

**THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
RE-ORGANIZATION & REGULAR MEETING
WEDNESDAY, SEPTEMBER 08, 2021
FLORENCE HOUSING AUTHORITY
620 W. THIRD STREET - BOARDROOM
6:00 PM**

RE-ORGANIZATION & REGULAR MEETING AGENDA

ROLL CALL

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 2021-05 for David M. Serlin, Esquire

APPOINT FEE ACCOUNTANT

One (1) RFP's requested, one (1) submitted
Resolution 2021-06 for David Ciarrocca, CPA

APPOINT ARCHITECTURAL FIRM

Four (4) RFP's requested, three (3) submitted
Resolution 2021- 07 for Habitech Architects, PC

APPOINT AUDIT SERVICES

One (1) RFP's requested, one (1) submitted
Resolution 2021-08 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 2021-09

DESIGNATE LEGAL NEWSPAPER

Resolution 2021-10 Burlington County Times

ADOPT MEETING CALENDAR

Resolution 2021-11

ADOPT ALL EXISTING POLICIES AND CONTRACTS

Resolution 2021-12

DESIGNATE DEPOSITORY

Resolution 2021-13 Bank of America

Resolution 2021-14 WSFS

APPOINT FUND COMMISSIONER

Resolution 2021-15

CLEAR MONIES TRANSFERRED TO COLLECTION LOSSES

Resolution 2021-16

Resolution 2021-17 NJ Audit FYE 2021

MINUTES OF REGULAR MEETING – June 09, 2021

No meeting July and August 2021

CORRESPONDENCE**FINANCE**

David Ciarrocca, CPA, operating financial report as of May, June & July 31 2021

Bills to be ratified - Check #13727 thru- Check #13749-Month of June 2021

Bills to be ratified – Check #13750 thru Check #13772-Month of July 2021

Bills to be ratified – Check# 13773 thru Check #13798-Month of August 2021

Bills to be ratified – Check# 13799 thru Check#13804-Month of September 2021

Secretary/Treasurers report for (tenant accounts receivable) June, July and August 2021

OLD BUSINESS:**NEW BUSINESS:****DIRECTOR'S REPORT:****ADJOURN**

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-05
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, 2021 ending September 30, 2022**;

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 **\$180.00.**, 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 08, 2021 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	X			
Eduardo Jimenez	X			
Kimberly Mattson	X			
Mary Ann Napolitan	X			
Robert Dulo				X
William Bott				X
Anant Patel	X			

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-06
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, 2021 ending September 30, 2022**;

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 **\$13,200.00**, payable in 12 equal payments of **\$1,100.00** 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 08, 2021 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	X			
Eduardo Jimenez	X			
Kimberly Mattson	X			
Mary Ann Napolitan	X			
Robert Dulo				X
William Bott				X
Anant Patel	X			

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-07
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, 2021 ending September 30, 2022**; 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 08, 2021.

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

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-09
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 08, 2021.

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

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-08
APPOINTING AUDIT SERVICES-FYE 03/31/2022

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, 2022**; 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 \$7,750.00, 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 08, 2021.

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

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

**RESOLUTION 2021-10
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 08, 2021 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	X			
Eduardo Jimenez	X			
Kimberly Mattson	X			
Mary Ann Napolitan	X			
Robert Dulo				X
William Bott				X
Anant Patel	X			

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-11
MEETING CALENDAR

OCTOBER 09, 2021 THRU SEPTEMBER 14, 2022

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 13, 2021
WEDNESDAY, NOVEMBER 10, 2021
SATURDAY, DECEMBER 11, 2021*
WEDNESDAY, JANUARY 12, 2022
WEDNESDAY, FEBRUARY 09, 2022
WEDNESDAY, MARCH 09, 2022
WEDNESDAY, APRIL 13, 2022
WEDNESDAY, MAY 11, 2022
WEDNESDAY, JUNE 08, 2022
WEDNESDAY, JULY 13, 2022 *no meeting unless necessary)
WEDNESDAY, AUGUST 10, 2022 *no meeting unless necessary)
WEDNESDAY, SEPTEMBER 14, 2022

* December meeting is at 10:00 am

* The monthly meetings for July and August 2022 are cancelled unless otherwise noted.

ADOPTED:

I hereby certify that the Board of Commissioners at the re-organization meeting held on September 08, 2021 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	X			
Eduardo Jimenez	X			
Kimberly Mattson	X			
Mary Ann Napolitan	X			
Robert Dulo				X
William Bott				X
Anant Patel	X			

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

**RESOLUTION 2021-12
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 Commissioners at the re-organization meeting held on September 08, 2021 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	X			
Eduardo Jimenez	X			
Kimberly Mattson	X			
Mary Ann Napolitan	X			
Robert Dulo				X
William Bott				X
Anant Patel	X			

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
BANKING INSTITUTION
CERTIFICATE OF AUTHORITY
Bank of America
RESOLUTION 2021-13

Legal Name: The Housing Authority of the Township of Florence
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 08, 2021 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 08, 2021.

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

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
BANKING INSTITUTION
CERTIFICATE OF AUTHORITY
WSFS Bank
RESOLUTION 2021-14

Legal Name: The Housing Authority of the Township of Florence
Principal address: 620 West Third Street
Florence, New Jersey 08518

Business: Corporation

Beneficial WSFS 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 08, 2021 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 08, 2021.

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

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-15

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 2022.

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 08, 2021.

Gary J. Centinaro, Executive Director

Commissioners recorded vote:

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

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

RESOLUTION 2021-16

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 3/31/2021 of which the amount is \$3,484.70 created by vacated (MOVED OUT) tenants which has been determined uncollectable.

Ishia Mathews Unit #36 \$3,484.70

Total balance of removal \$3,484.70

WHEREAS, the amount of \$3,484.70 shall be written-off for the month ending 9/30/2021 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 08, 2021.

Gary J. Centinaro, Secretary/Treasurer

Governing Body recorded vote

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