

RESOLUTION #2022-62

RESOLUTION APPROVING REGULAR MONTHLY EXPENSES

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) has incurred various financial obligations since the last meeting; and it is the desire of the Board to have their obligations kept current; and

WHEREAS, members of the Board have read and reviewed the itemized list of incurred expenses attached hereto; and

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

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

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 19th day of December 2022 by a vote of 5 in favor, 0 opposed and 0 abstentions.

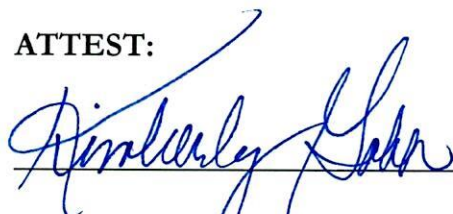
<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Edward Hutchinson	✓		✓			
Shirley Anderson		✓	✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan			✓			
Jennifer Wells						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: DECEMBER 19, 2022

GLASSBORO HOUSING AUTHORITY

FINAL BILL LIST # 2022-12

INTERIM BILLS:

A.	Affordable Housing Corp of Glassboro	\$ 21,080.60
B.	Glassboro RAD Operating	47,102.05

TOTAL INTERIM BILLS: \$ 68,182.65

CURRENT BILLS:

C.	Affordable Housing Corp of Glassboro	\$ 28,034.84
D.	Glassboro RAD Operating	102,815.55
E.	Glassboro RAD Operating--Pending Invoices	213,454.87

TOTAL CURRENT BILLS: \$ 344,305.26

TOTAL BILL LIST: \$ 412,487.91

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

Summary Check Listing Report

11/22/2022

To

12/14/2022

A

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000202193	11/30/2022	ATLANTIC CITY ELECTRIC	\$1,801.84
0000202194	11/30/2022	COMCAST CORPORATION	\$269.84
0000202195	11/30/2022	SOUTH JERSEY GAS CO	\$3,267.13
0000202196	12/07/2022	AFFORDABLE HOUSING CORP OF GLASSBORO	\$7,913.31
0000202197	12/07/2022	ATLANTIC CITY ELECTRIC	\$1,576.88
0000202198	12/07/2022	LINE SYSTEMS, INC.	\$170.08
0000202199	12/07/2022	COMCAST CORPORATION	\$146.21
0000202200	12/07/2022	VAZQUEZ, MADELINE	\$177.03
0000202201	12/07/2022	MAX COMMUNICATIONS INC.	\$165.41
0000202202	12/07/2022	GALLON, SHARECE	\$21.93
0000202203	12/07/2022	SOUTH JERSEY GAS CO	\$1,977.07
0000202204	12/07/2022	ATLANTIC CITY ELECTRIC	\$226.94
0000202205	12/07/2022	ATLANTIC CITY ELECTRIC	\$196.45
0000202206	12/14/2022	AMAZON.COM SERVICES, INC	\$548.99
0000202207	12/14/2022	ATLANTIC CITY ELECTRIC	\$2,375.71
0000202208	12/14/2022	CITIBANK, NA	\$245.78
Total for Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		<u>\$21,080.60</u>

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

Summary Check Listing Report

B

11/22/2022 To 12/14/2022

Check #	Check Date	Recipient	Amount
Credit Acct	RAD OPERATING		
0000001209	12/07/2022	STATE OF NEW JERSEY	\$2,194.38
0000200407	11/30/2022	ASLLANAJ, ALMA	\$343.00
0000200408	11/30/2022	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$44,405.87
0000200409	12/14/2022	COMMUNICATION WORKERS OF AMERICA	\$65.60
0000200410	12/14/2022	SUN LIFE ASSURANCE CO. OF CANADA, INC.	\$93.20
Total for Credit Acct	RAD OPERATING		\$47,102.05

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

Summary Check Listing Report

12/15/2022

To

12/19/2022

C

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000202209	12/19/2022	ACTION PLUMBING, INC.	\$498.50
0000202210	12/19/2022	AMAZON.COM SERVICES, INC	\$100.99
0000202211	12/19/2022	RILEY, ANTHONY J., LLC	\$450.00
0000202212	12/19/2022	ATLANTIC CITY ELECTRIC	\$1,653.80
0000202213	12/19/2022	BERAT CORPORATION	\$97.24
0000202214	12/19/2022	BOROUGH OF GLASSBORO--WATER	\$19,262.40
0000202215	12/19/2022	BOROUGH OF GLASSBORO-HIGHWAY	\$150.53
0000202216	12/19/2022	CANON SOLUTIONS AMERICA, INC.	\$64.68
0000202217	12/19/2022	E & G EXTERMINATORS, INC.	\$250.00
0000202218	12/19/2022	MARKSMAN LANDSCAPING LLC	\$4,157.78
0000202219	12/19/2022	ROCCO MIGNOGNA	\$172.90
0000202220	12/19/2022	SHERWIN WILLIAMS COMPANY	\$372.00
0000202221	12/19/2022	STAPLES, INC.	\$135.28
0000202222	12/19/2022	VERIZON WIRELESS SERVICES LLC	\$161.74
0000202223	12/19/2022	WOLFSCHMIDT PLUMBING, HEATING & COOLING	\$507.00
Total for Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		\$28,034.84

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

Summary Check Listing Report

12/15/2022

To

12/19/2022

D

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000001210	12/19/2022	STATE OF NEW JERSEY	\$954.85
0000200411	12/19/2022	BROOKE GROUP LLC	\$2,673.00
0000200412	12/19/2022	BROWN & CONNERY LLP	\$462.50
0000200413	12/19/2022	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$72,949.20
0000200414	12/19/2022	LINCOLN SENIOR URBAN RENEWAL I LP	\$25,776.00
Total for Credit Acct	RAD OPERATING		\$102,815.55

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

Open Invoice Listing Report

E

<u>Invoice #</u>	<u>Invoice Date</u>	<u>Recipient</u>	<u>Amount</u>
<i>RAD OPERATING</i>			
09/22 GHA	10/25/2022	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$73,985.68
10/22	12/08/2022	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$69,568.20
11/22 GHA	12/16/2022	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$69,900.99
Total for Credit Acct	RAD OPERATING		\$213,454.87

RESOLUTION #2022-63
RESOLUTION ADOPTING

**THE HOUSING AUTHORITY OF
THE BOROUGH OF GLASSBORO BUDGET FY2023**

JANUARY 1, 2023 TO DECEMBER 31, 2023

WHEREAS, the Annual Budget and Capital Budget/Program for the Glassboro Housing Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 has been presented for adoption before the governing body of the Glassboro Housing Authority at its open public meeting of December 19, 2022; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of **\$3,508,090.00**, Total Appropriations, including any Accumulated Deficit, if any, of **\$3,775,200.00**, and Total Unrestricted Net Position Utilized of **\$267,110.00**; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of **\$310,000.00** and Total Unrestricted Net Position Utilized of **\$0.00**; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Glassboro Housing Authority at an open public meeting held on December 19, 2022 that the Annual Budget and Capital Budget/Program of the Glassboro Housing Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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 December 2022 by a vote of 5 in favor, 0 opposed and 0 abstentions.

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

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: DECEMBER 19, 2022

RESOLUTION #2022-64

RESOLUTION DESIGNATING A

PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FY2023

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

WHEREAS, the Housing Authority of the Borough of Glassboro is (GHA) deemed a public agency by the State of New Jersey, Department of the Treasury; and

WHEREAS, every public agency is required by law to designate a Public Agency Compliance Officer (P.A.C.O.) in accordance with N.J.A.C. 17:27-3.2; and

WHEREAS, the P.A.C.O. will be the point of contact for all matters concerning implementation & administration of the legal requirements of the Equal Employment Opportunity Monitoring Program & administering contracting procedures pertaining to equal employment regarding both the GHA and its service providers.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Glassboro does hereby appoint Kimberly Gober as its Public Agency Compliance Officer for the State of New Jersey, Department of the Treasury.

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 December 2022 by a vote of 5 in favor, 0 opposed and 0 abstentions.

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

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: DECEMBER 19, 2022

RESOLUTION #2022-65

RESOLUTION APPOINTING A FUND COMMISSIONER OF
THE NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND (JIF) FY2023

WHEREAS, the Housing Authority of the Borough of Glassboro is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a **FUND COMMISSIONER** to represent and serve such Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Glassboro does hereby appoint **Kimberly Gober** as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2023.

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 December 2022 by a vote of 5 in favor, 0 opposed and 0 abstentions.

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

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:



KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: DECEMBER 19, 2022

RESOLUTION #2022-66

RESOLUTION APPROVING AND AUTHORIZING THE EXTENSION OF
MANAGEMENT SERVICES AGREEMENT

BETWEEN

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO AND
THE AFFORDABLE HOUSING CORPORATION OF GLASSBORO AND
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) and the Affordable Housing Corporation of Glassboro (AHCG) have previously entered into a Management Services Agreement (MSA) with the Housing Authority of Gloucester County (HAGC); and

WHEREAS, the MSA sets forth the HAGC's organizational, managerial, supervisory, coordinating and monitoring functions with regards to the GHA and the AHCG; and

WHEREAS, the GHA, AHCG and HAGC agreed it was in their respective best interests to enter into a successor MSA, a copy of which is attached hereto as Exhibit A, effective January 1, 2023 for a one (1) year term and an additional one (1) year extension; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, thereby approves the attached MSA and authorizes the Chairman, or designee, to execute said MSA.

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 December 2022 by a vote of 5 in favor, 0 opposed and 0 abstentions.

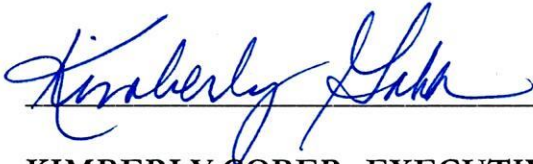
<u>Commissioners</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>	<u>Absent</u>
Jay Lapp			✓			
Edward Hutchinson			✓			
Shirley Anderson	✓		✓			
Andrew Halter			✓			
Thuraisingham Mohanakanthan		✓	✓			
Jennifer Wells						✓

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO



JAY LAPP, CHAIRMAN

ATTEST:

A handwritten signature in blue ink, appearing to read "Kimberly Gober", is written over a horizontal line.

KIMBERLY GOBER, EXECUTIVE DIRECTOR

DATED: DECEMBER 19, 2022

RESOLUTION #2022-67

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 December 19th, 2022, 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 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 DECEMBER 19, 2022.

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 December 2022 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						
Thuraisingham Mohanakanthan						
Jennifer Wells						

THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

JAY LAPP, CHAIRMAN

ATTEST:

KIMBERLY GOBER, EXECUTIVE DIRECTOR
DATED: DECEMBER 19, 2022