

RESOLUTION #2024-21

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 by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, 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 a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of March 2024 by a vote of 5 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson			✓			
Andrew Halter		✓	✓			
Jacob Hines			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MARCH 19, 2024

GLASSBORO HOUSING AUTHORITY

FINAL BILL LIST # 2024-03

INTERIM BILLS:

A.	Affordable Housing Corp of Glassboro	\$	71,341.29
B.	Glassboro RAD Operating		13,337.92

TOTAL INTERIM BILLS: \$ 84,679.21

CURRENT BILLS:

C.	Affordable Housing Corp of Glassboro	\$	917.56
D.	Glassboro RAD Operating		4,756.00

TOTAL CURRENT BILLS: \$ 5,673.56

TOTAL BILL LIST: \$ 90,352.77

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

Summary Check Listing Report

02/21/2024 To 03/18/2024

A

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000202786	02/27/2024	ATLANTIC CITY ELECTRIC	\$2,039.47
0000202787	02/27/2024	AMAZON.COM SERVICES, INC	\$47.61
0000202788	02/27/2024	ATLANTIC CITY ELECTRIC	\$76.77
0000202789	02/27/2024	NICHOLSON--PETTY CASH, BARBARA	\$283.98
0000202790	02/27/2024	COMCAST CORPORATION	\$302.80
0000202791	02/27/2024	MARKSMEN LANDSCAPING LLC	\$870.00
0000202792	02/27/2024	McCLENNEN, BRIAN	\$288.00
0000202793	02/27/2024	SHERWIN WILLIAMS	\$419.61
0000202794	02/27/2024	US POSTAL SERVICE	\$4,500.00
0000202795	03/05/2024	ADVANCE LOCAL HOLDINGS, CORP.	\$14.20
0000202796	03/05/2024	AFFORDABLE HOUSING CORP OF GLASSBORO	\$8,071.58
0000202797	03/05/2024	ATLANTIC CITY ELECTRIC	\$195.52
0000202798	03/05/2024	BOROUGH OF GLASSBORO--WATER	\$20,616.25
0000202799	03/05/2024	COMCAST CORPORATION	\$204.41
0000202800	03/05/2024	LOWE'S HOME CENTERS, INC	\$3,001.86
0000202801	03/05/2024	QUADIENT, INC.	\$1,303.00
0000202802	03/05/2024	SOUTH JERSEY GAS CO	\$4,404.08
0000202803	03/05/2024	THE PHILADELPHIA INQUIRER, LLC	\$145.79
0000202804	03/05/2024	ATLANTIC CITY ELECTRIC	\$180.18
0000202805	03/05/2024	ATLANTIC CITY ELECTRIC	\$190.68
0000202806	03/05/2024	ADVANCE LOCAL HOLDINGS, CORP.	\$127.08
0000202807	03/05/2024	ATLANTIC CITY ELECTRIC	\$1,593.39
0000202808	03/05/2024	SOUTH JERSEY GAS CO	\$4,262.31
0000202809	03/12/2024	AMAZON.COM SERVICES, INC	\$309.96



Summary Check Listing Report

02/21/2024 To 03/18/2024

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
0000202810	03/12/2024	ANGELINI, VINIAR & FREEDMAN LLC	\$382.00
0000202811	03/12/2024	BLOCK LINE SYSTEMS LLC	\$236.81
0000202812	03/12/2024	CANON SOLUTIONS AMERICA, INC.	\$142.70
0000202813	03/12/2024	JERSEY BATHTUB REFINISHING INC	\$1,199.00
0000202814	03/12/2024	R&A FLOORING, LLC	\$15,932.25
Total for Credit Acct AFFORDABLE HOUSING CORP OF GLASSBORO			\$71,341.29



Summary Check Listing Report

B

02/21/2024 To 03/18/2024

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000001238	02/27/2024	STATE OF NEW JERSEY	\$1,229.11
0000200508	02/27/2024	ADVANCE LOCAL HOLDINGS, CORP.	\$108.81
0000200509	02/27/2024	BOWMAN & COMPANY, LLP	\$12,000.00
Total for Credit Acct	RAD OPERATING		<u>\$13,337.92</u>



Summary Check Listing Report

03/19/2024 To 03/19/2024

C

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000202815	03/19/2024	A.B. RICHARDS INC	\$208.00
0000202816	03/19/2024	ATLANTIC CITY ELECTRIC	\$68.43
0000202817	03/19/2024	BERAT CORPORATION	\$109.26
0000202818	03/19/2024	BOROUGH OF GLASSBORO-HIGHWAY	\$102.26
0000202819	03/19/2024	QUADIENT, INC.	\$240.00
0000202820	03/19/2024	VERIZON NEW JERSEY INC	\$88.19
0000202821	03/19/2024	VERIZON WIRELESS SERVICES LLC	\$101.42
Total for Credit Acct AFFORDABLE HOUSING CORP OF GLASSBORO			\$917.56



Summary Check Listing Report

D

03/19/2024 To 03/19/2024

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000200510	03/19/2024	BROOKE GROUP LLC	\$797.50
0000200511	03/19/2024	BROWN & CONNERY LLP	\$3,744.50
0000200512	03/19/2024	COMMUNICATION WORKERS OF AMERICA	\$39.00
0000200513	03/19/2024	NJNAHRO, INC	\$175.00
Total for Credit Acct	RAD OPERATING		\$4,756.00



RESOLUTION #2024-22

**RESOLUTION APPROVING EXTENSION OF CONTRACT FOR
COIN OPERATED LAUNDRY EQUIPMENT
FMB LAUNDRY, INC.**

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA), executed a contract for Coin Operated Laundry Equipment for their residents via RES #2022-36; and

WHEREAS, the term for said contract is effective for the period commencing August 1, 2022 and concluding on July 31, 2024; and

WHEREAS, consistent with the terms and provision of the contract and Local Public Contract Law, at the option of GHA the term may be extended for (2) two 1-year periods; and

WHEREAS, the GHA wishes to exercise its option to extend the contract for (1) 1-year term, from August 1, 2024 and concluding on July 31, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the contract with **FMB LAUNDRY, INC.** be and hereby is extended for a 1-year term.

ADOPTED at a **Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of March 2024** by a vote of 5 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson			✓			
Andrew Halter		✓	✓			
Jacob Hines			✓			
Thuraisingham Mohananthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MARCH 19, 2024

RESOLUTION #2024-23

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT
FOR LAWN MAINTENANCE SERVICES
MARKSMEN LANDSCAPING

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) has need for Lawn Maintenance Services for Delsea Manor, Summit Park and Whitney Gardens; and

WHEREAS, GHA solicited bids for Lawn Maintenance Services through public advertisement under IFB 24-001 (IFB); and

WHEREAS, GHA has reviewed all sealed bids received in response to the IFB; and

WHEREAS, the lowest responsive bidder for such services is **MARKSMEN LANDSCAPING** with a bid in the amount of **\$36,020.00** per year and is proper and responsive to the IFB; and

WHEREAS, the initial term shall be two (2) years beginning on April 15, 2024 and may be extended by GHA, at GHA's sole discretion, for two (2) additional one (1) year periods pursuant to the same terms and conditions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Executive Director be and is hereby authorized to execute a contract with **MARKSMEN LANDSCAPING** in accordance with the bid received and the tabulation attached hereto.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of March 2024 by a vote of 5 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson			✓			
Andrew Halter		✓	✓			
Jacob Hines			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:


KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MARCH 19, 2024



HOUSING AUTHORITY
THE BOROUGH OF GLASSBORO

Borough of Glassboro

Housing Authority

Attended by: J. Daniels, D. Trasferini, RPM
Landscape

Bid Tabulation Sheet

Lawn Maintenance

BID # 24-001

February 23, 2024 @ 2pm

Company

MARKSMEN LANDSCAPING

1975 ERIAL ROAD

BLACKWOOD, NJ 08012

RPM LANDSCAPE CONTRACTOR, LLC

PO BOX 1167

HAMMONTON, NJ 08037

ON THE GREEN 1, LLC

5 INDIAN RD

WEST DEPTFORD, NJ 08096

Base Bid

36,020.00

\$

Alternate Deducts

No.

Comments

Lowest Responsive Bidder

58,379.00

\$

Unresponsive

RESOLUTION #2024-24

**RESOLUTION AUTHORIZING AN AGREEMENT FOR
PROFESSIONAL FINANCIAL CONSULTING SERVICES**

BERMAN HOPKINS CPAs & ASSOCIATES, LLP

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) has need for Professional Financial Consulting Services, including general technical assistance to implement GAAP, GASB and HUD regulations, general ledger analysis, and other financial requirements, as requested.

WHEREAS, the GHA has solicited quotes for said Professional Financial Consulting Services in accordance with GHA’s Procurement Policy; and

WHEREAS, the most qualified quote for such services is with **BERMAN HOPKINS CPAs & ASSOCIATES, LLP** and is proper and responsive to the specifications provided, with the following Fee Schedule:

- *Partner..... \$300 per hour.
- *Director..... \$275 per hour.
- *Supervisor/Senior..... \$190 per hour.
- *Staff..... \$155 per hour.
- *Clerical..... \$115 per hour.

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 negotiate, execute, and sign an agreement with **BERMAN HOPKINS CPAs & ASSOCIATES, LLP** to provide Professional Financial Consulting Services for a fee not to exceed **\$15,000.00.**

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of March 2024 by a vote of 5 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson			✓			
Andrew Halter		✓	✓			
Jacob Hines			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MARCH 19, 2024

FORM PO 102

Rev. Nov. 2015
(Previous Editions are Obsolete)

QUOTATION SHEET

(ATTACHMENT-B)
Please Print or Type

HOUSING AUTHORITY
of GLOUCESTER COUNTY
FINANCE DEPARTMENT

LOCATION OF NEED GHA ADMIN	(ATTACH WRITTEN QUOTES AND APPLICABLE CATALOG SHEETS)
NOTE: A MINIMUM OF 3 QUOTES ARE REQUIRED FOR PURCHASES OVER \$2,000.	

REQUESTED PURCHASE <small>DESCRIBE ITEM(S) or SERVICE (use multiple lines when necessary)</small>	QUOTE # 1 <small>(Enter Vendor Info Below)</small>	QUOTE # 2 <small>(Enter Vendor Info Below)</small>	QUOTE # 3 <small>(Enter Vendor Info Below)</small>	QUOTE # 4 <small>(Enter Vendor Info Below)</small>
Financial and accounting advisory and consulting services	Partner: \$300/hr	Partner: \$325/hr	(No Response)	
	Director: \$275/hr	Director: \$300/hr		
	Supervisor/Senior: \$190/hr	Sr. Mgr: \$280/hr		
	Staff: \$155/hr	Manager: \$240/hr		
	Clerical: \$115/hr	Sr. Assoc: \$215/hr		
		Associate: \$175/hr		
		See proposal package for details		
Shipping and Handling Charges (if any)				
COLUMN TOTAL	-	-	-	-
TOTAL				

#	VENDOR	VENDOR CONTACT	TELEPHONE
1	Berman Hopkins CPAs & Associates, LLP	Laura Anne Pray	321-757-2020
	ADDRESS 8035 Spyglass Hill Road	CITY Melbourne	ST ZIP FL 32940
	DATE OF QUOTE 2/22/2024	TYPE: VERBAL CATALOG WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO. n/a
			DATE AVAILABLE n/a
2	Aprio, LLP	Brandon Wilkerson	(980) 771-2450
	ADDRESS 2002 Summit Boulevard, Suite 120	CITY Atlanta	ST ZIP GA 30319
	DATE OF QUOTE 3/4/2024	TYPE: VERBAL CATALOG WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO. n/a
			DATE AVAILABLE n/a
3	EFPR Group		(585) 427-8900
	ADDRESS 100 South Clinton Avenue	CITY Rochester	ST ZIP NY 14604
	DATE OF QUOTE No Response	TYPE: VERBAL CATALOG WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.
			DATE AVAILABLE
4			
	ADDRESS	CITY	ST ZIP
	DATE OF QUOTE	TYPE: VERBAL CATALOG WRITTEN / EMAIL X	VENDOR MODEL/CATALOG NO.
			DATE AVAILABLE

SELECTED VENDOR	REMARKS:
#	
WAS A COST BENEFIT ANALYSIS DONE? NO <input checked="" type="checkbox"/> YES (Copy Attached) <input type="checkbox"/>	BY WHOM?
CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED) <input type="checkbox"/> EMERGENCY PURCHASE <input type="checkbox"/> NJ STATE GVT CONTRACT <input type="checkbox"/> VALUE REQUIRES ONLY ONE <input type="checkbox"/> SINGLE SOURCE ITEM OTHER:	

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

TABLED

RESOLUTION #2024-25

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 March 19th, 2024, 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 MARCH 19, 2024.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of March 2024 by a vote of ____ in favor, ____ opposed and ____ abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp						
Edward Hutchinson						
Shirley Anderson						
Andrew Halter						
Jacob Hines						
Thuraisingham Mohanakanthan						

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

JAY LAPP, CHAIRMAN

ATTEST:

KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: MARCH 19, 2024