

## NBHA RESOLUTION 2018 - 5/23 # 12

### Resolution Ratifying, Authorizing and Approving Payment of Bills for the Month of March, 2018

**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.

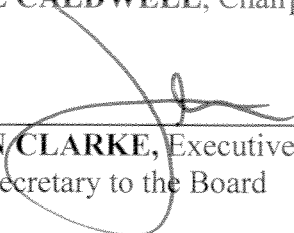
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby ratifies, approves and directs that the Executive Director and/or Finance Administrator to process and pay the following bills for the month of March 2018:

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 873,926.24
Payroll	\$ 134,507.00
Accounts Payable	\$ 76,751.24
Capital Fund	\$ 19,851.54
Local General	\$ 85,653.07

Passed on this 23<sup>rd</sup> day of May, 2018 (See attached Vote Box)



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



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

**NBHA RESOLUTION 2018 - 5/23 # 12**

**Resolution Ratifying, Authorizing and Approving Payment of Bills  
for the Month of May, 2018**

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

## NBHA RESOLUTION 2018 - 5/23 # 13

### Resolution Ratifying, Authorizing and Approving Payment of Bills for the Month of April, 2018

**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 April 2018:

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 970,045.27
Payroll	\$ 90,193.69
Accounts Payable	\$ 255,419.69
Capital Fund	\$ 25,984.88
Local General	\$ 549.57

Passed on this 23<sup>rd</sup> day of May, 2018 (See attached Vote Box)

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

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

**NBHA RESOLUTION 2018 - 5/23 # 13**

**Resolution Authorizing and Approving Payment of Bills  
for the Month of April, 2018**

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

## NBHA RESOLUTION 2018 – 5/23 # 14

### Resolution Authorizing and Approving the State of New Jersey Budget for All Programs and Operations for FYE 6/30/19

**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**, Asset Management requires implementation of long term capital planning and allocations, regular review of financial information and physical stock, implementation of property management performance standards, setting ceiling and flat rents, site based budget, budget tracking requirements, implementation of cash management , long term viability of the property projections, property repositioning and replacement strategies; and

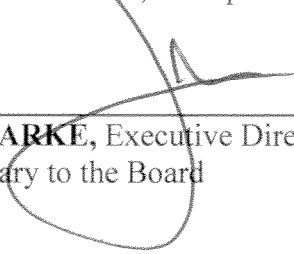
**WHEREAS**, the New Brunswick Housing Authority (NBHA) has worked with the AMP Managers and the Fee Accountant to complete the conversion to Project-Based Accounting and Project- Based Asset Management and has implemented the reductions in funding from sequestration into the budgets for consideration by the Board of Commissioners in accordance with U.S. Department of HUD’s requirements ; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby authorizes and approves unit budgets the State of New Jersey Budget and Budgets for all AMPs, COCC, Section 8-HCV and General Redevelopment Operation Programs FYE 6/30/19.

**BE IT FURTHER RESOLVES** that the Board of Commissioner of the Housing Authority of the City of New Brunswick hereby approves and ratifies the submission of the State of New Jersey Budget and certifies and approves submission to the U.S. Department of Housing and Urban Development (HUD).

Passed on this 23<sup>rd</sup> day of May, 2018 (See attached Vote Box)

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

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

**NBHA RESOLUTION 2018 – 5/23 # 14**

**Resolution Authorizing and Approving the State of New Jersey Budget for All Programs and Operations for FYE 6/30/19**

<b>COMMISSIONERS</b>	<b>MOVES</b>	<b>SECONDS</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
DUNLAP			✓			
JONES		✓	✓			
OVANDO						✓
GIORGIANNI			✓			
VACANT						
WOLDE	✓		✓			
CALDWELL			✓			

## NBHA RESOLUTION 2018 – 5/23 # 15

### Resolution Approving the Late Submission of the Housing Authority of the City of New Brunswick's Budget

**WHEREAS**, New Jersey State Law requires that a Public Housing Authority submit its budget to the New Jersey Department of Community Affairs sixty (60) days prior to the start of its fiscal year; and

**WHEREAS**, N.J.A.C. 5:31 requires that a Housing Authority adopt a late budget resolution should it not adhere to the 60 day requirement; and

**WHEREAS**, the Housing Authority of the City of New Brunswick (Authority) did not submit its budget prior to the 60 day requirement for the follow reasons:

1. The HUD capital fund and subsidy formulas, which are a major component of the Authority's budget, were not approved or released by HUD in time to meet the submission deadline.
2. HUD has still not released its capital fund formula amount for 2018 and HUD has not released all subsidy formulas for its 2018 budget. Because of these facts, the Housing Authority budget has been developed based on estimates for 2018 using actual expenditure amounts from 2017 and projections for subsidy amount, to create the 2018 budget.

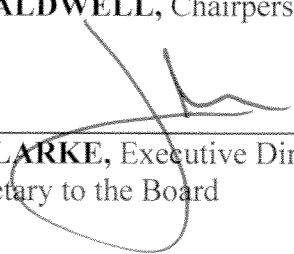
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby adopts this resolution to submit the late budget in accordance with N.J.A.C. 5:31.

Passed on this 23<sup>rd</sup> day of May, 2018 (See attached Vote Box)



---

**DALE CALDWELL**, Chairperson



---

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

**NBHA RESOLUTION 2018- 5/23 # 15**

**Resolution Approving the Late Submission of the Housing Authority of  
the City of New Brunswick's Budget**

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



## NBHA RESOLUTION 2018 - 5/23 # 16

### Resolution Approving and Adopting the New Brunswick Housing Authority Capital Fund Policy

**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 Housing Authority of the City of New Brunswick is in need of a Capital Fund Policy; and

**WHEREAS**, a Capital Fund Policy has been drafted to include controls and procedures for all areas of financial management and operations; and

**WHEREAS**, once adopted the Capital Fund Policy will provide staff and management with procedures to follow that assure that proper procedures to follow with regard to managing and operating the Capital Fund and all related financial systems and operations; and

**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 New Brunswick Housing Authority Capital Fund Policy as attached hereto and directs the Executive Director and NBHA staff to implement the policy immediately.

Passed on this 23<sup>rd</sup> day of May, 2018 (See attached Vote Box)

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

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

**NBHA RESOLUTION 2018 – 5/23 # 16**

**Resolution Approving and Adopting the New Brunswick Housing  
Authority Capital Fund Policy**

<b>COMMISSIONERS</b>	<b>MOVES</b>	<b>SECONDS</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
DUNLAP		✓	✓			
JONES	✓		✓			
OVANDO						✓
GIORGIANNI			✓			
VACANT						
WOLDE			✓			
CALDWELL			✓			

**NBHA RESOLUTION 2018 - 5/23 # 17**

**Resolution Approving and Adopting a Revised New Brunswick Housing Authority Internal Control Policy**

**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 Housing Authority of the City of New Brunswick is in need of revisions to the Internal Control Policy; and

**WHEREAS**, a revised Internal Controls Policy has drafted to include controls and procedures for all areas financial management and operations; and

**WHEREAS**, once adopted the revised Internal Control Policy will provide staff and management with procedures to follow that assure that proper internal controls are in place for oversights of all financial systems and operations; and

**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 New Brunswick Housing Authority's Revised Internal Controls Policy as attached hereto and directs the Executive Director and NBHA staff to implement the policy immediately.

Passed on this 23<sup>rd</sup> day of May, 2018 (See attached Vote Box)

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

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

**NBHA RESOLUTION 2018 – 5/23 # 17**

**Resolution Approving and Adopting a Revised New Brunswick Housing Authority Internal Control Policy**

<b>COMMISSIONERS</b>	<b>MOVES</b>	<b>SECONDS</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
DUNLAP			✓			
JONES			✓			
OVANDO						✓
GIORGIANNI	✓		✓			
VACANT						
WOLDE		✓	✓			
CALDWELL			✓			

**NBHA RESOLUTION 2018 - 5/23 # 18**

**Resolution Recognizing the Resident Council of Schwartz-Robeson Homes as the Representatives of Public Housing Programs for the New Brunswick Housing 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 Authority (NBHA), is eager to establish effective communication with its public housing residents; and

**WHEREAS**, the NBHA seeks to establish a partnership agreement with the residents of public housing to improve living conditions and services; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby recognizes the Resident Council of Schwartz-Robeson as the representatives of public housing for the New Brunswick Housing Authority.

**BE IT FURTHER RESOLVED**, that the Executive Director and Board of Commissioners Operations-Finance Committee is authorized to meet with the Resident Council of Schwartz-Robeson Home (Resident Council) to complete a partnership agreement between the NBHA and the Resident Council,

Passed on this 23<sup>rd</sup> day of May, 2018 (See attached Vote Box)

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

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

**NBHA RESOLUTION 2018 - 5/23 # 18**

**Resolution Recognizing the Resident Council of Schwartz-Robeson  
Homes as the Representatives of Public Housing Programs for the New  
Brunswick Housing Authority**

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