

ENGLEWOOD HOUSING AUTHORITY
111 West Street
Englewood, New Jersey 07631
Tel.: (201) 871-3451
Fax: (201) 871-5908

RESOLUTION NO. 12- 20- 2021 (1)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING THE MINUTES OF THE
NOVEMBER 22, 2021
BOARD OF COMMISSIONERS MEETING

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

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

To approve the November 22, 2021 Board Meeting minutes.



Carlos Aguila, Jr., Chairman

ATTEST:


Domingo Senande Executive Director

Chairman Carlos Aguila, Jr.	<u>Aye</u>
Vice Chairwoman Melvina Cobb	<u>Aye</u>
Commissioner Desiree Chaney	<u>Absent</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Elisha Gurfein	<u>Aye</u>
Commissioner Alfanso Whilby	<u>Absent</u>

At the Board Meeting of October 27, 2021 (1) upon roll call of Commissioners present, all voted "Aye" and Resolution October 27, 2021 (1) as carried.

2022 (2022-2023) ADOPTED BUDGET RESOLUTION

Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

RESOLUTION No. 12-20-21 (2)
ENGLEWOOD HOUSING AUTHORITY
 (Name)
HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/2022 TO: 12/31/2022

OFFERED BY: Chairman Aguila SECONDED BY: Commissioner Corfeir

WHEREAS, the Annual Budget and Capital Budget/Program for the Englewood Housing Authority for the fiscal year beginning January 1, 2022 and ending, December 31, 2022 has been presented for adoption before the governing body of the Englewood Housing Authority at its open public meeting of December 20, 2021; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 11,964,066, Total Appropriations, including any Accumulated Deficit, if any, of \$11,903,807 and Total Unrestricted Net Position utilized of \$ _____ 0 _____; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$8,000,000 and Total Unrestricted Net Position planned to be utilized of \$ _____ 0 _____; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Englewood Housing Authority, at an open public meeting held on December 20, 2021 that the Annual Budget and Capital Budget/Program of the Englewood Housing Authority for the fiscal year beginning, 1/1/2022 and, ending, 12/31/2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Comunio Serrano
 (Secretary's Signature)

1/14/2022
 (Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Chairman Aguila, Jr.	Aye			
Vice Chairman Cobb	Aye			
Commissioner Gagne				Absent
Commissioner Corde	Aye			
Commissioner Corfeir	Aye			
Commissioner Walsh				Absent

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Resolution Adopting Personnel Policies and Procedures

RESOLUTION NO. 12-20-2021 (3)

OFFERED BY: Commissioner Luffein SECONDED BY: Chairman Aguila

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 Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) 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 with extensive changes including to the following sections:

- American with Disability Act Policy (page 5)
- Telephone Usage Policy (page 21)
- Communication Media/Social Media Policy (page 22)
- Use of Internet (page 26)
- Employee Dating policy (page 27)
- Background Checks & Procedures for Candidates, Employees & Volunteers (page 41)
- Open Public Meeting Act Procedure Concerning Personnel Matters (page 44)

The following sections of the manual are mandatory per the Municipal Excess Liability (MEL) Joint Insurance Fund (JIF):

Section One: General Personnel Policies

- Equal Employment Opportunity Policy (page 6)
- Americans With Disabilities (page 7)
- Policy Against Harassment (page 9)
- Policy Prohibiting Workplace Violence (page 21)
- Whistleblower Policy (page 24)

Section Two: Employee Benefits

- Overtime (page 28)

Section 3: Leaves of Absence

- Family and Medical Leave (page 52)
- New Jersey Family Leave (page 57)
- Military Service Leave Policy (page 64)

Section 4: Personnel Rules and Regulations

- Alcohol and Drug-free Workplace (page 69)
- Computer Use, Electronic Mail and Internet Policy (page 92)
- Confidentiality of Personnel Records (page 100)
- Contagious/Life-Threatening Illness Policy (page 101)
- Discipline and Termination Policy (page 102)
- Domestic Violence Policy (page 105)
- Employment References (page 115)
- Performance Evaluation (page 119)
- Political Activity (page 120)
- Safety Policy (page 147)
- Policy for Use of Employer Vehicles (Non-Law Enforcement) (page 150)

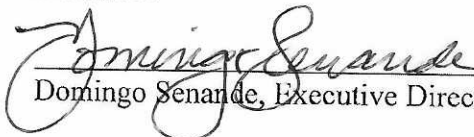
BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Englewood Housing Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services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

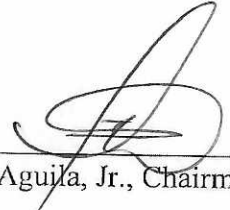
BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by the Englewood Housing Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the housing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


Carlos Aguila, Jr., Chairman

Chairman Carlos Aguila, Jr.
Vice Chairwoman Melvina Cobb
Commissioner Desire Chaney
Commissioner Raul Correa
Commissioner Elisha Gurfein
Commissioner Alfonso Whilby

Aye
Aye
Absent
Aye
Aye
Absent

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RESOLUTION NO. 12 -20-2021 (4)

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

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Chairman Aguila

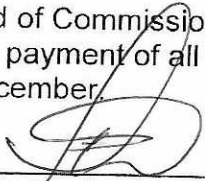
WHEREAS, the bills and claims per the attached listing (voucher numbers through)

EHA Operating -	4369
E.H.M.S., Inc. -	2618
Foti-	2717
Section 8 -	15312
W.G. -	7677

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 December 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 December.



Carlos Aguila, Jr., Chairman

ATTEST:


Domingo Senande, Executive Director

Chairman Carlos Aguila, Jr.
Vice Chairwoman Melvina Cobb
Commissioner Desire Chaney
Commissioner Raul Correa
Commissioner Elisha Gurfein
Commissioner Alfonso Whilby

Aye
Aye
Absent
Aye
Aye
Absent