

**RESOLUTION NO. 5348**

**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, 2022** 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, 2022**, 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 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 Board Meeting held on the 2<sup>nd</sup> day of November 2023.*

  
\_\_\_\_\_  
*Scott E. Parsons, Secretary  
Executive Director*

Motion: SG    Second: BA

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Gregory Stafford-Smith	<b>X</b>			
Shabsi Ganzweig	<b>X</b>			
Angela Caldwell	<b>X</b>			
Denise Douglas	<b>X</b>			
Eli Rennert	<b>X</b>			
Bassi Aderet	<b>X</b>			

**RESOLUTION NO. 5349**

**EXTENDING SHARED SERVICE AGREEMENT  
BETWEEN THE LAKEWOOD HOUSING AUTHORITY  
AND THE BERKELEY HOUSING AUTHORITY  
FOR BOOKKEEPING SERVICES**

**WHEREAS**, the Lakewood Housing Authority (the “LHA”) has a desire to maximize revenue opportunities due to lost revenues from reduced HUD subsidies; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1, et seq.), permits, authorizes, and encourages public bodies to enter into agreements with each other for cost saving purposes; and

**WHEREAS**, the Berkeley Housing Authority (BHA) has determined that it is in need of bookkeeping services and reached out to the LHA regarding providing such services; and

**WHEREAS**, the LHA has a highly qualified employee, Teresa Acosta, who possesses the expertise and experience to provide the BHA’s bookkeeping service needs; and

**WHEREAS**, the parties have determined it to be in their mutual best interest to enter into a Shared Service Agreement for bookkeeping services; and

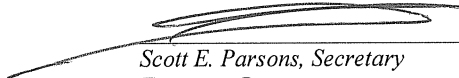
**WHEREAS**, both the LHA and BHA recognize the value and economic benefit in shared bookkeeping services and desire to enter into a Shared Services Agreement whereby the LHA will designate Teresa Acosta to work on BHA matters for approximately seven (7) hours per work week and no more than fourteen (14) hours per work week; and

**WHEREAS**, Teresa Acosta will receive compensation of fifty percent of the revenue generated to be paid on a monthly basis following the providing of services and billing to the BHA; and

**WHEREAS**, counsel has reviewed and approved the Shared Services Agreement to be entered into with the BHA;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Lakewood Housing Authority hereby approves extending the Shared Service Agreement (see attached), between the Lakewood Housing Authority and the Berkeley Housing Authority for bookkeeping services through December 31, 2024 and that the Executive Director is hereby authorized to execute said agreement and to take any and all necessary administrative actions to implement this Resolution.

*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 Regular Board Meeting held on the 2<sup>nd</sup> day of November 2023.*

  
\_\_\_\_\_  
*Scott E. Parsons, Secretary  
Executive Director*

Motion: SG                      Second: BA

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell	X			
Denise Douglas	X			
Eli Rennert	X			
Bassi Aderet	X			

**RESOLUTION NO. 5350**

**APPROVING SHARED SERVICE AGREEMENT  
BETWEEN THE LAKEWOOD HOUSING AUTHORITY  
AND THE BERKELEY HOUSING AUTHORITY  
FOR RAD PBV TRAINING SERVICES**

**WHEREAS**, the Lakewood Housing Authority (the “LHA”) has a desire to maximize revenue opportunities due to lost revenues from reduced HUD subsidies; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1, et seq.), permits, authorizes, and encourages public bodies to enter into agreements with each other for cost saving purposes; and

**WHEREAS**, the Berkeley Housing Authority (BHA) has determined that it is in need of employee training services and reached out to the LHA regarding providing such services; and

**WHEREAS**, the LHA has a highly qualified employee, Tania Berrios, who possesses the expertise and experience to provide the BHA’s RAD PBV training needs; and

**WHEREAS**, the parties have determined it to be in their mutual best interest to enter into a Shared Service Agreement for employee training services; and

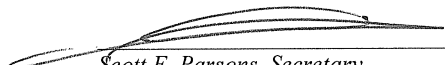
**WHEREAS**, both the LHA and BHA recognize the value and economic benefit in shared training services and desire to enter into a Shared Services Agreement whereby the LHA will designate Tania Berrios to train BHA employees on RAD PBV matters for approximately seven (7) hours per work week and no more than fourteen (14) hours per work week; and

**WHEREAS**, Tania Berrios will receive compensation of fifty percent of the revenue generated to be paid on a monthly basis following the providing of services and billing to the BHA; and

**WHEREAS**, counsel has reviewed and approved the Shared Services Agreement to be entered into with the BHA;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Lakewood Housing Authority hereby approves entering into the Shared Service Agreement (see attached), between the Lakewood Housing Authority and the Berkeley Housing Authority for training services effective November 15, 2023 and that the Executive Director is hereby authorized to execute said agreement and to take any and all necessary administrative actions to implement this Resolution.

*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 Regular Board Meeting held on the 2<sup>nd</sup> day of November 2023.*

  
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*Scott E. Parsons, Secretary  
Executive Director*

Motion: SG      Second: BA

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell	X			
Denise Douglas	X			
Eli Rennert	X			
Bassi Aderet	X			

**RESOLUTION NO. 5351**

**AMENDING THE EMPLOYEE HEALTH BENEFITS POLICY**

**WHEREAS**, in an effort to assist in the effort to retain current employees, and attract new quality employees when needed, the LHA has a desire to enhance its current employee health benefit policy; and

**WHEREAS**, ED Parsons created proposed revisions to the existing policy, considering current and future budget concerns/constraints, and presented the plan to the Personnel Committee on October 26<sup>th</sup>; and

**WHEREAS**, the Personnel Committee did not have any objections to the plan and authorized it to be presented to the board in resolution format; and

**WHEREAS**, the policy currently states: “Health benefits for eligible employees will be provided by the LHA on the 1<sup>st</sup> of the month after the employee has successfully completed ninety (90) days of employment for the LHA. Families of employees hired on or after January 1, 2002 will not be eligible for company paid medical benefits. Resolution No. 4438 adopted on April 27, 1999 and Resolution No. 4654 adopted on April 23, 2002. Coverage for family members will be allowed through a payroll deduction if so elected by the employee.”; and

**WHEREAS**, the proposed policy would read as follows: “Health benefits for eligible employees will be provided by the LHA on the 1<sup>st</sup> of the month after the employee has successfully completed sixty (60) days of employment for the LHA. The LHA will provide company paid health insurance for the employee and the LHA will split the additional cost 50/50 with the employee should they choose to add family members/dependents to their health insurance coverage/policy; and

**WHEREAS**, the LHA will also modify the employee health insurance contribution rates, detailed in “Chapter 78”, and use exclusively the “Family” rate chart, capping the employee contribution rate at 20% when a salary of \$70,000 or above is reached.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Lakewood Housing Authority hereby approves amending the Employee Health Benefits Policy as detailed in this resolution, with an effective date of January 1, 2024, and that the Executive Director is hereby authorized to take any and all necessary administrative actions to implement this Resolution.

*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 Regular Board Meeting held on the 2<sup>nd</sup> day of November 2023.*



Scott E. Parsons, Secretary  
Executive Director

Motion: SG      Second: BA

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell	X			
Denise Douglas	X			
Eli Rennert	X			
Bassi Aderet	X			

**RESOLUTION NO. 5352**

**AMENDING THE LHA FIRST-TIME HOMEOWNERSHIP PROGRAM POLICY**

WHEREAS, the Board of Commissioners of the Housing Authority of the Township of Lakewood (the “Authority”) has determined that it is appropriate to amend the LHA First-Time Homeownership Program Policy by revising the employment provision to further define “continuously employed” as follows:

**3. Employment**

**Existing Policy:**

*With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to participate in the program. As long as a participant is working 30+ hours per week and the job(s) are continuous for at least one year prior to enrollment into the Homeownership Program, the 30 hours can consist of 2 jobs. Self-employment will be considered on a case by case basis. If the family member is self-employed a certification must be signed that states, the employment is 30 hours or more per week and the income is equivalent to or more than 2000 hours at the current Federal minimum income wage requirement.*

**Proposed Revision to Policy:**

*With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to participate in the program. As long as a participant is working 30+ hours per week and the job(s) are continuous for at least one year prior to enrollment into the Homeownership Program, the 30 hours can consist of **multiple** jobs. Self-employment will be considered on a case by case basis. If the family member is self-employed a certification must be signed that states, the employment is 30 hours or more per week and the income is equivalent to or more than 2000 hours at the current Federal minimum income wage requirement.*

**Continuous employment may be with more than one employer as long as there is no longer than a three-week interruption/break in employment between jobs. Interruptions due to temporary disability or maternity leave will not be considered a break in employment as long as the individual has since returned to work.**

**NOW THEREFORE BE IT RESOLVED** that the LHA First-Time Homeownership Program Policy is hereby revised to change the aforementioned language in identified section of the LHA First-Time Homeownership Program to the “proposed” policy revision.

*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 Regular Board Meeting held on the 2<sup>nd</sup> day of November 2023.*



Scott E. Parsons, Secretary  
Executive Director

Motion: SG      Second: BA

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell	X			
Denise Douglas	X			
Eli Rennert	X			
Bassi Aderet	X			