

RESOLUTION #23-29

RESOLUTION APPROVING REVISIONS TO

CAPITALIZATION POLICY

WHEREAS, the Housing Authority of Gloucester County (HAGC) adopted its Capitalization Policy on July 25, 2018, via RES#18-54, subsequently reviewed by RES#19-67; and

WHEREAS, the purpose of this Policy is to determine and record materials and equipment purchased or acquired in connection with the management and maintenance of HAGC and its owned/managed entities; and

WHEREAS, the Policy applies to all Housing Programs administered by the Authority; and

WHEREAS, HAGC wishes to amend the policy to increase the threshold for units costs to be expensed in the year purchased from \$2,000 to \$5,000 to match the industry standard and the increased cost of items.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that the Capitalization Policy amendment is approved, effective 1/1/2023.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March 2023.

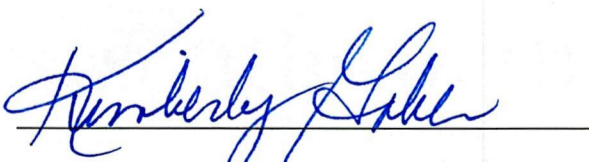
HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____



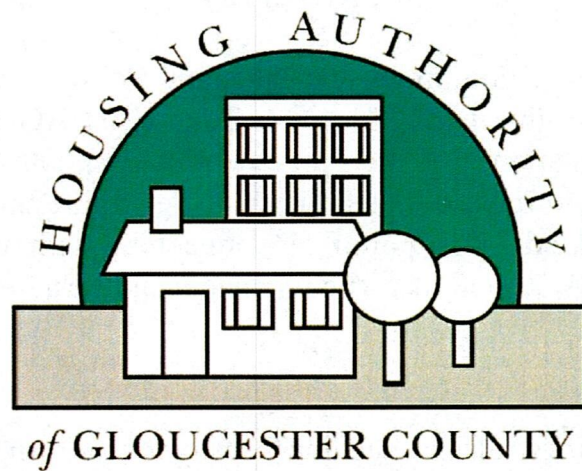
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 22, 2023



Capitalization of Equipment **and Inventory Policy**

Adopted July 25, 2018; RES#18-54

Reviewed July 24, 2019; RES#19-67

Reviewed March 22, 2023; RES#23-29

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

Effective January 1, 2023

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

Capitalization

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

All tools, furnishings, office machines, refrigerators, ranges, and freezers and free-standing equipment with a cost of \$5,000 or more shall be listed in the Fixed Asset/Equipment Ledger and are to be capitalized for accounting purposes. Items with unit costs below this threshold shall be expensed in the year purchased.

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

Equipment Inventory

All capitalized fixed assets shall be recorded in an Equipment Inventory Ledger. The Equipment Inventory Ledger is for inventory control purposes only and should be updated on a monthly basis by the Purchasing Agent. See attached Inventory Inspections Memo, 18-04, for guidance on conducting inspections of Authority inventory.

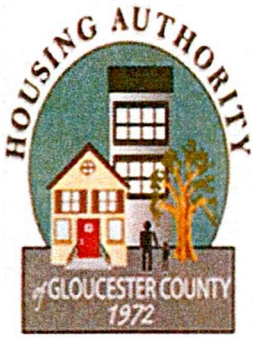
The Finance Director is responsible for capitalizing required items in the general ledger. Additionally, a separate Fixed Asset/Equipment Ledger is to be maintained which supports the capitalization of all items in the general ledger. This Ledger shall include the following information with respect to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

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

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

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

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



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ADMINISTRATION

MEMO

NO. 18-04

TO: Grace Seeney, Finance Director
Paul Letizia, AHO Director
Ed Malinak, Purchasing Technician
John Rasmus, Resident Coordinator
Mike Jeziarski, Accountant

FROM: Kimberly Gober, Executive Director

SUBJECT: Inventory Inspections

DATE: February 7, 2018

Please allow this memo to document HAGC's and GHA's revised procedure for conducting inspections of Authority inventory. This new procedure shall be effective immediately. Inventory inspections for Authority owned property located within resident units will be conducted at the time of the unit's annual UPCS inspection. During this inspection, the UPCS inspector will also be responsible for inspecting serial numbers and property numbers located on residence's refrigerators and ranges. Serial numbers are located on identification tags for all refrigerators and ranges.

A database of serial numbers and property numbers, organized by building and unit number, will be available in a shared folder which will be accessed by the UPCS inspector prior to the inspection. The inspector will verify that the numbers in the database correspond with the numbers on the inventory. Following the inspection, the UPCS inspector will enter into the data base whether or not there was a discrepancy, and if so, will enter the serial and property number that was observed on the inventory. The Purchasing Technician shall be responsible for monitoring the database and investigating any discrepancies or missing identification tags.

Regarding Authority owned property located in employee offices, the Purchasing Technician will send a biennial written request for all employees to respond and provide the required information necessary to complete the inventory. This shall include a request for the vehicle VIN number for any vehicle assigned to the employee or to the supervisor's department. The Purchasing Technician will record all indentifying information and investigate any discrepancies or missing identification tags.

The Purchasing Technician will be responsible for conducting the inventory inspections for equipment located in common areas of Authority owned/ managed properties. This shall include recording all indentifying information and investigating any discrepancies or missing identification tags.



RESOLUTION #23-30

RESOLUTION APPROVING REVISIONS TO

COST ALLOCATION POLICY

WHEREAS, the Housing Authority of Gloucester County (HAGC) adopted its Cost Allocation Policy on December 28, 2016, via RES#16-104, subsequently reviewed by RES#18-55 and RES#19-68; and

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

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

WHEREAS, HAGC wishes to update section 1.B. Employees Assigned to more than one Program or Project to include newly created positions and properly allocate the time spent performing a variety of duties performed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that the Cost Allocation Policy amendment is approved, effective 1/1/2023.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March 2023.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

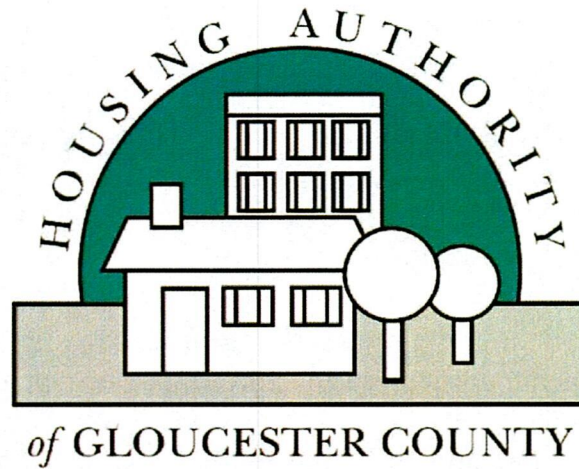
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: MARCH 22, 2023



Cost Allocation Policy

Adopted December 28, 2016; RES#16-104

Revised July 25, 2018; RES#18-55

Reviewed July 24, 2019; RES#19-68

Reviewed March 22, 2023; RES#23-30

The Housing Authority of Gloucester County Cost Allocation Policy

Effective January 1, 2023

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

1. To summarize, in writing, the methods and procedures HAGC will use to fairly and reasonably allocate costs to various programs, operated by HAGC.
2. To ensure the efficient and effective administration of Federal, State and/or County awards through the application of sound management practices.
3. To responsibly administer Federal, State, and/or County funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the respective awards.

Principles of Cost Allocation

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

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

General/Office Allocation is based on units as described below. This allocation shall be adjusted appropriately with the allocation of new units.

Account	Fund Billed	Fund No.	Units	Total units	Allocation Percentage	
GM	101		-	719	23.7%	(PMO, Shepherd's, CPLP & GHA
PHCC	010			262	8.6%	(PH Single, Carino & Deptford)
CONG	014					
EHO	017					
PH SINGLE	010	201	62			
CARINO PK	010	203	100			
DEPTFORD PK	010	204	100			
SHDC	501					
GCHDC	502					
PMO	101	504	80			
SHEPHERD FARM	101	508	75			
COLONIAL PK	101	510	200			
HAGC HCV	812		1,960	64.6%		
MAINSTREAM	813		82	2.7%		
MOD REHAB	825		13	0.40%		
GHA HCV	101	831	236			
GHA HARMONY	101	831	24			
GHA DELSEA	101	836	40			
GHA WHITNEY	101	837	24			
GHA SUMMIT	101	838	40			
			3,036			

3. Prior to the procurement of a cost item, management communicates the need in accordance with the Authority's Procurement Policy.

Allocation of Costs

1. Salaries & Related Expenses-

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

A. Direct Assignment Employees- For employees primarily assigned one project or program, their salaries and benefits shall be charged directly to the program for which the work has been done. Temporary reassignments of employee work lasting 2 working weeks or less shall not require a change in allocation. Management may utilize a variety of assessment methods to determine direct assignment including but not limited to the completion of time sheets.

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

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

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

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

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

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

AHO Director, Facilities Manager, and AHO Administrative Assistant,: The allocation is based on the units per project which they manage.

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

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

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

The Administrative staff in this category shall include the Executive Director, Deputy Executive Director/In-house Counsel, Finance Director, Accountant, Executive Assistant, and Administrative Specialist.

Property and Modernization Manager: The allocation is based on an annual assessment of time spent performing a variety of duties performed.

Resident Relations Coordinator / Inspector: The allocation is based on an annual assessment of time spent performing a variety of duties performed.

Security Guards: The allocation is based on units prorates at each property monitored.

- C. Health insurance, dental insurance, life & disability, other fringe benefits, as well as OPEB, Pension, and GASB68 are also allocated in the same manner as salaries and wages for each respective employ;

- D. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages for each respective employee.
- E. Financial and Program Consultants - The cost of the consulting service is directly billed to the program for which the consulting services were performed. If the service was performed for overall operations, the cost shall be allocated in accordance with the General/Office Allocation model described above.
- F. Legal- The cost of the legal service is directly billed to the program for which the legal services were performed. If the service was performed for multiple programs, the cost shall be allocated in accordance with the General/Office Allocation model described above.
- G. Audits- The cost shall be directly billed to the program for which the audit was performed. If the audit covers multiple programs, the allocation shall be based upon the predetermined Audit Allocation Plan developed by the Finance Director and approved by the Executive Director.
- H. Travel, Conferences, Conventions and Meetings-The costs shall be directly billed to the program for which the travel, conference, convention, or meeting supports. If not program specific, the General/Office Allocation shall be used.
- I. Discretionary Exceptions- HAGC recognizes that unique circumstances may arise with respect to the need to allocate a cost. In the event of a unique circumstance, the Finance Director shall obtain the Approval of the Executive Director to determine the most appropriate allocation of the cost.

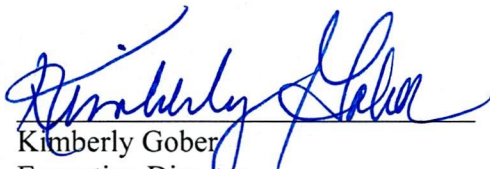
The Housing Authority of Gloucester County

Cost Allocation Plan Certification

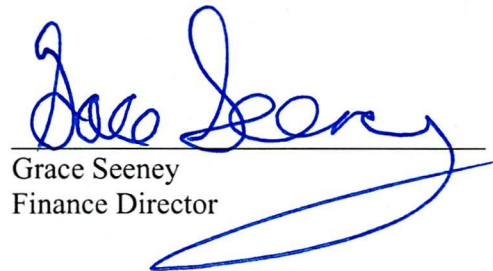
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief that:

- (1) All costs included in this proposal to establish cost allocations or billings are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.



Kimberly Gober
Executive Director



Grace Seeny
Finance Director

RES#23-30 March 22, 2023
Resolution # and Date

RESOLUTION #23-31

**RESOLUTION AUTHORIZING UPDATE TO
ALL HAZARD EMERGENCY PREPAREDNESS AND RESPONSE PLAN
HOUSING AUTHORITY OF GLOUCESTER COUNTY
2023**

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 22nd day of March 2023.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



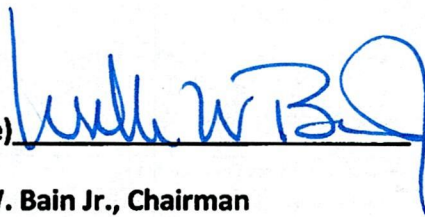
KIMBERLY GOBER, SECRETARY

DATED: MARCH 22, 2023


A. 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.

(Signature)  (Date) 3/22/23
William W. Bain Jr., Chairman

(Signature)  (Date) 3/22/23
Kimberly Gober, Executive Director

(Signature)  (Date) 3/22/23
Paul Letizia, A.H.O. Director

The most recent effective date of this document is March 22, 2023.

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: 03/22/2023

Resolution Number: 23-31

B. RECORD OF REVISIONS

REVISION	DATE	SECTION REVISED	DESCRIPTION OF REVISION
1	03/28/2018	B. Page 2	Added the record of revisions page.
2	03/28/2018	C. 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	E. Page 7 J.2. Page 18	Changed the title of Incident Commander to Authority Incident Manager
4	03/28/2018	I. Page 9 Attachment Page 53	Critical Contact List: Added Carino Park Superintendent Frank Fewkes, Colonial Park Superintendent Mario Tarantino, Authority Emergency Management Coordinator John Rasmus and removed Colonial Park Superintendent Bill Flinn, Carino Park Superintendent Rob Scafedi Added the Authority after hour contact number and Attachment HAGC-Contact1 Added Emergency Service Building Entry Code Reference
5	03/28/2018	P. Page 25	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	S. Exhibit 14 Page 74 P. Page 25	Evacuations: Updated Master Resident Evacuation Tracking Form
7	03/28/2018	M. Page 20	Responsibilities: Updated Preliminary Damage Assessment
8	03/27/2019	C. 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	I Page 9 J. J.1-J.1.8 Pages 9-16	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	C. Page 3	Distribution List: G.C. Fire Marshal Removed: Ed Johnson Added: Shawn K. Layton
12	03/25/2020	D. Page 5	Removed Expanded Housing Opportunity (EHO) Properties
13	03/25/2020	L. Page 39	Authority Incident Command Center Nancy J. Elkins Seniors Housing Alternate: Removed Deptford Park Community Room Added: Authority Situation Room Deptford Park Apartments Primary: Removed: AHO Office Added: Authority Situation Room
14	3/25/2020	Q. Exhibit Q.13 Page 39-40	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, Authority 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
15	4/28/2021	J.2. Page 19	Emergency Contacts: Updated PSE&G to 800-286-9247
16	4/28/2021	C. Page 4	Distribution List: Updated Gloucester County Emergency Response Center Director of Emergency Response to Dennis P. McNulty, Emergency Management Local Coordinators William Gigliotti West Deptford Township, Ryan Borkowski Monroe Township. Added Township Police Chief and Fire Marshal to Distribution list Frank S. Newkirk IV, Deptford Township Chief of Police Robert Burkhardt, Deptford Township Fire Marshal Thomas Ryan, Woodbury Chief of Police Joseph Buono, Woodbury Fire Marshal John Chambers, West Deptford Chief of Police John Austin, West Deptford Fire Official David Dailey, Monroe Township Chief of Police
17	3/23/2023	C. Page 4	Distribution List: Updated Deptford Emergency Management Coordinator Tom Newman.
18	3/22/2023	C. Page 4	Distribution List: Updated Housing Authority of Gloucester County Deputy Executive Director Jeff Daniels, Deptford Township Fire Marshal Francis Pote.
19	3/22/2023	S. Page 82	Critical System Shutdown: Added Exhibit 16 Carino Park Domestic Water Supply Booster Pump

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RESOLUTION #23-32

**RESOLUTION AUTHORIZING REVIEW OF
WATER MANAGEMENT PLAN
HOUSING AUTHORITY OF GLOUCESTER COUNTY
2023**

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 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.

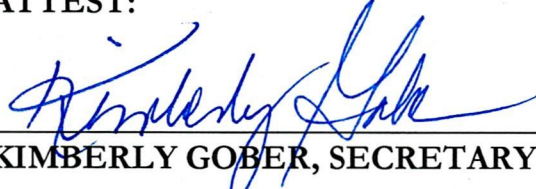
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the suggested changes and updates, as attached hereto, are hereby approved, and made part of the Authority's Water Management Plan.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March 2023.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 22, 2023

A. 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 Guidleine 12-2000 and ANSI/ASHRAE Standard 188-2018.

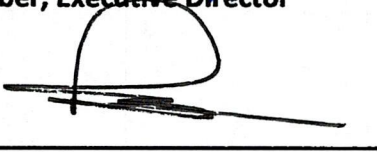
The following individuals attest that they have participated in the formulation of this document and approve the contents.

(Signature)  (Date) 3/22/23

William W. Bain Jr., Chairman

(Signature)  (Date) 3/22/23

Kimberly Gober, Executive Director

(Signature)  (Date) 3/22/23

Paul Letizia, A.H.O. Director

The most recent effective date of this document is March 22, 2023.

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: 03/22/2023

Resolution Number: 22-32

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RESOLUTION 23-33

RESOLUTION AUTHORIZING ACC AMENDMENT FOR

CAPITAL FUND PROGRAM

NJ39P20450123 – FY 2023

WHEREAS, the Housing Authority of Gloucester County has received from the United States Department of Housing and Urban Development a funding commitment and Annual Contributions Amendment for FY 2023, under Grant Number NJ39P20450123; and

WHEREAS, the Housing Authority of Gloucester County has prepared a five-year modernization program for public housing projects NJ39P20450123; and

WHEREAS, it is in the interest of the Housing Authority of Gloucester County to proceed with the modernization program, as well as other physical improvements to HAGC public housing properties in a timely manner for the benefit of the program and lower income residents:

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

1. The ACC Amendment under Capital Fund Grant Number NJ39P20450123 is hereby approved.
2. The Executive Director is authorized to sign Form HUD-52840A, Capital Fund Program (CFP) Amendment.
3. The Executive Director, or their representative, is authorized to submit the Annual Statement/ Performance & Evaluation Report for the Capital Fund Program in the EPIC system.
4. The Executive Director is authorized to implement the program NJ39P20450123 immediately.
5. The Executive Director is authorized to make technical adjustments to the program application and budget as may be required in accordance with federal requirements to expedite the program
6. The Executive Director is authorized to amend the Agency Plan consistent with the ACC Amendment.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March 2023.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 22, 2023

2023 Capital Fund

OMB Approval No. 2577-0075
(exp. 08/31/2023)

**Capital Fund Program
(CFP) Amendment**
Annual Contributions Contract
Terms and Conditions (HUD-52840-A)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Gloucester County Housing Authority NJ204 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Public Law 117-328, Division L, Title II,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

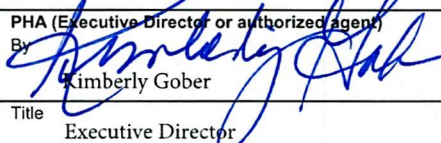
\$ \$714,395.00 for Fiscal Year 2023 to be referred to under the Capital Fund Grant Number NJ39P20450123
PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.
2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): Yes No
10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funding.

The parties have executed this CFP Amendment, and it will be effective on the date HUD signs below.

<p>U.S. Dept of HUD By <u>/s/</u> Date: 02/17/2023 <u>Marianne Nazaro</u> Title: Deputy Assistant Secretary Office Public Housing Investments</p>	<p>PHA (Executive Director or authorized agent) By  Date: <u>3/22/23</u> <u>Kimberly Gober</u> Title: Executive Director</p>
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RESOLUTION #23-34

**RESOLUTION EXTENDING THE SELF-INSURED GROUP
HEALTH CARE BENEFIT PLAN FOR ELIGIBLE HAGC EMPLOYEES,
THEIR ELIGIBLE DEPENDENTS & OTHER ELIGIBLE PERSONS
HARDENBERGH INSURANCE**

WHEREAS, the Housing Authority of Gloucester County (HAGC) established a Self-Insured Health Care Benefit Plan in 2013 to provide health care coverage for eligible employees and other eligible persons; and

WHEREAS, the HAGC is the Plan Administrator, and the Insurance Broker of this health care benefit plan is Hardenbergh Insurance Group, and the Insurance Administrators of America (IAA) is the Administrator of the Health Benefits Plan; and

WHEREAS, the result of the HAGC moving from the NJ State Health Plan to a Self-Insured Health Care Benefits Plan has resulted in a cost savings as projected; and

WHEREAS, the Self-Insured Health Care Plan agreement is due to expire on April 30, 2023; and

THEREFORE, the HAGC wishes to continue the benefits under the Self-Insured Health Care Benefit Plan to provide health care coverage for all eligible employees and other eligible persons with Hardenbergh Insurance Group; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that it hereby approves the extension of the Self-Insured Group Health Care Benefit Plan with Hardenbergh Insurance Group for all eligible employees and other eligible persons subject to negotiation of an agreement by the Executive Director and Counsel; and

BE IT ALSO RESOLVED, that the HAGC Board of Commissioners reserves the right, at any time and for any reason or no reason at all, to change, amend, interpret, modify, withdraw or add benefits to terminate this Plan or the Wellness Program, which is included, in whole or in part and in its sole discretion, without prior notice to or approval by eligible employees, their eligible dependents, and other eligible persons, unless such coverage or benefit are otherwise required by Federal or State law or regulation.

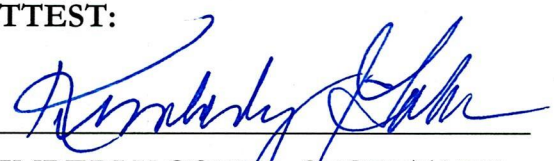
ADOPTED at a regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March 2023.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: MARCH 22, 2023

TABLED

RESOLUTION #23-35

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 22, 2023, 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 MARCH 22, 2023.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of March 2023.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: MARCH 22, 2023