

ENGLEWOOD HOUSING AUTHORITY

111 West Street

Englewood, New Jersey 07631

Tel.: (201) 871-3451

Fax: (201) 871-5908

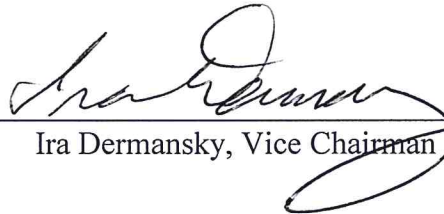
RESOLUTION NO. 10- 04- 2016 (1)

OFFERED BY: Commissioner Dermansky

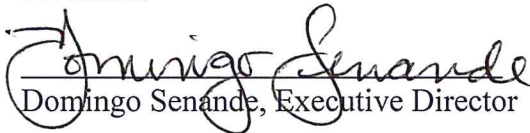
SECONDED BY: Commissioner Aspinwall

BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:

To approve the August 1, 2016 Board Meeting minutes.


Ira Dermansky, Vice Chairman

ATTEST:


Domingo Senande, Executive Director

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|---------------------------------------|---------------|
| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |

At the Board Meeting of October 4, 2016 (1) upon roll call of Commissioners present,
all voted "Aye" and Resolution October 4, 2016 (1) as carried.

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RESOLUTION NO. 10 – 04 - 16 (2)

APPROVAL OF ANNUAL PLAN

OFFERED BY: Commissioner Aspinwall
SECONDED BY: Commissioner Dermansky

WHEREAS, the Quality Housing & Work Responsibility Act of 1998 (QHWRA) mandates that public housing authorities prepare an annual and five year plan which must be submitted to the U. S. Department of Housing & Urban Development 75 days prior to the commencement of the fiscal year; and

WHEREAS, the Housing Authority of the City of Englewood is required to submit their annual plan for the fiscal year commencing on 1/1/2017; and

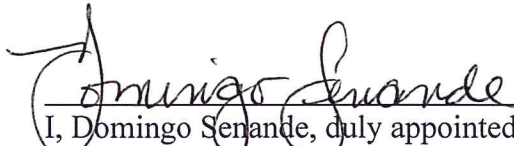
WHEREAS, QHWRA mandates that the Housing Authority establish a Resident Advisory Board for the purpose of developing the PHA plan; and

WHEREAS, the Housing Authority has complied with all aspect of QHWRA with respect to developing the plan documents;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Englewood that the Annual Plan for the fiscal year commencing 1/1/2017 be hereby approved; and

BE IT FURTHER RESOLVED that the Chairperson and Executive Director and hereby authorized to execute the attached certification concerning compliance with applicable plan regulations.

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| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |


I, Domingo Senande, duly appointed
Executive Director of the Housing Authority
of the City of Englewood do hereby certify
that the forgoing is a true and correct copy of
resolution adopted at a regular meeting of the
Housing Authority held on October 4, 2016
at 7:00 P.M.

Domingo Senande
Executive Director

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RESOLUTION NO. 10-04-2016 (3)

OFFERED BY: Commissioner Correa
SECONDED BY: Commissioner Aspinwall

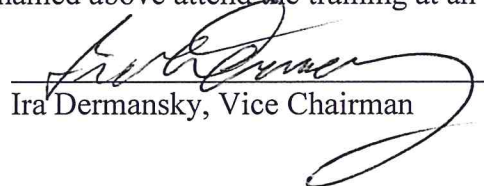
**BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:**

WHEREAS, the Englewood Housing Authority's Executive Director, Section 8 staff and the eligibility employee are in need of current Housing Choice Voucher training; and

WHEREAS, the New Jersey NAHRO is offering Section 8 training in Atlantic City on November 14th, 2016 through November 16th, 2016; and

WHEREAS, the Executive Director, Mr. Senande recommends that himself, Section 8 staff and the eligibility employee attend the training; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Englewood Housing Authority approve that all named above attend the training at an amount not to exceed \$5,000.00.


Ira Dermansky, Vice Chairman

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| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |

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RESOLUTION NO. 10-04-2016 (4)

RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES

Offered By: Commissioner Dermansky **Seconded By:** Commissioner Correa

WHEREAS, it is the policy of Englewood Housing Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Englewood Housing Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Englewood Housing Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Englewood Housing Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or laws shall prevail. In all other cases, these policies and procedures shall prevail.

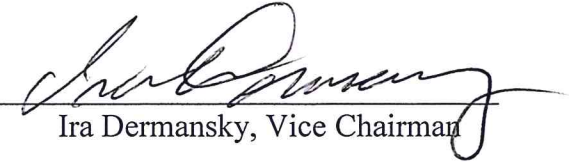
BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by the Englewood Housing Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the housing authority.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Englewood Housing Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Executive Director and the Housing Authority attorney shall assist the Executive Director in the implementation of the policies and procedures in this manual.

ATTEST:


Domingo Senande, Executive Director


Ira Dermansky, Vice Chairman

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| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |

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RESOLUTION NO. 10-04-16 (5)

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD AUTHORIZING THE EXECUTIVE DIRECTOR TO
ENTER INTO A STATE CONTRACT WITH RICCIARDI
BROTHERS FOR THE PURCHASE OF PAINTING SUPPLIES**

Offered by: Commissioner Correa
Seconded by: Commissioner Dermansky

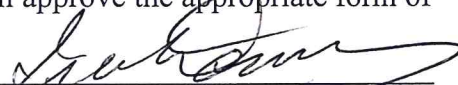
WHEREAS, the Housing Authority of the City of Englewood requires the purchase of painting supplies; and

WHEREAS, pursuant to N.J.S.A. 40A:11 – 12a the Housing Authority is authorized to purchase painting supplies under state contract number 82224 and;

WHEREAS, it is in the best interest of the Authority to purchase painting supplies from Ricciardi Brothers under state contract number 82224; and

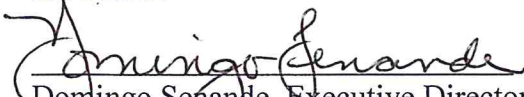
NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Englewood authorizes the Executive Director to enter into a contract with Ricciardi Brothers under state contract number 82224 for purchase of painting supplies; and

BE IT FURTHER RESOLVED that legal counsel shall approve the appropriate form of contract.


Ira Dermansky, Vice Chairman

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| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |

ATTEST:


Domingo Senande, Executive Director

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RESOLUTION NO. 10-04-2016 (6)

OFFERED BY: Commissioner Aspinwall
SECONDED BY: Commissioner Correa

BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:

WHEREAS, the Executive Director, Domingo Senande was on an extended
vacation; and

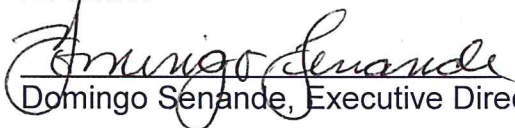
WHEREAS, in the midst of his absence four employees, Manny Tapia,
Maintenance Supervisor, Zoila Borda, Section 8 Coordinator, Rita Estella, Bookkeeper
and Laura Menoni, Administrative Assistant took responsibility of the office work; and

WHEREAS, in recognition of their diligent work and dedication, Chairman Kane
recommended they all receive a bonus in the amount of \$300.00 each; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the
Englewood Housing Authority authorizes the approval of compensating Manny Tapia,
Maintenance Supervisor, Zoila Borda, Section 8 Coordinator, Rita Estella, Bookkeeper
and Laura Menoni, Administrative Assistant \$300.00 per employee.


Ira Dermansky, Vice Chairman

ATTEST:


Domingo Senande, Executive Director

Vice Chairman Ira Dermansky
Commissioner Raymond Aspinwall
Commissioner Raul Correa
Commissioner Jennifer Johnson-Rothman
Commissioner Carla D. Jones
Commissioner Charles Moche

Aye
Aye
Aye
Aye
Absent
Absent

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RESOLUTION NO. 10-04-2016 (7)

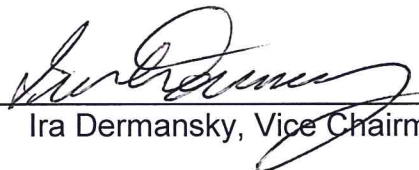
OFFERED BY: Commissioner Dermansky
SECONDED BY: Commissioner Aspinwall

BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:

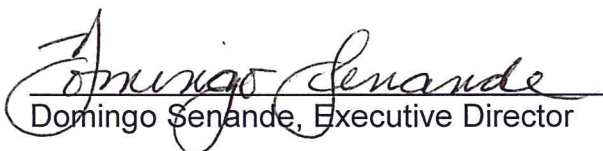
WHEREAS, the Englewood Housing Authority is in the process of planning their staff's year-end celebration; and

WHEREAS, the Authority will only permit \$40.00 per person to be paid via non-federal funds; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Englewood Housing Authority authorizes a fee not to exceed \$40.00 per person.


Ira Dermansky, Vice Chairman

ATTEST:


Domingo Senande, Executive Director

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|---------------------------------------|---------------|
| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |

At the Board Meeting of 10-04-2016 (7) upon roll call of Commissioners present, all voted "Aye" and Resolution October 4, 2016(7) as carried.

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RESOLUTION NO. 10 – 04 – 2016 (8)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING BILLS AND CLAIMS FOR THE PERIOD
OF
AUGUST

OFFERED BY: Commissioner Dermansky
SECONDED BY: Commissioner Correa

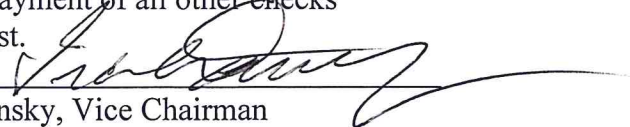
WHEREAS, the bills and claims per the attached listing (voucher numbers through)

| | |
|-------------|--------|
| E.H.M.S. - | 001245 |
| Foti- | 001286 |
| Tibbs - | 002487 |
| Section 8 - | 001823 |
| W.G. - | 003138 |

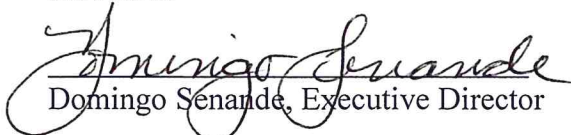
were reviewed and found acceptable as amended at the meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve disbursement and payment of all checks on the attached listing for the period of August 1st through 31st.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve payment of all other checks identified on the attached listing for the period of August.


Ira Dermansky, Vice Chairman

ATTEST:


Domingo Senande, Executive Director

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|---------------------------------------|---------------|
| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |

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RESOLUTION NO. 10 – 04 - 2016 (9)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING BILLS AND CLAIMS FOR THE PERIOD
OF
SEPTEMBER

OFFERED BY: Commissioner Dermansky
SECONDED BY: Commissioner Correa

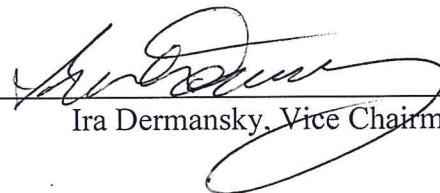
WHEREAS, the bills and claims per the attached listing (voucher numbers through)

| | |
|-------------|--------|
| E.H.M.S. – | 001255 |
| Foti- | 001294 |
| Section 8 - | 001841 |
| Tibbs – | 002532 |
| W.G. - | 003191 |

were reviewed and found acceptable as amended at meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve disbursement and payment of all checks on the attached listing for the period of September 1st through 30th.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve payment of all other checks identified on the attached listing for the period of September.


Ira Dermansky, Vice Chairman

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|---------------------------------------|---------------|
| Vice Chairman Ira Dermansky | <u>Aye</u> |
| Commissioner Raymond Aspinwall | <u>Aye</u> |
| Commissioner Raul Correa | <u>Aye</u> |
| Commissioner Jennifer Johnson-Rothman | <u>Aye</u> |
| Commissioner Carla D. Jones | <u>Absent</u> |
| Commissioner Charles Moche | <u>Absent</u> |