

RESOLUTION #2024-60
RESOLUTION APPROVING REGULAR MONTHLY EXPENSES

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) 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 November 2024 by a vote of 4 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			✓			
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: NOVEMBER 19, 2024

GLASSBORO HOUSING AUTHORITY

FINAL BILL LIST # 2024-11

INTERIM BILLS:

A.	Affordable Housing Corp of Glassboro	\$ 40,412.89
B.	Glassboro RAD Operating	4,661.04

TOTAL INTERIM BILLS: \$ 45,073.93

CURRENT BILLS:

C.	Affordable Housing Corp of Glassboro	\$ 104,820.44
D.	Glassboro RAD Operating	1,229.11

TOTAL CURRENT BILLS: \$ 106,049.55

TOTAL BILL LIST: \$ 151,123.48

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

Summary Check Listing Report

10/16/2024

To

11/18/2024

A.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000203056	10/24/2024	ATLANTIC CITY ELECTRIC	\$1,666.65
0000203057	10/24/2024	ATLANTIC CITY ELECTRIC	\$2,326.90
0000203058	10/24/2024	AMAZON.COM SERVICES, INC	\$875.27
0000203059	10/24/2024	ANGELINI, VINIAR & FREEDMAN LLC	\$127.50
0000203060	10/24/2024	ARTHUR R. TODD ELEC CONTRACTOR LLC	\$3,567.81
0000203061	10/24/2024	ATLANTIC CITY ELECTRIC	\$74.07
0000203062	10/24/2024	BERMAN HOPKINS CPA'S & ASSOCIATES	\$2,200.00
0000203063	10/24/2024	CANON SOLUTIONS AMERICA, INC.	\$170.71
0000203064	10/24/2024	COMCAST CORPORATION	\$302.89
0000203065	10/24/2024	GOLDING, JAMES F. DBA Window Tech	\$84.00
0000203066	10/24/2024	HD SUPPLY FACILITIES MAINTENANCE, LTD	\$209.43
0000203067	10/24/2024	W.B. MASON CO., INC.	\$120.44
0000203068	10/29/2024	RILEY, ANTHONY J., LLC DBA AJR Plumbing	\$325.00
0000203069	10/29/2024	HD SUPPLY FACILITIES MAINTENANCE, LTD	\$227.79
0000203070	10/29/2024	SOUTH JERSEY GAS CO	\$1,413.52
0000203071	10/29/2024	WARTMAN, DAVID DBA Tri-State Masonry	\$10,600.00
0000203072	11/07/2024	AFFORDABLE HOUSING CORP OF GLASSBORO	\$8,071.58
0000203073	11/07/2024	ATLANTIC CITY ELECTRIC	\$10.64
0000203074	11/07/2024	BLOCK LINE SYSTEMS LLC	\$92.68
0000203075	11/07/2024	COMCAST CORPORATION	\$254.41
0000203076	11/07/2024	LOWE'S HOME CENTERS, INC	\$1,410.57
0000203077	11/07/2024	MARKSMEN LANDSCAPING LLC	\$4,002.22
0000203078	11/07/2024	NJNAHRO	\$175.00
0000203079	11/07/2024	SOUTH JERSEY GAS CO	\$1,400.74



Summary Check Listing Report

10/16/2024

To

11/18/2024

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
0000203080	11/07/2024	TENANT	\$703.07
Total for Credit Acct AFFORDABLE HOUSING CORP OF GLASSBORO			<hr/> \$40,412.89



Summary Check Listing Report

10/16/2024

To

11/18/2024

B.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000001254	10/21/2024	STATE OF NEW JERSEY	\$347.56
0000001255	10/21/2024	STATE OF NEW JERSEY	\$1,229.11
0000001256	11/04/2024	STATE OF NEW JERSEY	\$275.90
0000200551	10/24/2024	BROWN & CONNERY LLP	\$1,950.00
0000200552	10/24/2024	PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION	\$795.00
0000200553	11/07/2024	COMMUNICATION WORKERS OF AMERICA	\$39.78
0000200554	11/07/2024	SUN LIFE ASSURANCE CO. OF CANADA, INC.	\$23.69
Total for Credit Acct RAD OPERATING			<u>\$4,661.04</u>



Summary Check Listing Report

11/19/2024

To

11/19/2024

C.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000203081	11/19/2024	ACE PLUMBING & ELECTRICAL SUPPLIES INC.	\$218.22
0000203082	11/19/2024	AMAZON.COM SERVICES, INC	\$391.73
0000203083	11/19/2024	ATLANTIC CITY ELECTRIC	\$203.79
0000203084	11/19/2024	BOROUGH OF GLASSBORO-HIGHWAY	\$77.53
0000203085	11/19/2024	CANON SOLUTIONS AMERICA, INC.	\$103.63
0000203086	11/19/2024	COMCAST CORPORATION	\$302.89
0000203087	11/19/2024	HD SUPPLY FACILITIES MAINTENANCE, LTD	\$6,642.82
0000203088	11/19/2024	HOFFMAN'S EXTERMINATING CO., INC.	\$1,422.00
0000203089	11/19/2024	LCIJ, INC.	\$327.00
0000203090	11/19/2024	MAX COMMUNICATIONS INC.	\$164.06
0000203091	11/19/2024	R&A FLOORING, LLC	\$92,933.57
0000203092	11/19/2024	VERIZON NEW JERSEY INC	\$98.19
0000203093	11/19/2024	VERIZON WIRELESS SERVICES LLC	\$152.25
0000203094	11/19/2024	WOLFSCHMIDT PLUMBING, HEATING & COOLING	\$1,374.50
0000203095	11/19/2024	ATLANTIC CITY ELECTRIC	\$286.65
0000203096	11/19/2024	ATLANTIC CITY ELECTRIC	\$52.01
0000203097	11/19/2024	ATLANTIC CITY ELECTRIC	\$69.60
Total for Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		\$104,820.44



Summary Check Listing Report

11/19/2024

To

11/19/2024

D.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000001257	11/19/2024	STATE OF NEW JERSEY	\$1,229.11
Total for Credit Acct	RAD OPERATING		<u>\$1,229.11</u>



RESOLUTION #2024-61

RESOLUTION DESIGNATING PRIMARY AND SECONDARY GENERAL
COUNSEL FOR THE HOUSING AUTHORITY OF THE BOROUGH OF
GLASSBORO

BROWN AND CONNERY, LLP

ANGELINI, VINIAR AND FREEDMAN, LLP

RFP 24-003

WHEREAS, there exists a need for the designation of Primary and Secondary General Counsel to provide legal services for the Housing Authority of the Borough of Glassboro (GHA), where the Primary General Legal Provider will become the Attorney of Record, and the Secondary General Legal Provider will assist with Landlord-Tenant matters and perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel; and

WHEREAS, GHA has requested proposals for legal services through public advertisement; and

WHEREAS, GHA has reviewed, rated, and ranked the proposals received,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of GHA as follows:

1. That Michael Watson, Esq., and the law firm of **Brown & Connery, LLP** be and are hereby appointed Primary General Counsel for GHA, commencing on January 1, 2025 and continuing through December 31, 2025, unless replaced, to perform such duties as required by GHA.

2. That James Pierson, Esq., and the law firm of **Angelini, Viniar & Freedman, LLP** be and are hereby appointed Secondary General Counsel for GHA, commencing on January 1, 2025 and continuing through December 31, 2025, unless replaced, to assist with Landlord-Tenant matters and perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel

3. These contracts are awarded with competitive proposals, pursuant to a Request for Proposal solicited by requirement of the United States Department of Housing & Urban Development directive and as a "Professional Service" under the provisions of the Local Public Contracts Law N.J.S.A 40A:11-4.1 *et seq.* encompassing professional services recognized, licensed and regulated by law, and of a nature where it is not possible to obtain competitive proposals as there are unique qualitative professional requirements relative to these professional services.

4. The Executive Director is hereby authorized to negotiate, execute, and sign a contract to provide Legal Services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet.

5. A brief notice stating the contract awards and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

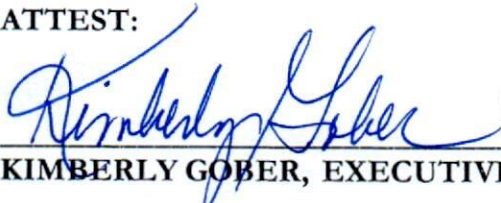
ADOPTED at a **Regular Meeting** of the **Board of Commissioners** of the **Housing Authority of the Borough of Glassboro**; held on the **19th** day of **November** 2024 by a vote of 4 in favor, 0 opposed and 0 abstentions.

<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
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: NOVEMBER 19, 2024

RESOLUTION #2024-62

RESOLUTION AWARDING

AUDIT SERVICES CONTRACT FOR FISCAL YEAR

JANUARY 1, 2024 to DECEMBER 31, 2024

BOWMAN AND COMPANY, LLP

RFP 24-004

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) is a certified Housing Authority and authorized to act in said capacity relative to the United States Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires an audit of its activities; and

WHEREAS, said audit must be performed by a Certified Public Accountant not having any interest, direct or indirect, in GHA such as a family relationship with GHA members, officials or any other related activity and said audit may not be performed by the Fee Accountant; and

WHEREAS, GHA has publicly announced a Request for Proposals for Auditing Service by public advertisement in a newspaper of general circulation and by direct solicitation; and

WHEREAS, two proposals were received, and the highest ranked proposal received was from **BOWMAN AND COMPANY, LLP**, an experienced professional partnership.

NOW, THEREFORE, BE IT RESOLVED by Board of Commissioners of GHA that the Chairman or Executive Director is hereby authorized to enter into a contract with **BOWMAN AND COMPANY, LLP**, a Professional Limited Liability Partnership, Certified Public Accountants, in accordance with the tabulation attached hereto for GHA for the exclusive purpose of performing an audit of the books and records of GHA in compliance with the statutes and regulations of HUD, specifically the "Audit Guide for Audits of Public Housing Agencies - HUD Handbook for period ending 12/31/24."

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to negotiate, execute, and sign a contract for Audit Services FY 2024, for a fee of **\$32,550.00 with an estimated time budget of 210 hours.**

BE IT FURTHER RESOLVED that a brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of November 2024 by a vote of 4 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			✓			
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: NOVEMBER 19, 2024

RESOLUTION #2024-63

RESOLUTION AWARDING PROFESSIONAL
HOUSING DEVELOPMENT CONSULTING SERVICES

THE BROOKE GROUP, LLC

RFP 24-005

WHEREAS, there exists a need for the designation of a Housing Development Consultant to provide Housing Development Consulting services for the Housing Authority of the Borough of Glassboro (GHA) for the year 2025; and

WHEREAS, GHA has requested proposals for such services through public advertisement; and

WHEREAS, THE BROOKE GROUP, LLC has supplied a proposal summarizing their capabilities in providing expertise in all areas needed and pursuant to the guidelines of the United States Department of Housing and Urban Development (HUD); and

WHEREAS, GHA has found it to be in its best interest to retain the services of THE BROOKE GROUP, LLC.


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of GHA, that the Executive Director is hereby authorized to negotiate, execute and sign an agreement to require THE BROOKE GROUP, LLC to provide such services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet which will not exceed **\$50,000.00**.

BE IT FURTHER RESOLVED that a brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of November 2024 by a vote of 4 in favor, 0 opposed and 0 abstentions.

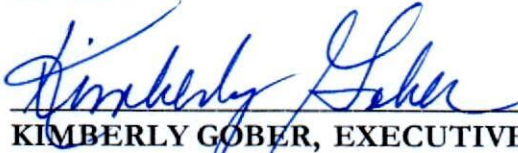
<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Shirley Anderson		✓				
Andrew Halter						✓
Jacob Hines			✓			
Thuraisingham Mohanakanthan	✓					

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: NOVEMBER 19, 2024

RESOLUTION #2024-64
RESOLUTION AUTHORIZING EXTENSION OF THE CONTRACT FOR
SNOW REMOVAL SERVICES

ALL GHA MANAGED PROPERTIES
MARKSMEN LANDSCAPING, LLC

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) has need for Snow Removal services at all GHA managed properties; and

WHEREAS, a contract was signed with MARSKMEN LANDSCAPING, LLC, for such service, with a term commencing on the Winter of 2023 and ending on Spring 2024; and

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

WHEREAS, GHA wishes to exercise its option for the renewal of said contract and extend the contract for an additional (1) one-year period, commencing on Winter 2024 and concluding on Spring 2025; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro that the additional (1) one-year period extension of the contract with MARKSMEN LANDSCAPING LLC, for Snow Removal Services be and is hereby approved.


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 November 2024 by a vote of 4 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			✓			
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: NOVEMBER 19, 2024

TABLED

RESOLUTION #2024-65

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 November 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 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 NOVEMBER 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 November 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						
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: NOVEMBER 19, 2024