

**MINUTES**  
**GLOUCESTER TOWNSHIP HOUSING AUTHORITY**  
**REGULAR MEETING**  
**November 14<sup>th</sup>, 2023 6:00PM**

The Regular Meeting of the Gloucester Township Housing Authority was held remotely on November 14<sup>th</sup>, 2023.

A roll call for remote attendance was taken:

COMMISSIONER CARLAMERE	PRESENT
COMMISSIONER ORNER	PRESENT
COMMISSIONER ROSSELL	PRESENT
COMMISSIONER PICCOLO	EXCUSED
COMMISSIONER MACPHERSON	EXCUSED
COMMISSIONER GUEVARA	PRESENT

Also in remote attendance were Adrienne Cutter, Execu-Tech; Amy E. Shotmeyer, Esq., Solicitor, Councilwoman Grace, Council Liaison.

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

**PUBLIC COMMENTS** - NONE

**MOTIONS:**

1. **Motion to Approve Meeting Minutes:** Commissioner Guevara made a motion to approve the minutes of the Regular Meeting held on October 10, 2023. Commissioner Rossell seconded the motion. Said meeting minutes were approved unanimously.

**CHAIRPERSON'S REPORT** – NONE.

**ATTORNEY'S REPORT** – NONE. No need for executive session.

**OLD BUSINESS** – NONE

**NEW BUSINESS – RESOLUTIONS**

**RESOLUTION 23-11-14-1** – Approving payment of invoices for the month of November. Commissioner Rossell motioned to approve the November invoices and seconded by Commissioner Guevara. Said motion passed unanimously.

**RESOLUTION 23-11-14-2** – Approving a change order for the flooring replacement contract. Commissioner Orner motioned to approve the change order to the flooring contract to Barton Carpets and seconded by Commissioner Guevara. Said motion passed unanimously.

**RESOLUTION 23-11-14-3** – Approving the renewal of the contract for management services to Execu-Tech. Commissioner Rossell motioned to approve the renewal of the management contract to Execu-Tech and seconded by Commissioner Orner. Said motion passed unanimously.

**COMMITTEE REPORTS** – NONE

**EXECUTIVE SESSION** – NONE

**EXECUTIVE DIRECTOR'S REPORT** – Ms. Cutter reported that the change order covers the replacement of carpet on the ground level including the management office and the flooring in the Community Room.

**COUNCIL LIAISON** – None.

**MOTION TO ADJOURN** – A motion to adjourn the meeting at 6:05 PM was made by Commissioner Rossell and seconded by Commissioner Orner. Said motion passed unanimously.

Respectfully submitted,  
*Adrienne M. Cutter*

Dated: November 20, 2023

# 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 Guevara/Rosell 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				PICCOLO				X	
ORNER	X				MACPHERSON				X	
ROSSELL	X				GUEVARA	X				

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

11/14/23

A McCutcher  
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**

Commissioner *Orner* 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 \$11,767.60; 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 \$11,767.60; and
2. The Chairperson and Executive Director are hereby authorized to execute all contract(s) memorializing the terms of change-order #1.

Commissioner *Guevara* 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	X				Piccolo				X
Orner	X				MacPherson				X
Rossell	X				Guevara	X			

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Gloucester Township Housing Authority on 11/14/23.

*A.M. Cutter*  
Secretary/ Executive Director



# RESOLUTION

of the

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

Board Meeting Date  
11/14/2025

## 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 *Orner* 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				
GUEVARA	X				MACPHERSON				X

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

*AM Cutler*  
Secretary/ Executive Director