

RESOLUTION # 2025-01

RESOLUTION FOR OPEN PUBLIC MEETINGS  
AND NEWSPAPERS DESIGNATION

THE SOUTH JERSEY TIMES &  
THE PHILADELPHIA INQUIRER

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

- 1. The South Jersey Times, 161 Bridgeton Pike, Mullica Hill, NJ
- 2. The Philadelphia Inquirer, 100 S. Independence Mall W, Suite 600, Philadelphia, PA 19106.

A copy of this Resolution shall be published as required by law within ten days of its passage.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 by a vote of 4 in favor, 0 opposed and 0 abstentions.

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

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025

RESOLUTION #2025-02

ANNUAL SCHEDULE OF MEETINGS

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

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of the Borough of Glassboro that the attached schedule is declared to be the Annual Schedule of Regular meetings of the Borough of Glassboro Housing Authority for the year commencing January 1, 2025. Said schedule is declared in compliance with N.J.S.A. 10:4-18 and shall be posted and distributed in accordance with the requirements of N.J.S.A. 10:4-18.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025



## ANNUAL SCHEDULE OF MEETINGS 2025

Meetings locations will alternate between the Delsea Manor Community Room, 181 Delsea Manor Drive, Glassboro, NJ 08028 and the Whitney Garden's Community Room, 28 Williams Street, Glassboro, NJ 08028.

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

<b>JANUARY</b> <b>ANNUAL MEETING</b> Delsea Manor Community Room	<b>TUESDAY</b> <b>JANUARY 21<sup>ST</sup>, 2025</b>
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<b>FEBRUARY</b> Whitney Gardens Community Room	<b>TUESDAY</b> <b>FEBRUARY 18<sup>TH</sup>, 2025</b>
<b>MARCH</b> Delsea Manor Community Room	<b>TUESDAY</b> <b>MARCH 18<sup>TH</sup>, 2025</b>
<b>APRIL</b> Whitney Gardens Community Room	<b>TUESDAY</b> <b>APRIL 15<sup>TH</sup>, 2025</b>
<b>MAY</b> Delsea Manor Community Room	<b>TUESDAY</b> <b>MAY 20<sup>TH</sup>, 2025</b>
<b>JUNE</b> Whitney Gardens Community Room	<b>TUESDAY</b> <b>JUNE 17<sup>TH</sup>, 2025</b>
<b>JULY</b> Delsea Manor Community Room	<b>TUESDAY</b> <b>JULY 15<sup>TH</sup>, 2025</b>

**AUGUST**  
**NO MEETING**

<b>SEPTEMBER</b> Whitney Gardens Community Room	<b>TUESDAY</b> <b>SEPTEMBER 16<sup>TH</sup>, 2025</b>
<b>OCTOBER</b> Delsea Manor Community Room	<b>TUESDAY</b> <b>OCTOBER 21<sup>ST</sup>, 2025</b>
<b>NOVEMBER</b> Whitney Gardens Community Room	<b>TUESDAY</b> <b>NOVEMBER 18<sup>TH</sup>, 2025</b>
<b>DECEMBER</b> Delsea Manor Community Room	<b>TUESDAY</b> <b>DECEMBER 16<sup>TH</sup>, 2025</b>

<b>JANUARY 2026</b> <b>ANNUAL MEETING</b> Delsea Manor Community Room	<b>TUESDAY</b> <b>JANUARY 20<sup>TH</sup>, 2026</b>
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RESOLUTION #2025-03

RESOLUTION NAMING OFFICIAL DEPOSITORY

FULTON BANK

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

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

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

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

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:  
Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR  
DATED: JANUARY 21, 2025

RESOLUTION #2025-04

RESOLUTION TO AUTHORIZE

ELECTRONIC FUNDS TRANSFERS (EFT)

WHEREAS, in accordance with the New Jersey Department of Community Affairs, Division of Local Government Services, Local Finance Notice 2018-13, it is necessary to authorize the use of Electronic Funds Transfers (EFT); and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Borough of Glassboro that Fulton Bank hereby designate the following individuals who are authorized to initiate and authorize EFT:

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

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 by a vote of 4 in favor, 0 opposed and 0 abstentions.

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

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025



**RESOLUTION #2025-05**  
**RESOLUTION AUTHORIZING CONTRACTS WITH**  
**APPROVED STATE CONTRACT VENDORS**  
**FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12(a)**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-12(a) and N.J.A.C. 5:34-7.29(c), the Housing Authority of the Borough of Glassboro (GHA) may by resolution and without advertising for bids purchase any goods or services under the State of NJ Cooperative Purchasing Program for State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Borough of Glassboro hereby authorizes the Purchasing Agent to purchase certain goods or services from those approved State contracts, pursuant to all conditions of the individual contracts.

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

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Cober

KIMBERLY COBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025

**RESOLUTION #2025-06**  
**RESOLUTION AUTHORIZING CONTRACTS WITH**  
**APPROVED NATIONAL CONTRACT VENDORS**  
**FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 52:34-6.2(b)(3)**

**WHEREAS**, pursuant to N.J.S.A. 52:34-6.2(b)(3) and N.J.S.A. 40A:5-16(3), the Housing Authority of the Borough of Glassboro (GHA) may by resolution and without advertising for bids, purchase goods or services pursuant to national cooperative purchasing agreements; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of Gloucester County hereby authorizes the Purchasing Agent to purchase certain goods or services from those vendors approved on the national cooperative lists pursuant to all conditions of the individual contracts.

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

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21<sup>st</sup> day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓



THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025

**RESOLUTION #2025-07**

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

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

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

**WHEREAS**, on December 16, 2019, GHA adopted Resolution #19-60 adopting a Torts Claims Policy; and

**WHEREAS**, GHA deems it advisable to conduct an annual review of its policy governing the filing of Notices of Tort Claims and the Notice of Tort Claim Form as attached hereto.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the attached Policy and Notice of Tort Claim Form be and hereby are adopted as the official Notice of Tort Claim Policy and Form for GHA for FY2025.

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

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025



**RESOLUTION #2025-08**

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

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

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

**WHEREAS**, on December 16, 2019, GHA adopted Resolution #19-61 adopting an Indemnification Policy; and

**WHEREAS**, GHA deems it advisable to conduct an annual review of the Indemnification Policy consistent with *N.J.S.A. 59:10-4*, as outlined below.

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

1. It is deemed in the best interest of GHA to indemnify its Commissioners and employees while acting within the scope of their duties.
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phrases shall have the meaning set forth:
  - INSURANCE – Coverage afforded by insurance policies of every kind whether the premiums be paid by GHA, the employee or someone on their behalf.
  - COMMISSIONER/EMPLOYEE – Any Commissioner/employee appointed to or hired by GHA, respectively, whether full or part-time.
3. GHA shall reimburse a Commissioner/employee for all reasonable expenses incurred, including court costs and all monetary judgments imposed upon any GHA Commissioner and/or employee in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held by such Commissioner/employee. GHA shall indemnify a

Commissioner/employee for exemplary or punitive damages resulting from the Commissioner/employee's civil violation of state and/or federal law if the acts committed by the Commissioner/employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

4. GHA shall not be obligated to provide reimbursement in the following instances:
  - Where the legal proceeding involved a claim or misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/employee is found liable for the charge.
  - Where the legal proceeding is instigated or brought by GHA against the Commissioner/employee.
5. The amount GHA is obligated to reimburse the Commissioner/employee shall be reduced by an insurance coverage payable to the Commissioner/employee by the net amount (recovery cost) of any money received by the Commissioner/employee in any counteraction against the person or persons bringing the action against the Commissioner/employee.
6. A Commissioner/employee shall not be entitled to indemnification or reimbursement pursuant to this chapter unless, within ten (10) calendar days of the time the Commissioner/employee is served with any summons, complaint, process, notice, demand or pleading, the Commissioner/employee delivers the original or a copy thereof to the Executive Director. The Commissioner/employee shall be obligated to cooperate with GHA in the conduct of the Commissioner/employee defense. Whenever competent and disinterested legal counsel is available to GHA through any insurance coverage, the Commissioner/employee shall be obligated to be represented by such counsel. If GHA wishes to use the General Counsel of GHA to defend the action, the Commissioner/employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner/employee to cooperate with GHA shall terminate GHA's obligation to reimburse the Commissioner/employee.
7. If the legal proceeding is terminated by a settlement agreement among the parties, then GHA shall not be obligated to reimburse the Commissioner/employee unless GHA approves the settlement agreement.



8. GHA may reimburse a Commissioner/employee for a portion of an expense incurred prior to a final decision in a legal proceeding, but GHA shall be entitled to wait for a final determination before being obligated to make any final payments.
9. This Resolution shall take effect immediately and supersede all previous resolutions.

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:  
Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025



**RESOLUTION #2025-09**

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

**WHEREAS**, on December 16, 2019, the Housing Authority of the Borough of Glassboro (GHA) adopted Resolution #19-62 adopting a Reimbursement Policy for Costs of Defending against Civil and or Criminal Charges; and

**WHEREAS**, GHA deems it advisable to conduct an annual review of said Policy.

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

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

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

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025

RESOLUTION #2025-10

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 Board of Commissioners of the Housing Authority of the Borough of Glassboro (“Board”) to have their obligations kept current and;

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Borough of Glassboro hereby authorize the Finance Director to pay the monthly bills presented to the Board for consideration on this date.

ADOPTED at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 by a vote of 4 in favor, 0 opposed and 0 abstentions.

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

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp  
Jay Lapp, CHAIRMAN

ATTEST:  
Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025



**RESOLUTION #2025-11**  
**RESOLUTION AUTHORIZING PAYMENT FOR**  
**THE NJPHA JOINT INSURANCE FUND (JIF) FY 2025**

**WHEREAS**, the Housing Authority of the Borough of Glassboro (GHA) has determined to continue membership in the NJPHA Joint Insurance Fund effective January 1, 2025, to December 31, 2025, for the purpose of establishing the following types of coverage:

- 1) Property damage, other than motor vehicle;
- 2) General, Auto and Cyber Liability;
- 3) Workers' Compensation; and
- 4) Public Officials Liability/Employment Practices Liability; and

**WHEREAS**, GHA has determined that the continued membership in the NJPHA Joint Insurance Fund is in the best interest of GHA; and

**WHEREAS**, the assessed bill for FY2025 at a premium of **\$91,553.00** is proper and responsive in accordance with the law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that payment for NJPHA Joint Insurance Fund for FY 2024 in the amount of **\$91,533.00** is hereby approved, subject to Counsel review and verification.

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

**THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO**

Jay Lapp

Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR  
DATED: JANUARY 21, 2025

**RESOLUTION #2025-12**

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF  
GLOUCESTER COUNTY TO COMPILE, PREPARE AND SUBMIT  
INFORMATION IN ACCORDANCE WITH THE SECTION 8  
MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FYE 2024  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

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

**WHEREAS**, SEMAP is the primary evaluation tool HUD uses to evaluate performance by each Housing Authority administering a Section 8 HCV Program; and

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

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) has been contracted to administer the Housing Authority of the Borough of Glassboro's (GHA) Section 8 HCV Program which includes but is not limited to waiting list administration, initial tenant eligibility and rent determinations, annual and interim reexaminations, inspections, books of account, budgeting and financial reporting, HUD reporting and auditing, and such other activities as may be necessary and proper for HAGC to administer the GHA's Section 8 HCV Program;

**WHEREAS**, GHA desires that HAGC assess GHA's Section 8 HCV to ensure compliance with HUD's performance criteria under SEMAP requirements; and complete all necessary action to compile accurate and complete information in the preparation of the FYE 2024 SEMAP report.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that HAGC is authorized to take all necessary actions to assess GHA's Section 8 HCV Program to ensure compliance with HUD's performance criteria under SEMAP requirements.

**BE IT FURTHER RESOLVED** that the Executive Director, or a designee, is authorized to electronically submit the FYE 2024 SEMAP report to HUD, as required.

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines			✓			
Shirley Anderson		✓	✓			
Andrew Halter	✓		✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

\_\_\_\_\_  
Jay Lapp  
\_\_\_\_\_, CHAIRMAN

ATTEST:  
\_\_\_\_\_  
Kimberly Gober  
KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025



RESOLUTION #2025-13  
RESOLUTION AUTHORIZING REJECTION OF  
BIDS FOR ROOF REPLACEMENT  
SUMMIT PARK  
IFB 25-001

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) has need for the Replacement of the Roofs at Summit Park; and

WHEREAS, GHA has solicited bids for such replacement through public advertisement via IFB 25-001; and

WHEREAS, GHA received and reviewed (3) three bids; and

WHEREAS, all bids received were determined to substantially exceed the cost estimate for such services, requiring rejection of all bids in accordance with N.J.S.A. 40A:11-13.2(a).

WHEREAS, GHA has determined that the specifications for such services requires substantial revisions, also requiring rejection of all bids in accordance with N.J.S.A. 40A:11-13.2(d).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro that all bids received, be and are hereby rejected for the reasons set forth herein.

BE IT FURTHER RESOLVED that a brief notice stating that the nature of the rejection 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 the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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			✓			
Jacob Hines		✓	✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Jay Lapp

Jay Lapp, CHAIRMAN

ATTEST:

Kimberly Gober

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: JANUARY 21, 2025

TABLED

RESOLUTION #2025-14

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, N.J.S.A. 10:4-6 *et seq.*) requires all meetings of the Housing Authority of the Borough of Glassboro (GHA) to be held in public, N.J.S.A. 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, GHA has determined that \_\_\_\_\_ issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on January 21<sup>st</sup>, 2025, 5:00 P.M.; and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below with the number of issues and any additional, required information thereafter:

- 1) **"Any matter which, by express provision of Federal law, State statute or 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 N.J. 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 Board of Commissioners of the Housing Authority of the Borough of Glassboro shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Borough of Glassboro shall 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 public meeting, shall furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by *N.J.S.A. 47:1A-1 et seq.*

**ADOPTED** at the Annual Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 21st day of January 2025 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						
Jacob Hines						
Shirley Anderson						
Andrew Halter						
Thuraisingham Mohanakanthan						

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF GLASSBORO HOUSING AUTHORITY AT IT'S PUBLIC MEETING HELD ON JANUARY 21, 2025.

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

\_\_\_\_\_, CHAIRMAN

ATTEST:

\_\_\_\_\_  
KIMBERLY GOBER, EXECUTIVE DIRECTOR  
DATED: JANUARY 21, 2025