RESOLUTION # 2023-01

RESOLUTION FOR OPEN PUBLIC MEETINGS AND NEWSPAPERS DESIGNATION

THE SOUTH JERSEY TIMES & THE COURIER POST

BE IT RESOLVED by the Housing Authority of the Borough of Glassboro that in conformance with the Open Public Meetings Act of 1975, this Authority designates the following (2) two newspapers of general circulation in the County of Gloucester as the (2) two newspaper for notification purposes of regular and special meetings of the Housing Authority of Gloucester County:

1. The South Jersey Times, 161 Bridgeton Pike, Mullica Hill, NJ
2. The Courier Post, 301 Cuthbert Boulevard, Cherry Hill, NJ 08002.

A copy of this Resolution shall be published in the South Jersey Times and Courier Post as required by law within ten days of its passage.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson		✓	✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

RESOLUTION #2023-02

ANNUAL SCHEDULE OF MEETINGS

WHEREAS, it is the intention of the Borough of Glassboro Housing Authority to comply with the Open Public Meetings Act of 1975; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of the Borough of Glassboro that the attached schedule is declared to be the Annual Schedule of Regular meetings of the Borough of Glassboro Housing Authority for the year commencing January 1, 2023. Said schedule is declared in compliance with N.J.S.A. 10:4-18 and shall be posted and distributed in accordance with the requirements of N.J.S.A. 10:4-18.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson			✓			
Shirley Anderson	✓		✓			
Andrew Halter		✓	✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

HOUSING AUTHORITY of THE BOROUGH OF GLASSBORO

ANNUAL SCHEDULE OF MEETINGS 2023

January, February and March meetings will be held virtually. All remaining meetings will be held at the Delsea Manor Community Room, located at 181 Delsea Manor Drive, Glassboro, NJ 08028.

Attendees may participate in person or via phone.
Phone Access (856) 930-7416 Meeting ID 126 838 823#

JANUARY ANNUAL MEETING (VIRTUAL MEETING)	TUESDAY JANUARY 17TH, 2023 (DUE TO MARTIN LUTHER KING JR. DAY)
FEBRUARY (VIRTUAL MEETING)	TUESDAY FEBRUARY 21ST, 2023
MARCH (VIRTUAL MEETING)	TUESDAY MARCH 21ST, 2023
APRIL	TUESDAY APRIL 18TH, 2023
MAY	TUESDAY MAY 16TH, 2023
JUNE	TUESDAY JUNE 20TH, 2023
JULY	TUESDAY JULY 18TH, 2023
AUGUST	NO MEETING
SEPTEMBER	TUESDAY SEPTEMBER 19TH, 2023
OCTOBER	TUESDAY OCTOBER 17TH, 2023
NOVEMBER	TUESDAY NOVEMBER 21ST, 2023
DECEMBER	TUESDAY DECEMBER 19TH, 2023
JANUARY 2024 ANNUAL MEETING	TUESDAY JANUARY 16TH, 2024

RESOLUTION #2023-03

RESOLUTION NAMING OFFICIAL DEPOSITORY

FULTON BANK

WHEREAS, it is necessary for the proper conduct of business that an official depository for the Housing Authority of the Borough of Glassboro be designated and named; and

WHEREAS, Fulton Bank, located at 100 Park Ave, Woodbury, New Jersey, 08096 is an approved banking corporation; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of the Borough of Glassboro that the Fulton Bank, 100 Park Ave, Woodbury, New Jersey, 08096, be and the same is hereby designated as an official depository of the Housing Authority of the Borough of Glassboro and that sums so deposited may be withdrawn upon a check, draft, or order of the Housing Authority of the Borough of Glassboro for the public housing operating account (used for capital payments), payroll account, RAD operating account, AHCG operating account, AHCG security deposit account and other accounts; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be duly delivered to the proper officers of the Fulton Bank, as evidence of the Bank's authority to act in accordance herewith.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: January 17, 2023

RESOLUTION #2023-04

RESOLUTION TO AUTHORIZE

ELECTRONIC FUNDS TRANSFERS (EFT)

WHEREAS, in accordance with the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Notice 2018-13, it is necessary to document authorization to engage in Electronic Funds Transfers (EFT).

WHEREAS, in conjunction with the adoption of the Check Signing Authorization Policy, the Borough of Glassboro Housing Authority is required to designate the individuals who are authorized to initiate and authorize electronic funds transfers.

1. With respect to the use of EFT for the payment of Housing Assistance Payments pursuant to Housing Assistant Payments Contracts, the Section 8 Supervisor shall be the initiator and the Finance Director shall be the authorizer. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable, the transfer shall be authorized by the Executive Assistant.
2. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the payment voucher and on the Direct Deposit Bank Report. In the event that the Executive Director is unavailable, the transfer shall be authorized by the Executive Assistant.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson			✓			
Shirley Anderson	✓		✓			
Andrew Halter		✓	✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: January 17, 2023

RESOLUTION # 2023-05

RESOLUTION AUTHORIZING CONTRACTS WITH

APPROVED STATE CONTRACT VENDORS

FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40a:11-12a

WHEREAS, the Housing Authority of the Borough of Glassboro, 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, the Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Authority intends to enter into such contracts with the Referenced National Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts and New Jersey law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorize the Purchasing Agent to purchase certain goods or services from those approved State contracts, pursuant to all conditions of the individual contracts; and

BE IT FURTHER RESOLVED that the governing body of the Housing Authority pursuant to N.J.A.C.5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

RESOLUTION # 2023-06

RESOLUTION AUTHORIZING CONTRACTS WITH

APPROVED NATIONAL CONTRACT VENDORS

FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 52:34-6.2(b)(3)

WHEREAS, the Housing Authority of the Borough of Glassboro pursuant to NJSA52:34-6.2(b)(3) desires to comply with N.J.S.A. 40A:5-16(3) may, by resolution and without advertizing for bids, join national cooperative purchasing agreements; and

WHEREAS, the Authority has the need on a timely basis to purchase goods or services utilizing national cooperative contracts; and

WHEREAS, the Authority intends to enter into such contracts with Referenced National Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts and New Jersey law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorize the Purchasing Agent to purchase certain goods or services from those approved on the national cooperative lists pursuant to all conditions of the individual contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the Borough of Glassboro, pursuant to N.J.A.C.5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson		✓	✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

_____

JAY LAPP, CHAIRMAN

ATTEST:

_____

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

RESOLUTION #2023-07

RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING THE FILING OF NOTICES OF TORT CLAIMS IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6.

WHEREAS, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6 provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

WHEREAS, the Housing Authority of the Borough of Glassboro (Authority) is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

WHEREAS, on December 16, 2019, the Authority adopted RES#19-60 adopting a Torts Claims Policy; and

WHEREAS, the Authority deems it advisable to conduct an annual review of policy governing the filing of Notices of Tort Claims and the Notice of Tort Claim form as attached hereof.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the attached Policy and Notice of Tort Claim Form be and hereby is adopted as the official Notice of Tort Claim Policy and form for the Authority FY2023; and,

BE IT FURTHER RESOLVED that all persons making claims against the Authority, pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et. seq. be required to comply with this policy and complete the form herein adopted as a condition of compliance with the notice requirement of the New Jersey Tort Claims Act.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson			✓			
Andrew Halter		✓	✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

NOTICE OF TORTS CLAIMS POLICY AND FORM

Adopted: 12/2019; Rev. 01/2021, 01/2022, 2023

If you wish to make a claim against the Housing Authority of the Borough of Glassboro, please read the following information:

GENERAL INSTRUCTIONS: Pursuant to the provisions of the New Jersey Tort Claims Act, this Notice of Tort Claim Policy and Form have been adopted as the official policy and form for the filing of claims against the Housing Authority of the Borough of Glassboro.

The questions are to be answered to the extent of all information available to the Claimant or to his or her attorneys, agents, servants, and employees, under oath. The fully completed Claim Form and the documents requested shall be returned to the:

Executive Director
The Housing Authority of the Borough of Glassboro
C/O The Housing Authority of Gloucester County
100 Pop Moylan Blvd.
Deptford, NJ 08096

NOTE CAREFULLY: Your claim will not be considered filed as required under the New Jersey Tort Claims Act until this completed form has been filed with the Housing Authority of the Borough of Glassboro. Failure to provide the information requested, including such responses as "to Be Provided" or "Under Investigation" will result in the claim being treated as not being properly filed.

Timely Notices of Claim must be filed within 90 days after the incident giving rise to the claim or you forfeit your right.

This form is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate "Not Applicable."

It you are unable to answer any questions because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copies. Where a question asks that you "identify all persons," provide the name, address and telephone number of the person.

If you need more space to provide a full answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.

DEFINITIONS:

"Claimant" shall refer to the person or persons on whose behalf the Notice of Claim has been filed with the Housing Authority of the Borough of Glassboro.

"Documents" shall refer to any written, photographic, or electronic representation, and any copy thereof, including, but not limited to, computer tapes and/or disks, videotapes and other material relating to the subject matter of the claim.

"Person" shall include in its meaning a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

"Public Entity" shall refer to Housing Authority of the Borough of Glassboro, along with any agent, official, or employee of the Housing Authority of the Borough of Glassboro, against whom a claim is asserted by the Claimant.

NOTE: That the questions are divided into sections relating to the claimant, the claim, property damage, personal injury and the basis for the claim against the public entity or public employee.

If the claims involve only property damage, the portion on personal injuries need not be answered. If the claim involves no property damage, then the portion on property damage need not be answered.

HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Claimant information:

Name:

Address:

Telephone number:

Date of birth:

Social Security number:

Attorney Information (if applicable)

Name:

Address:

Telephone number:

Fax Number:

Send Notice to: ____Claimant ____Attorney

INFORMATION ON THE CLAIMANT

1. Provide the following information with respect to the Claimant:

   - Any other name by which the claimant is known.

   - Address at the time of the incident giving rise to the claim.

   - Marital Status (at the time of the incident and current).

   - Identify each person residing with the claimant and the relationship, if any, of the person to the Claimant.

2. Provide all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, of any of the persons to the Claimant.

INFORMATION ON ALL CLAIMS

3. Provide the exact date, time and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.

4. Provide the Claimant's complete version of the events the form the basis of the claim.

5. List any and all individuals who were witnesses to or who have knowledge of the facts of the incident which gave rise to the claim. Provide the full name and address of each individual.

6. State the names of all police officials and police departments who investigated this incident.

7. Identify all public entities or public employees (by name and position) alleged to have caused the injury or property damage and specify as to each public entity or employee the exact nature of the act or omission alleged to have caused the injury or property damage.

8. If you claim that the injury or property damage was caused by a dangerous condition of property under the control of the public entity, specify the nature of the alleged dangerous condition, and the manner in which you claim the condition caused the injury.

9. If you allege a dangerous condition of public property, state the specific basis on which you claim that the public entity was responsible for the condition and the specific basis and date on which you claim that the public entity was given notice of the alleged dangerous condition. **Statements such as "should have known" and "common knowledge" are insufficient.**

10. If you or any other party or witness consume any alcoholic beverages, drugs or medications within twelve hours before the incident forming the basis of the Claim, identify the person consuming the same and for each person (a) what was consumed, (b) the quantity thereof, (c) where consumed, (d) the names and addresses of all persons present.

11. If you have received any money or thing of value for your injuries or damages from any person, firm or corporation, state the amounts received, the dates, names and addresses of the payers. Specifically list any policies of insurance, including policy number and claim number, from which benefits have been paid to you or to any person of your behalf, including doctors, hospitals or any person repairing damage to property.

12. If any photographs, sketches, charts, or maps were made with respect to anything which is the subject matter of the Claim, state the date thereof, the names and addresses of the persons making the maps and of the persons who have present possession thereof. Attach copies of any photographs, sketched, charts or maps.

13. If you or any of the parties to this action or any of the witnesses made any statements or admissions, set forth what was said; by whom said; the date and place where said; and in whose presence, giving names and addresses of any persons having knowledge thereof.

14. State the total amount of your claim and the basis on which you calculated the amount claimed.

15. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. Which discuss, mention or pertain to the subject matter of this claim.

16. Provide the names and addresses of all persons or entities against whom claims have been made for injuries or damages arising out of the incident forming the basis of this claim and give the basis for the claim against each. Are any of the losses or expenses claimed herein covered by any policy of insurance? ( ) No ( )Yes For each policy, state the name and address of the insurance company, policy number and benefits paid or payable

17. Provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. which discuss, mention or pertain to the subject matter of this claim.

PROPERTY DAMAGE CLAIM

Note: If your claim is for property damage only, initial here and proceed directly to the certification section on the next to last page of this form.

☐ **Initials:**_____

18. If your claim is for property damage, attach a description of the property and an estimate of the cost of repair. If your claim does not involve any claim for property damage, enter "None."

a) Describe the property damage:

b) The present location and the time when the property may be inspected

c) Date property acquired

d) Cost of property $

e) Value of property at time of accident $

f) Description of damage:

g) Has the damage been repaired? ( ) No ( ) Yes If so, by whom, when and cost of repairs.

h) Attach each estimate of repair costs to this form.

i) Set forth, in detail, the loss claimed by you for property damage.

19.Set forth, in detail, all other items of loss or damages claimed by you and the method by which you made the calculation.

20. The amount of the total claim.

PERSONAL INJURY CLAIMS

21. Was any complaint made to the public entity or to any official or employee of the public entity. State the time and place of the complaint and the person or persons to whom the complaint was made.

22. Describe in detail the nature, extent and duration of any and all injuries.

23. Describe in detail any injury or condition claimed to be permanent.

24. If confined to any hospital, state name and address of each and the dates of admissions and discharge. Include all hospital admissions prior to and subsequent to the alleged injury and give the reason for each admission.

25. If x-rays were taken, state (a) the address of the place where each was taken, (b) the name and address of the person who took them, (c) the date when each was taken, (d)what each disclosed, (e)where and in whose possession they now are. Include all x-rays, whether prior to or subsequent to the alleged injury forming the basis of the claim.

26. If treated by doctors, including psychiatrist or psychologist, state (a) the name and present address of each doctor, (b) the dates and places where treatments were treatments are continuing, the schedule of continuing treatments. Provide true copies of all written reports rendered to you or about you by any doctor whom you propose to have testify on your behalf.

27. If you have any physical impairment which you allege is caused by the injury forming the basis of your claim and which is affecting your ordinary movement, hearing or sight, state in detail, the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.

28. If you claim that a previous injury has been aggravated or exacerbated, describe the injury and give the name and present address of each doctor who treated you for the condition. the period during which treatment was received and the cause of the previous injury. Specifically list any impairment, including use of eyeglasses, hearing aid or similar device. which existed at the time of the injury forming the basis of the claim.

29. If any treatments, operations, or other form of surgery in the future has been recommended to alleviate any injury or condition resulting from the incident which forms the basis of the claim, state in detail (a) the nature and extent of the treatment, operation, or surgery, (b) the purpose thereof and the results anticipated or expected, (c) the name and address of the doctor who recommended the treatments operations or surgery, (d) the name and address of doctor who will administer or perform the same, (e) the estimated medical expenses to be incurred, (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence, (g) all other losses or expenditure anticipated as a result of the treatment, operations or surgery, (h) further if it is your intention to undergo the treatments, operation or surgery, please give an approximate date.

30. Itemize any and all expense incurred for hospital, doctors, nurses, x-rays, medicines, care and appliances and indicate which expenses were paid by any insurance coverage.

31. If employed at the time of the alleged injury forming the basis of the claim state (a) the name and address of the employer, (b) position held and the nature of the work performed. (c) average weekly wages for the year prior to the injury, (d) period of time lost form employment, giving dated, (e) amount of wages lost, if any. List any sources of income continuation or replacement, including, but not limited to, workers' compensation. disability income, social security and income continuation insurance.

32. If other loss of income, profit or earnings is claimed, state (a) total amount of loss, (b) give a complete detailed computation of the loss, (c) the nature and dates of the loss.

33. If you are claiming lost wages state (a) the date that the employment began, (b) the name and address of the employer, (c) the position held and the nature of the work performed. (d) the average weekly wages. Attach copies of pay stubs or other complete payroll record for all wages received during the year.

34. Have you received, or agreed to receive, any money from anyone for the damages claimed herein? (_)No (_) Yes. If so, set forth the details of such agreement.

35. Please specify, if known, whether the claims arises out of any of the following:
Any construction activity ____
Any Demolition project___
Any road project___

Other___

DOCUMENT REQUEST: Provide all documents identified in your answers to the above questions, including the following:

1. Copies of itemized bills for each medical expense and other losses and expenses claimed.
2. Full copies of all appraisals and estimates of property damage claimed by you.
3. Copies of all written reports of all expert witnesses and treating physicians.
4. A letter from your employer verifying your lost wages. If self-employed, a statement showing the calculation of your claimed lost income.

CERTIFICATION: I hereby certify that the information provided is the truth and is the full and complete response to the questions, to the best of my knowledge. The attached statements, bills, reports and documents are the only ones known to me to be in existence at this time. I am aware that if any statement made herein is willfully false or fraudulent, that I am subject to punishment provided by the law.

Signature of Claimant: _____

AUTHORIZATION FOR RELEASE OF MEDICAL AND HOSPITAL RECORDS

Date: _____

Claimant _____

To Whom It May Concern:

I hereby authorize any and all doctors, hospitals or other medical service facility or its representatives, to release any and all records, reports and other information concerning the treatment of the claimant named herein.

I, (_____) hereby authorize the use and disclosure of my individually identifiable health information and other medical and insurance records. I understand that once disclosed, the information I authorize to be disclosed by said person/facility may be disclosed to others and will no longer be protected by state and federal regulations. This release authority applies to any information governed by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 42 U.S.C. 1320d and 45 C.F.R. 160-164.

Signature of Claimant _____ Date: _____

(This form must be signed by claimant or the parents of the claimants who are minors.)

All information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment and to permit him or her to inspect and make copies or abstracts thereof.

Approximate date of admission to hospital, first examination, treatment of consultation:

A photocopy of this release form, bearing a photocopy of my signature shall constitute your authorization for the release of the information in accordance with the request made to you.

Signature: _____ Date: _____

RESOLUTION #2023-08

RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY GOVERNING THE INDEMNIFYING COMMISSIONERS AND EMPLOYEES CONSISTENT WITH N.J.S.A. 59: 10-4

WHEREAS, N.J.S.A. 59:10-4 empowers the Board of Commissioners of the Housing Authority of the Borough of Glassboro to indemnify its Commissioners and Employees; and

WHEREAS, it is deemed to be in the best interest of the Authority to indemnify the Commissioners and Employees for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/ her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held while acting within the scope of their duties; and

WHEREAS, on December 16, 2019, the Authority adopted RES#19-61 adopting an Indemnification Policy; and

WHEREAS, the Authority deems advisable to conduct an annual review of the policy governing the indemnification of Commissioners and Employees consistent with N.J.S.A. 59:10-4, as outlined below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro:

1. It is deemed in the best interest of the Authority to indemnify the Commissioners and Employees while acting within the scope of their duties.
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phrases shall have the meaning set forth:

    - INSURANCE – Coverage afforded by insurance policies of every kind whether the premiums be paid by the Authority, the Employee or someone on his/ her behalf.
    - COMMISSIONER/EMPLOYEE – Any Commissioner/Employee, appointed to or hired by the Authority, respectively, whether, full or part-time.

3. The Authority shall reimburse a Commissioner/Employee for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/ her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the

position or the office held by such Commissioner/Employee. The Authority shall indemnify a Commissioner/Employee for exemplary or punitive damages resulting from the Commissioner/Employee's civil violation of state and/ or federal law if the acts committed by the Commissioner/ Employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

4. The Authority shall not be obligated to provide reimbursement in the following instances:

   - Where the legal proceeding involved a claim or misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/Employee is found liable for the charge.
   - Where the legal proceeding is instigated or brought by the Housing Authority of the Borough of Glassboro against the Commissioner/ Employee.

5. The amount the Authority is obligated to reimburse the Commissioner/ Employee shall be reduced by an insurance coverage payable to the Commissioner/Employee by the net amount (recovery cost) of any money received by the Commissioner/Employee in any counteraction against the person or persons bringing the action against him/ her.

6. A Commissioner/Employee shall not be entitled to indemnification or reimbursement pursuant to this chapter unless, within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/ she delivers the original or a copy thereof to the Executive Director. The Commissioner/Employee shall be obligated to cooperate with the Authority in the conduct of his/ her defense. Whenever competent and disinterested legal counsel is available to the Authority through any insurance coverage, the Commissioner/Employee shall be obligated to be represented by such counsel. If the Authority wishes to use the General Counsel of the Authority to defend the action, the Commissioner/Employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner/Employee to cooperate with the Authority shall terminate the Authority's obligation to reimburse the Commissioner/Employee.

7. If the legal proceeding is terminated by an agreement among the parties, then the Housing Authority shall not be obligated to reimburse the Commissioner/Employee unless the Authority approves the settlement agreement.

8. The Authority may reimburse a Commissioner/Employee for a portion of an expense incurred prior to a final decision in a legal proceeding, but the Authority shall be entitled to wait for a final determination before being obligated to make any final payments.

9. That this Resolution shall take effect immediately and supersede all previous resolutions.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson		✓	✓			
Shirley Anderson			✓			
Andrew Halter	✓		✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

RESOLUTION #2023-09

RESOLUTION AUTHORIZING ANNUAL REVIEW OF POLICY RESPECTING REIMBURSMENT OF AUTHORITY COMMISSIONER/EMPLOYEES FOR COST OF DEFENDING AGAINST CIVIL AND/OR CRIMINAL CHARGES

WHEREAS, on December 16, 2019, the Authority adopted RES#19-62 adopting a Reimbursement Policy for Costs of Defending against Civil and or Criminal Charges; and

WHEREAS, the Housing Authority of the Borough of Glassboro (Authority) deems it advisable to conduct an annual review of said policy; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Authority shall reimburse any Commissioner/Employee for the actual reasonable legal costs of successfully defending against civil and/or criminal charges where such charges result from the performance of the Commissioner's/Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith

BE IT FURTHER RESOLVED that the Authority shall reimburse any Commissioner/Employee for the actual reasonable legal costs of successfully defending against civil and/or criminal suits where such suit results from the performance of the Commissioner's/ Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith.

BE IT FURTHER RESOLVED that the Authority shall pay for all legal expenses as incurred in the event the General Counsel advises the Authority that the Commissioner/Employee, in all likelihood, will be found to have acted in good faith.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

_____

JAY LAPP, CHAIRMAN

ATTEST:

_____

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

RESOLUTION #2023-10

RESOLUTION APPROVING REGULAR MONTHLY EXPENSES

WHEREAS, the Housing Authority of the Borough of Glassboro incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current and;

WHEREAS, prior to the Board meeting members of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment;

NOW, THEREFORE, BE IT RESOLVED that the Finance Director be and is hereby authorized to pay the monthly bills presented to the Board of Commissioners for consideration on this date.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson			✓			
Andrew Halter		✓	✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp
JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober
KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: January 17, 2023

GLASSBORO HOUSING AUTHORITY

FINAL BILL LIST # 2023-01

INTERIM BILLS:

A.	**Affordable Housing Corp of Glassboro**	$	40,457.58
B.	**Glassboro RAD Operating**		15,507.40
	TOTAL INTERIM BILLS:	**$**	**55,964.98**

CURRENT BILLS:

C.	**Affordable Housing Corp of Glassboro**	$	14,607.35
D.	**Glassboro RAD Operating**		74,943.00
E.	**Glassboro RAD Operating--Pending Invoices**		213,454.87
	TOTAL CURRENT BILLS:	**$**	**303,005.22**
	TOTAL BILL LIST:	**$**	**358,970.20**

****PLEASE NOTE: C#s with 4 digits = ACH and C#s with 6 digits = paper check****

A

Summary Check Listing Report

12/20/2022 To 01/11/2023

Check #	Check Date	Recipient	Amount
Credit Acct	**AFFORDABLE HOUSING CORP OF GLASSBORO**		
0000202225	12/29/2022	ATLANTIC CITY ELECTRIC	**$61.06**
0000202226	12/29/2022	BRITTON, GEORGE	**$19.97**
0000202227	12/29/2022	VAZQUEZ, MADELINE	**$231.05**
0000202228	12/29/2022	TENANT	**$156.51**
0000202229	01/04/2023	AFFORDABLE HOUSING CORP OF GLASSBORO	**$7,913.31**
0000202230	01/04/2023	ATLANTIC CITY ELECTRIC	**$1,692.03**
0000202231	01/04/2023	COMCAST CORPORATION	**$146.21**
0000202232	01/04/2023	SOUTH JERSEY GAS CO	**$8,554.65**
0000202233	01/04/2023	TURNERSVILLE COLLISION CENTER	**$15,957.20**
0000202234	01/04/2023	ATLANTIC CITY ELECTRIC	**$227.73**
0000202235	01/04/2023	SOUTH JERSEY GAS CO	**$4,853.14**
0000202236	01/04/2023	ATLANTIC CITY ELECTRIC	**$26.91**
0000202237	01/04/2023	ATLANTIC CITY ELECTRIC	**$193.41**
0000202238	01/11/2023	CITIBANK, NA	**$148.66**
0000202239	01/11/2023	HOLDEN, DELORES	**$270.93**
0000202240	01/11/2023	GALLON, SHARECE	**$4.81**
Total for Credit Acct	**AFFORDABLE HOUSING CORP OF GLASSBORO**		**$40,457.58**

PLEASE NOTE: Check #s with 4 digits = ACH and Check #s with 6 digits = paper checks

B

Summary Check Listing Report

12/20/2022 To 01/11/2023

Check #	Check Date	Recipient	Amount
Credit Acct	**RAD OPERATING**		
0000001211	01/11/2023	STATE OF NEW JERSEY	**$2,521.00**
0000200415	01/04/2023	LINCOLN SENIOR URBAN RENEWAL I LP	**$12,888.00**
0000200416	01/11/2023	COMMUNICATION WORKERS OF AMERICA	**$98.40**
Total for Credit Acct	**RAD OPERATING**		**$15,507.40**

PLEASE NOTE: Check #s with 4 digits = ACH and Check #s with 6 digits = paper checks

C

Summary Check Listing Report

01/12/2023 To 01/17/2023

Check #	Check Date	Recipient	Amount
Credit Acct	**AFFORDABLE HOUSING CORP OF GLASSBORO**		
0000202241	01/17/2023	A.M. BOTTE MECHANICAL LLC	**$8,350.78**
0000202242	01/17/2023	ABBOTT'S HARDWARE INC.	**$30.00**
0000202243	01/17/2023	ACTION PLUMBING, INC.	**$1,293.50**
0000202244	01/17/2023	RILEY, ANTHONY J., LLC	**$200.00**
0000202245	01/17/2023	BLOCK LINE SYSTEMS LLC	**$172.04**
0000202246	01/17/2023	BOROUGH OF GLASSBORO-HIGHWAY	**$85.91**
0000202247	01/17/2023	CANON SOLUTIONS AMERICA, INC.	**$89.43**
0000202248	01/17/2023	E & G EXTERMINATORS, INC.	**$600.00**
0000202249	01/17/2023	BRITTON, GEORGE	**$144.35**
0000202250	01/17/2023	GOLDING, JAMES F.	**$250.00**
0000202251	01/17/2023	LCIJ, INC.	**$12.00**
0000202252	01/17/2023	MASSO GROUP, LLC	**$1,254.06**
0000202253	01/17/2023	MAX COMMUNICATIONS INC.	**$328.22**
0000202254	01/17/2023	McCLENNEN, BRIAN	**$600.00**
0000202255	01/17/2023	SHERWIN WILLIAMS COMPANY	**$620.00**
0000202256	01/17/2023	VERIZON WIRELESS SERVICES LLC	**$154.56**
0000202257	01/17/2023	WOLFSCHMIDT PLUMBING, HEATING & COOLING	**$422.50**
Total for Credit Acct	**AFFORDABLE HOUSING CORP OF GLASSBORO**		**$14,607.35**

PLEASE NOTE: Check #s with 4 digits = ACH and Check #s with 6 digits = paper checks

D

Summary Check Listing Report

01/12/2023 To 01/17/2023

Check #	Check Date	Recipient	Amount
Credit Acct	**RAD OPERATING**		
0000200417	01/17/2023	BROOKE GROUP LLC	**$1,320.00**
0000200418	01/17/2023	NJPUBLIC HOUSING AUTHORITIES--JIF	**$73,623.00**
Total for Credit Acct	**RAD OPERATING**		**$74,943.00**

PLEASE NOTE: Check #s with 4 digits = ACH and Check #s with 6 digits = paper checks

HOUSING AUTHORITY OF GLOUCESTER COUNTY

All Open Invoice Listing

EXE

GRAD-RAD OPERATING

Vendor #	Vendor Name	Alloc.Detail	Invoice #	Inv. Date	Disc Date	Alloc. %	Due Date	Alloc. Amt.	Disc. %	Invoice Amt	Alloc. Disc.	Disc. Amt	Alloc. Net	Net Amt
VN00000305	HOUSING AUTHORITY OF		10/22	12/8/2022	12/8/2022		12/8/2022		0.00	69,568.20		0.00		69,568.20
VN00000305	HOUSING AUTHORITY OF		09/22 GHA	10/25/2022	10/25/2022		10/25/2022		0.00	73,985.68		0.00		73,985.68
VN00000305	HOUSING AUTHORITY OF		11/22 GHA	12/16/2022	12/16/2022		12/16/2022		0.00	69,900.99		0.00		69,900.99
Total for Report 3										$213,454.87		$0.00		$213,454.87

RESOLUTION #2023-11

RESOLUTION AUTHORIZING PAYMENT FOR

THE NJPHA JOINT INSURANCE FUND (JIF) FY 2023

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

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

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

WHEREAS, the assessed bill FY2023, at a premium of **$73,623.00** is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that payment for NJPHA (JIF) is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director, Kimberly Gober be and is hereby authorized to approve the current bill FY 2023 in the amount of **$73,623.00** subject to Counsel review and verification.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

NEW JERSEY PUBLIC HOUSING AUTHORITY JIF

MEMBER NAME: GLASSBORO HA
MEMBER ID: 407

Invoice #: NJPHA407-2023
Invoice Date: December 15, 2022

JANUARY 2023 PAYMENT DUE: **$ 73,623.00**

PAYMENT DUE BY **January 31, 2023**

PAYMENT INSTRUCTIONS

1. Make one check for the Total Payment Due, payable to NEW JERSEY PUBLIC HOUSING AUTHORITY JIF
2. Mail your check to **NEW JERSEY PUBLIC HOUSING AUTHORITY JIF**
   PO Box 11487
   Newark, NJ 07101
3. Payment is due by **January 31, 2023** **Payments not received by this date are subject to a 18% interest penalty.**

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

The due dates are as follows:

First installment: January 31, 2023
Second installment: June 30, 2023

All members are encouraged to send in their full payment on January 31, 2023

4. If a voucher is required for payment of this invoice, complete one for signature and send it to:
   PERMA
   9 Campus Drive , Suite 216
   Parsippany, NJ 07054

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

ASSESSMENTS & CREDITS DETAIL

Fund Year	Description	Credits	Assessments	Total
2022				
			Subtotal FY2022 Assessment	
2023	Property		30,548.00	
	General Liability / Auto Liability		26,067.00	
	Workers' Compensation		6,121.00	
	Public Officials / Employment Practices Liability		4,526.00	
	Cyber		6,761.00	
			Subtotal FY2023 Assessment*	**$ 74,023.00**
	Elected Officials Seminar Attendance Credit	(400.00)		
			Subtotal Other Assessments/Credits	**$ (400.00)**
			Total Assessments & Credits	**$ 73,623.00**

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

*** 2023 Total Assessment is as of the Invoice Date above. Additional assessments/credits during the Fund Year will be billed on the next assessment bill.**

RISK MANAGEMENT FEES

Fund Year	
2023	RMC Fees are NOT included

CLAIMANT'S CERTIFICATION AND DECLARATION

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

Stephen Sacco

Stephen Sacco, Executive Director/Administrator

RESOLUTION #2023-12

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

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

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

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

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

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

WHEREAS, the GHA wishes HAGC to assess the Housing Authority of the Borough of Glassboro's Housing Choice Vouchers administration to ensure consistency with HUD's performance criteria under SEMAP requirements; and complete all necessary action to compile accurate and complete information in the preparation of the 2023 SEMAP report.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the HAGC is authorized to take all necessary actions to compile and assess the information necessary to administer GHA's Housing Choice Voucher program to ensure consistency with HUD's performance criteria under SEMAP requirements.

IT IS FURTHER RESOLVED that the Executive Director, or a designee, has authority to electronically submit the report to the U.S. Department of Housing and Urban Development (HUD), as required.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson		✓	✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp
JAY LAPP, CHAIRMAN

ATTEST:
Kimberly Gober
KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: January 17, 2023

RESOLUTION #2023-13

RESOLUTION APPROVING AND AUTHORIZING THE EXTENSION AND AMENDMENT OF THE PROPERTY LEASING AND MANAGEMENT AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO AND THE AFFORDABLE HOUSING CORPORATION OF GLASSBORO

WHEREAS, in connection with the conversion of the Housing Authority of the Borough of Glassboro's owned and operated units under the RAD Program, the Affordable Housing Corporation of Glassboro finds it essential to renew a Property Leasing and Management Agreement with the Housing Authority of the Borough of Glassboro (the "Agreement"); and

WHEREAS, the aforementioned Agreement must be approved for an extension on an annual basis, and

WHEREAS, both parties have determined that it is in their best respective interest to amend the term of the Agreement, to automatically extend for additional one (1) year period, unless either party delivers written notice of termination to the other at least 60 days prior to the expiration of the term of the Agreement or any extension thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Executive Director is hereby authorized to renew said Agreement between the Housing Authority of the Borough of Glassboro and the Affordable Housing Corporation of Glassboro to administer Property Leasing and Management Services, subject to minor revisions as may be required by the U.S. Department of HUD.

BE IT FURTHER RESOLVED that the term of the Agreement shall be amended as attached hereto.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson			✓			
Shirley Anderson	✓		✓			
Andrew Halter		✓	✓			

Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

RESOLUTION #2023-14

RESOLUTION RATIFYING THE EXECUTION OF AN AGREEMENT FOR THE HOME SUPPORT PROGRAM GRANT FY2023

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) submitted an application for funds under the Home Support Grant program FY2023 to provide Housekeeping and Home Support services that would help preserve and strengthen the daily life of senior citizens who reside in GHA's developments; and

WHEREAS, the Gloucester County Board of County Commissioners, thru the Division of Senior Services has selected the GHA to provide Home Support Services FY2022 to its residents under the Older American Act, and

WHEREAS, the amount granted is **$52,194.00;** and

WHEREAS, the Grant Agreement was signed by the Executive Director and forwarded to the Gloucester County Board of County Commissioners for formal approval and execution; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Home Support Grant Agreement is hereby accepted, and the execution of the Agreement made by the Executive Director is therefore ratified.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson			✓			
Shirley Anderson		✓	✓			
Andrew Halter	✓		✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: January 17, 2023

RESOLUTION #2023-15

RESOLUTION APPROVING AN INCREASE OF

PAYMENT STANDARDS FY 2023

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) via Res#22-15 adopted a Payment Standards Schedule for the Section 8 HCV Program, utilizing a rate of up to 120% of HUD's Small Area Fair Market Rent (SAFMR) FY2022, pursuant to PIH Notice 2021-34; and

WHEREAS, under PIH Notice 2022-30, HUD allowed PHAs to request an extension to the regulatory waivers for the Housing Choice Voucher Programs impacted by the COVID-19 pandemic, if the original waiver had not expired and the good cause justification provided in its original waiver request to HUD still existed; and

WHEREAS, the GHA determined that continued increase in the Payment Standard Schedule rate to the maximum extent of 120% for specific ZIP Codes, as allowed by HUD FY2023, continues to be a more efficient use of HAP funding, facilitating leasing by allowing our subsidized families to be competitive in the open rental market; and

WHEREAS, the GHA requested and was granted said extension by HUD through December 31, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the Borough of Glassboro that the increase in Payment Standard Schedule for the Section 8 Voucher Program is hereby approved and shall be in effect were determined to be most effective and beneficial by the discretion of the Executive Director.

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

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson		✓	✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp
JAY LAPP, CHAIRMAN

ATTEST:
Kimberly Gober
KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: January 17, 2022

RESOLUTION #2023-16

RESOLUTION COMMENDING

JENNIFER WELLS

FOR HER DEDICATED SERVICE AS A BOARD COMMISSIONER

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) notes the departure of **JENNIFER WELLS** from its Board of Commissioners; and

WHEREAS, JENNIFER WELLS was first appointed as a Commissioner to the GHA in 2016; and

WHEREAS, JENNIFER WELLS has provided dedication to public service throughout her tenure as a Commissioner of the GHA Board; and

WHEREAS, JENNIFER WELLS announced her resignation from the GHA Board, effective December 31, 2022; and

WHEREAS, for her service, **JENNIFER WELLS** has earned a recognition of gratitude from the residents and program participants of the GHA; and

WHEREAS, the GHA Board and Executive Staff wish to thank **JENNIFER WELLS** for her excellent work, commitment to the community, and valuable insight.

NOW THEREFORE BE IT RESOLVED that the Housing Authority of the Borough of Glassboro hereby commends and sincerely thanks **JENNIFER WELLS** for her years of service, further wishing **JENNIFER WELLS** and her family continued happiness in years to come.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson		✓	✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: JANUARY 17, 2023

RESOLUTION #2023-17

RESOLUTION APPROVING THE REVISION OF
CHECK SIGNING AUTHORIZATION POLICY

WHEREAS, in accordance with N.J.S.A 40A:5-16.5; N.J.A.C 5:31-4.1, 4.2; N.J.A.C 5:30-9A; Local Finance Notice 2018-13, the Housing Authority of the Borough of Glassboro (GHA) adopted a Check Signing Authorization Policy; and

WHEREAS, this policy identifies those people who are authorized to sign and issue checks on its behalf and in the manner in which those checks will be issued; and

WHEREAS, said policy shall apply to all GHA bank accounts and the bank accounts of the instrumentalities and affiliated entities of the GHA; and

WHEREAS, GHA has reviewed and updated the policy as attached.

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of the Borough of Glassboro that the Check Signing Authorization Policy attached hereto, be and hereby is adopted and shall supersede all prior resolutions.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of 4 in favor, 0 opposed and 0 abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp			✓			
Edward Hutchinson		✓	✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

JAY LAPP, **CHAIRMAN**

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: JANUARY 17, 2023

Housing Authority of the Borough of Glassboro

Check Signing Authorization Policy

Effective January 1, 2018; Rev. 01/22

The Housing Authority of Housing Authority of the Borough of Glassboro (GHA) hereby establishes this Check Signing Authorization Policy to identify those people who are authorized to sign and issue checks on its behalf, and the manner in which those checks will be issued. This Policy shall apply to all GHA bank accounts and the bank accounts of instrumentalities and affiliated entities of GHA.

This Policy is drafted and implemented in accordance with N.J.S.A. 40A:5-16.5; N.J.A.C. 5:31-4.1, 4.2; N.J.A.C. 5:30-9A; Local Finance Notice 2018-13. Although these regulations do not legally apply to non-public funds used by its instrumentalities and affiliated entities, GHA has deemed it good practice and therefore it is followed by all entities.

1. All persons submitting a claim for payment from GHA moneys shall present a detailed bill of items or demand, specifying how the bill or demand is made up, with the certification of the party claiming payment that it is correct. In accordance with N.J.S.A 40A:5-16(a) and N.J.A.C. 5:30-9A.6, and GHA resolution 15-03, the purchase of goods and services under $5,000 does not require a vendor certification, but for the exceptions enumerated in the Statute including payments as reimbursement of employee expenses or payment for personal services.

2. All claims shall carry a certification of an official or designated employee of the authority having knowledge of the facts that the goods have been received by, or the services rendered to the authority.

3. All Housing Assistance Payments (HAP) checks for the Section 8 Voucher Program will be signed by the computer-generated automated signatures of GHA's Executive Director and Board of Commissioners Chairman. All HAP checks are supported by an executed HAP contract between GHA and the landlord and therefore no additional certification is required.

4. All non-HAP checks of $500 or less will be signed by the computer-generated automated signatures of GHA's Executive Director and Board of Commissioners Chairman.

5. All non-HAP checks greater than $500 will be signed manually by two authorized signatories.

6. The following are designated individuals whose signatures may appear on check(s) drawn upon the Treasury of GHA. In the event a check is made payable to one of the signatories, which are identified below, an alternative authorized signatory is required.

    a. All Board Members from their respective entities with appropriate bank signature card on file with GHA;
    b. Executive Director;
    c. Deputy Executive Director;
    d. Human Resource Director;
    e. Executive Assistant;

f. The Finance Director (in the event no other designated individual is reasonable available and signature is required)

7. Payments on invoices should not be split into less than $500 increments for the sole purpose of utilizing the computer rather than manually signing said checks.

8. The supporting data for each check shall be available for the signer to review at the time of signing.

9. With the exception of HAP checks and bills paid on the interim, tthe Board of Commissioners must approve all payments through the monthly bill lists presented at the Board Meeting. Interim payments are approved after payment and shall be included on the bill list presented to the Board for acknowledgement, or ratification. All non-public entities' bills are monitored monthly by the Housing Authority and approved and/or ratified at their annual meeting.

10. All claims approved for payment by the governing body shall be recorded in the minutes of the authority meetings and shall, upon approval of the minutes, be made available to the public, upon request.

11. The payments of certain claims may be paid without delay or prior approval of the Board of Commissioners following the approval of a properly prepared, completed, and authorized (through the Executive Director's signature) Payment Voucher. These payments are considered "payments on the interim" and are included in the monthly bill list for Board approval. They include the following types of bills:

    a. Utilities – including water, sewer; electric, gas, oil, etc.
    b. Pre-approved telecommunication services – including telephone, beeper, cellular phones, data lines, internet, and cable services;
    c. Pre-approved insurance premiums;
    d. Payments in lieu of taxes and taxes;
    e. Reimbursements to tenants/estates for out-of-pocket costs or refunds of security deposits or credit balances;
    f. Funding for various escrow accounts;
    g. Disbursements of client escrow accounts;
    h. Replenishment of petty cash funds;
    i. Inter-fund payments;
    j. Authorized management and administrative fees;
    k. Mortgage payments;
    l. Emergency repair/replacement costs;
    m. Weekly payroll withholdings and related expenses;
    n. Governmental agency fees and charges (i.e. inspection fees);
    o. Fees for training seminars and travel expenses;
    p. Incidental repair/equipment costs under $1,000;
    q. Reasonable relocation costs associated with a temporary relocation of a tenant of an owned/ managed property and
    r. Other items as specified in writing by the Executive Director
    s. Contractors that have a contract and/or resolution that was previously approved by the board.

12. The manner and time in which salaries, wages or other compensation for services shall be paid shall be in accordance with the GHA's Personnel Policy and Collective Bargaining Agreement. Pay checks to employees shall be signed by the computer-generated automated signatures of GHA's Executive Director and Board of Commissioners Chairman. Payroll checks are required to be Direct Deposit; although, on rare occasions a paper check may be necessary. As stated in #9 above, payroll checks are not included in the monthly bill list.

13. In accordance with N.J.S.A. 40A:5-1 et seq., as an alternative to paper checks GHA is authorized to pay claims electronically using electronic fund technology (EFT).

14. With respect to the use of EFT for the payment of Housing Assistance Payments pursuant to Housing Assistant Payments Contracts, the Section 8 Supervisor shall be the initiator and the Finance Director shall be the authorizer. For any transfers initiated by the Finance Director, the Executive Director shall authorize the transfer. In the event that the Executive Director is unavailable, the transfer shall be authorized by the Executive Assistant.

15. With respect to the use of EFT for vendors, the Accounts Payable Technician shall be the initiator and the Executive Director shall be the authorizer. The authorization is evidenced by signature on the payment voucher and on the Direct Deposit Bank Report. In the event that the Executive Director is unavailable, the transfer shall be authorized by the Executive Assistant.

16. With respect to the use of EFT for employee pay checks, the Human Resources Administrator shall be the initiator and the Finance Director shall be the authorizer.

17. On no less than a weekly basis, activity reports on all EFT-based transactions shall be reviewed by the Finance Director. Such review shall be completed by review of the Check Register to determine if the Register includes any EFTs.

18. Any activity report on the EFT-based transactions generated by the Finance Director must be reviewed by the Executive Director.

19. In conjunction with the monthly bank reconciliation to the General Ledger, reconciliation of the actual EFT transactions to the accounting records shall be performed at least on a monthly basis and maintained for audit.

20. Each bill list approved or ratified by the Board of Commissioners shall indicate the type of technology utilized in each EFT transaction.

21. The EFT technology must allow verification that a payment is not being diverted to an individual or entity other than the one authorized to receive payment. Such verification shall occur through requiring each individual to complete a Direct Deposit Authorization Form along with a copy of a voided check and by performing a validity test on the bank account. The Section 8 Supervisor shall ensure that the identity of landlords completing the Direct Deposit Authorization Form corresponds to W-9 form completed by the landlord.

22. Electronic funds transfers through Automated Clearing House (ACH) must utilize Electronic Data Interchange (EDI) technology. Any user uploading an ACH file shall check the amounts and recipients against a register displaying ACH payments. The Finance Director uploads and verifies the contents of the ACH file.

23. In accordance with N.J.A.C 5:30-9A.4, GHA is authorized to use charge cards issued by a specific vendor for the utilization of goods and services provided by said vendor. Outstanding balances on all charge cards shall be paid in full each month.

24. The Executive Director shall approve of the specific individuals designated to use each charge card. Designated users shall complete an acknowledgement as to the understanding of the policies and procedures for usage and acknowledge financial responsibility for misuse. See Attachment "A".

25. The Finance Director shall obtain annually from Financial Institution providers of EFT evidence of satisfactory internal controls.

26. GHA shall operate all EFT technologies in accordance with the cyber security framework specified in N.J.A.C. 5:33-1.1

Attachment "A"

HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

CHARGE CARD USE AGREEMENT

This Charge Card Use Agreement (Agreement) is between _____ (Company) and _____ (Employee)

By my signature on this Agreement, I agree to comply with and be bound by the following conditions:

1. I understand the vendor card is Company property and I will be making financial commitments on behalf of the Company when using this Card. I agree that the use of this Card is limited to business purposes authorized by the Company. I agreement this Card must not be used for any personal, unauthorized or illegal charges and any such misuse will result in disciplinary action up to an including termination of employment.

2. I understand that documentation of expenses shall be submitted to the Finance Department within 10 days.

3. I understand that the Company may review and investigate the use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation.

4. I agree to be held personally liable for the total dollar amount of any improper charge incurred plus any administrative fees accessed in connection with misuse of this Card. I agree that a personal, unauthorized or illegal charged made by me, including any administrative fees/and or finance charges assessed in connection with such charge and paid for by the Company will be considered a personal loan to be repaid through payroll deduction. If such deductions are not permissible or feasible, I will repay the Company these amounts plus any finance or other charges due in connection with the misuse of this Card and the Company may take appropriate legal action to collect monies owed. I agree to pay the Company's expenses, including attorney's fees, incurred in its collection efforts. I agree that I may be liable for improper charge that results from allowing others to use this Card.

5. I agree to immediately notify the Finance Director upon discovering this Card has been lost, misused, stolen or subject to fraud or unauthorized use. I agree to cooperate with any investigation concerning the loss, theft or suspect misuse of the Card.

_____ _____

Employee Date

_____ _____

Executive Director Date

TABLED

RESOLUTION #2023-18

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6et seq.) requires all meetings of the Borough of Glassboro Housing Authority 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 Borough of Glassboro Housing Authority has determined that _____issues are permitted by NJSA 10:4-12 (b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on January 17th, 2023, 5:00 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 Borough of Glassboro Housing Authority 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 Borough of Glassboro Housing Authority will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Chairman, Vice Chairman, or their designee, 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, 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 BOROUGH OF GLASSBORO HOUSING AUTHORITY AT IT'S PUBLIC MEETING HELD ON JANUARY 17, 2023.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 17th day of January 2023 by a vote of ____in favor, ____opposed and ____abstentions.

Commissioners	Motion	Second	Aye	Nay	Abstention	Absent
Jay Lapp						
Edward Hutchinson						
Shirley Anderson						
Andrew Halter						
Thuraisingham Mohanakanthan						

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

_____

_____, **CHAIRMAN**

ATTEST:

_____

KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: January 17, 2023