

**RESOLUTION 5202**

**2018 LAKEWOOD HOUSING AUTHORITY BUDGET RESOLUTION**

**FISCAL YEAR: FROM: 1-1-2018 TO: 12-31-2018**

WHEREAS, the Annual Budget and Capital Budget for the Lakewood Housing Authority for the fiscal year beginning JANUARY 1, 2018 and ending DECEMBER 31, 2018 have been presented before the governing body of the Lakewood Housing Authority at its open public meeting of OCTOBER 24, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 15,979,905 ,Total Appropriations, including any Accumulated Deficit if any, of \$ 15,793,940 and Total Unrestricted Net Position utilized of \$ 0 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 336,618 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lakewood Housing Authority, at an open public meeting held on OCTOBER 24, 2017, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lakewood Housing Authority for the fiscal year period beginning JANUARY 1, 2018 and ending DECEMBER 31, 2018 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lakewood Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 19, 2017.

*Mary M. Mauro*  
(Secretary's Signature)

10-24-17  
(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Miriam Medina				X
Gregory Stafford Smith	X			
Shabsi Ganzweig	X			
Nechama Heinemann	X			
Angela R. Caldwell	X			
Denise Douglas	X			
Joseph Weingarten				X

**RESOLUTION NO. 5203**

**RESOLUTION APPROVING MERIT PAYMENT  
FOR KEY ADMINISTRATIVE STAFF**

WHEREAS, the Board of Commissioners ("Board"), of the Lakewood Housing Authority ("Authority"), of the Township of Lakewood, in the County of Ocean and State of New Jersey, wishes to approve merit payment for the Section 8 staff for taking on and completing all extra work related to the Lakewood Plaza II and Princeton Community Housing Project Based Voucher programs; and

WHEREAS, staff completed all required certifications for ninety six PBV's in a timely and efficient manner without compromising the completion of the existing work load and client interaction; and

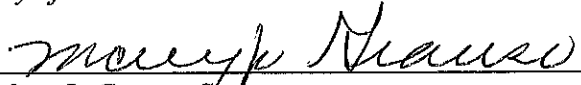
WHEREAS, the Executive Director wishes to assure the Board that the mission of the Housing Authority and the population it serves was not compromised during this period of time; and

NOW THEREFORE BE IT RESOLVED, that the Board approve a merit payment to each of these staff members for exceeding in their job duties and in recognition of a job well done.

1 Primary caseworker @ \$2,610  
5 Caseworkers @2,333  
2 Case checkers @\$863  
2 HQS Inspectors @633

(See attached proposal)

*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 Lakewood in the County of Ocean at its Regular Board Meeting held on the 24th day of October 2017.*

  
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Mary Jo Grauso, Secretary  
Executive Director

## **Proposal for Merit Payments for Key Administrative Staff**

In 2015 the Lakewood Housing Authority began administering a total of 96 additional Project Based Vouchers for both Princeton Community Housing and Lakewood Plaza II. In 2015, administration staff that was involved in getting the programs up and running, performing the HQS inspections and initial/interim/annual recertifications were provided with a merit payment in recognition of taking on the additional work load in addition to generating an additional source of income for the LHA.

Since the initial merit payment in 2015, the employees that have been completing this additional workload and generating additional revenue have not been recognized in a monetary way for their efforts. Through 2016 and 2017, the case workers, case checkers and HQS inspectors have generated approximately \$173,000 in additional administrative fee income that has been critical in supplementing HUD's proration of administration fees at 74%.

The addition of 96 vouchers to the LHA's portfolio could have easily resulted in the need to hire 1 more case worker at a cost of \$50,000+/- per year when factoring in benefits. This proposal suggests taking 20% of the additional administrative fees earned in 2017 only (\$17,269) and providing it as a merit payment to the case workers, case checkers and HQS inspectors as follows:

\$2,610 to Primary Case Worker  
\$2,333 to each Case Worker  
\$863 to each Case Checker  
\$633 to each HQS Inspector

The Case Workers are relatively low paid employees that do not often get recognized for all they do to keep the LHA going on a daily basis and being a perennially high performing agency. Approving the merit as proposed above will go a long way in encouraging the staff and validating our appreciation of their dedicated efforts.