

**RESOLUTION NO. 5152**


**Approving The Schedule Of Regular Board Meetings:**  
**For Calendar Year 2016**  
**LAKWOOD HOUSING AUTHORITY**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean and State of New Jersey, that the following schedule of Board Meetings and locations be and hereby is adopted pursuant to the By-Laws of the Authority. The following dates are hereby scheduled as the Regular meeting nights of the Lakewood Housing Authority Board of Commissioners for the calendar year 2016. All meetings are to be held at the times and the addresses indicated hereinafter,

DATE	PLACE	ADDRESS	TIME
Tuesday, January 26	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, February 23	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, March 22	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, April 19	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, May 24	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, June 28	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, July 26	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, August 23	No Meeting	N/A	N/A
Tuesday, September 27	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, October 25	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Tuesday, November 22	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM
Friday, December 27	Administrative Office	317 Sampson Ave., Lkwd, NJ	10:30 AM
Tuesday, January 24, 2017	Administrative Office	317 Sampson Ave., Lkwd, NJ	6:00 PM

AND, BE IT FURTHERMORE RESOLVED that notice of this Resolution be provided to the newspapers, a copy filed with the Township Clerk, and a copy be posted on the Bulletin Boards of the Lakewood Housing Authority and Municipal Building.

*I hereby certify that this is a true copy of a Resolution duly adopted by the Board of Commissioners, of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Special Meeting held on the 22<sup>nd</sup> day of December 2015.*

  
Mary Jo Grauso, Secretary  
Executive Director

**RESOLUTION NO. 5153**

**LOCAL AUTHORITIES - ACCOUNTING AND AUDITING  
CERTIFICATION**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended **December 31, 2014** has been completed and filed with the **State of New Jersey** pursuant to N.J.S.A.40A.5A-15; and

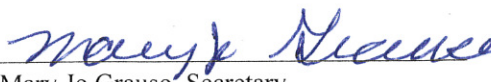
WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE BE IT RESOLVED, that the governing body of the Lakewood Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **December 31, 2014**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

I hereby certify that the above is a true copy of a Resolution duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood in the County of Ocean, at its Regular Board Meeting held on the 22nd day of December 2015.

  
Mary Jo Grauso, Secretary  
Executive Director

**RESOLUTION NO. 5154**

**RESOLUTION BY THE COMMISSIONERS OF THE  
LAKEWOOD HOUSING AUTHORITY  
ADOPTING A REVISED PROCUREMENT POLICY**

WHEREAS, the Lakewood Housing Authority (the "Authority") is subject to both Federal and State procurement laws and regulations; and

WHEREAS, with the adoption of 2 C.F.R. 200.318 *et seq.* the Federal Government substantially revised the procurement regulations which were formerly codified in 24 C.F.R. 85.36; and

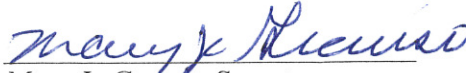
WHEREAS, the U. S. Department of Housing and Urban Development has mandated that public Housing Authorities amend their procurement policies to include the new regulations; and

WHEREAS, the attached procurement policy which has been prepared by our legal counsel and in conjunction with the Rutgers Training Course on "Procurement and Contract Management for Executive Directors" reflects current applicable Federal and State laws and regulations including the provisions contained in 2 C.F.R. 200.318 *et seq.* as well as the current bid thresholds.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LAKEWOOD HOUSING AUTHORITY that it hereby approves and adopts the revised procurement policy in the form attached hereto.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Miriam Medina	X			
Eric C. Sherman	X			
Gregory Stafford Smith	X			
Joseph Weingarten				X
Nechama Heinemann				X
Angela R. Caldwell	X			

*I hereby certify that this is a true copy of a Resolution duly adopted by the Board of Commissioners, of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Special Meeting held on the 22nd day of December 2015.*

  
Mary Jo Grauso, Secretary  
Executive Director



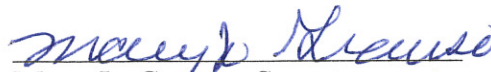
**RESOLUTION NO. 5155**

**WRITING OFF UNCOLLECTIBLE RENTS**

WHEREAS, the Housing Authority of the Township of Lakewood in the County of Ocean has made repeated and concerted efforts to collect delinquent rents from several former tenants without success,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean, State of New Jersey, that the following rent amounts, as of December 31, 2015, totaling \$27,217.98, due from the persons named in the attached list be written-off as uncollectible rents.

I hereby certify that the above is a true copy of a Resolution duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood in the County of Ocean, at its Special Meeting held on the 22nd day of December 2015.



Mary Jo Grauso, Secretary  
Executive Director

**RESOLUTION NO. 5156**

**APPROVING A 3% SALARY INCREASE FOR  
LAKEWOOD HOUSING AUTHORITY STAFF  
EFFECTIVE JANUARY 1, 2016**

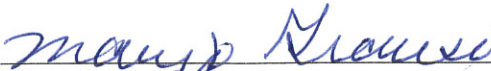
WHEREAS, the Board of Commissioners ("BOARD"), of the Housing Authority of the Township of Lakewood ("AUTHORITY"), in the County of Ocean, and State of New Jersey, wishes to approve a 3% salary increase for the staff of the Authority as reflected in the 2016 Lakewood Housing Authority Budget ; and

WHEREAS, the staff of the Authority continues to perform exceptionally well as indicated by PHAS/SEMAP Scores, PIC Reports, and Independent Audits; and

WHEREAS, the Executive Director certifies funds are available and contained in the proposed 2016 budget for this increase; and

NOW THEREFORE BE IT RESOLVED that the Board approves the 3% increase of annual salary, as indicated in the budget, effective January 1, 2016.

*I hereby certify that the above is a true copy of the Resolution duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood in the County of Ocean at its Regular Meeting held on the 22nd day of December 2015.*

  
\_\_\_\_\_  
Mary Jo Grasso, Secretary  
Executive Director

**RESOLUTION NO. 5157**

**APPOINTMENT OF COMMISSIONER TO NEW JERSEY PUBLIC HOUSING  
AUTHORITY JOINT INSURANCE FUND**

**WHEREAS**, the Lakewood 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 Commissioners of the Lakewood Housing Authority does hereby appoint Scott Parsons as its Fund Commissioner and Mary Jo Grauso as its Alternate Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2016.

*I hereby certify that the above is a true copy of the Resolution duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood in the County of Ocean at its Regular Meeting held on the 22nd day of December 2015.*



---

Mary Jo Grauso, Secretary  
Executive Director

**RESOLUTION NO. 5158**

**ADOPTION OF A RETIREMENT PLAN  
FOR THE LAKEWOOD HOUSING AUTHORITY**

WHEREAS, the Board of Commissioners ("Board"), of the Housing Authority of the Township of Lakewood ("Authority"), in the County of Ocean, and State of New Jersey, wishes to approve the Lakewood Housing Authority Profit Sharing Plan (hereinafter referred to as the ("Plan")), for the exclusive benefit of the employees of the Authority and their beneficiaries; and

WHEREAS, the Plan was previously approved and adopted effective as of January 1, 1996; and

WHEREAS, the form of the Plan presented to this meeting is a Prototype Non-Standardized Profit Sharing Plan and Trust, IRS Letter Serial No. J398207a; and

WHEREAS, for the purpose of the limitations on contributions and benefits under the Plan as prescribed by Internal Revenue Code Section 415, the Limitation Year shall be the twelve (12) consecutive month period ending on a December 31; and

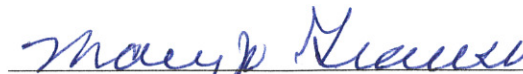
WHEREAS, Mary Jo Grauso be and she, hereby, is authorized to take the necessary steps to secure a determination from the Treasury Department that the Plan and the Trust associated with the Plan are qualified under Sections 401 (a) and 501 (a) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, Mary Jo Grauso be and she, hereby, is authorized, on behalf of the Commissioners, to make such changes, amendments to the Plan and/or Trust, with or without retroactive effect, in any respect or manner necessary in the opinion of counsel to establish or continue the qualification of such Plan under Section 401 (a) and of such trust under Section 501 (a) of the Internal Revenue Code of 1986, as amended; and

NOW THEREFORE, BE IT RESOLVED that Mary Jo Grauso, Scott Parsons, and Miriam Median shall continue in their duties as Trustees of the Plan and Trust, to serve at the pleasure of the Board of Commissioners; and

BE IT FURTHER RESOLVED that any and all action taken by the proper officers of the Authority with respect to the foregoing resolution is hereby ratified, confirmed and approved.

*I hereby certify that the above is a true copy of the Resolution duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood in the County of Ocean at its Regular Meeting held on the 22nd day of December 2015.*

  
\_\_\_\_\_  
Mary Jo Grauso, Secretary  
Executive Director