

# GLOUCESTER TOWNSHIP HOUSING AUTHORITY

## REGULAR MEETING

November 14, 2023

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 5, 2022, 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 10th, 2023

- VII. CHAIRPERSON'S REPORT
- VIII. ATTORNEY'S REPORT
- IX. OLD BUSINESS
- X. NEW BUSINESS
  - Resolutions
  - 23-11-14-1 Approval of Invoices – November
  - 23-11-14-2 Approval of Flooring Contract Change-Order #1
  - 23-11-14-3 Renewal of Contract for Management Services

- XI. COMMITTEE REPORTS
- XII. EXECUTIVE SESSION (IF NECESSARY)
- XIII. EXECUTIVE DIRECTOR'S REPORT
- XIV. COUNCIL LIAISON
- XV. ADJOURNMENT

**NEXT MEETING DATE: December 12th, 2023- 6:00 PM**

# RESOLUTION

Board Meeting Date  
11-14-2023

of the  
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 23-11-14-1

**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 November 2023 in the amount of \$9,184.17 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  
11-14-23

of the  
Gloucester Township Housing Authority

Date Submitted  
\_\_\_\_\_

RESOLUTION NO. 23-11-14-2

TITLE: **RESOLUTION APPROVING A CHANGE ORDER FOR FLOORING REPLACEMENT CONTRACT**

Trustee \_\_\_\_\_ Submitted the following Resolution:

**WHEREAS**, Gloucester Township Housing Authority solicited for public bids to replace the flooring at the Gloucester Senior Housing Campus; and

**WHEREAS**, Gloucester Township has made funds available through the Community Development Program which can be used to complete the flooring project; and

**WHEREAS**, the contract for flooring replacement was awarded, to Barton Carpet, at the October meeting of the Gloucester Township Housing Authority in the amount of \$78,718.94; and

**WHEREAS**, The GTHA would like to add the following flooring items to the contract: ground floor corridor, 1 office, copy room and community room kitchen in the amount of \$\_\_\_\_\_ ; and

**WHEREAS**, The New Jersey Local Public Contracts Law allows for change-order in the maximum amount of 20% of the original contract amount; and

**WHEREAS**, The GTHA Executive Director has reviewed the estimates for the work items being proposed and have found them to be reasonable; **NOW, THEREFORE**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GLOUCESTER TOWNSHIP HOUSING AUTHORITY:**

1. Change-order #1 to the flooring contract with Barton Carpet Inc is approved in the amount of \$\_\_\_\_\_ ; and
2. The Chairperson and Executive Director are hereby authorized to execute all contract(s) memorializing the terms of change-order #1.

Trustee \_\_\_\_\_ seconded the motion.

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

I Hereby Certify that the above Resolution was adopted at a Trustees Meeting of the Gloucester Senior Housing Campus, LP on \_\_\_\_\_.

\_\_\_\_\_  
Secretary/ Executive Director

# RESOLUTION

of the

Board Meeting Date

11/14/2025

GLOUCESTER TOWNSHIP HOUSING AUTHORITY  
RESOLUTION NO. 23-11-14-3

## RESOLUTION OF THE GLOUCESTER TOWNSHIP HOUSING AUTHORITY APPROVING AND EXTENDING THE CONTRACT FOR PART-TIME EXECUTIVE DIRECTOR SERVICES

Factual Contents Certified to by: \_\_\_\_\_

Budget Authorization Certified to by: \_\_\_\_\_

Commissioner \_\_\_\_\_ 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**, the principals of Execu-Tech, Inc. have continuously provided part-time Executive Director services to GTHA, since 2013; and

**WHEREAS**, Execu-Tech, Inc. was awarded a contract under a non-fair and open process on or about December 8, 2020, pursuant to N.J.S.A. 19:44A-20.5, to provide part-time Executive Director services to 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, but that the Agreement may be renewed or extended by written agreement of the Parties (see section 4 (Time of Performance)); and

**WHEREAS**, the Agreement was extended for additional one (1) year terms, on or about October 12, 2021, and then again on or about December 13, 2022, by a unanimous vote of the GTHA Board of Commissioners; 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, (or, from December 12, 2023 through and up to December 11, 2024); and

**WHEREAS**, GTHA would also like the option, on an as-needed basis, of having Execu-Tech hire a maintenance person to handle regular work items at the Gloucester Senior Housing Campus that would result in a reduction of contract costs to the Gloucester Senior Housing Campus, which costs would be reimbursed to Execu-Tech; and

**WHEREAS**, GTHA certifies as to the availability of funds to extend the term of the Agreement for part-time Executive Director; and

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

1. The Agreement shall be extended for an additional one (1) year term, after the expiration of the current Agreement (from December 12, 2023 through and up to December 11, 2024), pursuant to the terms and conditions of the "Third 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" (hereinafter, the "Third Amendment", attached hereto as "Exhibit A").

2. Execu-Tech may hire a part-time maintenance worker, on an as-needed basis, to perform general maintenance at the Gloucester Senior Housing Campus. The cost of the maintenance employee shall be totally reimbursable to Execu-Tech, at the employee's hourly rate, plus 10% employee benefits. The hiring of said maintenance worker shall be subject to separate consideration and approval of the GTHA Board of Commissioners.
3. The Third Amendment shall commence upon adoption of this Resolution.
4. The Chairperson is hereby authorized to execute the Third Amendment, in a form approved by GTHA's Solicitor and attached hereto as "Exhibit A".
5. 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					ORNER				
PICCOLO					ROSSELL				
GUEVARA					MACPHERSON				

I Hereby Certify that the above Resolution was adopted at a Meeting of the Housing Authority held on November 14, 2023.

\_\_\_\_\_  
Secretary/ Executive Director