

# APPROVAL CERTIFICATION

of the

2011/2012

SALEM

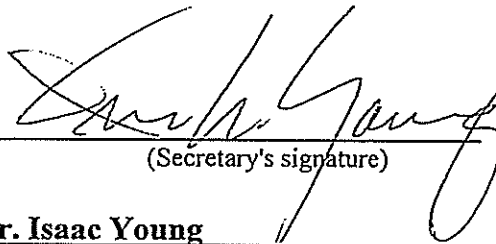
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

It is hereby certified that the Housing Authority Budget, including Supplemental Schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the Members of the Salem Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 28th day of September, 2011.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.



(Secretary's signature)

Dr. Isaac Young

(name)

Executive Director

(title)

205 Seventh Street

(address)

Salem, NJ 08079

(address)

856-935-5022 / / 856-935-5290

(phone number) (ext) (fax number)

Isaac.young2@comcast.net

(Email address)

# HOUSING AUTHORITY INFORMATION SHEET

**2011/2012**

Please complete the following information regarding this Housing Authority:

<b>Name of Authority:</b>	Salem Housing Authority		
Address:	205 Seventh Street		
City, State, Zip:	Salem	NJ	08079
Phone: (ext.)	856-935-5022	Fax:	856-935-5290

<b>Preparer's Name:</b>	David Ciarrocca, C.P.A.		
Preparer's Address:	1930 Wood Road		
City, State, Zip:	Scotch Plains	NJ	07076
Phone: (ext.)	732-591-2300	Fax:	732-591-2525
E-mail:	<a href="mailto:davidciarroccacpa@gmail.com">davidciarroccacpa@gmail.com</a>		

<b>Chief Executive Officer:</b>	Isaac Young		
Phone: (ext.)	856-935-5022	Fax:	856-935-5290
E-mail:	<a href="mailto:ISAAC.YOUNG2@comcast.net">ISAAC.YOUNG2@comcast.net</a>		

<b>Chief Financial Officer:</b>			
Phone: (ext.)		Fax:	
E-mail:			

<b>Name of Auditor:</b>			
Name of Firm:	Polcari & Company		
Address:	2035 Hamburg Turnpike, Unit H		
City, State, Zip:	Wayne, N.J. 07470		
Phone: (ext.)	(973) 831-6969	Fax:	(973) 831-6972
E-mail:	<a href="mailto:polcarico@optonline.com">polcarico@optonline.com</a>		

Membership of Board of Commissioners (Full Name)	Title
June Moore	Chairperson
Melvin Sorrell	Vice-Chairman
Tyrus Davis	Commissioner
Juan Rosario	Commissioner
Veronica Santos	Commissioner
Elmer Brown Jr.	Commissioner
Holland Fields	Commissioner

**SALEM**  
**HOUSING AUTHORITY BUDGET**  
**RESOLUTION** 2011 #12

JAN 30 2012

**FISCAL YEAR: FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012**

**WHEREAS**, the Annual Budget and Capital Budget for the Salem Housing Authority for the fiscal year beginning October 1, 2011 and ending September 30, 2012 has been presented before the Members of the Salem Housing Authority at its open public meeting of September 28, 2011; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$1,688,400 Total Appropriations, including any Accumulated Deficit if any, of \$1,735,010 and Total Fund Balance utilized of \$46,610; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$285,798 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

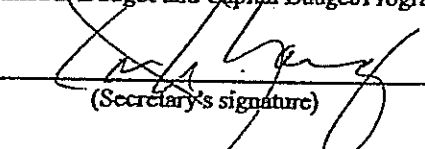
**WHEREAS**, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to 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 Members of the Salem Housing Authority, at an open public meeting held on September 28, 2011 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning October 1, 2011 and ending September 30, 2012 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

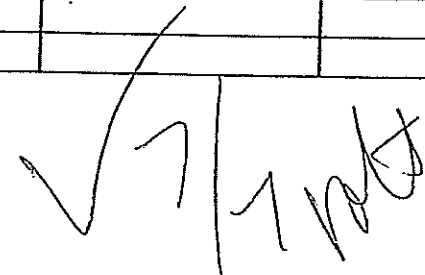
**BE IT FURTHER RESOLVED**, that the governing body of the Salem Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 23, 2011.

  
 (Secretary's signature)

9/28/2011  
 (date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
June Moore	✓			
Melvin Sorrell	✓			
Tyrus Davis	✓			
Juan Rosario	✓			
Veronica Santos	✓			
Elmer Brown Jr.	✓			
Holland Fields	✓			



2011/2012

SALEM

(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

### BUDGET MESSAGE

1. Complete a brief statement on the 2011/2012 proposed Annual Budget and make comparison to the current year's adopted budget. Explain significant increases or decreases, if any.

Increases:

Operating Subsidy

Employee Benefits

Materials

Contract Costs

Decreases:

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any.

Rents are fixed by law so there is no effect on rents.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

None

4. Describe the reasons for utilizing Fund Balance in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc.

Increases in benefits and subsidy reductions. ✓

5. If the proposed Annual Budget contains an Accumulated Deficit either existing or anticipated, pursuant to N.J.S. 40A:5A-12, then an explanation as to reasons for occurrence must be disclosed.

N/A ✓

6. Is the Authority required to implement project based budgeting and asset management under H.U.D. rules and regulations? If yes, has the Authority Board of Commissioners adopted a Project-based budget? ✓

No.

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp.12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Salem Housing Authority  
PHA Code: NJ 058

PHA Fiscal Year Beginning: October 1, 2011 Board Resolution Number: \_\_\_\_\_

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

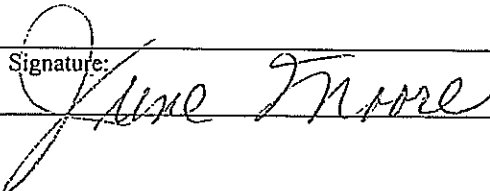
- Operating Budget approved by Board resolution on: September 28, 2011
- Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA 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. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of 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).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Mrs. June Moore	Signature: 	Date: 9-28-11
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2012

**HOUSING AUTHORITY BUDGET**

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

---ANTICIPATED REVENUES---

OPERATING REVENUES		CROSS REF.	2012 PROPOSED BUDGET	2011 CURRENT YEAR'S ADOPTED BUDGET
TOTAL RENTAL FEES	*	A-1 *	\$1,584,994 *	\$1,709,522 *
OTHER OPERATING REVENUES	*	A-2 *	*	*
	*	*	*	*
	*	*	*	*
<b>TOTAL OPERATING REVENUES</b>	*	<b>R-1 *</b>	<b>\$1,584,994 *</b>	<b>\$1,709,522 *</b>

NON-OPERATING REVENUES		CROSS REF.	2012 PROPOSED BUDGET	2011 CURRENT YEAR'S ADOPTED BUDGET
OPERATING GRANTS & ENTITLEMENTS	*	A-3 *	\$48,578 *	\$53,200 *
LOCAL SUBSIDIES & DONATIONS	*	A-4 *	*	*
INTEREST ON INVESTMENTS	*	A-5 *	\$1,250 *	\$900 *
OTHER NON-OPERATING REVENUES	*	A-6 *	\$53,578 *	\$44,200 *
<b>TOTAL NON-OPERATING REVENUES</b>	*	<b>R-2 *</b>	<b>\$103,406 *</b>	<b>\$98,300 *</b>
<b>TOTAL ANTICIPATED REVENUES</b> (R-1 + R-2)	*	<b>R-3 *</b>	<b>\$1,688,400 *</b>	<b>\$1,807,822 *</b>

2012

HOUSING AUTHORITY BUDGET

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

---BUDGETED APPROPRIATIONS---

---OPERATING APPROPRIATIONS---

ADMINISTRATION

		CROSS REF.	2012 PROPOSED BUDGET	2011 CURRENT YEAR'S ADOPTED BUDGET
SALARY & WAGES	*	B-1 *	\$194,500 *	\$188,240 *
FRINGE BENEFITS	*	B-2 *	\$100,597 *	\$83,380 *
OTHER EXPENSES	*	B-3 *	\$136,400 *	\$136,000 *
<b>TOTAL ADMINISTRATION</b>	*	<b>E-1 *</b>	<b>\$431,497 *</b>	<b>\$407,620 *</b>

COST OF PROVIDING SERVICES

		CROSS REF.	2012 PROPOSED BUDGET	2011 CURRENT YEAR'S ADOPTED BUDGET
SALARY & WAGES	*	B-4 *	\$190,370 *	\$241,778 *
FRINGE BENEFITS	*	B-5 *	\$97,403 *	\$102,620 *
OTHER EXPENSES	*	B-6 *	\$1,015,740 *	\$1,054,083 *
<b>TOTAL COST OF PROVIDING SERVICES</b>	*	<b>E-2 *</b>	<b>\$1,303,513 *</b>	<b>\$1,398,481 *</b>
NET PRINCIPAL DEBT PAYMENTS LIEU OF DEPRECIATION	*	D-1 *	*	*
<b>TOTAL OPERATING APPROPRIATIONS</b> (E-1 + E-2 + D-1)	*	<b>E-3 *</b>	<b>\$1,735,010 *</b>	<b>\$1,806,101 *</b>

2012

HOUSING AUTHORITY BUDGET

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

---BUDGETED APPROPRIATIONS---

--NON-OPERATING APPROPRIATIONS--

		CROSS REF.		2012 PROPOSED BUDGET	2011 CURRENT YEAR'S ADOPTED BUDGET
NET INTEREST DEBT PAYMENTS	*	D-2	*	*	*
RETAINED EARNINGS	*	C-1	*	*	*
RETAINED EARNINGS - SECT 8	*	C-2	*	*	*
OTHER NON-OPERATING APPROPRIATIONS	*	C-3	*	*	*
OTHER (SECT. 8 / HOUSING VOUCHER)	*	C-4	*	*	*
TOTAL NON-OPERATING APPROPRIATIONS (D-2+C-1+C-2+C-3+C-4)	*	E-4	*	*	*
ACCUMULATED DEFICIT	*	E-5	*	*	*
TOTAL OPERATING & NON-OPERATING APPROPRIATIONS & ACCUMULATED DEFICIT (E-3+E-4+E-5)	*	E-6	*	\$1,735,010 *	\$1,806,101 *
LESS : RETAINED EARNINGS UTILIZED TO BALANCE BUDGET	*	R-4	*	\$46,610 *	*
TOTAL APPROPRIATIONS AND RETAINED EARNINGS (E-6 - R-4)	*	E-7	*	\$1,688,400 *	\$1,806,101 *



# ADOPTION CERTIFICATION

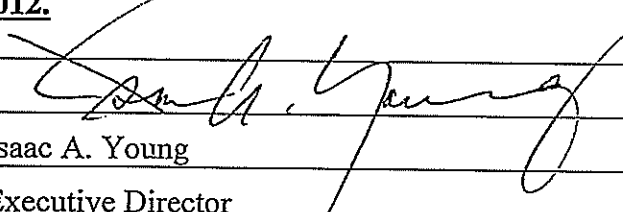
of the 2011/2012

SALEM

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM **OCTOBER** TO: **SEPTEMBER**  
1, 2011 30, 2012

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the Members body of the SALEM Housing Authority on the **25 day of JANUARY 2012.**

Secretary's Signature:			
Name:	Isaac A. Young		
Title:	Executive Director		
Address:	Salem Housing Authority 205 Seventh Street Salem, NJ 08079		
Phone Number:	856-935-5022	Fax Number:	856-935-5290
E-mail address	isaac.young2@comcast.net		

2012

RESOLUTION # 2012-1

JAN 30 2012

SALEM

**HOUSING AUTHORITY BUDGET  
ADOPTED BUDGET RESOLUTION**

**FISCAL YEAR: FROM October 1, 2011 TO: September 30, 2012**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Salem Housing Authority for the fiscal year beginning October 1, 2011 and ending September 30, 2012 has been presented for adoption before the Members of the Salem Housing Authority at its open public meeting of January 25, 2012; and

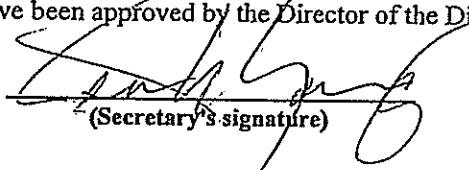
**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division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

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,688,400 Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,735,010 and Fund Balance utilized of \$ 46,610; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 285,798 and Total Fund Balance planned to be utilized of \$ 0; and

**NOW, THEREFORE BE IT RESOLVED**, by the Members of the Salem Authority, at a open public meeting held on January 25, 2012 that the Annual Budget and Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning October 1, 2011 and, ending September 30, 2012 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.

  
(Secretary's signature)

1/25/2012  
(date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
June Moore	✓			
Melvin Sorrell	✓			
Tyrus Davis	✓			
Juan Rosario	✓			✓
Evelyn Jones	✓			
Elmer Brown, Jr.	✓			
Holland Fields	✓			

HOUSING AUTHORITY OF THE CITY OF SALEM  
RE-ORGANIZATION MEETING MINUTES

JAN 30 2012

January 25, 2012

The 2012 Re-Organization Meeting of the Housing Authority of the City of Salem was held at their Administrative office located at 205 Seventh Street on the above date at 6:00 P.M.

The meeting was opened with a flag salute and a moment of silence.

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provision of this Act, the Secretary/Treasurer has caused Notice of this meeting to be published in the Today’s Sunbeam and has notified the Salem City Clerk and posted notices of the meeting in the City of Salem Municipal Building and in the front office of the Housing Authority and the reading of this is to be incorporated in the minutes of this meeting.”

**Commissioners Present:** June Moore  
Melvin Sorrell  
Evelyn Jones  
Tyrus Davis  
Rev. Dr. Elmer Brown  
Rev. Dr. Holland Fields

**Commissioners Excused:** Juan Rosario

**Others Present:** Isaac A. Young, PHM  
Richard Robinson, ESQ  
Robert Lanard - Salem City Council Representative

**Public Session:** There was no one present from the public. A motion was made by Commissioner Sorrell to close the public portion of the meeting. It was seconded by Commissioner Brown. All were in favor.

- A motion was made by Commissioner Brown to approve the minutes from the December 12, 2011 Board meeting. Commissioner Sorrell seconded this motion. All were in favor.
- After a brief review of each bill by Dr. Young, Commissioner Sorrell made a motion to approve the payment of the bills as presented based upon the availability of funds. Commissioner Brown seconded this motion. All were in favor and the motion carried.

**REPORT OF SECRETARY/TREASURER:**

**(T. A. R.):**

- Twenty five (25) tenant cases are with the attorney for the non-payment of rent.

**EVICTIONS:** Zero (0) for the month of December, 2011

**VACANCIES:** There are (4) vacancies at West Side Court, (2) at Anderson Drive and (2) at Broadway Towers.

**PERSONNEL:**

- There was a brief discussion on the January 10, 2011 letter mailed to Mr. Thomas Woodford's attorney concerning his ongoing issue with the Housing Authority.
- There was a brief discussion concerning the January 4, 2012 written by Dr. Young addressed to Ms. Marilyn Cortes.
- Ms. Francine Dickerson has successfully completed her certification class and passed the examination for Public Housing Specialist on December 16, 2011. She has made a significant contribution towards reducing our apartment vacancies.
- There was a brief review concerning the Housing Authority's 2012 professional service contract awardees.
- The Salem Fire Department conducted an emergency elevator rescue drill at the Towers Apartment on January 18, 2011 @ 5 PM.
- 

**UNFINISHED BUSINESS:        RESOLUTION # 2012 - 1**

Dr. Young briefly reviewed Resolution # 2012 -1 (the final adoption of the FY 2012 budget) that was previously approved by a roll call vote on September 28, 2011.

A motion was made by Commissioner Brown for the **final adoption of our 2012 Budget.** Commissioner Sorrell seconded this motion. A roll call vote was completed. Moore (f), Jones (f), Sorrell (f), Davis (f), Brown (f), Fields (f), Rosario (A). All Commissioners present were in favor and the motion carried.

- **NEW BUSINESS:**

- **Resolution 2012- 2 - Election of Officers**

A motion was made by Commissioner Fields nominating **June Moore for Chairperson**. Commissioner Brown seconded this motion. A roll call vote was completed. Moore (f), Jones (f), Sorrell (f), Davis (f), Brown (f), Fields (f), Rosario (A). All Commissioners present were in favor and the motion carried.

A motion was made by Commissioner Fields nominating **Melvin Sorrell for Vice-Chairperson**. Commissioner Brown seconded this motion. A roll call vote was completed. Moore (f), Jones (f), Sorrell (f), Davis (f), Brown (f), Fields (f), Rosario (A). All Commissioners present were in favor and the motion carried.

- **Resolution 2012-3 – Election of Secretary /Treasurer**

A motion was made by Commissioner Sorrell **nominating Isaac Young Secretary/Treasurer**. Commissioner Fields seconded this motion. A roll call vote was completed. Moore (f), Jones (f), Sorrell (f), Davis (f), Brown (f), Fields (f), Rosario (A). All Commissioners present were in favor and the motion carried.

- **Resolution 2012-4 – Designation of Newspaper**

A motion was made by Commissioner Sorrell designating **‘Today’s Sunbeam’** (daily issue) as the official newspaper for the Authority. Commissioner Moore seconded this motion. A roll call vote was completed. Moore (f), Jones (f), Sorrell (f), Davis (f), Brown (f), Fields (f), Rosario (A). All Commissioners present were in favor and the motion carried.

- **Resolution 2012-5 – Designation of Banking Depositories**

A motion was made by Commissioner Sorrell designating **TD Bank, Franklin Savings Bank, Wells Fargo Bank and The Fulton Bank** as the banking depository for funds for the Housing Authority of the City of Salem. Mrs. Moore seconded this motion. A roll call vote was completed. Moore (f), Jones (f), Sorrell (f), Davis (f), Brown (f), Fields (f), Rosario (A). All Commissioners present were in favor and the motion carried.

- **Resolution 2012-6– Appointment of Joint Insurance Fund (JIF) Commissioner**

A motion was made by Commissioner Fields appointing **Isaac Young as the JIF Commissioner** for the Salem Housing Authority. Commissioner Brown seconded this motion. A roll call vote was completed. Moore (f), Jones (f), Sorrell (f), Davis (f), Brown (f), Fields (f), Rosario (A). All Commissioners present were in favor and the motion carried.

**COMMITTEE REPORTS:**

**Building and Grounds**

- After a brief discussion among the Commissioner present, it was decided that **Commissioner Sorrell would Chair the Building and Grounds Committee.**

**Personnel**

- After a brief discussion among the Commissioner present, it was decided that **Commissioner Brown would Chair the Personnel Committee.**

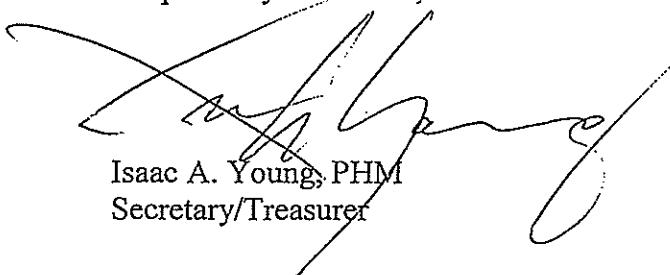
**Tenant Relations**

- After a brief discussion among the Commissioner present, it was decided that **Commissioners Davis & Fields would work together Chairing the Tenant Relations Committee**
- Commissioner Moore congratulated Dr. Young for being recognized by Mid Atlantic States Career and Education Center as the Outstanding Individual for 2011 and Commissioner Fields also acknowledged this congratulation on behalf of the Board of Commissioners and invited all to attend the luncheon, held in his honor on Friday, February 3<sup>rd</sup> 2012 at the Salem City Café.

**ADJOURNMENT**

A motion to adjourn was made by Commissioner Fields, it was seconded by Commissioner Brown and the meeting was adjourned at 7:05 PM.

Respectfully submitted,

  
Isaac A. Young, PHM  
Secretary/Treasurer

2011/2012

SALEM

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# CERTIFICATION

of the

2011/2012

SALEM

(Name)

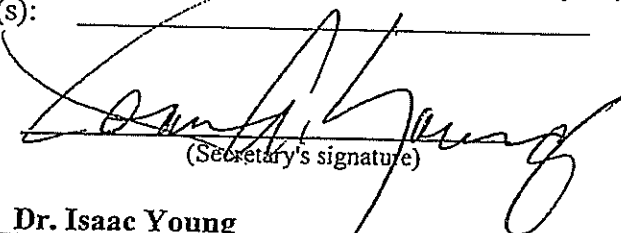
## HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

FISCAL YEAR: FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the Members of the Salem Housing Authority, on the 28th day of September, 2011.

OR

It is further certified that the Members body of the \_\_\_\_\_ Housing Authority have elected NOT to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_

  
(Secretary's signature)

Dr. Isaac Young

(name)

Executive Director

(title)

205 Seventh Street

(address)

Salem, NJ 08079

(address)

856-935-5022

(phone number)

/ 856-935-5290

(fax number)

Isaac.Young2@comcast.net

(Email address)



**2011/2012**  
**SALEM**

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**HOUSING AUTHORITY CAPITAL BUDGET**

FISCAL YEAR: FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

**CAPITAL BUDGET/PROGRAM MESSAGE**

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or spend funds. Rather it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning boards, governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the authority?

Yes, HUD.

2. Has each capital project/project financing been developed from a specific plan, or report and have the full life cycle costs of each been calculated?

Yes.

3. Has the authority prepared a long-term (10-20 years) infrastructure needs assessment?

A 5 year Capital Plan.

4. Are any of the capital projects/project financings being undertaken in a community which has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives?

No.

5. Describe the impact on the schedule of Rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

None.

6. Has the project been reviewed and approved by HUD?

Yes.

2012

# HOUSING AUTHORITY CAPITAL BUDGET

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

## PROPOSED YEAR'S CAPITAL IMPROVEMENT PLAN

PROJECTS	ESTIMATED TOTAL COST	FUNDING SOURCES			
		RETAINED EARNINGS	RENEWAL & REPLACEMENT RESERVE	DEBT AUTHORIZATION	OTHER SOURCES
A Operations	\$28,578				\$28,578
B Management Improvements	\$20,000				\$20,000
C Administrative	\$28,578				\$28,578
D Fees & Costs	\$5,000				\$5,000
E Site Work	\$15,000				\$15,000
F Dwelling Structures	\$32,499				\$32,499
G Dwelling Equipment	\$5,000				\$5,000
H Non-Dwelling Equipment	\$2,000				\$2,000
I Debt Service	\$149,143				\$149,143
TOTAL	<u>\$285,798</u>				<u>\$285,798</u>

2012

# HOUSING AUTHORITY CAPITAL PROGRAM

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

## 5 YEAR CAPITAL IMPROVEMENT PLAN COSTS

PROJECTS	ESTIMATED TOTAL COST	2013	2014	2015	2016	2017
Operations	\$142,890	\$28,578	\$28,578	\$28,578	\$28,578	\$28,578
Management Improvements	\$100,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Administrative	\$142,890	\$28,578	\$28,578	\$28,578	\$28,578	\$28,578
Fees & Costs	\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Site Work	\$75,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Dwelling Structures	\$161,530	\$32,499	\$35,619	\$28,896	\$32,699	\$31,817
Dwelling Equipment	\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Non-Dwelling Equipment	\$10,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Waste Service	\$746,680	\$149,143	\$146,023	\$152,746	\$148,943	\$149,825
AL	<u>\$1,428,990</u>	<u>\$285,798</u>	<u>\$285,798</u>	<u>\$285,798</u>	<u>\$285,798</u>	<u>\$285,798</u>

2012

HOUSING AUTHORITY CAPITAL PROGRAM

Belmar Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

5 YEAR CAPITAL PLAN FUNDING SOURCES: From Year 2013 to Year 2017

PROJECTS	ESTIMATED TOTAL COST	FUNDING SOURCES			
		RETAINED EARNINGS	RENEWAL & REPLACEMENT RESERVE	DEBT AUTHORIZATION	OTHER SOURCES
Operations	\$142,890				\$142,890
Management Improvements	\$100,000				\$100,000
Administrative	\$142,890				\$142,890
Fees & Costs	\$25,000				\$25,000
Site Work	\$75,000				\$75,000
Dwelling Structures	\$161,530				\$161,530
Dwelling Equipment	\$25,000				\$25,000
Non-Dwelling Equipment	\$10,000				\$10,000
Debt Service	\$746,680				\$746,680
TOTAL	\$1,428,990				\$1,428,990

2011/2012  
SALEM  
(Name)  
HOUSING  
AUTHORITY  
SUPPLEMENTAL  
SCHEDULES

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

2012

**HOUSING AUTHORITY BUDGET  
SUPPLEMENTAL SCHEDULES**

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

==== OPERATING REVENUES ====

—RENTAL FEES—	CROSS REF	TOTAL	OPERATING REVENUES			
			PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
HOMEBUYERS MONTHLY PAYMENTS	* Line 60 *					
DWELLING RENTAL	* Line 70 *	\$484,078	\$484,078			
EXCESS UTILITIES	* Line 80 *	\$18,000	\$18,000			
NON-DWELLING RENTAL	* Line 90 *					
HUD OPERATING SUBSIDY	* Line 690 *	\$865,000	\$865,000			
OTHER INCOME	* Line 120 *					
NEW CONSTRUCTION-ACC SECTION 8	* Line 13 *					
VOUCHER-ACC HOUSING VOUCHER	* Line 13 *	\$217,916			\$217,916	
<b>TOTAL RENTAL FEES</b>	* A-1 *	<b>\$1,584,994</b>	<b>\$1,367,078</b>		<b>\$217,916</b>	

—OTHER OPERATING REVENUES—		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
LIST IN DETAIL:						
(1)	* *					
(2)	* *					
(3)	* *					
(4)	* *					
(5)	* *					
<b>TOTAL OTHER OPERATING REVENUES</b>	* A-2 *					

*what are receipts on collect of*

*on page SS-10*

*micro want collection for repairs left stop up chairs, etc*

*micro want collection for repairs left stop up chairs, etc*

*on page SS-10*

*income from section 8 for their program*

*Section 9? in comp*

*Total for everything*

2012

HOUSING AUTHORITY BUDGET  
SUPPLEMENTAL SCHEDULES

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

==== NON-OPERATING REVENUES ====

---GRANTS &---  
---ENTITLEMENTS---

LIST IN DETAIL:			TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS	
(1) Capital Fund	*	*	\$48,578				\$48,578	*
2)	*	*						*
3)	*	*						*
4)	*	*						*
5)	*	*						*
TOTAL GRANTS & ENTITLEMENTS	*	A-3	\$48,578				\$48,578	*

---LOCAL SUBSIDIES---  
---& DONATIONS---

LIST IN DETAIL:			TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS	
)	*	*						*
)	*	*						*
)	*	*						*
)	*	*						*
)	*	*						*
TOTAL SUBSIDIES & DONATIONS	*	A-4						*

2012

HOUSING AUTHORITY BUDGET  
SUPPLEMENTAL SCHEDULES

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

==== NON-OPERATING REVENUES ====

—INTEREST ON INVESTMENTS— —AND DEPOSITS—		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
INVESTMENTS	* *	\$1,250	\$1,250			*
SECURITY DEPOSITS	* *					*
PENALTIES	* *					*
OTHER INVESTMENTS	* *					*
TOTAL INTEREST ON INVESTMENTS & DEPOSITS	* A-5 *	<u>\$1,250</u>	<u>\$1,250</u>			*

—OTHER NON-OPERATING REVENUES—

LIST IN DETAIL:		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
) Laundry Commissions, Fraud Rec.	* *	\$53,578	\$53,578			*
)	* *					*
)	* *					*
)	* *					*
)	* *					*
TOTAL OTHER NON-OPERATING REVENUES	* A-6 *	<u>\$53,578</u>	<u>\$53,578</u>			*



**2012**  
**HOUSING AUTHORITY BUDGET**  
**SUPPLEMENTAL SCHEDULES**  
**Salem Housing Authority**

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

==== OPERATING APPROPRIATIONS ====

ADMINISTRATION		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
Salaries & Wages	* B-1 *	\$194,500	\$157,350		\$15,750	\$21,400 *
Unemployment Benefits	* B-2 *	\$100,597	\$89,419		\$4,000	\$7,178 *
Travel Expenses	* B-3 *	\$136,400	\$115,400		\$1,000	\$20,000 *
<b>TOTAL ADMINISTRATION</b>	* E-1 *	<b>\$431,497</b>	<b>\$362,169</b>		<b>\$20,750</b>	<b>\$48,578</b>

COST OF PROVIDING SERVICES		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
Salaries & Wages						
Tenant Services	* *					
Maintenance & Operation	* *	\$144,440	\$144,440			
Protective Services	* *	\$26,960	\$26,960			
Utility Labor	* *	\$18,970	\$18,970		\$0	\$0 *
Salaries & Wages	* B-4 *	\$190,370	\$190,370			
Unemployment Benefits	* B-5 *	\$97,403	\$97,403		\$0	\$0 *
Travel Expenses					\$0	\$0 *
Tenant Services	* *	\$4,000	\$4,000			
Utilities	* *	\$565,000	\$565,000			
Maintenance & Operation						
Materials & Contract Cost	* *	\$150,000	\$150,000			
Protective Services						
Materials & Contract Cost	* *					
Insurance	* *	\$89,500	\$89,500			
J.L.O.T	* *					
Terminal Leave Payments	* *					
Collection Losses	* *	\$12,000	\$12,000			
Travel General Expense	* *					
Grants	* *	\$195,240			\$195,240	
Extraordinary Maintenance	* *					
Replacement of Non-Expendible Equip	* *					
Property Betterment/Additions	* *					
Travel Costs	* *					
Other Expenses	* B-6 *	\$1,015,740				
<b>TOTAL COST OF PROVIDING SERVICES</b>	* *	<b>\$1,303,513</b>	<b>\$287,773</b>		<b>\$195,240</b>	<b>\$0 *</b>

**2012**  
**HOUSING AUTHORITY BUDGET**  
 SUPPLEMENTAL SCHEDULES  
 Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

==== OPERATING APPROPRIATIONS ====

ADMINISTRATION		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
Salaries & Wages	* B-1 *	\$194,500	\$157,350		\$15,750	\$21,400 *
Life Benefits	* B-2 *	\$100,597	\$89,419		\$4,000	\$7,178 *
Travel Expenses	* B-3 *	\$136,400	\$115,400		\$1,000	\$20,000 *
<b>TOTAL ADMINISTRATION</b>	* E-1 *	<b>\$431,497</b>	<b>\$362,169</b>		<b>\$20,750</b>	<b>\$48,578</b>
COST OF PROVIDING SERVICES		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
Salaries & Wages						
Transient Services	* *					
Maintenance & Operation	* *	\$144,440	\$144,440			*
Protective Services	* *	\$26,960	\$26,960			*
Utility Labor	* *	\$18,970	\$18,970		\$0	\$0 *
Salaries & Wages	* B-4 *	\$190,370	\$190,370			
Life Benefits	* B-5 *	\$97,403	\$97,403		\$0	\$0 *
Travel Expenses					\$0	\$0 *
Transient Services	* *					
Utilities	* *	\$4,000	\$4,000			*
Maintenance & Operation	* *	\$565,000	\$565,000			*
Materials & Contract Cost	* *					
Protective Services	* *	\$150,000	\$150,000			*
Materials & Contract Cost	* *					
Insurance	* *					*
L.O.T	* *	\$89,500	\$89,500			*
Minimal Leave Payments	* *					*
Collection Losses	* *					*
Travel General Expense	* *	\$12,000	\$12,000			*
Utilities	* *					*
Extraordinary Maintenance	* *	\$195,240			\$195,240	*
Replacement of Non-Expendible Equip.	* *					*
Property Betterment/Additions	* *					*
Travel Costs	* *					*
Travel Expenses	* B-6 *	\$1,015,740				*
<b>COST OF PROVIDING SERVICES</b>	* *	<b>\$1,303,513</b>	<b>\$287,773</b>		<b>\$195,240</b>	<b>\$0 *</b>

**SALEM HOUSING AUTHORITY**  
**SCHEDULE OF POSITIONS AND SALARIES**  
**F.Y.E. 9/30/12**

POSITION	EMPLOYEE	BASE SALARY RATE 10/1/10	PERCENT INCREASE	BASE SALARY RATE 10/1/11	MERIT INCREASES	AUTO ALLOWANCE	LONGEVITY	TOTAL SALARY	PHA	SEC. 8	C.F.P.	UTILITY	COMMENTS
<b>ADMINISTRATION</b>													
EXECUTIVE DIRECTOR	L. YOUNG	90,000	2%	91,800			3,213	95,013	72,513	7,500	15,000		
CLERK/REPLYPIST	K. NORTON	10,650	0%	10,650				10,650	8,150	2,500			PART TIME-15 HRS PER PAY @ \$27.31
OCCUPANCY SPECIALIST	M. CORTES	41,945	2%	42,784			1,497	44,281	38,531	5,750			
OCCUPANCY SPECIALIST	F. DICKERSON (Jan-Sep)-	16,380	0%	16,380	4,875			16,380	16,380				
OCCUPANCY SPECIALIST	F. DICKERSON (Jan-Sep)-	20,888	2%	21,306	26,000			21,306	14,906		6,400		WORKS 30 HOURS PER WEEK
MOD COORDINATOR	L. WOODFORD		0%										SICK LEAVE NOT SURE IF RETURNING
	OVERTIME												
TOTALS		184,738		189,795			4,710	194,505	157,355	15,750	21,400		
<b>TENANT SERVICES</b>													
	TOTALS												
<b>MAINTENANCE</b>													
MAINT. REPAIRER	E. BARLOW	37,071	2%	37,812			1,512	39,325	35,392			3,932	
MAINT. REPAIRER	J. PENDER	29,164	2%	29,747			1,041	30,788	27,710			3,079	
MAINT. REPAIRER	A.V. FULLERTON	26,992	2%	27,532			1,239	28,771	25,894			2,877	
MAINT. CLERK	E. RICHMOND (Retired 12/31/11)	6,005	2%	6,135			7,228	11,594	6,505			723	RETIRED 12/31/10
MAINT. REPAIRER	I. SHORTER	11,367	2%	11,594	113,671		1,103	11,594	10,435				PART TIME-20 HRS PER PAY
MAINT. REPAIRER	W. JACKSON	10,712	2%	10,926	20,800			10,926	9,834				PART TIME-20 HRS PER PAY
MAINT. REPAIRER	K. LEE	10,712	2%	10,926	20,800			10,926	9,834				PART TIME-20 HRS PER PAY
MAINT. REPAIRER	OPEN	10,712	2%	10,926				10,926	9,834				PART TIME-20 HRS PER PAY
MAINT. REPAIRER	OVERTIME	10,000	N/A	10,000				10,000	9,000				
TOTALS		152,736		155,690			4,895	160,485	144,436			16,048	
<b>PROTECTIVE SERVICES</b>													
SECURITY	R. SORRELL	26,427	2%	26,956				26,956	26,956				20 HRS./WEEK

*Temp sum payment - No Pension*

JUNE 13, 2012

LONGEVITY PERCENTAGES

DR. YOUNG	3 ½%
MARILYN CORTES	3 ½%
LAURIE FRISBY	0
FRANCINE DICKERSON	0
ERNEST BARLOW	4%
JASPER PENDER	4 ½%
AUVIN FULLERTON	3 ½%

COMMENCING 4 YEARS EMPLOYMENT THRU 9 YEARS	3 ½%
COMMENCING 10 YEARS THRU 14	4%
COMMENCING 15 YEARS THRU 19	4 ½%
COMMENCING 20 YEARS THRU 24	5 ½%
COMMENCING 25 YEARS OR MORE	6%

**2012**  
**HOUSING AUTHORITY BUDGET**

SUPPLEMENTAL SCHEDULES

Salem Housing Authority

FISCAL YEAR: OCTOBER 1ST, 2011 To SEPTEMBER 30TH, 2012

**BUDGETED YEARS DEBT SERVICE REQUIREMENTS**

—PRINCIPAL PAYMENTS—	CROSS REF.	2012 PROPOSED BUDGET	2011 CURRENT YEAR'S ADOPTED BUDGET
AUTHORITY NOTES	* P-1 *		*
AUTHORITY BONDS	* P-2 *	\$70,000 *	\$70,000 *
CAPITAL LEASES	* P-3 *		*
INTERGOVERNMENTAL LOANS	* P-4 *		*
OTHER BONDS OR NOTES	* P-5 *		*
<b>TOTAL PRINCIPAL DEBT PAYMENTS</b>	* *	<b>\$70,000 *</b>	<b>\$70,000 *</b>
<b>LESS: HUD SUBSIDY</b>	* P-6 *	<b>\$70,000 *</b>	<b>\$70,000 *</b>
<b>NET PRINCIPAL DEBT PAYMENTS</b>	* D-1 *		*

—INTEREST PAYMENTS—	CROSS REF.	2012 PROPOSED BUDGET	2011 CURRENT YEAR'S ADOPTED BUDGET
AUTHORITY NOTES	* I-1 *		*
AUTHORITY BONDS	* I-2 *	\$77,278 *	\$77,278 *
CAPITAL LEASES	* I-3 *		*
INTERGOVERNMENTAL LOANS	* I-4 *		*
OTHER BONDS OR NOTES	* I-5 *		*
<b>TOTAL INTEREST DEBT PAYMENTS</b>	* *	<b>\$77,278 *</b>	<b>\$77,278 *</b>
<b>LESS: HUD SUBSIDY</b>	* I-6 *	<b>\$77,278 *</b>	<b>\$77,278 *</b>
<b>NET INTEREST DEBT PAYMENTS</b>	* D-2 *		*