

RESOLUTION #2024-16

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 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 20th day of February 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			✓			
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: FEBRUARY 20, 2024

GLASSBORO HOUSING AUTHORITY

FINAL BILL LIST # 2024-02

INTERIM BILLS:

A.	Affordable Housing Corp of Glassboro	\$ 48,875.77
B.	Glassboro RAD Operating	1,500.35

TOTAL INTERIM BILLS: \$ 50,376.12

CURRENT BILLS:

C.	Affordable Housing Corp of Glassboro	\$ 6,459.85
D.	Glassboro RAD Operating	122,692.71

TOTAL CURRENT BILLS: \$ 129,152.56

TOTAL BILL LIST: \$ 179,528.68

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

Summary Check Listing Report

01/23/2024

To

02/19/2024

A.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
			\$38.98
0000202743	01/23/2024	AMAZON.COM SERVICES, INC	
			\$1,348.00
0000202744	01/23/2024	ANGELINI, VINIAR & FREEDMAN LLC	
			\$302.80
0000202745	01/23/2024	COMCAST CORPORATION	
			\$4,449.47
0000202746	01/23/2024	R&A FLOORING, LLC	
			\$268.03
0000202747	01/30/2024	NICHOLSON--PETTY CASH, BARBARA	
			\$75.11
0000202748	01/30/2024	ATLANTIC CITY ELECTRIC	
			\$1,600.68
0000202749	01/30/2024	ATLANTIC CITY ELECTRIC	
			\$110.82
0000202750	01/30/2024	ADVANCE LOCAL HOLDINGS, CORP.	
			\$98.00
0000202751	01/30/2024	ASSOCIATED FIRE PROTECTION INC.	
			\$2,092.95
0000202752	01/30/2024	ATLANTIC CITY ELECTRIC	
			\$969.12
0000202753	01/30/2024	LOWE'S HOME CENTERS, INC	
			\$163.75
0000202754	01/30/2024	MAX COMMUNICATIONS INC.	
			\$8,071.58
0000202755	02/06/2024	AFFORDABLE HOUSING CORP OF GLASSBORO	
			\$416.50
0000202756	02/06/2024	CAMPBELL LOCK AND SAFE INC	
			\$711.00
0000202757	02/06/2024	HOFFMAN'S EXTERMINATING CO., INC.	
			\$6,270.00
0000202758	02/06/2024	MARKSMEN LANDSCAPING LLC	
			\$8,592.26
0000202759	02/06/2024	SOUTH JERSEY GAS CO	
			\$1,033.81
0000202760	02/06/2024	WOLFSCHMIDT PLUMBING, HEATING & COOLING	
			\$221.17
0000202761	02/13/2024	ATLANTIC CITY ELECTRIC	
			\$204.41
0000202762	02/13/2024	COMCAST CORPORATION	
			\$6,731.47
0000202763	02/13/2024	R&A FLOORING, LLC	
			\$4,839.40
0000202764	02/13/2024	SOUTH JERSEY GAS CO	
			\$41.24
0000202765	02/13/2024	ATLANTIC CITY ELECTRIC	
			\$225.22
0000202766	02/13/2024	ATLANTIC CITY ELECTRIC	



Summary Check Listing Report

01/23/2024

To

02/19/2024

Check #

Check Date

Recipient

Amount

Total for Credit Acct

AFFORDABLE HOUSING CORP OF GLASSBORO

\$48,875.77



Summary Check Listing Report

01/23/2024

To

02/19/2024

B.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000001236	02/13/2024	STATE OF NEW JERSEY	\$1,229.11
0000200502	01/30/2024	BROWN & CONNERY LLP	\$271.24
			<hr/>
Total for Credit Acct	RAD OPERATING		\$1,500.35



Summary Check Listing Report

02/20/2024

To

02/20/2024

C.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		
0000202767	02/20/2024	A.B. RICHARDS INC	\$208.00
0000202768	02/20/2024	ABBOTT'S HARDWARE INC.	\$10.75
0000202769	02/20/2024	AMAZON.COM SERVICES, INC	\$1,003.78
0000202770	02/20/2024	ANGELINI, VINIAR & FREEDMAN LLC	\$1,467.50
0000202771	02/20/2024	RILEY, ANTHONY J., LLC	\$200.00
0000202772	02/20/2024	ATLANTIC CITY ELECTRIC	\$243.79
0000202773	02/20/2024	BERAT CORPORATION	\$128.83
0000202774	02/20/2024	BLOCK LINE SYSTEMS LLC	\$237.33
0000202775	02/20/2024	BOROUGH OF GLASSBORO-HIGHWAY	\$155.31
0000202776	02/20/2024	CAMPBELL LOCK AND SAFE INC	\$22.50
0000202777	02/20/2024	CANON SOLUTIONS AMERICA, INC.	\$122.02
0000202778	02/20/2024	HD SUPPLY FACILITIES MAINTENANCE, LTD	\$46.78
0000202779	02/20/2024	LCIJ, INC.	\$66.00
0000202780	02/20/2024	MAX COMMUNICATIONS INC.	\$163.73
0000202781	02/20/2024	STAPLES, INC.	\$19.16
0000202782	02/20/2024	VERIZON NEW JERSEY INC	\$88.19
0000202783	02/20/2024	VERIZON WIRELESS SERVICES LLC	\$101.42
0000202784	02/20/2024	W.B. MASON CO., INC.	\$46.76
0000202785	02/20/2024	WOLFSCHMIDT PLUMBING, HEATING & COOLING	\$2,128.00
Total for Credit Acct	AFFORDABLE HOUSING CORP OF GLASSBORO		\$6,459.85



Summary Check Listing Report

02/20/2024

To

02/20/2024

D.

<u>Check #</u>	<u>Check Date</u>	<u>Recipient</u>	<u>Amount</u>
Credit Acct	RAD OPERATING		
0000001237	02/20/2024	STATE OF NEW JERSEY	\$273.36
0000200503	02/20/2024	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$49,068.62
0000200504	02/20/2024	ADVANCE LOCAL HOLDINGS, CORP.	\$16.56
0000200505	02/20/2024	COMMUNICATION WORKERS OF AMERICA	\$39.78
0000200506	02/20/2024	HOUSING AUTHORITY OF GLOUCESTER COUNTY	\$73,247.01
0000200507	02/20/2024	SUN LIFE ASSURANCE CO. OF CANADA, INC.	\$47.38
Total for Credit Acct RAD OPERATING			<u>\$122,692.71</u>



RESOLUTION #2024-17
RESOLUTION APPROVING A REVISION TO
COST ALLOCATION POLICY

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) adopted its Cost Allocation Policy on September 17, 2018, via RES#2018-53 and RES#2023-26; and

WHEREAS, the purpose of this Policy is to set forth the parameters and methods to fairly and reasonably allocate various costs to the programs administered by the GHA; and

WHEREAS, GHA completed a review of the policy for compliance and accuracy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Glassboro, that the Cost Allocation Policy, as attached hereto, is approved effective 1/1/2023.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 20th day of February 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			✓			
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: FEBRUARY 20, 2024



Cost Allocation Policy

Adopted September 17, 2018; RES#2018-53

Reviewed March 21, 2023; RES#2023-26

Reviewed February 20, 2024; RES#2024-17

Housing Authority Of The Borough Of Glassboro

Cost Allocation Policy

Effective January 1, 2023

This Cost Allocation Policy is adopted by The Housing Authority of the Borough of Glassboro (GHA) in accordance with the requirements of *2 CFR 200, Subpart E and Appendix V* and GHA's Procurement Policy. The purpose of this Policy is as follows:

1. To summarize, in writing, the methods and procedures GHA will use to fairly and reasonably allocate costs to various programs, operated by GHA.
2. To ensure the efficient and effective administration of Federal, State, and/or County awards through the application of sound management practices.
3. To responsibly administer Federal, State, and/or County funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the respective award.

Principles of Cost Allocation

The general approach of GHA in allocating costs to particular programs, grants and contracts is as follows:

1. All allowable direct costs are charged directly to programs, grants, activity, etc. incurring the cost. As stated in *2 CFR 200.413*, Direct Cost shall be defined as "Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy."
2. Allowable direct costs that can be identified to more than one program are prorated as follows:

General/Office Allocation is based on units as described below. This allocation shall be adjusted appropriately with the allocation of new units.

<u>Fund</u>	<u>Allocation Percentage</u>
831/Glassboro HCV	50.57%
836/Delsea Manor	19.01%
837/Williams/Whitney Gardens	11.41%
838/Grillo/Summit Park	19.01%

3. Prior to the procurement of a cost item, management communicates the need for the item in accordance with the Authority's Procurement Policy.

Allocation of Costs

1. Salaries & Related Expenses-

In accordance with 2 CFR 200.430 *Compensation-Personal Services* and 2 CFR 200.431 *Compensation -Fringe Benefits*, the primary objective of GHA is to distribute/allocate the salaries and benefits of GHA employee in a manner that accurately reflects the work performed by that employee.

A. Direct Assignment Employees- For employees primarily assigned one project or program, their salaries and benefits shall be charged directly to the program for which the work has been done. Temporary reassignments of employees lasting 2 working weeks or less shall not require a change in allocation. Management may utilize a variety of assessment methods to determine direct assignment including but not limited to the completion of time sheets.

B. Employees Assigned to more than one Program or Project- For employees assigned to more than one program or project, costs will be allocated in the manner described below. Supervisors shall be required to submit a project assignment form identifying the effective date, the employee(s), the percentage of time, if any, that each employee is assigned to each project to ensure proper allocation. Supervisors shall review the Project Assignment Form with the corresponding employee and sign all submissions certifying the accuracy of the submission. For those employees who are not assigned to projects or programs and an allocation cannot be determined, a time survey may be completed.

The Glassboro Housing Authority's main expense is the Management Services Agreement (MSA) with the Housing Authority of Gloucester County (HAGC). Management Fees, based on the number of units managed, and Management Service Fees, for services provided by HAGC employees and the associated payroll costs to HAGC, which are billed by invoice to GHA.

The Management Fees referenced in the MSA are based on a specified per unit allocation that charges a direct cost to particular programs, grants, activities or contracts; or for portions of cost for activities that can be identified to more than one program, as outlined on HAGC's Cost Allocation Policy – Allocation Chart and in accordance with 2 CFR 200.430 Compensation-Personal Services and 2 CFR 200.431 Compensation -Fringe Benefits.

- C. Health insurance, dental insurance, life & disability, other fringe benefits as well as Pension and GASB68, are allocated in the same manner as salaries and wages.
- D. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- E. Financial and Program Consultants - The allocation is based on the salary of the GHA staff person the consultant was retained to assist.
- F. Legal- The cost of the legal service is directly billed to the program for which the legal services were performed. If the service was performed for multiple programs, the cost shall be allocated in accordance with the allocation model described above.
- G. Audits- The cost shall be directly billed to the program for which the audit was performed. If the audit covers multiple programs, the allocation shall be based upon the predetermined Audit Allocation Plan developed by the Finance Director and approved by the Executive Director.
- H. Travel, Conferences, Conventions and Meetings- The costs shall be directly billed to the RAD Operating Account for travel, conferences, conventions, or meetings Expenses.

- I. Discretionary Exceptions- GHA recognizes that unique circumstances may arise with respect to the need to allocate a cost. In the event of a unique circumstance, the Finance Director shall obtain the Approval of the Executive Director to determine the most appropriate allocation of the cost.

HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

Cost Allocation Plan Certification

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief that:

- (1) All costs included in this policy to establish cost allocations or billings effective 1/1/2023 are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for by allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this policy are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently. I declare that the foregoing is true and correct.

I declare that the foregoing is true and correct.

Kimberly Gober
Executive Director

Grace Turchi
Finance Director

RES #2024-17 02-20-2024
Resolution # and Date

RESOLUTION #2024-18

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT FOR
IMPROVEMENT AND MAINTENANCE OF INTERIOR COMMON AREAS
AND VACANCIES TURNSOVERS**

IFB 24-002

WHEREAS, the Housing Authority of the Borough of Glassboro (GHA) has need of coordination, supervision, material, and services required for the improvement and maintenance of interior common area flooring, apartment flooring, kitchens, and bathrooms on an as needed basis, on all sites; and

WHEREAS, GHA requested and received (1) one bid for such services; and

WHEREAS, the bid from **R&A FLOORING, LLC**, is proper and responsive to the specifications, for costs outlined on bid documents attached hereto; and

WHEREAS, the Finance Director identified funds under AHCG's Repairs and Replacements (R&R) account to cover the cost of such services for an amount not to exceed **\$100,000.00**; and

WHEREAS, the contract shall be effective for one year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with **R&A FLOORING LLC** for costs outlined on bid documents attached hereto, be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director is hereby authorized to execute a contract for a one-year term with **R&A FLOORING LLC** in accordance with the bid received for improvement and maintenance of interior common areas and vacancies turnovers, on an as needed basis, for an amount not to exceed **\$100,000.00**.

BE IT FURTHER RESOLVED that any requests for services within the contract term but in excess of the initial \$100,000.00 limit, must be approved by a subsequent resolution.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 20th of February 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			✓			
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: FEBRUARY 20, 2024

IFB Evaluation Statement

Project GH A Apartment Vacancy & Comm C Complete

Number IFB 24-002 I Incomplete

Date 2/8/2024 X Missing

Last paid Vendor

Company

Bid

R&A FLOORING

SEE ATTACHED BID PRICE SHEETS

SOLE BIDDER

W-9

Owner's Disclosure

Debarment Certification

Certificate of Contracts

Non-Collusion

Affirmat. Action Stmt & Affidavit

Disclosure of Lobbying

Statement of Bidder's Qualification

Drug-free Workplace Affadavit

HUD-5369 Instructions to Offerors-- Info or

HUD 5369-A Statements of Bidders

NJ Business Registration

Liability Insurance

Workers Comp Insurance

Iranian Certification

HUD 50071 Certification of Payments

HUD 5370 C

General Terms and Conditions

Acknowledgement of Addenda Sheet

PO 501 Cover Sheet

Non-Default Affadavit

Form PO 501a	HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO PROPOSAL/BID DETAIL SHEET	RFP/BID IFB 24-002
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DESCRIPTION	OPEN ENDED/AS NEEDED: PER APARTMENT VACANCY MAINTENANCE & INTERIOR COMMON AREA MAINTENANCE
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PROPOSER/ BIDDER NAME:	AJS FLOORING
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PROPOSED/BID PRICING:

	OPEN ENDED/AS NEEDED		PRICE
PROVIDE PER ITEM PRICE FOR ALL LABOR AND MATERIAL TO REMOVE, SUPPLY AND INSTALL LISTED ITEMS			
	CABINETS		
WALL	W9" x H30" x D12"	\$ 274.90	
WALL	W12" x H30" x D12"	\$ 289.60	
WALL	W15" x H30" x D12"	\$ 294.00	
WALL	W18" x H30" x D12"	\$ 300.00	
WALL	W21" x H30" x D12"	\$ 305.00	
WALL	W24" x H30" x D12"	\$ 325.00	
WALL	W27" x H30" x D12"	\$ 340.00	
WALL	W30" x H30" x D12"	\$ 350.00	
WALL	W33" x H30" x D12"	\$ 360.00	
WALL	W24" x H15" x D12"	\$ 305.00	

BID AMOUNT TO BE BASED ON SPEC PROVIDED IN THIS IFB

I have read, understand and agree to all terms, conditions, and specifications set forth in this Request For Proposal / Invitation for Bid, including all addenda.

SUBMITTED BY:		DATE: 2/7/24
PRINT NAME & TITLE:	Jeff Herz MGR.	

Form PO 501a	HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO PROPOSAL/BID DETAIL SHEET	RFP/BID IFB 24-002
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DESCRIPTION	OPEN ENDED/AS NEEDED: PER APARTMENT VACANCY MAINTENANCE & INTERIOR COMMON AREA MAINTENANCE
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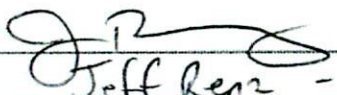
PROPOSER/ BIDDER NAME:	A & J FLOORING
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PROPOSED/BID PRICING:

	OPEN ENDED/AS NEEDED	PRICE
PROVIDE PER ITEM PRICE FOR ALL LABOR AND MATERIAL TO REMOVE, SUPPLY AND INSTALL BELOW CABINET		
	CABINETS	
WALL	W30" x H15" x D12"	\$ 300.00
WALL	W33" x H15" x D12"	\$ 309.00
ADA BASE	W12" x H32.5 x D24"	\$ 350.00
ADA BASE	W15" x H32.5 x D24"	\$ 360.00
ADA BASE	W18" x H32.5 x D24"	\$ 370.00
ADA BASE	W24" x H32.5 x D24"	\$ 415.00
ADA BASE	W30" x H32.5 x D24"	\$ 452.00
ADA BASE	W30" x H32.5 x D24" (SINK BASE)	\$ 460.00
ADA BASE	W36" x H32.5 x D24" (SINK BASE)	\$ 500.00

BID AMOUNT TO BE BASED ON SPEC PROVIDED IN THIS IFB

I have read, understand and agree to all terms, conditions, and specifications set forth in this Request For Proposal / Invitation for Bid, including all addenda.

SUBMITTED BY:		DATE:	2/7/24
PRINT NAME & TITLE:	Jeff Rantz - MGR		

Form PO 501a	HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO PROPOSAL/BID DETAIL SHEET	RFP/BID IFB 24-002
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DESCRIPTION	OPEN ENDED/AS NEEDED: PER APARTMENT VACANCY MAINTENANCE & INTERIOR COMMON AREA MAINTENANCE
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PROPOSER/ BIDDER NAME:	A & J FLOORING
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PROPOSED/BID PRICING:

	OPEN ENDED/AS NEEDED	PRICE
PROVIDE PER ITEM PRICE FOR ALL LABOR AND MATERIAL TO REMOVE, SUPPLY AND INSTALL BELOW ITEM		
	CABINETS	
ADA BASE	THREE DRAWER W15" x H32.5" x D24	\$ 439.00
ADA BASE	THREE DRAWER W24" x H32.5" x D24	\$ 480.00
WALL FILLER	W3" x H 3/4" x L30"	\$ 45.00
BASE FILLER	W3" x H3/4" x L32.5"	\$ 48.00
BASE FILLER	W6" x H3/4" x L32.5"	\$ 58.00
TOE KICK	W4.5" x H1/4" x L96"	\$ 60.00
SCRIBE	MOLDING W1.25" x H3/8" x L96"	\$ 60.00
INSTALL	INSTALL AUTHORITY SUPPLIED SINK & FAUCET	\$ 500.00
INSTALL	PER L/F PRICE TO SUPPLY AND INSTALL WILSONART HIGH PRESSURE LAMINATE COUNTERTOP (OR EQUAL)	\$ 65.00

BID AMOUNT TO BE BASED ON SPEC PROVIDED IN THIS IFB

I have read, understand and agree to all terms, conditions, and specifications set forth in this Request For Proposal / Invitation for Bid, including all addenda.

SUBMITTED BY:		DATE:	2/7/24
PRINT NAME & TITLE:	Jeff Renz		

Form PO 501a	HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO PROPOSAL/BID DETAIL SHEET	RFP/BID IFB 24-002
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DESCRIPTION	OPEN ENDED/AS NEEDED: PER APARTMENT VACANCY MAINTENANCE & INTERIOR COMMON AREA MAINTENANCE
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PROPOSER/ BIDDER NAME:	A & J Flooring
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PROPOSED/BID PRICING:

	OPEN ENDED/AS NEEDED	PRICE
PROVIDE PER ITEM PRICE FOR ALL LABOR AND MATERIAL TO REMOVE, SUPPLY AND INSTALL LISTED ITEMS		
DEMO	PER S/F PRICE TO REMOVE 4x4 CERAMIC WALL TILE SET ON SHEETROCK	\$ 2.40
DEMO	PER S/F PRICE TO REMOVE 4x4 CERAMIC WALL TILE SET ON CEMENT BOARD	\$ 3.50
DEMO	PER S/F PRICE TO REMOVE MOSAIC CERAMIC TILE SET ON CEMENT	\$ 5.00
DEMO	PER S/F PRICE TO REMOVE METAL LATH AND MORTAR INSTALLED 4x4 CERAMIC WALL TILE TO STUD	\$ 6.50
DEMO	PER S/F PRICE TO REMOVE EXISTING SHEETROCK TO STUD	\$ 1.00
DEMO	PER S/F PRICE TO REMOVE EXISTING CEMENT BOARD TO STUD	\$ 1.50
DEMO	REMOVE AND DISPOSE OF TUB, TUB FIXTURES, (4) GRAB BARS TOWEL BAR, TOILET, TOILET FLANGE, TOILET PAPER HOLDER, SINK (AS NEEDED), FIXTURES, SHUTOFF VALVES, MEDICINE CABINET, ACRYLIC TUB SURROUND 3 PANEL	\$ 950.00

BID AMOUNT TO BE BASED ON SPEC PROVIDED IN THIS IFB
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I have read, understand and agree to all terms, conditions, and specifications set forth in this Request For Proposal / Invitation for Bid, including all addenda.

SUBMITTED BY:  DATE: 2/7/24
 PRINT NAME & TITLE: Jeff Renz

Form PO 501a	HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO PROPOSAL/BID DETAIL SHEET	RFP/BID IFB 24-002
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DESCRIPTION	OPEN ENDED/AS NEEDED: PER APARTMENT VACANCY MAINTENANCE & INTERIOR COMMON AREA MAINTENANCE
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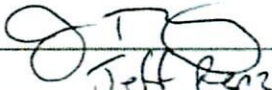
PROPOSER/ BIDDER NAME:	AJS Flooring
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PROPOSED/BID PRICING:

	OPEN ENDED/AS NEEDED	PRICE
PROVIDE PER ITEM PRICE FOR ALL LABOR AND MATERIAL TO REMOVE, SUPPLY AND INSTALL LISTED ITEMS		
INSTALL	PER S/F PRICE TO SUPPLY AND INSTALL GREY 1/4" SHEETROCK	\$ 1.95
INSTALL	PER S/F PRICE TO SUPPLY AND INSTALL GREY 3/8" SHEETROCK	\$ 1.95
INSTALL	PER S/F PRICE TO SUPPLY AND INSTALL GREY 1/2" SHEETROCK	\$ 1.80
INSTALL	PER S/F PRICE TO SUPPLY AND INSTALL 1/4" CEMENT BOARD	\$ 3.75
INSTALL	PER S/F PRICE TO SUPPLY AND INSTALL 1/2" CEMENT BOARD	\$ 3.90
INSTALL	PER S/F PRICE TO SUPPLY AND INSTALL SHEETROCK FINISHED SEAMS	\$ 1.50
INSTALL	SUPPLY AND INSTALL ACCESSIBILITY PROFESSIONALS FREEDOM SHOWER LEFT / RIGHT DRAIN 60" x 31" (+/-) 5 PANEL INSERT (OR EQUAL)	\$ 4900.00
INSTALL	SUPPLY AND INSTALL ACCESSIBILITY PROFESSIONALS FREEDOM 24" x 15" FOLDING BENCH w/ LEGS PHENOLIC SLATTED WHITE (OR EQUAL)	\$ 550.00

BID AMOUNT TO BE BASED ON SPEC PROVIDED IN THIS IFB
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I have read, understand and agree to all terms, conditions, and specifications set forth in this Request For Proposal / Invitation for Bid, including all addenda.

SUBMITTED BY:  DATE: 2/7/24
 PRINT NAME & TITLE: Jeff Ranz M.A.

Form PO 501a	HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO PROPOSAL/BID DETAIL SHEET	RFP/BID IFB 24-002
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DESCRIPTION	OPEN ENDED/AS NEEDED: PER APARTMENT VACANCY MAINTENANCE & INTERIOR COMMON AREA MAINTENANCE
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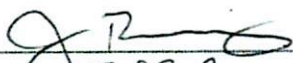
PROPOSER/ BIDDER NAME:	A & J Flooring
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PROPOSED/BID PRICING:

	OPEN ENDED/AS NEEDED	PRICE
PROVIDE PER ITEM PRICE FOR ALL LABOR AND MATERIAL TO REMOVE, SUPPLY AND INSTALL LISTED ITEMS		
INSTALL	SUPPLY AND INSTALL SHOWER FLANGE INSERT KIT ACCESSIBILITY PROFESSIONALS (OR EQUAL)	\$ 250.00
INSTALL	SUPPLY AND INSTALL MOEN COMMERCIAL 8346 HANDHELD SHOWER KIT WITH GLIDE BAR (OR EQUAL)	\$ 700.00
INSTALL	SUPPLY AND INSTALL NEW SINGLE LEVER LAVATORY FAUCETS MOEN ALDER WS84503 (OR EQUAL)	\$ 220.00
INSTALL	SUPPLY AND INSTALL NEW QUARTER TURN BALL VALVE STOPS BRASSCRAFT KTR19 (OR EQUAL)	\$ 350.00
INSTALL	SUPPLY AND INSTALL NEW FLEXIBLE STAINLESS STEEL HOSE LINE CONNECTION ZURN Z8862 (OR EQUAL)	\$ 125.00
INSTALL	INSTALL AUTHORITY SUPPLIED FLIP UP 29" STAINLESS STEEL CHROME WALL MOUNT GRAB BAR	\$ 175.00
INSTALL	INSTALL AUTHORITY SUPPLIED W21" x L18" WALL MOUNT SINK	\$ 225.00

BID AMOUNT TO BE BASED ON SPEC PROVIDED IN THIS IFB

I have read, understand and agree to all terms, conditions, and specifications set forth in this Request For Proposal / Invitation for Bid, including all addenda.

SUBMITTED BY:		DATE:	2/7/24
PRINT NAME & TITLE:	Jeff Reaz		MR

Form PO 501a	HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO PROPOSAL/BID DETAIL SHEET	RFP/BID IFB 24-002
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DESCRIPTION	OPEN ENDED/AS NEEDED: PER APARTMENT VACANCY MAINTENANCE & INTERIOR COMMON AREA MAINTENANCE
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PROPOSER/ BIDDER NAME:	A & J FLOORING
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PROPOSED/BID PRICING:

	OPEN ENDED/AS NEEDED		PRICE
PROVIDE PER ITEM PRICE FOR ALL LABOR AND MATERIAL TO REMOVE, SUPPLY AND INSTALL LISTED ITEMS			
INSTALL	SUPPLY AND INSTALL MOEN EVA STAINLESS STEEL GRAB BAR (OR EQUAL)		
	12"		\$ 65.00
	Adding Blocking Behind to 16"		\$ 75.00
	Screw Grab bars to 2x8 18"		\$ 75.00
	wood to secure it. 24"		\$ 75.00
	36"		\$ 99.00
	42"		\$ 105.00
INSTALL	SUPPLY AND INSTALL ZURN 28946NT PROTECTIVE PIPING AND VALVE COVERS (OR EQUAL)		\$ 150.00
INSTALL	SUPPLY AND INSTALL KETCHAM 174HC ADA COMPLIANT MIRROR MEDICINE CABINET SURFACE MOUNT H24" x W19" (OR EQUAL)		\$ 365.00
INSTALL	SUPPLY AND INSTALL NEW TOILET FLANGE		\$ 200.00
INSTALL	INSTALL AUTHORITY SUPPLIED ADA TOILET		\$ 250.00

BID AMOUNT TO BE BASED ON SPEC PROVIDED IN THIS IFB
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I have read, understand and agree to all terms, conditions, and specifications set forth in this Request For Proposal / Invitation for Bid, including all addenda.

SUBMITTED BY:		DATE:	2/7/24
PRINT NAME & TITLE:	Jeff Renc		

RESOLUTION #2024-19
RESOLUTION AUTHORIZING
PARTICIPATION IN SOURCEWELL,
A NATIONAL COOPERATIVE PURCHASING SYSTEM
PURSUANT TO N.J.S.A. 52:134-6.2

WHEREAS, N.J.S.A. 52:134-6.2 permits the Housing Authority of the Borough of Glassboro (GHA) to utilize cooperative contracts as a method of procurement; and

WHEREAS, SOURCEWELL qualifies as a National Cooperative pursuant to N.J.S.A. 52:134-6.2; and

WHEREAS, participation in **SOURCEWELL** will provide purchasing options and enhance the ability of the GHA to obtain goods and services at the lowest available cost; and

WHEREAS, there is no cost associated with participation in **SOURCEWELL**.

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

1. **TITLE:** This RESOLUTION shall be known and may be cited as the **SOURCEWELL** Cooperative Purchasing Resolution of the GHA.

2. **AUTHORITY:** Pursuant to the provisions of N.J.S.A. 52:134-6.2, the Executive Director or designee is hereby authorized to execute such documents as are necessary for participation in **SOURCEWELL**.

3. **CONTRACTING UNIT: SOURCEWELL** 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.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 20th day of February 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			✓			
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: FEBRUARY 20, 2024

TABLED
RESOLUTION #2024-20

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 February 20th, 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 FEBRUARY 20, 2024.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Glassboro; held on the 20th day of February 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: FEBRUARY 20, 2024