

GLOUCESTER TOWNSHIP HOUSING AUTHORITY

REGULAR MEETING

April 12th, 2022

6:00 PM

AGENDA

- I. CALL MEETING TO ORDER
- II. READING OF THE PUBLIC MEETINGS ACT

Adequate notice of this meeting has been provided by the Secretary of the Gloucester Township Housing Authority by preparing an Annual Notice dated December 17, 2020 setting forth the date and time of this remote meeting. Said notice was filed with the Clerk of the Township of Gloucester, forwarded to newspaper of local circulation and to persons requesting it.

The Authority welcomes comments from the public which will be addressed under "Public Comments" on the Agenda. Members of the public shall be free to speak on any subject on or off the Agenda. As is the case for in-person meetings all speakers will be limited to five (5) minutes. Members of the public shall be muted until public discussion, at which time they may ask to be recognized.

III. ROLL CALL:

COMMISSIONER CARLAMERE
COMMISSIONER ORNER
COMMISSIONER ROSSELL
COMMISSIONER PICCOLO
COMMISSIONER MACPHERSON
COMMISSIONER HUNT

- IV. PLEDGE OF ALLEGIANCE
- V. PUBLIC COMMENTS
- VI. APPROVAL OF MINUTES

Regular meeting of February 8th, 2022

- VII. CHAIRPERSON'S REPORT
- VIII. ATTORNEY'S REPORT
- IX. OLD BUSINESS
- X. NEW BUSINESS
Resolutions
22-4-12-1 Approval of Invoices – April
22-4-12-2 Approval of Invoices - March
- XI. COMMITTEE REPORTS
- XII. EXECUTIVE SESSION (IF NECESSARY)
- XIII. EXECUTIVE DIRECTOR'S REPORT
- XIV. COUNCIL LIAISON
- XV. ADJOURNMENT

NEXT MEETING DATE: May 10, 2022- 6:00 PM

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
4-12-2022

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 22-4-12-1

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 GLOUCESTER TOWNSHIP HOUSING AUTHORITY:

1. That the attached list of bills for the month of April in the amount of \$5, 416.67.
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 _____, Commissioner _____ 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					PICCOLO				
ORNER					MACPHERSON				
ROSSELL					HUNT				

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Housing Authority on _____.

SECRETARY/EXECUTIVE DIRECTOR

**Gloucester Township Housing Authority
Bill List-April 2022**

Vendor	Amount	Check #	Mgmt Fee	Comments
Execu-Tech	\$ 5,416.67			
Total	5,416.67			
Approved for payment:				

RESOLUTION

Board Meeting Date
4-12-2022

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 22-4-12-2

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 March 2022 in the amount of \$5,796.67 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 _____ 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					PICCOLO									
ORNER					HUNT									
ROSSELL					MACPHERSON									

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

Secretary/ Executive Director

**Gloucester Township Housing Authority
 Bill List-March 2022**

Vendor	Amount	Check #	Comments
Execu-Tech Rutgers Center for Government Services	\$ 5,416.67 \$380.00		Mgmt Fee Commissioner MacPherson Certification
Total	\$ 5,796.67		
Approved for payment:			