THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE RE-ORGANIZATION & REGULAR MEETING WEDNESDAY, SEPTEMBER 09, 2020 FLORENCE HOUSING AUTHORITY 620 W. THIRD STREET - BOARDROOM 6:00 PM

RE-ORGANIZATION & REGULAR MEETING AGENDA

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SUNSHINE LAW RECITATION

PLEDGE OF ALLEGIANCE

TENANT/S OF MAPLEWOOD HOMES

None Scheduled

OATH OF ALLEGIANCE AND OFFICE

ELECT CHAIRPERSON

ELECT VICE-CHAIRPERSON

APPOINT SOLICITOR

One (1) RFP's requested, one (1) submitted Resolution 2020-05 for David M. Serlin, Esquire

APPOINT FEE ACCOUNTANT

Four (4) RFP's requested, two (2) submitted Resolution 2020-06 for David Ciarrocca, CPA

APPOINT ARCHITECTURAL FIRM

Five (5) RFP's requested, two (2) submitted Resolution 2020- 07 for Habitech Architects, PC

APPOINT AUDIT SERVICES

Two (2) RFP's requested, two (2) submitted Resolution 2020-08 for Jennifer L. Anderson, LLC, Mazzucco & Company, CPAs

RE-APPOINT COORDINATOR FOR CAPITAL FUNDING PROGRAMS

Re-appoint Gary J. Centinaro, Executive Director as consultant Resolution 2020-09

DESIGNATE LEGAL NEWSPAPER

Resolution 2020-10 Burlington County Times

ADOPT MEETING CALENDAR

Resolution 2020-11

ADOPT ALL EXISTING POLICIES AND CONTRACTS

Resolution 2020-12

DESIGNATE DEPOSITORY

Resolution 2020-13 Bank of America Resolution 2020-14 Beneficial Bank

APPOINT FUND COMMISSIONER

Resolution 2020-15

MINUTES OF REGULAR MEETING – June 11, 2020

No meeting July and August 2020

CORRESPONDENCE

FINANCE

David Ciarrocca, CPA, operating financial report as of May, June & July 31 2020
Bills to be ratified - Checks #13388 thru- Check #13405-Month of June 2020
Bills to be ratified - Check #13406 thru Check #13435-Month of July 2020
Bills to be ratified - Check# 13436 thru Check #13461-Month of August 2020
Bills to be ratified - Check# 13462 thru Check#13472-Month of September 2020
Secretary/Treasurers report for (tenant accounts receivable) June, July and August 2020

OLD BUSINESS:

NEW BUSINESS:

DIRECTOR'S REPORT:

Security window installed in office lobby **ADJOURN**

RESOLUTION 2020-05 LEGAL SERVICES CONTRACT

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence;

WHEREAS, pursuant to N.J.S.A.40A: 11-5(1)(a) any contract, agreement of purchase, the subject of which consist of professional services, is an exception to the bidding requirements of the local Public Contract Law; however, HUD Procedures for Procuring Professional Services requires competitive proposals; and,

WHEREAS, The Housing Authority of the Township of Florence (hereinafter referred to as the "Authority") has determined that it is necessary in connection with the Maplewood Homes Project to engage an Attorney to perform legal services with regard to the Florence Housing Authority, hereby do appoint **David M. Serlin**, at a rate agreed upon for a time period of **October 1, 2020 ending September 30, 2021**;

BE IT FURTHER RESOLVED, that the Commissioners of the Authority be and hereby are authorized to execute a mutually satisfactory Agreement on behalf of the Authority with said Attorney for said services at said costs; and, of \$175.00., per hour for general services; and an additional fee of \$258.00 for each eviction filed, and;

BE IT FURTHER RESOLVED, that the appointment of the Attorney hereby authorized is made public notice being made pursuant to HUD regulations for the reason that said Attorney is rendering professional services requiring expertise and extensive training in the aforesaid field; and,

BE IT RESOLVED that the Secretary of the Authority be and hereby is authorized to direct to cause notice of this resolution as required by N.J.S.A.40A: 11-5(a)(i) to be published in the appropriate newspaper.

ADOPTED:

I hereby certify that the Board of Commissioners at the re-organization meeting held on September 09, 2020 approved the above resolution.

Gary J. Centinaro
Executive Director

Governing Body recorded vote

Member's Ayes Nays Abstains Absent

Ritchard Woolston Eduardo Jimenez

Kimberly Mattson

Mary Ann Napolitan

Robert Dulo

William Bott

RESOLUTION 2020-06 FEE ACCOUNTANT

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence;

WHEREAS, pursuant to N.J.S.A.40A: 11-5(1)(a) any contract, agreement of purchase, the subject of which consist of professional services, is an exception to the bidding requirements of the local Public Contract Law; however, HUD Procedures for Procuring Professional Services requires competitive proposals; and,

WHEREAS, The Housing Authority of the Township of Florence (hereinafter referred to as the "Authority") has determined that there exists a need for a professional part time Fee Accounting Service in connection with its PHA owned low-income housing program; and,

WHEREAS, the Authority has solicited proposals for this professional service pursuant to competitive proposal procedures prescribed by the U.S. Department of Housing and Urban Development and funds have been budgeted and approved by HUD for this services; and,

WHEREAS, the Authority has reviewed the proposal(s) received for this service and will engage a fee accountant to perform the professional accounting services, do appoint **David Ciarrocca**, at a rate agreed upon for a time period of **October 1**, **2020 ending September 30**, **2021**;

BE IT FURTHER RESOLVED, that the Commissioners of the Authority be and hereby are authorized to execute a mutually satisfactory Agreement on behalf of the Authority with said Accountant for said services at said costs of **\$12,000.00**, payable in 12 equal payments of **\$1,000.00** each; and,

BE IT FURTHER RESOLVED, that the appointment of the Accountant hereby authorized is made public notice being made pursuant to HUD regulations for the reason that said Accountant is rendering professional services requiring expertise and extensive training in the aforesaid field; and,

BE IT RESOLVED that the Secretary of the Authority be and hereby is authorized to direct to cause notice of this resolution as required by N.J.S.A.40A: 11-5(a)(i) to be published in the appropriate newspaper.

ADOPTED:

I hereby certify that the Board of Commissioners at the re-organization meeting held on September 09, 2020 approved the above resolution.

Gary J. Centinaro	
Executive Director	

Governing Body recorded vote

Member's Ayes Nays Abstains Absent
Ritchard Woolston
Eduardo Jimenez

Kimberly Mattson Mary Ann Napolitan

Robert Dulo

RESOLUTION 2020-07 APPOINT ARCHITECTURAL FIRM

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence;

WHEREAS, pursuant to N.J.S.A.40A: 11-5(1)(a) any contract, agreement of purchase, the subject of which consist of professional services, is an exception to the bidding requirements of the local Public Contract Law; however, HUD Procedures for Procuring Professional Services requires competitive proposals; and,

WHEREAS, The Housing Authority of the Township of Florence (hereinafter referred to as the "Authority") has determined that there exists a need for Architectural Services in connection with its PHA owned low-income housing program; and,

WHEREAS, the Authority, after consideration of various factors, including but not limited to prior experience, and cost, has contracted to receive the Architectural services of **Habitech Architecture**, **LLC**, for a time period of **October 1**, **2020 ending September 30**, **2021**; with an option to renew for an additional year; and,

BE IT FURTHER RESOLVED, that the appointment of the Architectural Firm hereby authorized is made public notice being made pursuant to HUD regulations for the reason that said Architectural Firm is rendering professional services requiring expertise and extensive training in the aforesaid field; and,

BE IT FURTHER RESOLVED that the Secretary of the Authority be and hereby is authorized to direct to cause notice of this resolution as required by N.J.S.A.40A: 11-5(a)(i) to be published in the appropriate newspaper.

ADOPTED:

I hereby certify that the above resolution was approved by the Board of Commissioners at the re-organization meeting held on September 09, 2020.

Gary J. Centinaro
Executive Director

Governing Body recorded vote

<u>Member's</u> <u>Ayes</u> <u>Nays</u> <u>Abstains</u> <u>Absent</u>

Ritchard Woolston Eduardo Jimenez Kimberly Mattson Mary Ann Napolitan Robert Dulo

RESOLUTION 2020-09 RE-APPOINT COORDINATOR FOR CAPITAL FUNDING PROGRAMS

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence;

WHEREAS, The Housing Authority of the Township of Florence is operating fifty (50) units of low-income public housing, identified as Maplewood Homes; and,

WHEREAS, A Capital Funding Coordinator Consulting Services are required by the Authority and approved by HUD in connection with the operation and management of the Capital Funding Programs (CFP); and,

WHEREAS, the Authority Executive Director is qualified to fulfill this position; and,

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Florence Housing Authority do hereby appoint **Gary J. Centinaro, Executive Director**, for said services; and,

BE IT FURTHER RESOLVED, that the Commissioners of the Housing Authority be and hereby are authorized to execute this appointment.

ADOPTED:

I hereby certify that the above resolution was approved by the Board of Commissioners at the re-organization meeting held on September 09, 2020.

Gary J. Centinaro
Executive Director

Governing Body recorded vote

<u>Member's</u> <u>Ayes</u> <u>Nays</u> <u>Abstains</u> <u>Absent</u>

Ritchard Woolston Eduardo Jimenez Kimberly Mattson Mary Ann Napolitan Robert Dulo William Bott

RESOLUTION 2020-08 APPOINTING AUDIT SERVICES-FYE 03/31/2021

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence;

WHEREAS, pursuant to N.J.S.A.40A: 11-5(1)(a) any contract, agreement of purchase, the subject of which consist of professional services, is an exception to the bidding requirements of the local Public Contract Law; however, HUD Procedures for Procuring Professional Services requires competitive proposals; and,

WHEREAS, The Housing Authority of the Township of Florence (hereinafter referred to as the "Authority") has determined that there exists a need for Audit Services in connection with its PHA owned low-income housing program; and,

WHEREAS, the Authority, after consideration of various factors, including but not limited to prior experience, and cost, shall exercise the option of renewing the current contract under the same terms and conditions for the Audit services of **Jennifer L. Anderson, LLC, Mazzucco & Company, CPAs,** for a time period of one (1) year, ending **March 31, 2021**; and,

NOW THEREFORE, BE IT RESOLVED , that the re-appointment of the Audit Firm hereby authorized is made public notice being made pursuant to HUD regulations for the reason that said Audit Firm is rendering professional services requiring expertise and extensive training in the aforesaid field; and,

BE IT FURTHER RESOLVED, that the Commissioner of the Authority be and hereby are authorized to execute a mutually satisfactory Agreement on behalf of the Authority with said Audit Firm for said services at said costs; and, of \$7,200.00, and;

BE IT FURTHER RESOLVED that the Secretary of the Authority be and hereby is authorized to direct to cause notice of this resolution as required by N.J.S.A.40A: 11-5(a) (i) to be published in the appropriate newspaper.

ADOPTED:

I hereby certify that the above resolution was approved by the Board of Commissioners at the re-organization meeting held on September 09, 2020.

Gary J. Centinaro
Executive Director

Governing Body recorded vote

Member's Ayes Nays Abstains Absent

Ritchard Woolston Eduardo Jimenez

Kimberly Mattson

Mary Ann Napolitan

Robert Dulo

William Bott

RESOLUTION 2020-10 DESIGNATE LEGAL NEWSPAPER

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence:

WHEREAS, pursuant to applicable New Jersey State Law and Procedures to the U.S. Department of Housing and Urban Development the following is the newspaper designated for Public Notice:

Burlington County Times

ADOPTED:				
I hereby certify that the Board of Commissioners at the re-organization meeting held on September 09, 2020 approved the above resolution.				
Gary J. Centinaro				
Executive Director				
Governing Body recorded vote				
<u>Member's</u>	Ayes	Nays	<u>Abstains</u>	<u>Absent</u>
Ritchard Woolston				
Eduardo Jimenez				
Kimberly Mattson				
Mary Ann Napolitan				
Robert Dulo				
William Bott				
Anant Patel				

RESOLUTION 2020-11 MEETING CALENDAR

OCTOBER 09, 2020 THRU SEPTEMBER 09, 2021

BE IT RESOLVED, that pursuant to the provisions of the Open public Meeting Act of the State of New Jersey the following is a schedule of the Regular Monthly Meetings of the Housing Authority of the Township of Florence, 620 West Third and Eyre Streets, Florence, New Jersey, 08518, at 7:00 pm in the conference room of the Florence Housing Authority, 620 West Third Street, Florence, New Jersey 08518, unless otherwise noted.

WEDNESDAY, OCTOBER 14, 2020
WEDNESDAY, NOVEMBER 11, 2020
SATURDAY, DECEMBER 12, 2020*
WEDNESDAY, JANUARY 13, 2021
WEDNESDAY, FEBRUARY 10, 2021
WEDNESDAY, MARCH 10, 2021
WEDNESDAY, APRIL 14, 2021
WEDNESDAY, MAY 12, 2021
WEDNESDAY, JUNE 09, 2021
WEDNESDAY, JULY 14, 2021 *no meeting unless necessary)
WEDNESDAY, AUGUST 11, 2021 *no meeting unless necessary)
WEDNESDAY, SEPTEMBER 08, 2021

- * December meeting is at 10:00 am
- * The monthly meetings for July and August 2021 are cancelled unless otherwise noted.

ADOPTED:

I hereby certify that the Board of Commissioners at the re-organization meeting held on September 09, 2020 approved the above resolution.

Gary J. Centinaro
Executive Director

Governing Body recorded vote

<u>Member's</u> <u>Ayes</u> <u>Nays</u> <u>Abstains</u> <u>Absent</u>

Ritchard Woolston Eduardo Jimenez Kimberly Mattson Mary Ann Napolitan Robert Dulo William Bott

RESOLUTION 2020-12 EXISTING POLICIES AND CONTRACTS

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence that the Housing Authority shall continue the implementation of the Authority policies and operate in accordance with the Department of Housing and Urban Development's Public Housing low-income program.

ADOPTED:				
I hereby certify that the Board of Co September 09, 2020 approved the a			rganization mee	ting held on
Gary J. Centinaro Executive Director				
Governing Body recorded vote Member's	<u>Ayes</u>	<u>Nays</u>	<u>Abstains</u>	<u>Absent</u>
Ritchard Woolston Eduardo Jimenez				
Kimberly Mattson				
Mary Ann Napolitan				
Robert Dulo				
William Bott				
Anant Patel				

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
BANKING INSTITUTION
CERTIFICATE OF AUTHORITY

ERTIFICATE OF AUTHORITY

Bank of America

RESOLUTION 2020-13

The Housing Authority of the Township of Florence

Legal Name:

Principal address: 620 West Third Street Florence, New Jersey 08518 **Business: Corporation** Bank of America is approved as an option as a banking institution for the Florence Housing Authority. This account option will be researched by the Executive Director and reported to the Board of Commissioners, pending any changes. X Certification of Resolutions: The undersigned is authorized by the Depositor to certify and hereby does certify that the Resolution set forth below were properly adopted on September 09, 2020 by the Depositor in accordance and conformity with the Depositor's governing documents, all agreements with third parties and all applicable to the Depositor have not been modified or rescinded, and are in full force and binding on the Depositor. X Adoption of Resolution: The undersigned does hereby adopt the Resolution set forth below and certify that such Resolutions are in accordance and conformity with the Depositor's governing documents, all agreements with third parties and all laws applicable to the depositor. ADOPTED: I hereby certify that the above resolution was approved at the Reorganization Meeting held on Wednesday, September 09, 2020. Gary J. Centinaro **Executive Director** Governing Body recorded vote Member's Absent Ayes Nays Abstains **Ritchard Woolston** Eduardo Jimenez Kimberly Mattson Mary Ann Napolitan Robert Dulo William Bott **Anant Patel**

CERTIFICATE OF AUTHORITY

WSFS Bank RESOLUTION 2020-14

The Housing Authority of the Township of Florence

Legal Name:

Principal address: 620 West Third Street Florence, New Jersey 08518 **Business: Corporation** Beneficial Bank is the banking institution for the Florence Housing Authority Funds. X Certification of Resolutions: The undersigned is authorized by the Depositor to certify and hereby does certify that the Resolution set forth below were properly adopted on September 09, 2020 by the Depositor in accordance and conformity with the Depositor's governing documents, all agreements with third parties and all applicable to the Depositor have not been modified or rescinded, and are in full force and binding on the Depositor. _X Adoption of Resolution: The undersigned does hereby adopt the Resolution set forth below and certify that such Resolutions are in accordance and conformity with the Depositor's governing documents, all agreements with third parties and all laws applicable to the depositor. ADOPTED: I hereby certify that the above resolution was approved at the Reorganization Meeting held on Wednesday, September 09, 2020. Gary J. Centinaro **Executive Director** Governing Body recorded vote Member's Abstains Absent Ayes Nays Ritchard Woolston Eduardo Jimenez Kimberly Mattson Mary Ann Napolitan **Robert Dulo** William Bott **Anant Patel**

RESOLUTION 2019-13

A RESOLUTION TO APPOINT FUND COMMISSIONER

WHEREAS, the Florence Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioner of the Florence Housing Authority does hereby appoint Gary J. Centinaro, Executive Director, as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2020.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE FLORENCE HOUSING AUTHORITY AT A MEETING HELD ON WEDNESDAY, SEPTEMBER 11, 2019.

Gary J. Centinaro, Executive Director

Commissioners recorded vote:

	Ayes	<u>Nays</u>	<u>Abstains</u>	<u>Absent</u>
Ritchard Woolston	Χ			
Eduardo Jimenez	Χ			
Kimberly Mattson	Χ			
Mary Ann Napolitan	X			
Robert Dulo				
William Bott	X			
Anant Patel	X			

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2020-

CLEAR MONIES TRANSFERRED TO COLLECTION LOSSES

BE IT RESOLVED, by the Commissioners of the Housing Authority of the Township of Florence:

WHEREAS, there exists an unpaid balance of rents for the month ending 8/31/2020 of which the amount is \$7,621.20 created by vacated (evicted) tenants which has been determined uncollectable.

Breone Christie Unit #65 \$7,621.20

Total balance of removal \$7,621.20

WHEREAS, the amount of \$7,621.20 shall be written-off for the month ending 9/30/2020 in accordance with HUD accounting requirements, however, collection of monies shall be pursued legally.

NOW THEREFORE BE IT RESOLVED, that this resolution is approved and adopted.

ADOPTED:

I hereby certify that the above resolution was approved and adopted by the Board of Commissioners at the Re-Organization & Regular Meeting held on September 09, 2020.

Gary J. Centinaro, Secretary/Treasurer

Governing Body recorded vote

Member's Ayes Nays Abstains Absent

Ritchard Woolston Eduardo Jimenez Kimberly Mattson Mary Ann Napolitan Robert Dulo William Bott Anant Patel