation of the Diocese of Camden (“DHSC”) is the sponsor of a proposed 75-unit senior project located on the campus of Our Lady of Peace Parish, located in Monroe Township, Gloucester County. The project will be called The Mews at St. Mary (the “Project”) and will be owned by The Mews at St. Mary LLC, an affiliate of DHSC established for the sole purpose of holding the Project. DHSC will manage the Project.

This approximately \$19 million Project will be financed with capital advance funds from the HUD 202 program, together with proceeds from the syndication of 4% Low Income Housing Tax Credits, a first mortgage from NJHMFA, a co-second mortgage from NJHMFA through the Money Follows the Person Program and a co-second mortgage from NJHMFA through the Special Needs Housing Trust Fund Program.

In order to ensure the long-term viability of the Project, we are requesting that the Housing Authority of Gloucester County (“HAGC”) award an allocation of 5 project-based vouchers (PBVs) at 100% of the Small Area FMR. These 5 vouchers would support 5 special needs units that will be targeted towards seniors who are homeless or facing the imminent threat of homelessness. With the award of these PBVs, the occupancy breakdown of the project will be as follows:

- 42 units subsidized through the HUD 202 program via a Project Rental Assistance Contract (PRAC) with occupancy limited to individuals aged 62+;

- 5 units subsidized through the State of New Jersey's Money Follows the Person Program for disabled adults (not limited to seniors);
- 5 units subsidized through the HAGC PBV award – occupancy limited to seniors (age 55+) who are homeless or facing the imminent threat of homelessness; and
- 23 units for seniors (age 55+) unsubsidized but with “affordable” rents as established under the regulations governing the Low-Income Housing Tax Credit Program.

We would, of course, pay for any expenses related to HAGC's environmental review and subsidy layering review that would be required in connection with this award of the PBVs (though we hope to be able to “piggyback” on similar reviews being conducted by HUD through the Section 202 approval process so as to avoid duplication of work and cost).

We are grateful for our partnership with HAGC on the Shepherd's Farm project, and are excited about this opportunity to expand our collaboration. Should you have questions or require any additional information, please do not hesitate to contact me at 856.342.4130.

Sincerely,



James M. Reynolds
Executive Director

TABLED

RESOLUTION #22-30

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 March 23, 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 MARCH 23, 2022.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 23rd of March 2022.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: MARCH 23, 2022