


# Memo

2024-06



To: GHA AND HAGC EMPLOYEES  
ED MALANDRO, BOROUGH ADMINISTRATOR  
CLARK PIERPOINT, ASSISTANT BOROUGH ADMINISTRATOR  
ANNA MILLER, LIAISON FOR THE BOROUGH OF GLASSBORO  
MICHAEL WATSON, ESQ., SOLICITOR  
MICHAEL THILKER, BOWMAN AND CO, LLC

From:   
KIMBERLY GOBER, EXECUTIVE DIRECTOR

Date: MAY 23, 2024

Re: GLASSBORO RESOLUTIONS ADOPTED AT THE ANNUAL BOARD OF COMMISSIONER'S  
MEETING ON  
MAY 21, 2024

<u>2024-28</u>	RESOLUTION APPROVING REGULAR MONTHLY EXPENSES
<u>2024-29</u>	RESOLUTION AUTHORIZING CONTRACTS WITH APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40a:11-12a
<u>2024-30</u>	RESOLUTION AUTHORIZING GHA TO EXTEND PARTICIPATION AS MEMBER IN CAMDEN COUNTY EDUCATIONAL SERVICE COMMISSION COOPERATIVE PRICING SYSTEM
<u>2024-31</u>	RESOLUTION AUTHORIZING GHA TO EXTEND PARTICIPATION AS A MEMBER IN EDUCATIONAL SERVICE COMMISSION OF MORRIS COUNTY COOPERATIVE PRICING SYSTEM
<u>2024-32</u>	RESOLUTION AUTHORIZING GHA TO EXTEND PARTICIPATION AS A MEMBER IN THE OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE
<u>2024-33</u>	RESOLUTION APPROVING UPDATE TO LEASE AGREEMENT
<u>2024-34</u>	RESOLUTION APPROVING UPDATE TO TENANT'S HANDBOOK
<u>2024-35</u>	RESOLUTION AUTHORIZING EXECUTION OF PROVIDER AGREEMENT BETWEEN GHA AND INSPIRA HEALTH NETWORK LIFE, INC.
<u>2024-36</u>	RESOLUTION APPROVING EXECUTIVE SESSION

RESOLUTION #2024-28

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 21<sup>st</sup> day of May 2024 by a vote of 6 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:



FOR KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MAY 21, 2024



# GLASSBORO HOUSING AUTHORITY

## FINAL BILL LIST # 2024-05

### INTERIM BILLS:

<b>A.</b>	Affordable Housing Corp of Glassboro	\$ 35,267.80
<b>B.</b>	Glassboro RAD Operating	117,778.89

**TOTAL INTERIM BILLS:** \$ 153,046.69

### CURRENT BILLS:

<b>C.</b>	Affordable Housing Corp of Glassboro	\$ 13,495.23
<b>D.</b>	Glassboro RAD Operating	816.75

**TOTAL CURRENT BILLS:** \$ 14,311.98

**TOTAL BILL LIST:** \$ 167,358.67

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



## Summary Check Listing Report

04/17/2024

To

05/20/2024

A

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000202856	05/01/2024	AFFORDABLE HOUSING CORP OF GLASSBORO	\$8,071.58
0000202857	05/01/2024	AMAZON.COM SERVICES, INC	\$106.54
0000202858	05/01/2024	RILEY, ANTHONY J., LLC	\$190.00
0000202859	05/01/2024	ATLANTIC CITY ELECTRIC	\$153.88
0000202860	05/01/2024	NICHOLSON--PETTY CASH, BARBARA	\$224.45
0000202861	05/01/2024	COMCAST CORPORATION	\$302.49
0000202862	05/01/2024	GOLDING, JAMES F.	\$570.00
0000202863	05/01/2024	HD SUPPLY FACILITIES MAINTENANCE, LTD	\$1,341.13
0000202864	05/01/2024	JERSEY BATHTUB REFINISHING INC	\$1,199.00
0000202865	05/01/2024	LOWE'S HOME CENTERS, INC	\$720.72
0000202866	05/01/2024	MAX COMMUNICATIONS INC.	\$163.29
0000202867	05/01/2024	SOUTH JERSEY GAS CO	\$3,546.02
0000202868	05/01/2024	WOLFSCHMIDT PLUMBING, HEATING & COOLING	\$1,948.00
0000202869	05/01/2024	ATLANTIC CITY ELECTRIC	\$2,044.98
0000202870	05/01/2024	COMCAST CORPORATION	\$254.41
0000202871	05/01/2024	SOUTH JERSEY GAS CO	\$2,422.40
0000202872	05/07/2024	BOROUGH OF GLASSBORO-HIGHWAY	\$45.72
0000202873	05/07/2024	CANON SOLUTIONS AMERICA, INC.	\$119.50
0000202874	05/07/2024	HOFFMAN'S EXTERMINATING CO., INC.	\$711.00
0000202875	05/07/2024	INTELCO OF DELAWARE VALLEY INC.	\$221.25
0000202876	05/07/2024	JERSEY BATHTUB REFINISHING INC	\$649.00
0000202877	05/07/2024	LCIJ, INC.	\$178.00
0000202878	05/07/2024	SHERWIN WILLIAMS COMPANY	\$137.50
0000202879	05/07/2024	WOLFSCHMIDT PLUMBING, HEATING & COOLING	\$159.00





# Summary Check Listing Report

04/17/2024

To

05/20/2024

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
0000202880	05/08/2024	BLOCK LINE SYSTEMS LLC	\$260.76
0000202881	05/08/2024	VERIZON WIRELESS SERVICES LLC	\$152.07
0000202882	05/14/2024	ANGELINI, VINIAR & FREEDMAN LLC	\$136.00
0000202883	05/14/2024	BLOCK LINE SYSTEMS LLC	\$29.80
0000202884	05/14/2024	BRIDGESTONE/FIRESTONE, INC.	\$441.43
0000202885	05/14/2024	MARKSMEN LANDSCAPING LLC	\$8,004.44
0000202886	05/14/2024	NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS	\$544.00
0000202887	05/14/2024	VERIZON NEW JERSEY INC	\$88.19
0000202888	05/14/2024	W.B. MASON CO., INC.	\$77.38
0000202889	05/14/2024	ZALLIE'S SHOPRITE OF GLASSBORO	\$53.87
Total for Credit Acct AFFORDABLE HOUSING CORP OF GLASSBORO			\$35,267.80





# Summary Check Listing Report

04/17/2024

To

05/20/2024

B

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000001243	05/01/2024	STATE OF NEW JERSEY	\$1,229.11
0000001244	05/14/2024	STATE OF NEW JERSEY	\$1,229.11
0000001245	05/14/2024	STATE OF NEW JERSEY	\$275.90
0000200521	05/01/2024	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$53,757.77
0000200522	05/14/2024	COMMUNICATION WORKERS OF AMERICA	\$39.78
0000200523	05/14/2024	HINES, JACOB	\$94.64
0000200524	05/14/2024	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$61,152.58
Total for Credit Acct	RAD OPERATING		\$117,778.89





## Summary Check Listing Report

05/21/2024

To

05/21/2024

C

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000202890	05/21/2024	A.B. RICHARDS INC	\$208.00
0000202891	05/21/2024	AMAZON.COM SERVICES, INC	\$242.51
0000202892	05/21/2024	RILEY, ANTHONY J., LLC	\$200.00
0000202893	05/21/2024	ATLANTIC CITY ELECTRIC	\$69.77
0000202894	05/21/2024	CHAMPION DISPOSAL SERVICES, LLC	\$758.15
0000202895	05/21/2024	EXCEL COLOR GRAPHICS, INC	\$95.00
0000202896	05/21/2024	POSTAL SUPPLY, LLC	\$142.19
0000202897	05/21/2024	R&A FLOORING, LLC	\$11,779.61
Total for Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		\$13,495.23





# Summary Check Listing Report

05/21/2024

To

05/21/2024

D

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000200525	05/21/2024	BROOKE GROUP LLC	\$543.75
0000200526	05/21/2024	BROWN & CONNERY LLP	\$273.00
Total for Credit Acct	RAD OPERATING		<hr/> \$816.75





**RESOLUTION #2024-29**

**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 (GHA) 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 any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, GHA has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, GHA intends to enter into such contract with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State contract Vendors on the attached list, 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), after inquiring about the availability of 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.


**BE IT FURTHER RESOLVED** that the duration of the contracts between the Housing Authority of the Borough of Glassboro and the Referenced State Contract Vendors shall be from June 1, 2024 to May 31, 2025.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 2024 by a vote of 6 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:



for KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MAY 21, 2024



### REFERENCED STATE CONTRACT VENDORS

COMMODITY/ SERVICE	VENDOR	STATE CONTRACT	EXPENDITURES TO BE UNDER
GENERAL OFFICE SUPPLIES	• W.B. MASON CO. INC.	#0000003	\$17,500
COPIERS, MULTIFUNCTION DEVICES	• CANON USA	G2075 PO 40465	\$17,500
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	• VARIOUS VENDORS	M0483	\$42,000
TIRES	• THE GOODYEAR CO.	20-FLEET-00948	\$17,500
FACILITIES MAINTENANCE AND OPERATIONS (MRO) AND INDUSTRIAL SUPPLIES	• GRAINGER	19-FLEET-00566	\$17,500
MAILROOM EQUIPMENT & MAINTENANCE	• QUADIENT, INC.	T-0200 PO41267	\$17,500
WALK-IN BUILDING SUPPLIES	• HOME DEPOT	18-FLEET-00234	\$17,500
	• LOWE'S HOME CENTERS LLC.	23-FLEET-00235	\$20,000



RESOLUTION #2024-30

RESOLUTION AUTHORIZING  
THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO TO  
EXTEND PARTICIPATION AS MEMBER IN  
**CAMDEN COUNTY EDUCATIONAL SERVICE COMMISSION**  
**COOPERATIVE PRICING SYSTEM**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, on May 20, 2019, through RES 19-25 the governing body of GHA duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services, and now wishes to extend its participation.

**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 execute and sign an agreement as follows:


1. **TITLE.** This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO.
2. **AUTHORITY.** Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. **CONTRACTING UNIT.** The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.
4. **EFFECTIVE DATE.** This resolution shall take effect June 1, 2024 until May 31, 2025.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 2024 by a vote of 6 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:



for KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MAY 21, 2024



**RESOLUTION #2024-31**

**RESOLUTION AUTHORIZING  
THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO TO  
PARTICIPATE AS A MEMBER IN  
**EDUCATIONAL SERVICE COMMISSION OF MORRIS COUNTY  
COOPERATIVE PRICING SYSTEM****

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the **EDUCATIONAL SERVICE COMMISSION OF MORRIS COUNTY**, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, on May 16, 2023 the governing body of GHA duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services, and now wishes to extend its participation.

**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 execute and sign an agreement as follows:


1. **TITLE.** This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO.
2. **AUTHORITY.** Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. **CONTRACTING UNIT.** The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.
4. **EFFECTIVE DATE.** This resolution shall take effect June 1, 2024 until May 31, 2025.

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 2024 by a vote of 6 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: MAY 21, 2024



**RESOLUTION #2024-32**

**RESOLUTION AUTHORIZING  
THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO  
TO EXTEND PARTICIPATION AS MEMBER IN  
THE OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE**

WHEREAS, N.J.S.A. 52:34-6.2 authorizes contracting units to purchase goods, or to contract for services, may make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available; and

WHEREAS, the nationally-recognized OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE, has offered voluntary participation in the national cooperative purchasing agreement for the purchase of goods and services; and

WHEREAS, it is the desire of the Housing Authority of the Borough of Glassboro (GHA) to extend participation in the OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE to purchase goods and services, to make the procurement process more efficient and to provide cost savings to GHA.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the GHA, as follows:

- 1. The Executive Director is authorized to enter into an agreement and to participate in the **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE** for June 1, 2024 until May 31, 2025.
- 2. The GHA shall be responsible to ensure that the goods and or services procured through the **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE** comply with all applicable laws of the State of New Jersey, Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.


ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 2024 by a vote of 6 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:



*For* KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MAY 21, 2024



RESOLUTION APPROVING REVISIONS TO  
LEASE AGREEMENT

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) provides decent, safe, sanitary, and affordable housing to assist the low-income elderly and the near-elderly disabled; and

WHEREAS, GHA entered into a Management Agreement with the Affordable Housing Corporation of Glassboro (AHCG) to lease, operate, maintain, and manage all its properties; and

WHEREAS, the Lease Agreement between the residents and the AHCG outlines the rights and responsibilities of each party for the occupancy and maintenance of each unit; and

WHEREAS, GHA wishes to amend the Lease Agreement to reflect updated language regarding policies, procedures, rights, responsibilities, and applicable law, as attached hereto.

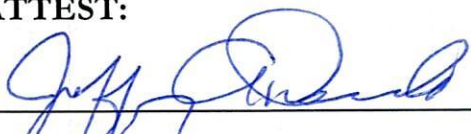
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the revised Lease Agreement, as attached hereto, is approved effective immediately for all new admissions and effective September 1, 2024 for all existing tenants.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 2024 by a vote of 6 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:  
  
for KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MAY 21, 2024



# The Affordable Housing Corporation of Glassboro

## LEASE AGREEMENT

### 1. Parties and Unit:

The parties to this Lease Agreement ("Lease") are the Affordable Housing Corporation of Glassboro referred to herein as "Landlord", and \_\_\_\_\_ referred to herein as "Tenant" (If more than one tenant, then all tenants shall be collectively referred to herein as "Tenant"). Landlord leases to Tenant unit number \_\_\_\_\_, with an address of \_\_\_\_\_ (referred to herein as the "Unit"). The Unit shall include the front porch, if any, to be used in accordance with Attachment 6 to this Lease. The Unit is located in Landlord's housing project known as \_\_\_\_\_ (referred to herein as the "Project").

Authorized Household Members	Relationship	Date of Birth	Age	Social Security #

### 2. Project Common Areas:

The following are the common areas of the Project, if any (referred to herein as "Common Areas"):

- The community room;
- Laundry facilities;
- Parking Lot;
- Sidewalks and pathways;
- Outdoor bar-b-que area.

### 3. Length of Time (Term):

The initial term of this Lease shall begin on \_\_\_\_\_ and end on \_\_\_\_\_. After the initial term ends, this Lease shall continue for successive terms of 12-month periods each unless automatically terminated as permitted by Section 24 of this Lease.

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

**4. Rent:**

- a. Prorated Rent (if not applicable, enter zero (\$0)). Tenant shall pay \$\_\_\_\_\_ for the partial month ending on \_\_\_\_\_.
- b. Monthly Rent. Tenant shall pay rent of \$\_\_\_\_\_ per month or 30% of Tenant's annual adjusted income as determined by Landlord. This amount is due in advance on or before the first day of the month at Landlord's Administrative Offices located at 181 Delsea Manor Drive, Glassboro, New Jersey and other designated locations as determined by Landlord. Tenant understands that the Unit has a Project Based Section 8 Voucher assigned to it. Attachment No. 3 to this Lease contains the terms and conditions, including Tenant's portion of rent, associated with the Section 8 Project Based Voucher Program.

**5. Changes in Tenant's Share of the Rent:**

The amount of rent Tenant pays and/or the amount of assistance that the Department of Housing and Urban Development (referred to herein as "HUD") pays on behalf of Tenant may be changed during the term of this Lease if:

- a. HUD or the Contract Administrator (such as a Public Housing Agency) determines, in accordance with HUD procedures, that an increase in rents is needed;
- b. HUD or the Contract Administrator changes any allowance for utilities or services considered in computing Tenant's share of the rent;
- c. the income, the number of persons in Tenant's household or other factors considered in calculating Tenant's rent change and HUD procedures providing that Tenant's rent or assistance payment be adjusted to reflect the change;
- d. changes in Tenant's rent or assistance payment are required by HUD's recertification or subsidy termination procedures;
- e. HUD's procedures for computing Tenant's assistance payment or rent change; or Tenant fails to provide information on Tenant's income, family composition or other factors as required by Landlord.

Landlord shall implement changes in Tenant's rent or Tenant's assistance payment only in accordance with the time frames and administrative procedures set forth in HUD's regulations, handbooks and instructions related to administration of multifamily subsidy programs. Landlord shall give Tenant at least thirty (30) calendar days advance written notice of any increase in Tenant's rent except as noted in Sections 12, 16 or 18 of this Lease. The notice shall state the new amount Tenant is required to pay, the date the new amount is effective, and the reasons for the change in rent. The notice shall also advise Tenant that Tenant may request an Informal Settlement

INITIALS: \_\_\_\_\_



## **The Affordable Housing Corporation of Glassboro**

### **LEASE AGREEMENT**

Conference with Landlord in accordance with the Housing Authority of the Borough of Glassboro's (GHA) Grievance Policy regarding the rent change.

#### **6. Charges for Late Payments and Returned Checks:**

If Tenant does not pay the full amount of the rent shown in Section 4 of this Lease by the end of the thirteenth (13<sup>th</sup>) day of the month, Landlord may collect a fee of Twenty-Five Dollars (\$25.00) on the fourteenth (14<sup>th</sup>) day of the month. Landlord may not terminate this Lease for failure to pay late charges, but may terminate this Lease for non-payment of rent as explained in Section 24 of this Lease. Landlord may collect a fee of Ten Dollars (\$10.00) on the second or any additional time a check is not honored for payment (bounces). The charges discussed in this Section are in addition to the regular monthly rent payable by Tenant.

#### **7. Condition of Unit:**

By signing this Lease, Tenant acknowledges that the Unit is safe, clean and in good condition. Tenant also acknowledges that all appliances and equipment in the Unit are in good working order, except as described on Attachment No. 2 to this Lease. Tenant also acknowledges that Landlord has made no promises to decorate, alter, repair or improve the Unit, except as listed on Attachment No. 2 to this Lease.

#### **8. Charges for Utilities and Services:**

Tenant acknowledges that the chart as shown on Attachment No. 3 to this Lease accurately describes the utilities and services paid by Landlord and those paid by Tenant.

#### **9. Security Deposits:**

Tenant has deposited \$ \_\_\_\_\_ with Landlord. Landlord shall hold this security deposit in an interest-bearing account for the period Tenant occupies the Unit. After Tenant has moved from the Unit, Landlord shall determine whether Tenant is eligible for a refund of any or all of the security deposit. The amount of the refund shall be determined in accordance with the following conditions and procedures.

- a. Tenant shall be eligible for a refund of the security deposit only if Tenant provided Landlord with the thirty (30) day written notice of intent to move required by Section 24 of this Lease, unless Tenant was unable to give the notice for reasons beyond Tenant's control.
- b. After Tenant has moved from the Unit, Landlord shall inspect the Unit and complete another Unit Inspection Report. Landlord shall permit Tenant to participate in the inspection if Tenant so requests.
- c. Landlord shall refund to Tenant the amount of the security deposit plus interest less any amount to pay the cost of:

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

- 1) Unpaid rent;
  - 2) Damages that are not due to normal wear and tear and are not listed on the Unit Inspection Report;
  - 3) Charges for late payment of rent and returned checks, as described in Section 6 of this Lease; and
  - 4) Charges for unreturned keys, as described in Section 10 of this Lease.
- d. Landlord shall refund the amount computed in Subsection (c) above within thirty (30) calendar days after Tenant has permanently moved out of the Unit, returned possession of the Unit to Landlord, and given Tenant's new address to Landlord. Landlord shall also give Tenant a written list of charges that were subtracted from the deposit. If Tenant disagrees with Landlord, Tenant may request an Informal Settlement Conference with Landlord in accordance with GHA's Grievance Policy regarding the disputed charges.
- e. If the Unit is rented by more than one person, such persons shall work out the details of dividing any refund among themselves. Landlord may pay the refund to any Tenant identified in Section 1 of this Lease.
- f. The Security Deposit shall not be applied to the last month's rent or to repair charges owed by Tenant in accordance with Section 12 of this Lease.

**10. Keys and Locks:**

Tenant shall not install additional or different locks or gates on any doors or windows of the Unit without the written permission of Landlord. If Landlord approves Tenant's request to install such locks, Tenant shall provide Landlord with a key for each lock. When this Lease ends, Tenant shall return all keys to the Unit to Landlord. Landlord may charge Tenant Fifteen Dollars (\$15.00) for each key not returned.

**11. Maintenance:**

- a. Landlord shall:
- 1) Regularly clean all Common Areas;
  - 2) Maintain the Common Areas in a safe condition;
  - 3) Arrange for collection and removal of trash and garbage;
  - 4) Maintain all equipment and appliances in safe and working order;
  - 5) Make necessary repairs with reasonable promptness;
  - 6) Maintain exterior lighting in good working order;
  - 7) Provide extermination services, as necessary;
  - 8) Maintain Project grounds and landscaping;
  - 9) Maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other mechanical systems provided by Landlord; and
  - 10) Supply running water and a reasonable amount of hot water.

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

**b. Tenant shall:**

- 1) Keep the Unit clean and safe;
- 2) Use all appliances, fixtures and equipment in a safe manner and only for the purposes for which they are intended and not waste utilities provided by Landlord;
- 3) Not litter the Common Areas or Project grounds;
- 4) Not destroy, deface, damage or remove any part of the Unit, Common Areas, or Project grounds and landscaping;
- 5) Give Landlord prompt notice of any defects in the plumbing, fixtures, appliances, heating and cooling equipment or any other mechanical systems or part of the Unit; and
- 6) Remove garbage and other waste from the Unit in a clean and safe manner.

**12. Damages:**

When damage to the Unit, Common Areas and/or Project grounds and landscaping is caused by carelessness, misuse, or neglect on the part of Tenant, Tenant's family or visitors, Tenant shall pay:

- a. The cost of all repairs and do so within thirty (30) calendar days after receipt of Landlord's demand for the repair charges; and
- b. Rent for the period the Unit is damaged whether or not the Unit is habitable. Tenant understands that HUD shall not make assistance payments for any period in which the Unit is not habitable. For any such period, Tenant shall pay the HUD-approved market rent rather than Tenant rent shown in Section 4 of this Lease.

**13. Restrictions on Alterations:**

No alteration, addition or improvements shall be made to the Common Areas or Project grounds and landscaping. No alteration, addition or improvements shall be made in or to the Unit without the prior written consent of Landlord. Landlord shall provide reasonable accommodation to an otherwise eligible Tenant's disability, including making changes to rules, policies, or procedures, and making and paying for structural alterations to the Unit or Common Areas. Landlord is not required to provide accommodations that constitute a fundamental alteration to Landlord's program or which would pose a substantial financial and administrative hardship. See the regulations at 24 CFR Part 8. In addition, if a requested structural modification does pose a substantial financial and administrative hardship, Landlord shall then allow Tenant to make and pay for the modification in accordance with the Fair Housing Act.

**14. General Restrictions:**

Tenant shall live in the Unit and the Unit shall be Tenant's only place of residence. Tenant shall use the Unit only as a private dwelling for Tenant and the individuals listed on Attachment No. 1

INITIALS: \_\_\_\_\_



## **The Affordable Housing Corporation of Glassboro**

### **LEASE AGREEMENT**

to this Lease. Other individuals shall not reside in the Unit without the prior written approval of Landlord. Tenant shall not:

- a. Sublet or assign the Unit, or any part of the Unit;
- b. Use the Unit for unlawful purposes;
- c. Engage in or permit unlawful activities in the Unit, in the Common Areas or on the Project grounds;
- d. Have pets or animals of any kind in the Unit without the prior written permission of Landlord in accordance with Landlord's Pet Policy. The payment of pet deposits, fees and possession of all pets shall be in accordance with Landlord's Pet Policy. Landlord shall comply with all federal, state and local regulations and fair housing laws;
- e. Make or permit noises or acts that will disturb the rights or comfort of other residents. Tenant shall keep the volume of any radio, phonograph, television or musical instrument at a level which will not disturb other residents;
- f. Permit a guest to remain in the Unit overnight more than fourteen (14) calendar days in the year;
- g. Engage in any conduct in violation of Landlord's One Strike You're Out Policy;
- h. Act or cause household members or guests to act in a manner which will disturb other resident's peaceful enjoyment of their accommodations; and
- i. Keep any vehicles on the Common Areas or Project grounds which do not have a current license or registration and is not in operating condition. All resident-owned vehicles shall be registered with Landlords' Administrative Offices located at 181 Delsea Manor Drive, Glassboro, New Jersey.

#### **15. Rules:**

Tenant shall comply with all rules and regulations identified in the Tenant's Handbook attached hereto at Attachment No. 6 to this Lease.

#### **16. Recertifications:**

Landlord shall request Tenant to report the income and composition of Tenant's household and to supply any other information required by HUD for the purposes of determining Tenant's rent and assistance payment, if any. Tenant shall provide accurate statements of this information and to do so by the date specified in Landlord's request. Landlord shall verify the information supplied by Tenant and use the verified information to compute the amount of Tenant's rent and assistance payment, if any.

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

- a. If Tenant does not submit the required recertification information by the date specified in Landlord's request, Landlord may impose the following penalties. Landlord may implement these penalties only in accordance with the administrative procedures and time frames specified in HUD's regulations, handbooks and instructions related to administration of multifamily subsidy programs.
  - 1) Require Tenant to pay the higher, HUD-approved market rent for the Unit.
  - 2) Implement any increase in rent resulting from the recertification processing without providing the thirty (30) day notice otherwise required by Section 5 of this Lease.
- b. Tenant may request an Informal Settlement Conference with Landlord in accordance with GHA's Grievance Policy regarding any change in rent or assistance payment resulting from the recertification process.

**17. Reporting Changes Between Regularly Scheduled Recertifications:**

- a. If any of the following changes occur, Tenant shall advise Landlord immediately:
  - 1) Any household member moves out of the Unit; or
  - 2) Any household member has a change in income.
- b. Tenant may report any decrease in income or any change in other factors considered in calculating Tenant's rent. Unless Landlord has confirmation that the decrease in income or change in other factors shall last less than one month, Landlord shall verify the information and make the appropriate rent reduction. However, if Tenant's income shall be partially or fully restored within two (2) months, Landlord may delay the recertification process until the new income is known, but the rent reduction shall be retroactive and Landlord may not evict Tenant for nonpayment of rent due during the period of the reported decrease and the completion of the recertification process. Tenant has thirty (30) calendar days after receiving written notice of any rent due for the above-described time period to pay or Landlord can evict for nonpayment of rent. (Revised 3/22/89)
- c. If Tenant does not advise Landlord of the changes under Subsection (b) above, Landlord may increase Tenant's rent to the HUD-approved market rent. Landlord may do so only in accordance with the time frames and administrative procedures set forth in HUD's regulations, handbooks and instructions related to administration of multifamily subsidy programs.
- d. Tenant may request an Informal Settlement Conference with Landlord in accordance with GHA's Grievance Policy regarding any change in income or other factors affecting Tenant's rent or assistance payment, if any.

**18. Removal of Subsidy:**

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

- a. Tenant understands that assistance made available on Tenant's behalf may be terminated if events in either Subsections (1) or (2) below occur. Termination of assistance means that Landlord may make the assistance available to another tenant and Tenant's rent shall be recomputed. In addition, if Tenant's assistance is terminated because of Subsection (1) below, Tenant shall be required to pay the HUD-approved market rent for the Unit.
  - 1) Tenant does not provide Landlord with the information or reports required by Section 16 or 17 of this Lease within ten (10) calendar days after receipt of Landlord's notice of intent to terminate Tenant's assistance payment.
  - 2) The amount Tenant would be required to pay towards rent and utilities under HUD rules and regulations equals the Family Gross Rent shown on Attachment No. 1 to this Lease.
- b. Landlord shall give Tenant written notice of the proposed termination. The notice shall advise Tenant that Tenant has ten (10) calendar days within which to request an Informal Settlement Conference with Landlord in accordance with GHA's Grievance Policy regarding the proposed termination of tenancy.
- c. Termination of assistance shall not affect Tenant's other rights under this Lease, including the right to occupy the Unit. Assistance may subsequently be reinstated if Tenant submits the income or other data required by HUD procedures, Landlord determines Tenant is eligible for assistance, and assistance is available.

**19. Tenant Obligation to Repay:**

If Tenant submits false information on any application, certification or request for interim adjustment or does not report interim changes in family income or other factors as required by Section 17 of this Lease, and as a result, is charged a rent less than the amount required by HUD's rent formulas, Tenant shall reimburse Landlord for the difference between the rent Tenant should have paid and the rent Tenant was charged. Tenant is not required to reimburse Landlord for undercharges caused solely by Landlord's failure to follow HUD's procedures for computing rent or assistance payments.

**20. Size of Unit:**

Tenant understands that HUD requires Landlord to assign units in accordance with Landlord's written occupancy standards. These standards include consideration of unit size, relationship of family members, age and sex of family members and family preference. If Tenant is or becomes eligible for a different size unit, and the required size unit becomes available, Tenant shall:

- a. Move within thirty (30) calendar days after Landlord notifies Tenant that a unit of the required size is available within the Project; or
- b. Remain in the same Unit and pay the HUD and or Housing Authority-approved market rent.

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

**21. Access by Landlord:**

- a. Upon reasonable advance notification to the Tenant, Landlord, and Landlord's agents or other persons when authorized by Landlord, shall be permitted to enter the Unit during reasonable hours for the purpose of performing routine inspections and maintenance, or for making improvements or repairs, except when Landlord has reasonable cause to believe that an emergency exists or except under Subsection (c) below. A written statement specifying the purpose of the entry delivered to the Unit at least forty-eight (48) hours before such entry shall be considered reasonable advance notification.
- b. After Tenant has given a notice of intent to move, Tenant shall permit Landlord to show the Unit to prospective tenants for re-leasing during reasonable hours.
- c. If Tenant moves before this Lease ends, Landlord may enter the Unit to decorate, remodel, alter or otherwise prepare the Unit for re-occupancy.

**22. Discrimination Prohibited:**

Landlord shall not discriminate based upon race, color, religion, creed, National origin, sex, age, familial status, and disability or any other characteristic protected by federal or state law.

**23. Change in Lease Terms and Conditions:**

Landlord may change the terms and conditions of this Lease. Any changes shall become effective only at the end of the initial term or a successive term. Landlord shall notify Tenant of any change and shall offer Tenant a new lease agreement or an amendment to this Lease. Tenant shall receive the notice at least sixty (60) calendar days before the proposed effective date of the change. Tenant may accept the changed terms and conditions by signing the new lease agreement or the amendment to this Lease and returning it to Landlord. Tenant may reject the changed terms and conditions by giving Landlord written notice that Tenant intends to terminate the tenancy. Tenant shall give such notice at least thirty (30) calendar days before the proposed change shall go into effect. If Tenant does not accept the new lease agreement or the amendment to this Lease, Landlord may require Tenant to vacate the Unit, as provided in Section 24 of this Lease.

**24. Termination of Tenancy:**

- a. To terminate this Lease, Tenant shall give Landlord thirty (30) calendar days advance written notice before moving from the Unit.
- b. Any termination of this Lease by Landlord shall be carried out in accordance with HUD regulations, state and local law, and the terms of this Lease.
- c. Landlord may terminate this Lease for the following reasons:

INITIALS: \_\_\_\_\_



## The Affordable Housing Corporation of Glassboro

### LEASE AGREEMENT

- 1) Tenant's material noncompliance with the terms of this Lease. The term material noncompliance with the terms of this Lease includes:
  - a) One or more substantial violations of this Lease;
  - b) Repeated minor violations of this Lease that (i) disrupt the livability of the Project; (ii) adversely affect the health or safety of any person or the right of any tenant to the quiet enjoyment to the leased premises and related Project facilities, (iii) interfere with the management of the Project, or (iv) have an adverse financial effect on the Project;
  - c) Failure of Tenant to timely supply all required information on the income and composition, or eligibility factors, of Tenant's household (including, but not limited to, failure to meet the disclosure and verification requirements for Social Security Numbers, or failure to sign and submit consent forms for the obtaining of wage and claim information from state wage information collection agencies);
  - d) Non-payment of rent or any other financial obligation due under this Lease beyond any grace period permitted under state law. The payment of rent or any other financial obligation due under this Lease after the due date but within the grace period permitted under state law constitutes a minor violation;
  - e) Permitting hazards pursuant to Section 25 of this Lease; or
  - f) Knowingly submitting false information pursuant to Section 26 of this Lease.
- 2) Tenant's material failure to carry out obligations under any state landlord and tenant laws;
- 3) Drug related criminal activity engaged in on or near the premises, by Tenant, any household member, or guest, and any such activity engaged in on the premises by any other person under Tenant's control;
- 4) Determination made by Landlord that a household member is illegally using a drug;
- 5) Determination made by Landlord that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- 6) Criminal activity by Tenant, any member of Tenant's household, a guest or another person under Tenant's control:
  - a) That threatens the health, safety, or right to peaceful enjoyment of the premises by other residents (including property management staff residing on the premises); or
  - b) That threatens the health, safety, or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises;
- 7) If Tenant is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or that in the case of the state of New Jersey, is a high misdemeanor;
- 8) If Tenant is violating a condition of probation or parole under federal or state law;
- 9) Determination made by Landlord that a household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; or

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

- 10) If Landlord determines that Tenant, any member of Tenant's household, a guest or another person under Tenant's control has engaged in the criminal activity, regardless of whether Tenant, any member of Tenant's household, a guest or another person under Tenant's control has been arrested or convicted for such activity.
- d. Landlord may also terminate this Lease for other good cause, which includes, but is not limited to, Tenant's refusal to accept changes to this Lease. Terminations for "other good cause" may only be effective as of the end of any initial or successive term.
- e. This Lease shall terminate automatically if the Section 8 Housing Assistance Payment (HAP) contract terminates for any reason.
- f. If Landlord proposes to terminate this Lease, Landlord shall give Tenant written notice and the grounds for the proposed termination. If Landlord is terminating this Lease for "other good cause," the termination notice shall be mailed to Tenant in accordance with HUD regulations at least thirty (30) calendar days before the date Tenant shall be required to move from the Unit and in accordance with state law requirements. Notices of proposed termination for other reasons shall be given in accordance with any time frames set forth in state and local law. Any HUD-required notice period may run concurrently with any notice period required by state or local law. All termination notices shall:
- 1) Specify the date this Lease shall be terminated;
  - 2) State the grounds for termination with enough detail for Tenant to prepare a defense;
  - 3) Advise Tenant that Tenant has ten (10) calendar days within which to request an Informal Settlement Conference with Landlord in accordance with GHA's Grievance Policy regarding the proposed termination of tenancy.
  - 4) Advise Tenant of Tenant's right to defend the action in court.
- g. If an eviction is initiated, Landlord shall rely only upon those grounds cited in the termination notice required by Subsection (f) above.
- h. In the event that it becomes necessary for Landlord to retain or hire a lawyer to represent Landlord for any purpose of advising or preparing for or conducting an action for eviction of Tenant or collection of delinquent rent, Tenant shall be obligated to pay and be liable to Landlord for the payment of all court costs and fees. These costs and fees shall be considered additional rent and due and owing upon presenting a bill for same to Tenant if Landlord prevails in the action, or the action is settled in Landlord's favor.

**25. Hazards:**

Tenant shall not undertake or permit Tenant's family or guests to undertake, any hazardous acts or do anything that will increase the Project's insurance premiums. Such action constitutes a material non-compliance. If the Unit is damaged by fire, wind, or rain to the extent that the Unit cannot be lived in and the damage is not caused or made worse by Tenant, Tenant shall be responsible for

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

rent only up to the date of such damage. Additional rent shall not accrue until the Unit has been repaired to a livable condition.

**26. Penalties for Submitting False Information:**

Knowingly giving Landlord false information regarding income or other factors considered in determining Tenant's eligibility and rent is a material noncompliance with the lease subject to termination of tenancy. In addition, Tenant could become subject to penalties available under federal law. Those penalties include fines up to Ten Thousand Dollars (\$10,000) and imprisonment for up to five (5) years.

**27. Contents of this Lease:**

This Lease and its Attachments make up the entire agreement between Landlord and Tenant regarding the Unit. If any Court declares a particular provision of this Lease to be invalid or illegal, all other terms and conditions of this Lease shall remain in effect and both Landlord and Tenant shall continue to be bound by them.

**28. Attachments to this Lease:**

Tenant certifies that Tenant has received a copy of this Lease and the following Attachments to this Lease and understand that these Attachments are incorporated into and made a part of this Lease.

- a. Attachment No. 1: Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures, form HUD-50059.
- b. Attachment No. 2: Unit Inspection Report.
- c. Attachment No. 3: Tenancy Addendum HUD Form 52530.c.
- d. Attachment No. 4: One Strike Policy Lease Addendum.
- e. Attachment No. 5: RAD Unit Lease Rider.
- f. Attachment No. 6: Tenant's Handbook.
- g. Attachment No. 7: Smoke Free Policy Lease Addendum.

**29. Tenant Right to Organize:**

Landlord shall allow Tenant and tenant organizers to conduct on the Project property the activities related to the establishment or operation of a tenant organization established in accordance with HUD regulations.

INITIALS: \_\_\_\_\_



**The Affordable Housing Corporation of Glassboro**

**LEASE AGREEMENT**

**30. Tenant Income Verification:**

Tenant shall promptly provide Landlord with any letter or other notice by HUD to a member of the family that provides information concerning the amount or verification of family income in accordance with HUD regulations.

**31. Signatures:**

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date

INITIALS: \_\_\_\_\_



RESOLUTION #2024-34

RESOLUTION APPROVING REVISIONS TO  
**TENANT'S HANDBOOK**

**WHEREAS**, the Housing Authority of the Borough of Glassboro (GHA) provides decent, safe, sanitary, and affordable housing to assist the low-income elderly and the near-elderly disabled; and

**WHEREAS**, GHA entered into a Management Agreement with the Affordable Housing Corporation of Glassboro (AHCg) to lease, operate, maintain, and manage all its properties; and

**WHEREAS**, the Tenant Handbook is incorporated into the Lease Agreement and contains the rules and obligations a Tenant agrees to do for the occupancy and maintenance of each unit, common areas and as members of the GHA community; and

**WHEREAS**, GHA wishes to amend the Tenant Handbook to reflect updated language regarding policies, procedures, rights, and responsibilities, as attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the revised Tenant's Handbook, as attached hereto, is approved effective immediately for all new admissions and effective September 1, 2024 for all existing tenants.


**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 2024 by a vote of 6 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			✓			

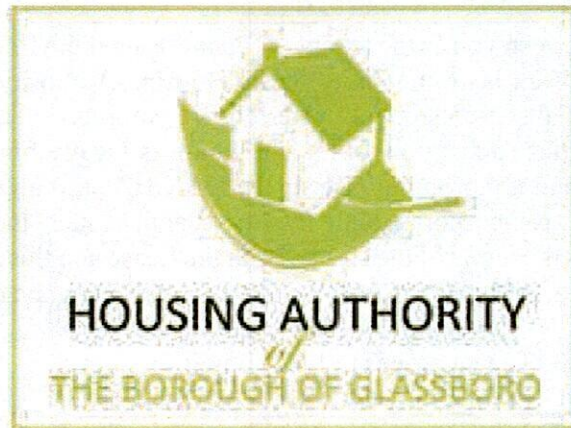
THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

  
JAY LAPP, CHAIRMAN

ATTEST:

  
KIMBERLY GOBER, EXECUTIVE DIRECTOR  
DATED: MAY 21, 2024





# TENANT'S HANDBOOK

## ATTACHMENT 6 TO LEASE

**REVISED:**  
**September 1995**  
**May 2016**  
**May 21, 2024 via Resolution #2024-34**



## **I. THE LEASE**

The Lease is an Agreement between you as the tenant ("Tenant") and the Affordable Housing Corporation of Glassboro ("AHCG"), which is an instrumentality of the Housing Authority of the Borough of Glassboro ("GHA"). (AHCG and GHA shall be collectively referred to herein as "GHA"). In the Lease, there are a number of obligations the parties each agree to do. The Lease is legally binding on both parties, and it is important that Tenant understand it thoroughly. Be sure to ask GHA staff about any points that Tenant does not understand. This Handbook is incorporated into the Lease, and, as such, the rules and regulations set forth herein have the same weight as the terms of the Lease. Both the Lease and this Handbook contain a number of obligations Tenant agrees to do, in return for which GHA will rent Tenant a dwelling unit ("unit").

### **A. Among other conditions, Tenant agrees to the following:**

1. To pay a predetermined amount of rent for the unit and any other charges due, and to pay all amounts due, on or before the first day of the month at GHA's Administrative Offices located at 181 Delsea Manor Drive, Glassboro, New Jersey ("Administrative Office"). Failure to make timely payments will result in the application of late charges.
2. To furnish GHA with certain information about Tenant, including information about Tenant's income, at periodic intervals, as requested or required. Such information must be true and accurate.
3. To keep the unit and the grounds around it in a neat and orderly manner. It is also Tenant's responsibility to have consideration for Tenant's neighbors and their property. This will help to make the community an attractive and comfortable place in which to live.
4. To refrain from criminal, alcohol or drug activity or any other activity that violates GHA's "One Strike & You are Out" Policy.
5. To refrain from consuming alcohol in the common areas of the property.

### **B. GHA agrees to the following:**

1. To provide Tenant with heat, electricity, water and gas, or to make a rent allowance for tenant-supplied utilities.
2. To provide each unit with a working refrigerator and range.
3. To complete all basic repairs resulting from ordinary use and normal wear and tear.
4. To clean and maintain common grounds and community spaces.
5. To maintain a convenient Administrative Office.



## **II. RULES AND REGULATIONS**

GHA has the responsibility of seeing to it that each tenant may use and enjoy the tenant's apartment in relative comfort. This responsibility can be accomplished if all tenants live harmoniously and cooperate with each other and GHA maintains the community in an attractive, comfortable, and safe condition. The rules and regulations set forth in this Handbook were established to assist GHA in carrying out this responsibility.

### **A. Security Deposit**

Tenant agrees to pay an amount equal to the determined monthly rent as a Security Deposit at the beginning of the Lease term. For example, if the determined monthly rent is \$200.00, the Security Deposit will be \$200.00. The Security Deposit will be used by GHA, when required, at the termination of the Lease toward reimbursement of the cost of repairing any intentional or negligent damage to the unit caused by Tenant, Tenant's family, dependent(s) or guest(s). The Security Deposit may also be used by GHA at the termination of the Lease to pay for any rent or other charges owed by Tenant. Payment of the Security Deposit is to be made upon signing of the Lease.

GHA shall deposit such Security Deposit in an interest-bearing account, crediting such interest as it may accrue to Tenant's rental account. GHA shall return the Security Deposit, with such accrued interest as may have been earned, to Tenant when Tenant vacates, less any deductions for any of the costs indicated above, provided that Tenant supplies thirty (30) days advance written notice to vacate and a valid forwarding address. If deductions are made, GHA will give Tenant a written statement of any such costs for damages and/or other charges to be deducted from the Security Deposit. The Security Deposit may not be used to pay rent or other charges while the Tenant occupies the unit.

### **B. Rent**

Rent is determined by the amount of Tenant's Total Family Income, not by the size of Tenant's unit. Total Family Income will be calculated by GHA based on the information provided by Tenant and verified by GHA, as indicated in Section C below. Tenant pays the same percentage portion of Tenant's income for rent. Rent is calculated at approximately Thirty Percent (30%) of Tenant's income. For example, if Tenant's Total Family Income is \$400.00 per month, Tenant's monthly rent including all utilities would be approximately \$120.00.

The rent paid to GHA is GHA's primary source of revenue and is used to operate and maintain the housing project. It is, therefore, of utmost importance that rent is paid on time. As a safeguard to GHA and to tenants, rent is to be paid by personal check, bank check or money order only.

### **C. Statement of Income**

Family eligibility for continued residence will be examined by GHA at least once each year. Eligibility will be based on GHA's verification of Tenant's family composition and income. Increases or decreases in income may be reflected in an increase or decrease in rent.

It is Tenant's responsibility to advise GHA in writing of any change in Tenant's income or family composition at any time throughout the year. Failure to timely report a change in family composition or income may result in retroactive payments to GHA.



#### **D. Updated Information**

GHA will contact Tenant on an annual basis to update information, including, but not limited to, a credit check and a check on any criminal convictions, in accordance with GHA's "One Strike & You are Out" Policy, a copy of which is included with the Lease. Tenant agrees to cooperate with the annual update as part of the annual re-evaluation process.

#### **E. Repairs and Replacements**

**DO NOT ATTEMPT TO MAKE ANY REPAIRS!**

Tenants shall immediately report any and all needed repairs or damages to GHA by calling the 24/7 work order telephone line at 856-881-5212, option #3. If the telephone call is not answered by a person, the Tenant shall leave a message containing the following information:

1. Tenant's name.
2. Tenant's complete address, including the unit number.
3. A telephone number where Tenant can be contacted.
4. A description of the repair/damage that requires inspection.

Repair or replacement of equipment or appliances will be made by GHA at no cost to Tenant provided the repair or replacement was not necessitated by intentional damage, misuse, negligence, or carelessness of Tenant or Tenant's guests and/or family. Tenants will be charged the actual cost of all repairs and replacements due to intentional damage, misuse, negligence, or carelessness.

#### **F. Gas, Electricity and Water**

The unit is equipped with electric refrigerators and gas ranges. Gas, electricity, water, and sewer services are provided by GHA at no additional cost to the Tenant at GHA's developments located at Willaims Street and Grillo Street, except for Tenant supplied appliances which are covered in Section G below. Gas, electricity, water, and sewer services are billed directly to the Tenant at GHA's development located at Delsea Manor.

#### **G. Tenant Supplied Appliances**

Tenant supplied appliances are limited to air conditioners meeting the requirements set forth in Attachment A to this Handbook and one small freezer subject to GHA approval as to size and location. No other Tenant supplied appliances are permitted in the unit. Tenant agrees to pay the following extra monthly charges for electricity for Tenant supplied appliances in addition to the rent. Charges have been set on the basis of an Atlantic City Electric chart setting forth the amount of electricity used by such appliances and current electric rates.



1. Air conditioner: \$45.00 per month for the months of June through September.
2. Small Freezer: \$15.00 per month.

At such time as the unit becomes individually metered for electricity, The above extra monthly charges, where applicable, shall cease and Tenant shall pay for electricity for Tenant supplied appliances directly to the electric utility.

Tenant, any member of the household, a guest, or another person under the Tenant's control, shall not operate or possess any portable flame source in or about the unit. Tenant shall not store or keep flammable material in the unit or on the premises. Tenant shall take reasonable precautions to prevent fires. The use of the kitchen oven and stove top to heat the unit is prohibited for safety reasons. Violations of this Section shall be considered a breach of the Lease and is grounds for eviction.

#### **H. Painting and Alterations**

Painting, attaching decals, wallpapering, making alterations or repairs or changing any locks without the prior written approval of GHA are all strictly prohibited. The cost of restoring a unit to its original condition, as the direct result of Tenant's failure to obey this rule, will be charged to Tenant's account.

#### **I. Laundry Facilities**

Coin-operated washing machines and dryers are provided for the use of tenants in the housing project. Tenants are requested to be very careful in the use of this equipment, leave the area neat and clean, and to report any damage or malfunction to the Administrative Office immediately. Please note that the hanging of clothes to dry outside the unit is no longer permitted, due to insurance and safety concerns.

Do not leave possessions unattended. For security, GHA has installed video surveillance on the grounds, as outlined in Section AA below, however, GHA will not be responsible for lost/stolen items.

The laundry facilities are not available to persons not living on the premises. Entrance doors to the laundry facility shall be closed at all times. Tenant may be held responsible for damages caused by Tenant's guests and/or uninvited individuals that may enter the laundry facilities due to Tenant's failure to properly close the entrance doors.

#### **J. Extermination Services**

GHA will regularly inspect and exterminate pests in all public spaces. GHA will provide extermination service in all units as needed. Tenant may request extermination service by calling the 24/7 work order telephone line at 856-881-5212, option #3. When GHA plans to exterminate in Tenant's unit, Tenant will receive prior notice and instructions as to the necessary preparation.

#### **K. Garbage and Trash Disposal**

The Borough of Glassboro provides garbage and trash collection weekly, as well as state mandated recycling of glass, cans, plastic, and newspapers. Containers for trash, garbage, and all recyclables (in bins) are conveniently located throughout all housing projects. Tenants are required to place household



garbage and trash in plastic bags and deposit in the appropriately marked containers as required by Borough of Glassboro ordinance.

Likewise, glass, plastic, cans, and newspapers should be placed in the appropriately marked containers. Be sure to replace the cover on the containers after use. If Tenant encounters trash, garbage or debris not properly disposed of around the containers, or anywhere else in the common areas, please contact the Administrative Office as soon as possible.

TENANT COOPERATION IN THIS MATTER NOT ONLY WILL SAVE GHA AND EACH TENANT MONEY BY SAVING TAXES; BUT WILL MAINTAIN THE BUILDINGS AND COMMON AREAS AND GROUNDS IN A DECENT, SAFE AND SANITARY CONDITION.

#### **L. Keys and Locks**

GHA has provided unit keys to Tenant. Additional keys may be obtained for a time and material fee. A time and material fee shall be charged for the service of a maintenance man to unlock doors for tenants who are locked out or lost unit keys. Under no circumstance will GHA admit someone other than Tenant into the unit. Do not try to enter the unit by forcing the door. Tenant will not add, remove, or change any locks without the prior written approval of GHA's management.

#### **M. Guests and Boarders**

Tenants are welcome to have visitors; however, boarders and roomers are not permitted. The only persons who may live in the unit are those named in the Lease. Advance written approval from the Executive Director must be obtained for any visitor who will be staying in the unit for more than seven (7) consecutive days.

ALLOWING SOMEONE TO STAY IN THE UNIT WITHOUT THE PROPER APPROVAL CONSTITUTES A BREACH OF THE LEASE AND IS GROUNDS FOR EVICTION.

#### **N. Responsibility for Guests and Visitors**

Tenant is responsible for the behavior of Tenant's guests and visitors. If Tenant's guests or visitors harass other tenants, disturb the peace, behave offensively, or destroy GHA property, then such conduct constitutes a breach of the Lease and is grounds for eviction.

#### **O. Pets**

GHA maintains a Pet Policy in accordance with federal law. Please refer to GHA's Pet Policy, a copy of which can be obtained online at [www.glassborohousing.org](http://www.glassborohousing.org) or by contacting the Administrative Office. Feeding stray animals is PROHIBITED on GHA property. Consequently placement of food or water containers/dishes outside the unit is not permitted.

#### **P. Parking and Traffic**

GHA has provided a number of parking spaces on housing project premises for the use of its tenants (1 per unit); however, currently there is no registration of vehicles to assign individual parking spaces to



tenants. Please use common sense and courtesy when choosing a parking space. Any additional vehicles must be parked off the premises, and Tenant is responsible for making arrangements for same. GHA has also provided the required number of ADA accessible spaces. Any vehicle that displays the proper identification will be permitted to park in an ADA accessible space.

There shall be no repairing, washing, and/or detailing of automobiles GHA property or on the public streets adjacent to GHA property.

TENANTS AND THEIR VISITORS/GUESTS MUST FOLLOW POSTED SIGNAGE REGARDING SPEED, STOPS AND RIGHT OF WAY. IT IS IN EVERYBODY'S BEST INTEREST AND SAFETY TO FOLLOW THESE RULES.

#### **Q. Businesses and Signs**

GHA does not permit Tenant to operate any kind of business in the unit. No selling or solicitation is permitted. Business signs on walls or in windows, or signs of any type, are not permitted on or around the premises.

#### **R. Antennas and/or Satellite Dish**

No outdoor antennas and/or satellite dishes of any kind are permitted.

#### **S. Telephone**

Telephone outlets are provided in the unit, and Tenant is to make individual arrangements for service with the telephone company of Tenant's choice.

#### **T. Care of the Grounds**

Tenant is responsible for picking up paper and other litter at the front, side and rear yards of the unit. Destructive and careless behavior, such as carving trees, uprooting shrubbery and littering will not be tolerated. GHA will maintain the buildings and common areas and grounds in a decent, safe, and sanitary condition in conformity with the requirements of local housing codes and applicable regulations or guidelines of the US Department of Housing and Urban Development.

Willful destruction and defacing of GHA property, including but not limited to the trash and recycling containers, walls and windows, is destruction of government property. Any such destruction will result in the maximum fine permissible and possible eviction.

Tenant is not permitted to perform grounds keeping, gardening, including but not limited to the planting of flowers, trees, shrubs, bushes, and vines, or place garden decorations.

GHA has provided some housing projects with an outside grill for the tenants' enjoyment. Tenant is responsible for taking the necessary precautions to ensure safe use of the grill, proper disposal of charcoal, and clean up after use of the equipment and surrounding areas. Do not use gasoline or flammable fluids to ignite the charcoal. Do not leave trash behind after leaving the area. GHA will not be responsible for damage to personal property caused by Tenant due to misuse, neglect or



carelessness of use.

#### **U. Use of Unit Patio/Porch**

Tenant shall not use the patio/porch directly adjacent to the unit as a storage area, including but not limited to the storage of bicycles, electric bikes, and mobility scooters. Tenant is permitted to have two outdoor chairs and a small outdoor table on the patio/porch. Such outdoor furniture is designed for outdoor use and is typically made of weather resistant materials. All such outdoor furniture shall be in good condition and shall not obstruct ingress/egress to the unit. Use of indoor furniture on the patio/porch is prohibited. Outdoor furniture is prohibited anywhere else on the premises.

Outdoor plants and planters are also permitted on the patio/porch and are prohibited anywhere else on the premises. Tiki torches, rope lights, heat or fire sources, signage, banners, or other décor are prohibited.

#### **V. Shopping Carts**

The use or storage of shopping carts on GHA property is strictly prohibited, except carts provided by GHA for the use of Tenants. GHA provided carts shall be stored on GHA property in locations preapproved by GHA when not in use.

#### **W. Noise**

Out of consideration for all tenants, noise should be carefully controlled. The use of radios, stereos, tape players, televisions, etc., as well as the playing of musical instruments, should not be so loud as to interfere with other tenants' enjoyment of the premises.

Noise, including the playing of musical equipment from the inside of the unit, which interferes with other tenants' rights constitute a breach of the Lease and is grounds for eviction.

#### **X. Infectious Diseases**

Tenant shall immediately report to the Administrative Office and to the appropriate health authority any case of an infectious disease which occurs in the unit. Tenant shall also take whatever preventive steps that are required to ensure that the disease does not spread to other tenants.

#### **Y. Smoking**

NO SMOKING is permitted in the unit. NO SMOKING is permitted on the premises, except for designated smoking areas. When using designated smoking areas, it is the responsibility of Tenant to dispose of cigarette butts, ashes and/or waste related to smoking in a suitable and safe manner. Damage to GHA property caused by the improper, negligent, or careless handling of cigarette butts, ashes and/or waste related to smoking shall be the responsibility of Tenant.

#### **Z. Conduct Toward GHA Staff and Contractors**

Tenant shall cooperate in good faith with GHA staff and GHA contractors. Tenant shall refrain from,



and cause Tenant's household, guests, and visitors to refrain from, acting or speaking in an abusive or threatening manner towards GHA staff and GHA contractors, and their employees. Such conduct shall subject Tenant to eviction.

#### **AA. Grievance**

GHA maintains a Grievance Policy in accordance with federal laws. Please refer to GHA's Grievance Policy, a copy of which can be obtained online at [www.glassborohousing.org](http://www.glassborohousing.org) or by contacting the Administrative Office, should Tenant disagree with any actions taken by GHA.

#### **BB. Reasonable Accommodation**

If Tenant, or anyone in Tenant's household, is a person with disabilities, requiring accommodations in order to fully utilize GHA's programs and services, please contact the Administrative Office.

#### **CC. Security Cameras**

For the safety of tenants, GHA has installed security cameras in the common areas of the property to deter misconduct or potential criminal activities. By signing the Lease, Tenant consents to the capture, use and process of your image for enforcement purposes only.

#### **DD. Changes in the Rules**

Whenever GHA, in its sole discretion, deems it necessary to make a change(s) in the rules or regulations set forth herein which affect GHA or one or all of GHA's housing projects, then GHA shall post a notice of such change(s) on the Bulletin Board at the Administrative Office. Such changes(s) will become effective as soon as posted. In addition, a copy of such notice shall be delivered to each household in the housing project affected by the change(s).

*The rules and regulations set forth in this Tenant's Handbook is given in the interest of all tenants. The Rules and Regulations are basically items of common sense and common courtesy. Your adherence to these rules and regulations will make the community an attractive, pleasant place in which to live.*

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date



RESOLUTION AUTHORIZING THE EXECUTION  
OF A PROVIDER AGREEMENT BETWEEN  
THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO AND  
INSPIRA HEALTH NETWORK LIFE, INC.

WHEREAS, the Housing Authority of the Borough of Glassboro's (GHA) mission is to provide quality, affordable housing opportunities to those not served adequately by private/unsubsidized organizations in Glassboro, NJ; and

WHEREAS, INSPIRA HEALTH NETWORK LIFE, INC. is a non-profit corporation organized under the laws of the State of New Jersey that owns and operates the Inspira LIFE (Living Independently for Elders) program, which is based on the PACE model of care, nationally known as the Program of All Inclusive Care of the Elderly; and

WHEREAS, the GHA wishes to enter into a Provider Agreement with INSPIRA HEALTH NETWORK LIFE, INC. for the provision or arrangements for the provision of comprehensive health-related and community-based services at GHA Properties for participation by GHA tenants, to assist seniors stay independent and avoid premature institutionalization; and

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 hereby is authorized to execute a Provider Agreement and any and all documents which may be necessary to effectuate the Provider Agreement with INSPIRA HEALTH NETWORK LIFE, INC. pending counsel negotiation and review.


ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 2024 by a vote of 6 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:

  
FOR KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: MAY 21, 2024



TABLED

RESOLUTION #2024-36

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6 et 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 May 21<sup>st</sup>, 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 statute 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 MAY 21, 2024.**

**ADOPTED** at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of May 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:   MAY 21, 2024**