

GLOUCESTER TOWNSHIP HOUSING AUTHORITY

REGULAR MEETING

January 14th, 2025

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, 2024 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. ANNUAL REORGANIZATION OF OFFICERS
- VI. PUBLIC COMMENTS
- VII. APPROVAL OF MINUTES
 - Regular meeting of November 12, 2024
- VIII. CHAIRPERSON'S REPORT
- IX. ATTORNEY'S REPORT
- X. OLD BUSINESS
- XI. NEW BUSINESS
 - Resolutions
 - 25-1-14-1 Approval of Invoices for December 2024
 - 25-1-14-2 Approval of Invoices for January 2025
 - 25-1-14-3 Renewal of Management Contract
 - 25-1-14-4 Civil Indemnification
 - 25-1-14-5 Criminal Indemnification
 - 25-1-14-6 Tort Claim Act Format
 - 25-1-14-7 Approval of Cash Management Plan
- XII. COMMITTEE REPORTS
- XIII. EXECUTIVE SESSION (IF NECESSARY)
- XIV. EXECUTIVE DIRECTOR'S REPORT
- XV. COUNCIL LIAISON
- XVI. ADJOURNMENT

NEXT MEETING DATE: **February 11th, 2025- 6:00 PM**

RESOLUTION

Board Meeting Date
1-14-2025

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 25-1-14-1

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 December 2024 in the amount of \$8,327.57 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

**Gloucester Township Housing Authority
Bill List-December 2024**

Vendor	Amount	Check #	Comments
Execu-Tech	\$ 7,971.67		Mgmt Fee
Execu-Tech	300.00		Reimbursement of Rent Stabilization compensation for Adrienne Cutter
LocalIQ	28.81		Legal Ad-RFP HVAC
LocalIQ	27.09		Legal Ad-RFPs Misc. Contracts
Total	8,327.57		
Approved for payment:			

RESOLUTION

Board Meeting Date

1-14-25

of the

GLOUCESTER TOWNSHIP HOUSING AUTHORITY

Date Submitted

RESOLUTION NO. 25-1-14-2

TITLE:

RESOLUTION APPROVING PAYMENT OF INVOICES

Factual Contents Certified to by:

Budget Authorization Certified

to by: _____

Commissioner _____ Submitted the following Resolution:

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 THE TOWNSHIP OF GLOUCESTER:

1. That the attached list of bills for January 2025 in the amount of \$8,857.34 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				
Guevara					Rossell				
Orner					MacPherson				

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Housing Authority on January 14th, 2025.

Secretary/ Executive Director

Gloucester Township Housing Authority
Bill List-January 2025

Vendor	Amount	Check #	Comments
Execu-Tech	\$ 8,829.17		Mgmt Fee
LocalIQ	28.17		Legal Ad - Meeting Dates
Total	8,857.34		
Approved for payment:			

RESOLUTION

Board Meeting Date
01/14/2025

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY
RESOLUTION NO. 25-1-14-3

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, 2024 through and up to December 11, 2025); 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, 2024 through and up to December 11, 2025), 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 January 14, 2025.

Secretary/ Executive Director

RESOLUTION

Board Meeting Date

1/14/25

of the
Gloucester Township Housing Authority

RESOLUTION NO. 25-1-14-4

**TITLE: RESOLUTION INDEMNIFYING COMMISSIONERS AND EMPLOYEES
CONSISTENT WITH N.J.S.A. 59:10-4**

Factual Contents Certified to by:

Budget Authorization Certified to by:

Commissioner _____ Submitted the following Resolution:

WHEREAS, N.J.S.A. 59:10-4 empowers the Board of Commissioners of the Gloucester Township Housing Authority (GTHA) to indemnify its employees; and

WHEREAS, it is deemed to be in the best interest of the GTHA to indemnify the Commissioners and employees while acting within the scope of their duties.

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

1. It is deemed in the best interest of the GTHA to indemnify the Commissioners and employees (including while acting within the scope of their duties).
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phases shall have the meaning set forth:
 - INSURANCE – Coverage afforded by insurance policies of every kind whether the premiums be paid by the GTHA, the employee or someone on his/ her behalf.
 - TRUSTEE/ EMPLOYEE – Any employee or Commissioner, appointed to or hired by the GTHA whether, full or part-time.
3. The GTHA shall reimburse an employee for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/ her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held by such employee. The GTHA shall indemnify an employee for exemplary or punitive damages resulting from the employee's civil violation of state and/ or federal law if the acts committed by the employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.
4. The GTHA shall not be obligated to provide reimbursement in the following instances:
 - Where the legal proceeding involved a claim or misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/ employee is found liable for the charge.

Resolution 25-1-14-4 – cont’d

- Where the legal proceeding is instigated or brought by the Gloucester Township Housing Authority against the Commissioner/ employee.
5. The amount the GTHA is obligated to reimburse the Commissioner / employee shall be reduced by an insurance coverage payable to the Commissioner / employee by the net amount (recovery cost) of any money received by the Commissioner / employee in any counteraction against the person or persons bringing the action against him/ her.
 6. A Commissioner / employee shall not be entitled to indemnification or reimbursement pursuant to this chapter unless, within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/ she delivers the original or a copy thereof to the Executive Director. The Commissioner / employee shall be obligated to cooperate with the GTHA in the conduct of his/ her defense. Whenever competent and disinterested legal counsel is available to the GTHA through any insurance coverage, the Commissioner / employee shall be obligated to be represented by such counsel. If the GTHA wishes to use the General Counsel of the GTHA to defend the action, the Commissioner / employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner / employee to cooperate with the GTHA shall terminate the GTHA’s obligation to reimburse the Commissioner/ employee.
 7. If the legal proceeding is terminated by an agreement among the parties, then the GTHA shall not be obligated to reimburse the Commissioner/ employee unless the GTHA approves the settlement agreement.
 8. The GTHA may reimburse a Commissioner/ employee for a portion of an expense incurred prior to a final decision in a legal proceeding, but the GTHA shall be entitled to wait for a final determination before being obligated to make any final payments.
 9. For purposes of this resolution Commissioner/employee shall also include employees of the management company (Execu-Tech, Inc.) working at this site and as per the Indemnification Clause in their contract.
 10. 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									
	AYE	NAY	N.V.	A.B.		AYE	NAY	N.V.	A.B.
CARLAMERE					PICCOLO				
GUEVARA					ROSSELL				
ORNER					MACPHERSON				

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Gloucester Township Housing Authority on January 14, 2025.

SECRETARY/EXECUTIVE DIRECTOR

RESOLUTION

Board Meeting Date

1-14-2025

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 25-1-14-5

TITLE: RESOLUTION AUTHORIZING A POLICY RESPECTING REIMBURSEMENT OF GTHA COMMISSIONER/ EMPLOYEES FOR COSTS OF DEFENDING AGAINST CRIMINAL CHARGES

Factual Contents Certified to by:

Budget Authorization Certified to by:

Commissioner _____ Submitted the following Resolution:

WHEREAS, it is deemed to be in the best interest of the GTHA to adopt a uniform policy respecting the reimbursement of GTHA Commissioner/ Employees for the costs of defending against civil criminal charges.

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

1. That the Gloucester Township Housing Authority shall reimburse any Commissioner / employee for the actual reasonable legal costs of successfully defending against criminal charges where such charges results from the performance of the Commissioner's / Employee's duties and the Commissioner / Employee is deemed to have acted in good faith.
2. That the Gloucester Township Housing Authority shall reimburse any Commissioner/employee for the actual reasonable legal costs of successfully defending against civil suits where such suit results from the performance of the Commissioners/ Employee's duties and the Commissioner / Employee is deemed to have acted in good faith.
3. That the Gloucester Township Housing Authority shall pay for all legal expenses as incurred in the event the General Counsel advises the GTHA that the Commissioner / Employee in all likelihood will be found to have acted in good faith.
4. That this Resolution shall take effect immediately.

Commissioner _____, Commissioner _____ seconded the motion.

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

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Gloucester Township Housing Authority on January 14th, 2025.

SECRETARY/EXECUTIVE DIRECTOR

RESOLUTION

Board Meeting Date

1/14-2025

of the
Gloucester Township Housing Authority

RESOLUTION NO. 25-1-14-6

TITLE: RESOLUTION ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIMS AGAINST THE GTHA IN ACCORDANCE THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6

Factual Contents Certified to by:

Budget Authorization Certified to by:

Commissioner _____ Submitted the following Resolution:

WHEREAS, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

WHEREAS, the Gloucester Township Housing Authority is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

WHEREAS, the GTHA deems it advisable, necessary and in the public interests to adopt a Notice of Tort Claim form in the form attached hereto and made a part hereof; and

WHEREAS, all persons making claims against the GTHA, pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et.seq., be required to complete the form herein adopted as a condition on compliance with the notice requirements of the New Jersey Tort Claims Act..

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

1. That the attached Notice of Tort Claim Form be and hereby is adopted as the official Notice of Tort Claim form for the Gloucester Township Housing Authority.
2. 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					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
1-14-2025

of the
GLOUCESTER TOWNSHIP HOUSING AUTHORITY

RESOLUTION NO. 25-1-14-7

TITLE: RESOLUTION APPROVING THE CASH MANAGEMENT PLAN

Factual Contents Certified to by:

Budget Authorization Certified to by:

Commissioner _____ Submitted the following Resolution:

WHEREAS, it is in the best interest of GTHA to earn additional revenue through the investment and prudent management of its cash receipts; and

WHEREAS, P.L. 1983, Chapter 8, approved January 08, 1983 is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan,

NOW, THEREFORE, BE IT RESOLVED, that the following shall constitute the Cash Management Plan for the GTHA and the Executive Director shall deposit and manage its funds pursuant to this plan:

Definitions

1. Executive Director shall mean the Executive Director of the Housing Authority of Gloucester Township.
2. Fiscal Year shall mean the twelve-month period ending December 31st.
3. Cash Management Plan shall mean that plan as approved by resolution.

Designation of Depositories

At least once each fiscal year the governing body shall by resolution designate the depositories for the GSHC in accordance with N.J.S.A. 40A:5-14. GSHC designates TD Bank and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

Audit Requirement

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

GTHA to Invest

The Board of Trustees shall pass a resolution at its first meeting of the fiscal year designating the official who shall make and be responsible for municipal deposits and investments. The Executive Director of the Gloucester Township Housing Authority is so authorized.

Resolution 25-1-14-7 cont'd

Investment Instruments

1. The Executive Director shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-16.1.

Records and Reports

1. The Executive Director shall report all investments in accordance with N.J.S.A. 40A:5-16.2.
2. At a minimum the Executive Director shall:
 - a. Keep a record of all investments.
 - b. Keep a cash position record which reveals, on a daily basis, the status of the cash in its bank account.
 - c. Confirm investments with the Board of Trustees at the next regularly scheduled meeting.
 - d. Report monthly to the Board of Trustees as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

Cash Flow

1. The Executive Director shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
2. All monies shall be turned over to the Executive Director and deposited in accordance with N.J.S.A. 40A:5-16.
3. The Executive Director is authorized and directed to invest surplus funds of the GTHA as the availability of the funds permit. In addition, it shall be the responsibility of the Executive Director to minimize the possibility of idle cash by depositing the monies in interest bearing accounts wherever practical and in the best interest of the GTHA.
4. The Executive Director shall ensure that funds are borrowed for Capital Projects in a timely fashion.

Signatories

The signatories of the GTHA shall be Executive Director, President, Vice President and Treasurer Transactions must be supported by at least two of the aforementioned officials.

Commissioner _____, Commissioner _____ seconded the motion.

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

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Gloucester Township Housing Authority on January 14th, 2025.

SECRETARY/EXECUTIVE DIRECTOR