

GLOUCESTER TOWNSHIP HOUSING AUTHORITY

REGULAR MEETING

December 13th, 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, 2021 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 GUEVARA
- IV. PLEDGE OF ALLEGIANCE
- V. PUBLIC COMMENTS
- VI. APPROVAL OF MINUTES
 - Regular meeting of October 11th, 2022
- VII. CHAIRPERSON'S REPORT
- VIII. ATTORNEY'S REPORT
- IX. OLD BUSINESS
- X. NEW BUSINESS
 - Resolutions
 - 22-12-13-1 Approval of Invoices for December
 - 22-12-13-2 Resolution authorizing a contract for Legal Services
 - 22-12-13-3 Resolution approving 2023 meeting schedule
 - 22-12-13-4 Resolution approving ED Contract extension
 - 22-12-13-5 Approval of Invoices for November
- XI. COMMITTEE REPORTS
- XII. EXECUTIVE SESSION (IF NECESSARY)
- XIII. EXECUTIVE DIRECTOR'S REPORT
- XIV. COUNCIL LIAISON
- XV. ADJOURNMENT

NEXT MEETING DATE: January 10th, 2023- 6:00 PM

RESOLUTION

Board Meeting Date
12-13-2022

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 22-12-13-1

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 December 2022 in the amount of \$9,166.67 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					MACPHERSON				
ROSSELL					GUEVARA				

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

Secretary/ Executive Director

RESOLUTION

Board Meeting Date
12-13-22

of the
Gloucester Township Housing Authority

Date Submitted

RESOLUTION NO. 22-12-13-2

TITLE: RESOLUTION APPROVING A CONTRACT FOR LEGAL SERVICES

Commissioner _____ Submitted the following Resolution:

WHEREAS, Gloucester Township Housing Authority is a public entity organized and existing under the laws of the State of New Jersey; and

WHEREAS, there is a need to contract with a duly qualified and capable attorney to represent the Housing Authority in all legal matters; and

WHEREAS, Gloucester Township Housing Authority issued a Request for Proposals (RFP), legal services; and

WHEREAS, on December 1, 2022, Gloucester Township Housing Authority received 1 response in accordance with the specifications of the RFP; and

WHEREAS, Decotiis, Fitzpatrick, Cole & Giblin, 61 S Paramus Road, Paramus, NJ submitted the most advantageous proposal; and

WHEREAS, the Board of Commissioners of the Gloucester Township Housing Authority desires to award a contract to Decotiis, Fitzpatrick, Cole & Giblin for a one-year term with a one-year renewal provision in accordance with the specifications of the RFP.

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

1. A contract is awarded to Decotiis Fitzpatrick, Cole & Giblin for legal services; and
2. The contract is for the amount of \$5,000 annually and \$175.00 per hour for other services; and
3. The contract commences on January 1st, 2023; and
4. The Chairperson is hereby authorized to execute all contract(s) memorializing the terms of the contract award

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.
Carlamare					Piccolo				
Orner					MacPherson				
Rossell					Guevara				

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

Secretary/ Executive Director

RESOLUTION

Board Meeting Date

12-13-22

of the

Gloucester Township Housing Authority

Date Submitted

RESOLUTION NO. 22-12-13-3

TITLE: **RESOLUTION APPROVING 2023 ANNUAL MEETING NOTICE**

Commissioner _____ Submitted the following Resolution:

WHEREAS, Gloucester Township Housing Authority is a public entity organized and existing under the laws of the State of New Jersey; and

WHEREAS, the Gloucester Township Housing Authority publishes an Annual Meeting Notice in accordance with the requirements of the New Jersey Open Public Meetings Act in the month of December;

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

The attached meeting notice for the calendar year 2023 is hereby approved for publications, posting on the official bulletin board and transmission to the municipal clerk.

Commissioner _____ seconded the motion.

X – Indicates Vote		A.B. – Absent			N.V. – Not Voting				
RECORD OF TRUSTEES VOTE ON FINAL PASSAGE									
COMMISSIONER	AYE	NAY	N.V	A.B	COMMISSIONER	AYE	NAY	N.V	A.B.
Carlamare					Piccolo				
Orner					MacPherson				
Rossell					Guevara				

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

Secretary/ Executive Director

**Gloucester Township Housing Authority
405 Woodbury Turnersville Road, Suite 1
Blackwood, New Jersey 08012**

2023 Annual Meeting Notice

Adequate notice of the Gloucester Township Housing Authority's meetings is provided by the filing of this annual meeting notice with the Municipal Clerk, posting of same on the official bulletin board and delivery to the Courier Post on December 5th, 2022. Regular monthly meetings will be held remotely at 6:00 PM in accordance with Executive Order 103 and on the following dates:

January 10, 2023
February 7, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August – No Meeting
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023

At which regular monthly meetings, any and all business of the Housing Authority may be conducted, and formal action taken. Members of the public are cordially invited to attend these meetings remotely in lieu of in-person attendance. To join the meeting, members of the public who wish to participate may do so by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/81068966454?pwd=eWZzRXhVanM5WERVUE5SY3p0MTdRdz09>

or by calling:

646 558 8656

Meeting ID: 810 6896 6454

Passcode: 609407

WILLIAM SNYDER
Executive Director

Resolution #22-12-13-4

**FIRST AMENDMENT TO THE AGREEMENT BY AND BETWEEN THE
GLOUCESTER TOWNSHIP HOUSING AUTHORITY AND EXECU-TECH, INC. FOR
THE PROVISION OF PART-TIME EXECUTIVE DIRECTOR SERVICES**

THIS SECOND AMENDMENT TO THE AGREEMENT BY AND BETWEEN THE GLOUCESTER TOWNSHIP HOUSING AUTHORITY AND EXECU-TECH, INC. FOR THE PROVISION OF PART-TIME EXECUTIVE DIRECTOR SERVICES (the “First Amendment”) is made on this ___ day of _____, 2022, by and between the **GLOUCESTER TOWNSHIP HOUSING AUTHORITY** (“GTHA”), an agency and instrumentality of the Township of Gloucester, New Jersey, and **EXECU-TECH, INC.**, with offices located at 8 Marin Lane, Manahawkin, New Jersey 08050 (“Execu-Tech”) (collectively, the “Parties”).

WHEREAS, Execu-Tech, Inc. currently provides part-time Executive Director services to the GTHA pursuant to the terms and conditions of the Agreement By and Between the Gloucester Township Housing Authority and Execu-Tech, Inc. for the Provision of Part-Time Executive Director Services (the “Agreement”); and

WHEREAS, the Agreement, which commenced on or about December 8, 2020, provides that the term of the Agreement shall not exceed one (1) year (or, through and to December 7, 2021), but that the Agreement may be renewed or extended by written agreement of the Parties (see section 4 (Time of Performance)); and

WHEREAS, there is currently a need to extend the term of the Agreement for an additional one (1) year term, after the expiration of the current term of the Agreement; and

WHEREAS, the Parties hereby desire to extend the term of the Agreement for an additional one (1) year term, after the expiration of the current Agreement (or, from December 9, 2022 through and up to December 8, 2023), as set forth in this First Amendment.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants hereinafter set forth and for other good and valuable consideration, the Parties adopt the introductory clauses as true and hereby agree as follows:

1. **INCORPORATION OF RECITALS.** The recitals set forth above are hereby incorporated into this First Amendment as if set forth at length herein.
2. **TIME OF PERFORMANCE.** It is agreed to by the Parties that the term of the Agreement shall be extended for an additional one (1) year term, after the expiration of the current Agreement – or, from December 9, 2022 through and up to December 8, 2023.
3. **FULL FORCE AND EFFECT.** Except as specifically set forth in this First Amendment, the remaining provisions of the Agreement shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Second Amendment to the Agreement By and Between the Gloucester Township Housing Authority and Execu-Tech, Inc. for the Provision of Part-Time Executive Director Services to be executed by the day and year first written above.

WITNESS:

EXECU-TECH, INC.

By: _____
William F. Snyder, Principal

WITNESS:

**GLOUCESTER TOWNSHIP HOUSING
AUTHORITY**

By: _____
Cynthia M. Carlamere, Chairperson

RESOLUTION

Board Meeting Date
12-13-2022

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 22-12-13-5

TITLE: RESOLUTION AUTHORIZING THE PAYMENT OF INVOICES.

Factual Contents Certified to by: _____

Budget Authorization Certified to by: _____

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Commissioner _____ seconded the motion.

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CARLAMERE					PICCOLO				
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ROSSELL					GUEVARA				

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Secretary/ Executive Director