

Resolution # 28-2013

**RENEWING MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT
INSURANCE FUND**

WHEREAS, THE Public Housing Authorities in the State of New Jersey are permitted to join together to form a Joint Insurance Fund as permitted by NJSA 40A:1036; and 42 U.S.C. 14-37 et.seq.; and

WHEREAS, the statutes regulating the creation and establishment of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such fund; and

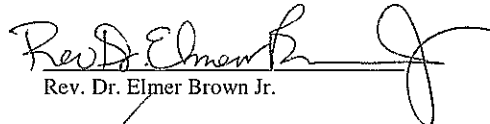
WHEREAS, the governing body of the Salem Housing Authority has determined that membership in the Joint Insurance Fund is in the best interest of the Authority.

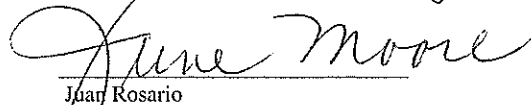
NOW THEREFORE, BE IT RESOLVED, that the governing body of the Salem Housing Authority does hereby resolve and agree to renew its membership in the NJPHA Joint Insurance Fund, effective January 1, 2014 to expire on December 31, 2016 for the purpose of establishing the following types of coverage:

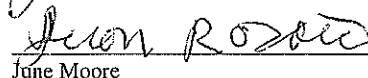
1. Workers' Compensation and Employer's Liability;
2. Liability, other than motor vehicle;
3. Property Damage, other than motor vehicle;
4. Motor Vehicle
5. Public Officials Liability/Employment Practices Liability

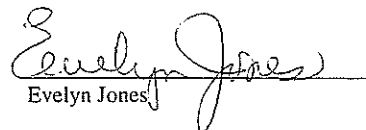
BE IT FURTHER RESOLVED that the Executive Director is authorized to execute the application for membership and the accompanying certification on behalf of the Salem Housing Authority and

BE IT FURTHER RESOLVED that the governing body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying their membership in the FUND as are required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said document shall become effective only upon the applicant's admission to the FUND following approval by the FUND, passage by the Authority of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs.


Rev. Dr. Elmer Brown Jr.


Juan Rosario


June Moore


Evelyn Jones

Tyrus Davis

Rev. Dr. Holland Fields

Date: / /

**"LOW INCOME " 2014 FY OPERATING BUDGET APPROVAL RESOLUTION
FISCAL YEAR FROM OCTOBER 1, 2013 TO SEPTEMBER 30, 2014**

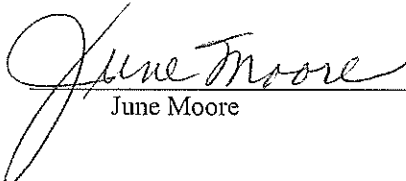
WHEREAS, the Board of Commissioners of the Housing Authority of the City of Salem, a public body created and organized to and in accordance with the provisions of the Laws of the State of New Jersey, have reviewed the Low Income Operating Budget for the fiscal year beginning **October 1, 2013**;

AND WHEREAS, the financial plans are reasonable in that:

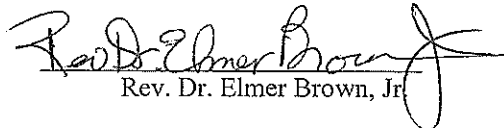
- 1) All statutory and regulatory requirements have been met;
- 2) The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- 3) The proposed budget expenditures are necessary in the efficient and economical operation of the housing development for the purpose of adequately serving low-income residents;
- 4) The budget indicates a source of funds adequate to cover all proposed expenditures;
- 5) The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
- 6) The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

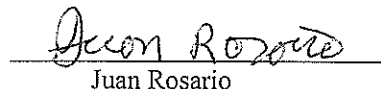
WHEREAS, all proposed changes and expenditures will be consistent with the provisions of the law and the annual contributions;

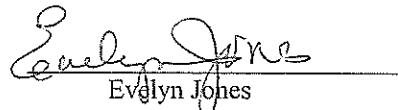
NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SALEM that the Operating Budget be approved for the **Low Income Management Program** and be submitted to the Department of Housing and Urban Development for their review and approval.


June Moore

Rev. Dr. Holland Fields


Rev. Dr. Elmer Brown, Jr.


Juan Rosario


Evelyn Jones

Tyrus Davis

● SALEM HOUSING AUTHORITY ●
HOUSING AUTHORITY-WIDE BUDGET
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2014

**Consolidated Budget
FYE Sept. 30, 2014**

Dwelling Rentals	\$ 519,000
Non-dwelling Rentals	15,000
PFS Operating Subsidy	829,000
Investment Income	100
Transfer from Capital Fund	77,983
Other Income	8,400
Housing Assistance Payment Subsidy	225,984
Voucher Program Administrative Fee Revenue	20,355
Total Income	<u>1,695,822</u>
Administrative Salaries	71,401
Administrative Benefits	65,407
Millville HA Management Fees	85,000
Millville HA Voucher Program Fees	20,355
Legal	36,000
Bad Debts	15,570
Staff & Commissioner Training	6,000
Accounting	28,000
Audit	9,000
Telecommunications	7,200
Computer Operations	12,000
Administrative Other	32,500
Total Administrative	<u>388,433</u>
Resident Services Materials	2,000
Resident services Contracts	1,000
Total Tenant Services	<u>3,000</u>
Gas	125,181
Electric	328,422
Water & Sewer	141,012
Total Utilities	<u>594,615</u>
Maintenance Salaries	76,938
Benefits	79,558
Materials	53,500
Trash Removal	42,084
Exterminating Contract	24,000
Plumbing/Electrical Service	15,000
HVAC Service	5,000
Painting Contract	6,500
Vehicles	13,500
Fire Alarm Test & Insp.	4,000
Elevator contract	12,000
Miscellaneous Contracts	25,000
Total Maintenance	<u>357,080</u>
Security / Lease Enforcement Salaries	-
Employee Benefits	-
Materials	-
Total security / Lease Enforcement	<u>-</u>

Salem Housing Authority
Public Housing Budget For the Year Ended September 30, 2014
October 1, 2013 - September 30, 2014

REVENUE

Dwelling Rentals	\$	519,000
Non-dwelling Rentals		15,000
Non-Utility Subsidy		427,948
Utility Subsidy		566,060
Add-on Subsidies		16,968
Proration (unfunded)		(181,976)
Transfer From Capital Fund		77,983
Investment Income		100
Other Income		8,400
Total Revenue	\$	1,449,483

EXPENSES

Administrative Salaries	\$	71,401
Benefits		65,407
Audit		9,000
Millville HA Management Fee		85,000
Bad Debts		15,570
Telecommunications		7,200
Computer Support		12,000
Legal		36,000
Staff & Commissioner Training & Travel		6,000
Administrative Other		60,500
Total Administrative	\$	368,078

Resident Services Salaries	\$	-
Benefits		-
Resident Services Materials		2,000
Resident Services Contracts		1,000
Total Tenant Services	\$	3,000

Gas	\$	125,181
Electric		328,422
Water/Sewer		141,012
Total Utilities	\$	594,615

Maintenance Salaries	\$	76,938
Benefits		79,558
Materials		53,500
Trash Removal		42,084
Exterminating Contract		24,000
Plumbing/Electrical Service		15,000
HVAC Service		5,000
Painting / Unit Turnaround		6,500
Lawn Care		13,500
Fire Alarm Test & Insp.		4,000
Elevator Contract		12,000

Salem Housing Authority
Public Housing Budget For the Year Ended September 30, 2014
October 1, 2013 - September 30, 2014

Miscellaneous Contracts	25,000
Total Maintenance	\$ 357,080
Security Labor	\$ -
Benefits	-
Materials	-
Contracts	-
Total Protective Services	\$ -
Insurance	\$ 92,000
PILOT	-
Other	-
Total General Expenses	\$ 92,000
Total Expenses	\$ 1,414,773
Cash Flow from Operations	\$ 34,710

SALEM HOUSING AUTHORITY
DETAIL OF OTHER ADMINISTRATIVE EXPENSES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2014

SUNDRY ADMINISTRATIVE EXPENSES

Tenant Background Checks	1,200
Equipment Leasing & Service	2,800
Office Supplies	4,800
Advertising	2,000
Postage	3,000
Memberships / Dues	300
Payroll Processing Fees	4,800
Accounting	28,000
Internet Service	3,600
Sundry Administrative Expense	10,000
Total Sundry Administrative Expenses	\$ 60,500

SALEM HOUSING AUTHORITY
BUDGET FOR HOUSING CHOICE VOUCHER PROGRAM
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2014

REVENUE

HAP Subsidy	\$	225,984
Admin. Fee Subsidy		20,355
Total Revenue	\$	246,339

EXPENSES

Salaries	\$	-
Employee Benefits		-
Audit Fees		-
HAP Expense		225,984
Sundry Administrative Expense - MHA		20,355
Total Congregate Program Expenses	\$	246,339
Net Cash Flow	\$	-