

## NBHA RESOLUTION 2018 - 1/24 # 1

### Resolution Ratifying, Authorizing and Approving Payment of Bills for the Months of October and November, 2017

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

**WHEREAS**, the Executive Director, Director of Operations and Finance Administrator certify that the amounts and payment contained herein are correct and accurate to the best of their knowledge and they are in compliance with all applicable Housing Authority Procurement Policy and HUD No.24CFR 85.3G.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby ratifies, approves and directs that the Executive Director and/or Finance Administrator to process and pay the following bills for the months of October and November 2017:

#### OCTOBER

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 826,850.65
Payroll	\$ 101,465.79
Accounts Payable	\$ 225,884.28
Capital Fund	\$ 14,054.13
Local General	\$ 2,790.22

#### NOVEMBER

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 797,893.69
Payroll	\$ 107,357.79
Accounts Payable	\$ 157,252.56
Capital Fund	\$ 20,391.67
Local General	\$ 0

Passed on this 24<sup>th</sup> day of January, 2018 (See attached Vote Box)

  
\_\_\_\_\_  
DALE CALDWELL, Chairperson

  
\_\_\_\_\_  
JOHN CLARKE, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2018 - 1/24 # 1**

**Resolution Ratifying, Authorizing and Approving Payment of Bills  
for the Months of October and November, 2017**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
VACANT						
JONES	✓		✓			
GIORGIANNI			✓			
WOLDE			✓			
OTERO						✓
OVANDO		✓	✓			
CALDWELL			✓			

## NBHA RESOLUTION 2018 - 1/24 # 2

### Resolution Ratifying, Authorizing and Approving Payment of Bills for the Month of December 2017

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

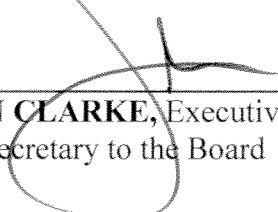
**WHEREAS**, the Executive Director and Finance Administrator certify that the amounts and payment contained herein are correct and accurate to the best of their knowledge and they are in compliance with all applicable Housing Authority Procurement Policy and HUD No.24CFR 85.3G.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby ratifies, approves and directs that the Executive Director and/or Finance Administrator to process and pay the following bills for the month of December 2017:

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 896,201.52
Payroll	\$127,856.90
Accounts Payable	\$ 81,856.93
Capital Fund	\$ 18,246.98
Local General	\$ 24,768.01

Passed on this 24<sup>th</sup> day of January, 2018 (See attached Vote Box)

  
\_\_\_\_\_  
**DALE CALDWELL**, Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2018 - 1/24 # 2**

**Resolution Authorizing and Approving Payment of Bills  
for the Month of December 2017**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
VACANT						
JONES			✓			
GIORGIANNI		✓	✓			
WOLDE			✓			
OTERO						✓
OVANDO	✓		✓			
CALDWELL			✓			

**NBHA RESOLUTION 2018 - 1/24 # 3**

**Resolution Approving and Adopting Revised Allowance for Tenant-Furnished Utilities and Other Services for the New Brunswick Housing Authority-Section 8 (Housing Choice Voucher) Program**

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) require Housing Authority's to update their Section 8 (Housing Choice Voucher) Program Allowance for Tenant-Furnished Unities and Other Services on a regular basis; and

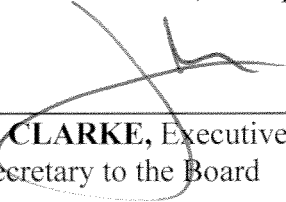
**WHEREAS**, the New Brunswick Housing Authority (NBHA) has contracted with Happy Software Inc. to analyze current area utility and consumption data in order to complete rate data sheets so we can determine a more effective allowance rate for all units within the programs jurisdiction, and

**WHEREAS**, Happy Software Inc. has completed their analysis of the current area utility and consumption data and has provided the NBHA with the attached Summary Allowance for Tenant-Furnished Utilities and Other Services.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby approves and adopts the attached revised allowances for tenant-furnished utilities and other services for the New Brunswick Housing Authority-Section 8 (Housing Choice Voucher) Program dated 12/1/17 and directs that these rates be used for the program through November 31, 2018 unless otherwise revised by the Board of Commissioners.

Passed on this 24<sup>th</sup> day of January, 2018 (See attached Vote Box)

  
\_\_\_\_\_  
**DALE CALDWELL**, Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2018 - 1/24 # 3**

**Resolution Approving and Adopting Revised Allowance for Tenant-Furnished Utilities and Other Services for the New Brunswick Housing Authority-Section 8 (Housing Choice Voucher) Program**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
VACANT						
JONES	✓		✓			
GIORGIANNI			✓			
WOLDE			✓			
OTERO						✓
OVANDO		✓	✓			
CALDWELL			✓			

**NBHA RESOLUTION 2018 – 1/24 # 4**

**Resolution to Amend the New Brunswick Housing Authority's  
Administrative Plan**

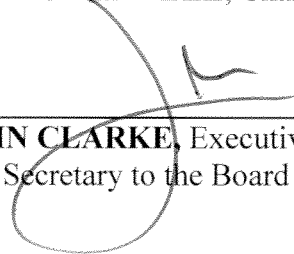
**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

**WHEREAS**, the Administrative Plan (Admin Plan) for the New Brunswick Housing Authority is in need of amendments relating to the VAWA laws and HUD regulations (Violence Against Women Act) that require amendments to the existing Admin Plan (as outlined in the summary sheet attached to this resolution);

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby approves revisions to the Administrative Plan (Admin Plan) as detailed on the attached "changes to the 2017 administrative plan".

Passed on this 24<sup>th</sup> day of January, 2018 (See attached Vote Box)

  
\_\_\_\_\_  
**DALE CALDWELL**, Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2018 – 1/24 # 4**

**Resolution to Amend the New Brunswick Housing Authority's  
Administrative Plan**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
VACANT						
JONES			✓			
GIORGIANNI			✓			
WOLDE		✓	✓			
OTERO						
OVANDO	✓		✓			✓
CALDWELL			✓			



**NBHA RESOLUTION 2018 – 1/24 # 5**

**Resolution Appointing John Clarke as 504 Compliance Officer for the New Brunswick Housing and Redevelopment Authority**

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the “Housing Authority”), was duly created as an agency and instrumentality of the municipality of the State (the “Local Unit”) in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the “Local Housing Law”);

**WHEREAS**, the New Brunswick Housing and Redevelopment Authority (NBHA) is in need of a 504 Compliance Officer for all of its housing and redevelopment programs; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires that the Housing Authority formally appoint a 504 Compliance Officer by Board Resolution; and

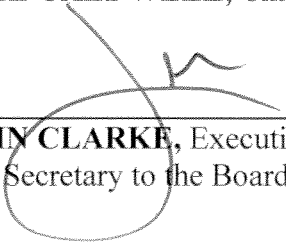
**WHEREAS**, the 504 Compliance Officer will address, document and track all 504 related claims for all programs; and

**WHEREAS**, the 504 Compliance Officer will work to assure nondiscrimination in all programs, services and activities receiving federal financial assistance; and in programs, services and activities conducted by the NBHA; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby appoint John Clarke as 504 Compliance Officer for the New Brunswick Housing Authority.

Passed on this 24<sup>th</sup> day of January, 2018 (See attached Vote Box)

  
\_\_\_\_\_  
**DALE CALDWELL**, Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2018 – 1/24 # 5**

**Resolution Appointing John Clarke as 504 Compliance Officer for the New Brunswick Housing and Redevelopment Authority**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
VACANT						
JONES			✓			
OVANDO			✓			
GIORGIANNI	✓		✓			
OTERO						✓
WOLDE		✓	✓			
CALDWELL			✓			

**NBHA RESOLUTION 2018 – 1/24 # 6**

**Resolution Appointing John Clarke as Custodian of Record for the New Brunswick Housing and Redevelopment Authority**

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the “Housing Authority”), was duly created as an agency and instrumentality of the municipality of the State (the “Local Unit”) in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the “Local Housing Law”);

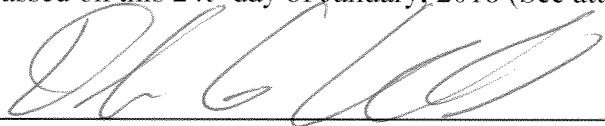
**WHEREAS**, the New Brunswick Housing and Redevelopment Authority (NBHA) is in need of a custodian of record for all of its housing and redevelopment programs; and

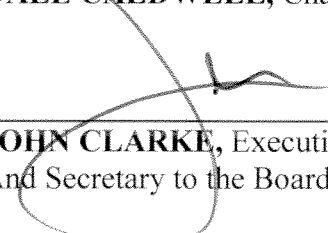
**WHEREAS**, The New Jersey Open Public Records Act requires that the Housing Authority formally appoint a custodian of record by Board Resolution; and

**WHEREAS**, the custodian of record will work with other staff to address requests for records and will maintain required documents and records for all programs and operations of the housing and redevelopment authority;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby appoint John Clarke as Custodian of Record for the New Brunswick Housing Authority and Redevelopment Authority.

Passed on this 24<sup>th</sup> day of January, 2018 (See attached Vote Box)

  
\_\_\_\_\_  
**DALE CALDWELL**, Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

NBHA RESOLUTION 2018 – 1/24 # 6

Resolution Appointing John Clarke as Custodian of Record for the New Brunswick  
Housing and Redevelopment Authority

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
VACANT						
JONES			✓			
OVANDO			✓			
GIORGIANNI	✓		✓			
OTERO						✓
WOLDE		✓	✓			
CALDWELL			✓			