

MINUTES

GLOUCESTER TOWNSHIP HOUSING AUTHORITY

REGULAR MEETING

FEBRUARY 8th, 2022 6:00 PM

The Regular Meeting of the Gloucester Township Housing Authority was held remotely on February 8, 2022.

A roll call for attendance was taken:

| | |
|-------------------------|---------|
| COMMISSIONER CARLAMERE | PRESENT |
| COMMISSIONER ORNER | PRESENT |
| COMMISSIONER ROSSELL | PRESENT |
| COMMISSIONER PICCOLO | ABSENT |
| COMMISSIONER HUNT | PRESENT |
| COMMISSIONER MACPHERSON | PRESENT |

Also in attendance were William Snyder, Execu-Tech; Adrienne Cutter, Execu-Tech, Amy E. Shotmeyer, Esq., Solicitor and Councilwoman Grace.

PLEDGE OF ALLEGIANCE Commissioner Carlamere prompted all who could, to pledge the flag.

PUBLIC COMMENTS:

Peter Heinbaugh – Gloucester Township

Q. Read through the newly introduced Fair Share Housing Plan, which is an obligation in the State of New Jersey. One of the components is a Market to Affordable Program. What is the status of the Market to Affordable?

A. It is not being restarted. It is on hold.

Q. Is there some market price trigger that will restart it?

A. There hasn't been much discussion regarding it and for the present time it is on hold.

Q. The Housing Authority's OPRA fulfillment process is too costly and could be streamlined. Can you explain what the current OPRA fulfillment process is for the Housing Authority?

A. The fulfillment process is that when an OPRA request is received, it is reviewed and forwarded to the Housing Authority attorney to determine what can and cannot be disseminated.

Comment: The majority of the OPRA requests are simple and don't require any attorney or Gloucester Township clerk. It can be fulfilled without any review beyond the custodian of records at the Housing Authority.

Q. Last couple of bills list, there are no bills for the law firm. How are they paid? Are they paid from the Housing Authority or a trust fund?

A. They are paid through the LP.

Q. Does the LP pay for an OPRA request that just deals with the Housing Authority?

A. A monthly retainer is paid for all services encompassing the solicitor services and regardless of how many OPRA requests there are monthly, they are included within that retainer.

Ray Polidoro – Gloucester Township

Q. During the pause of the Market to Affordable program, does the Housing Authority have accountability that there is no money going out to consultants or anyone associated with the program? Is it in pause financially, as well?

A. Yes and this has been in pause. There are no funds being spent.

Q. A simple piece of paper in possession of the custodian of records at the Housing Authority that is requested will always be sent off to the solicitor for the Housing Authority?

A. Whatever is gathered at the office level is gathered and we send to our attorney for input.

Q. With all the mandates and restrictions lifted, do you foresee live meetings in the future? Is that safe to assume? At what point will you come back to live meetings?

A. It is not safe to assume. We will have to discuss with all the Commissioners

Denise Coyne – Gloucester Township

Q. Can the bills list be posted along with the agenda monthly?

A. That can be posted.

Q. At last month's meeting, regarding posting the resolutions to the website, Chair Carlamere stated she had to discuss that with the attorney. I'm wondering why that discussion wasn't done in public. According to Public Open Meetings Act, that should have been a public discussion.

A. No comment. It was a discussion between Chair Carlamere and Ms. Shotmeyer, the solicitor.

Q. Why aren't the meetings recorded? If meetings were recorded, public would be able to view the meetings since they are being held by zoom. Without recording, public doesn't have opportunity to view the meeting. Would be more transparent. Why can't this be done?

A. There is no requirement in the Open Public Meetings Act to record the meetings.

Q. Can you tell us how much it costs to record Zoom meetings?

A. Will have to look at Zoom pricing.

Q. How much is the monthly retainer to fulfill OPRA requests?

A. Handled by DeCotiis billing department. Monthly retainer encompasses the entirety of the solicitors' duties including attendance, preparation of meetings, any legal issues that arise.

Q. So there isn't a set monthly fee to just handle OPRA requests? That's encompassed in the totality of your duties?

A. Correct. It doesn't matter how many OPRA requests come in on monthly basis.

MOTIONS:

Motion to Approve Meeting Minutes: Commissioner Rossell made a motion to approve the minutes of the Regular Meeting held on January 11, 2022. Commissioner MacPherson seconded the motion. Said meeting minutes were approved by a unanimous voice vote.

CHAIRPERSON'S REPORT – NONE.

ATTORNEY'S REPORT – NONE. NO NEED FOR EXECUTIVE SESSION.

OLD BUSINESS – NONE

NEW BUSINESS – RESOLUTIONS

- **RESOLUTION 22-2-8-1** – Approving payment of invoices for the month of February. Commissioner Orner motioned to approve the February invoices and seconded by Commissioner Rossell. Said motion passed unanimously.
- **RESOLUTION 22-2-8-2** – Approving Ronald J. Davis., Sr to perform Rent Stabilization Services for GTHA. Commissioner Rossell motioned to approve Mr. Davis and seconded by Commissioner MacPherson. Said motion passed unanimously.

COMMITTEE REPORTS – NONE

EXECUTIVE DIRECTOR'S REPORT – Mr. Snyder reported that bid proposal documents were prepared for the installation of a Closed-Circuit Security System at Senior Campus 1. Vendors have been doing site surveys.

Front doors have been malfunctioning and parts have been ordered.

EXECUTIVE SESSION – NONE

COUNCIL LIAISON – NONE

MOTION TO ADJOURN – A motion to adjourn the meeting at 6:19 PM was made by Commissioner Orner and seconded by Commissioner Hunt. Said motion passed unanimously.

Respectfully submitted,
Adrienne M. Cutter

Dated: February 28, 2022

RESOLUTION

Board Meeting Date
2-8-2022

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 22-2-8-1

TITLE: RESOLUTION AUTHORIZING THE PAYMENT OF INVOICES.

Factual Contents Certified to by: _____

Budget Authorization Certified
to by: _____

The following Resolution was submitted for approval:

WHEREAS, in the course of administering the operations of the Gloucester Township Housing Authority, expenses are incurred.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER TOWNSHIP:

1. That the attached list of bills for February 2022 in the amount of \$6,031.67 be approved for payment.
2. That the proper officers of the Authority be authorized to pay all items on the list of invoices.
3. That this Resolution shall take effect immediately

Commissioner Orner / Russell seconded the motion.

| X – Indicates Vote | | | | | A.B. – Absent | | N.V. – Not Voting | | |
|---|-----|-----|------|------|---------------|-----|-------------------|------|------|
| RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE | | | | | | | | | |
| COMMISSIONER | AYE | NAY | N.V. | A.B. | COMMISSIONER | AYE | NAY | N.V. | A.B. |
| CARLAMERE | X | | | | ORNER | X | | | |
| PICCOLO | X | | | | ROSSELL | X | | | |
| HUNT | X | | | | MACPHERSON | X | | | |
| | | | | | | | | | |
| | | | | | | | | | |

I hereby certify that the above resolution was adopted at a Commissioners Meeting of the Housing Authority on

2/8/22

A.M. Cutler
Secretary/ Executive Director

Gloucester Township Housing Authority
Bill List-February 2022 - Revised

| Vendor | Amount | Check # | Comments |
|------------------------------------|--------------------|---------|--|
| Execu-Tech | \$ 5,416.67 | | Mgmt Fee |
| Rutgers, Center for Government Aff | \$615.00 | | Registration for Commissioner MacPherson certification |
| Total | \$ 6,031.67 | | |
| Approved for payment: | | | |

RESOLUTION

Board Meeting Date

2/8/2022

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY
RESOLUTION NO. 22-2-8- a

RESOLUTION OF THE GLOUCESTER TOWNSHIP HOUSING AUTHORITY APPROVING RONALD J. DAVIS, SR. TO PERFORM RENT STABILIZATION SERVICES

Factual Contents Certified to by:

Commissioner Russell Submitted the following Resolution:

WHEREAS, the Gloucester Township Housing Authority ("GTHA") is organized and exists under and pursuant to the provisions of the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.; and

WHEREAS, there is a need for a qualified professional to review applications filed under Gloucester Township's Rent Stabilization Ordinances (Chapters 68 and 68A), with regard to landlords seeking rent increases from time to time; and

WHEREAS, Ronald J. Davis, Sr. of Davis CPA Group, PC possesses the qualifications to perform said review and other necessary services of the applications filed under Gloucester Township's Rent Stabilization Ordinances (hereinafter, the "Rent Stabilization Services"); and

WHEREAS, GTHA certifies that the Rent Stabilization Services will be paid for solely by and through applications fees submitted with applications filed under Gloucester Township's Rent Stabilization Ordinances, and that no GTHA funds will be used to compensate for the Rent Stabilization Services; and

WHEREAS, GTHA hereby desires to authorize Ronald J. Davis, Sr. of Davis CPA Group, PC to perform the Rent Stabilization Services described herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF GLOUCESTER THAT:

1. Ronald J. Davis, Sr. of Davis CPA Group, PC is hereby authorized to perform the Rent Stabilization Services described herein, on behalf of GTHA.
2. The Chair is hereby authorized to execute any documents required to effectuate the Rent Stabilization Services.
3. This Resolution shall take effect immediately.

Commissioner MacPherson seconded the motion.

| X – Indicates Vote | | | | A.B. – Absent | | N.V. – Not Voting | | | |
|---|-----|-----|------|---------------|--------------|-------------------|-----|------|------|
| RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE | | | | | | | | | |
| COMMISSIONER | AYE | NAY | N.V. | A.B. | COMMISSIONER | AYE | NAY | N.V. | A.B. |
| CARLAMERE | X | | | | ORNER | X | | | |
| PICCOLO | X | | | | ROSSELL | X | | | |
| HUNT | X | | | | MACPHERSON | X | | | |
| | | | | | | | | | |

I Hereby Certify that the above Resolution was adopted at a Meeting of the Housing Authority held on February 8, 2022.

AM Cutter
 Secretary/ Executive Director