

**ACCEPTING THE RESIGNATION OF REVEREND DR. HOLLAND FIELDS**

WHEREAS, THE Salem Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey has received the resignation of Reverend Dr. Holland Fields effective September 18, 2014;

AND WHEREAS, the Commissioners have accepted this resignation;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the Executive Director is authorized to advise the Governor's Office of this vacancy.

  
\_\_\_\_\_  
Rebecca Gower Call

  
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Cathy Leonard

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Veronica Santos

  
\_\_\_\_\_  
John Thomas

Date:

9/25/2014

Attest:

  
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Paul F. Dice, Secretary

Resolution # 34 - 2014

Approving the Payment of Bills  
For the Salem Housing Authority

WHEREAS, THE Salem Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey has incurred bills for the months of **July, August, September, 2014**;

AND WHEREAS, the housing authority Commissioners have reviewed the attached list of charges;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SALEM HOUSING AUTHORITY THAT the attached bills are approved for payment and the Executive Director along with the designated Board members are authorized to sign the appropriate checks.

  
Rebecca Gower-Call

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Veronica Wright-Santos

  
Cathy Lanard

  
John Thomas

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Date:

9/25/2014

Attest:

  
Paul F. Dice, Secretary

## Salem Housing Authority Check Register

**For the Period From Sep 1, 2014 to Sep 30, 2014**

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8975	9/3/14	Anchor Pest Control	11100	358.00
8976	9/3/14	DELTRONICS CORP.	11100	628.34
8	9/3/14	G.M. White Electrical Contractor, Inc.	11100	4,573.80
8978	9/3/14	HD SUPPLY FACILITIES	11100	190.32
8979	9/3/14	HOME DEPOT CREDIT SERVICES	11100	1,201.58
8980	9/3/14	Industrial Valley	11100	1,420.00
8981	9/3/14	KYOCERA MITA AMERICA, INC	11100	175.48
8982	9/3/14	METROMEDIA ENERGY, INC.	11100	458.39
8983	9/3/14	OTIS ELEVATOR COMPANY	11100	847.35
8984	9/3/14	THE PAUL REVERE LIFE INS. CO.	11100	22.35
8985	9/3/14	Polcari & Company, CPAs	11100	1,750.00
8986	9/3/14	Purchase Power	11100	541.98
8987	9/3/14	SMICK LUMBER CO.	11100	812.70
8988	9/3/14	VOID	11100	
8989	9/3/14	SOUTH JERSEY GAS	11100	671.36
8990	9/3/14	WEX BANK	11100	721.79
8991	9/25/14	Ace Plumbing, Heating & Electrical Sup	11100	112.15
8	9/25/14	ADVANTAGE SECURITY SYSTEMS	11100	40.17
8993	9/25/14	Anchor Pest Control	11100	206.00
8994	9/25/14	ATLANTIC CITY ELECTRIC	11100	18,262.45
8995	9/25/14	VOID	11100	
8996	9/25/14	VOID	11100	
8997	9/25/14	VOID	11100	
8998	9/25/14	VOID	11100	
8999	9/25/14	Officer Richard Boultinghouse	11100	52.00
9000	9/25/14	CAMPBELL PLUMBING & SUPPLY, CO.	11100	777.95
9001	9/25/14	VOID	11100	
9002	9/25/14	C & H Disposal Service. Inc.	11100	642.47
9003	9/25/14	COMCAST CABLE	11100	103.47
9004	9/25/14	Dell Marketing L.P	11100	1,520.68
9005	9/25/14	Eaise Design & Landscaping, Inc.	11100	1,154.55
9006	9/25/14	GEORGE SPARKS, LLC	11100	3,336.10

# Salem Housing Authority Check Register

For the Period From Sep 1, 2014 to Sep 30, 2014

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
9007	9/25/14	HD SUPPLY FACILITIES	11100	140.33
9008	9/25/14	J.W. Pedersen Architect P.C.	11100	1,178.55
9	9/25/14	KYOCERA MITA AMERICA, INC	11100	175.48
9010	9/25/14	MILLVILLE HOUSING AUTHORITY	11100	12,258.39
9011	9/25/14	Polcari & Company, CPAs	11100	1,750.00
9012	9/25/14	Puma, Telsey & Rhea, P.A.	11100	1,179.00
9013	9/25/14	QUENCH USA	11100	237.96
9014	9/25/14	B-Safe/Radar Security	11100	227.38
9015	9/25/14	Siemens Industry, Inc.	11100	70.00
9016	9/25/14	SMICK LUMBER CO.	11100	27.87
9017	9/25/14	SOUTH JERSEY NEWSPAPERS	11100	1,778.40
9018	9/25/14	STAPLES ADVANTAGE	11100	108.07
9019	9/25/14	Total Security Alarms, LLC	11100	1,161.22
9020	9/25/14	VERIZON	11100	395.79
9021	9/25/14	WILLIAMS AUTO PARTS	11100	21.00
<b>Total</b>				<b>61,290.87</b>

## Salem Housing Authority Check Register

### For the Period From Aug 1, 2014 to Aug 31, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8929	8/7/14	CAMPBELL PLUMBING & SUPPLY, CO.	11100	183.16
8930	8/7/14	C & H Disposal Service, Inc.	11100	3,604.65
8931	8/7/14	DELTRONICS CORP.	11100	4,138.00
8932	8/7/14	GE Mechanical	11100	3,131.85
8933	8/7/14	HOME DEPOT CREDIT SERVICES	11100	1,061.67
8934	8/7/14	KYOCERA MITA AMERICA, INC	11100	175.48
8935	8/7/14	METROMEDIA ENERGY, INC.	11100	861.70
8936	8/7/14	OTIS ELEVATOR COMPANY	11100	847.35
8937	8/7/14	THE PAUL REVERE LIFE INS. CO.	11100	11.70
8938	8/7/14	Polcari & Company, CPAs	11100	2,835.00
8939	8/7/14	Purchase Power	11100	558.52
8940	8/7/14	SOUTH JERSEY GAS	11100	27.19
8941	8/7/14	Total Security Alarms, LLC	11100	465.00
8942	8/7/14	WithumSmith+Brown, PC	11100	9,000.00
8943	8/14/14	WEX BANK	11100	449.20
8944	8/21/14	ADVANTAGE SECURITY SYSTEMS	11100	40.17
8945	8/21/14	Ace Plumbing, Heating & Electrical Sup	11100	1,750.00
8946	8/21/14	ATLANTIC CITY ELECTRIC	11100	22,923.23
8947	8/21/14	VOID	11100	
8948	8/21/14	VOID	11100	
8949	8/21/14	VOID	11100	
8950	8/21/14	VOID	11100	
8951	8/21/14	CAMPBELL PLUMBING & SUPPLY, CO.	11100	95.42
8952	8/21/14	Cathy Lanard	11100	132.52
8953	8/21/14	CITY OF SALEM - WATER/SEWER	11100	11,923.98
8954	8/21/14	VOID	11100	
8955	8/21/14	COMCAST CABLE	11100	103.47
8956	8/21/14	Dell Marketing L.P	11100	628.24
8957	8/21/14	Deluxe Business Form & Supplies	11100	234.22
8958	8/21/14	Eaise Design & Landscaping, Inc.	11100	1,154.55
8959	8/21/14	GE Mechanical	11100	4,391.55
8960	8/21/14	Harleysville Insurance Company of NJ	11100	12,175.00

# Salem Housing Authority Check Register

For the Period From Aug 1, 2014 to Aug 31, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8961	8/21/14	VOID	11100	
8962	8/21/14	HD SUPPLY FACILITIES	11100	770.43
8963	8/21/14	VOID	11100	
8964	8/21/14	Mainiero's Appliance & TV	11100	1,148.00
8965	8/21/14	MILLVILLE HOUSING AUTHORITY	11100	16,261.50
8966	8/21/14	Puma, Telsey & Rhea, P.A.	11100	562.50
8967	8/21/14	Robinson & Andujar, LLC	11100	4,613.00
8968	8/21/14	SMICK LUMBER CO.	11100	1,193.38
8969	8/21/14	VOID	11100	
8970	8/21/14	STAPLES ADVANTAGE	11100	39.11
8971	8/21/14	VERIZON	11100	404.50
8972	8/21/14	WILLIAMS AUTO PARTS	11100	19.50
8973	8/21/14	WithumSmith+Brown, PC	11100	4,500.00
8968V	8/27/14	SMICK LUMBER CO.	11100	-1,193.38
8956V	8/27/14	Dell Marketing L.P	11100	-628.24
8974	8/27/14	CITY OF SALEM - WATER/SEWER	11100	291.03
<b>Total</b>				<u><u>110,884.1</u></u>

# Salem Housing Authority Check Register

For the Period From Jul 1, 2014 to Jul 31, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8860	7/9/14	COMCAST CABLE	11100	103.47
8861	7/9/14	HD SUPPLY FACILITIES	11100	334.39
8862	7/9/14	HOME DEPOT CREDIT SERVICES	11100	362.91
8863	7/9/14	OTIS ELEVATOR COMPANY	11100	847.35
8864	7/9/14	Pitney Bowes	11100	168.00
8865	7/9/14	Puma, Telsey & Rhea, P.A.	11100	2,212.50
8866	7/9/14	Shirley Williams	11100	300.00
8867	7/9/14	Siemens Industry, Inc.	11100	6,200.00
8868	7/9/14	SMICK LUMBER CO.	11100	571.66
8869	7/9/14	VOID	11100	
8870	7/9/14	SOUTH JERSEY NEWSPAPERS	11100	23.04
8871	7/9/14	WEX BANK	11100	512.84
8898	7/24/14	Anchor Pest Control	11100	708.00
8899	7/24/14	ATLANTIC CITY ELECTRIC	11100	14,392.06
8900	7/24/14	VOID	11100	
8901	7/24/14	VOID	11100	
8902	7/24/14	VOID	11100	
8903	7/24/14	VOID	11100	
8904	7/24/14	C & H Disposal Service, Inc.	11100	3,796.25
8905	7/24/14	CITY OF SALEM - WATER/SEWER	11100	14,098.09
8906	7/24/14	VOID	11100	
8907	7/24/14	COMCAST CABLE	11100	103.47
8908	7/24/14	State of New Jersey	11100	98.98
8909	7/24/14	Eaise Design & Landscaping, Inc.	11100	1,154.55
8910	7/24/14	HD SUPPLY FACILITIES	11100	4,030.86
8911	7/24/14	VOID	11100	
8912	7/24/14	The Hon Company	11100	253.13
8913	7/24/14	Inovative Business Solutions	11100	77.00
8914	7/24/14	J.W. Pedersen Architect P.C.	11100	6,910.00
8915	7/24/14	METROMEDIA ENERGY, INC.	11100	1,182.42
8916	7/24/14	MILLVILLE HOUSING AUTHORITY	11100	7,481.94
8917	7/24/14	THE PAUL REVERE LIFE INS. CO.	11100	55.35

**Salem Housing Authority**  
**Check Register**

**For the Period From Jul 1, 2014 to Jul 31, 2014**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8918	7/24/14	PRINTERS OF SALEM COUNTY	11100	181.00
8919	7/24/14	Purchase Power	11100	592.58
8920	7/24/14	Robinson & Andujar, LLC	11100	2,913.50
8921	7/24/14	SMICK LUMBER CO.	11100	306.09
8922	7/24/14	SOUTH JERSEY NEWSPAPERS	11100	550.08
8923	7/24/14	STAPLES ADVANTAGE	11100	51.04
8924	7/24/14	TRI-PLEX ALARM SERVICE, INC.	11100	390.00
8925	7/24/14	VERIZON	11100	395.69
8926	7/24/14	WILLIAMS AUTO PARTS	11100	34.50
8917V	7/24/14	THE PAUL REVERE LIFE INS. CO.	11100	-55.35
8927	7/24/14	ATLANTIC CITY ELECTRIC	11100	8,457.62
8928	7/24/14	SOUTH JERSEY GAS	11100	818.49
Total				<u>80,613.50</u>



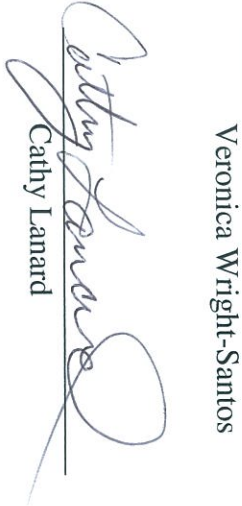
Approving the Salem Housing Authority's  
2014 Fiscal Year – Write-Off Amounts

**WHEREAS**, the Housing Authority of the City of Salem, a public body created and organized pursuant to and in accordance with the provisions of the laws of the State of New Jersey, desires to write-off certain tenant accounts receivable which have, at this time, been deemed uncollectable by the Authority;

**AND WHEREAS**, the Authority will continue to make every effort possible to collect whatever funds it can;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SALEM**, that the attached tenant accounts receivables totaling \$ 16,375.89 be hereby written off as “collection losses” for the Management Program in the Fiscal Year ending **September 30, 2014**.

  
Rebecca Gower-Call

  
Veronica Wright-Santos

  
John Thomas

Date:

9-25-2014

Attest:

  
Paul F. Dice, Secretary

Salem Housing Authority

Write Offs  
For Fiscal Year 10/01/2013 thru 09/30/2014

West Side Court

Tenant	Utility	Maint.	Misc.	(Security)	Rent	Total
Boudin, Valerie						
Brown, Kimberly	\$ 25.00			\$ (200.00)	\$ 220.00	\$ 20.00
Bundy, Jakeya	\$ 300.00			\$ (100.00)	\$ 125.00	\$ 50.00
Coleman, Brenda	\$ 100.00					\$ 300.00
De Tiffany	\$ 75.00					\$ 100.00
Everett, Corissa				\$ (200.00)	\$ 814.00	\$ 75.00
Fletcher, Tyrone	\$ 75.00				\$ 814.00	\$ 614.00
Foster, Sunivea	\$ 75.00			\$ (449.00)	\$ 1,796.00	\$ 75.00
Frank, April	\$ 50.00					\$ 1,422.00
Gatson, Kishika	\$ 150.00					\$ 50.00
Hall Daniels, Patricia	\$ 75.00					\$ 150.00
Henry, Roane	\$ 75.00					\$ 75.00
Jacob, Laura	\$ 150.00					\$ 150.00
Jones, Jacquenda	\$ 150.00					\$ 150.00
Joseph, Tammy	\$ 50.00					\$ 50.00
Kirkland, Charles	\$ 127.00					\$ 127.00
Klinker Ziehl, Betsy	\$ 150.00			\$ (353.00)	\$ 842.00	\$ 150.00
Long, Kimberly						\$ 489.00
McCants, Denise	\$ 50.00					\$ 50.00
Moss, Lumelia	\$ 75.00					\$ 75.00
Nelson, Teonna	\$ 150.00					\$ 150.00
Nock, Gwendolyn	\$ 75.00					\$ 75.00
Person, Robin	\$ 75.00					\$ 75.00
Pruette, Leslie	\$ 150.00					\$ 150.00
Rivera, Lillian	\$ 100.00					\$ 100.00
Robinson, Nichole	\$ 71.00					\$ 71.00
Ross, Ashley	\$ 75.00					\$ 75.00
Starcliff, Lacey	\$ 150.00					\$ 150.00
Starcliff, Lacey	\$ 150.00			\$ (200.00)	\$ 122.00	\$ 72.00
Stuart, LaSharonda	\$ 150.00					\$ 150.00
Thompson, Lindella	\$ 150.00					\$ 150.00
Warren, Queen	\$ 150.00					\$ 150.00
Williams, Kathy	\$ 50.00			\$ (239.00)	\$ 1,391.00	\$ 1,202.00
Williams, Shirley	\$ 75.00					\$ 75.00
Williams, Verna	\$ 150.00					\$ 150.00
Wright, Bernice				\$ (298.00)	\$ 1,752.00	\$ 1,454.00
	\$ 3,323.00	\$ -	\$ -	\$ (2,039.00)	\$ 7,062.00	\$ 8,346.00

Anderson Drive

Tenant	Utility	Maint.	Misc.	(Security)	Rent	Total
Callaway, Keyonna	\$ 75.00					\$ 75.00
Carter, Retona	\$ 150.00					\$ 150.00
Cortes, Evelyn	\$ 150.00					\$ 150.00
Daniels, Leon	\$ 86.00					\$ 86.00
Fields, Albert					\$ 3,961.00	\$ 3,961.00
Forman, Juan	\$ 75.00					\$ 75.00
Forman, Sincerai	\$ 150.00					\$ 150.00
Jordan, Dwayne	\$ 75.00					\$ 75.00
Moldanado, Lanaie	\$ 75.00					\$ 75.00
Mickens, Tanesha					\$ 1,260.00	\$ 1,260.00
Nance, Shuniqua	\$ 75.00					\$ 75.00
Perry, Sary				\$ (321.00)	\$ 1,400.00	\$ 1,079.00
Perry, Sarah	\$ 75.00					\$ 75.00
Robinson, Tania	\$ 75.00					\$ 75.00
Smith, Lillian	\$ 50.00					\$ 50.00
Villalongo, Shanell			\$ 168.89			\$ 168.89
Watson, Monica	\$ 150.00					\$ 150.00
Wayman, Beatrice	\$ 75.00					\$ 75.00
Weatherspoon, Audra	\$ 150.00					\$ 150.00
	\$ 1,486.00	\$ -	\$ 168.89	\$ (321.00)	\$ 6,621.00	\$ 7,954.89

Broadway Tower

Tenant	Utility	Maint.	Misc.	(Security)	Rent	Total
Robinson, Lillie Mae	\$ 75.00					\$ 75.00
	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 75.00
TOTAL WRITE-OFFS	\$ 4,884.00	\$ -	\$ 168.89	\$ (2,360.00)	\$ 13,683.00	\$ 16,375.89



Resolution # 36-2014

**Approving the Salem Housing Authority's  
Capitalization Policy**

WHEREAS, the Housing Authority of the City of Salem, a public body created and organized pursuant to and in accordance with the provisions of the laws of the State of New Jersey, has determined a need for a Capitalization Policy to safeguard assets, enhance accountability and to provide for more accurate and uniform financial reporting;

AND WHEREAS, a Capitalization Policy will distinguish between those items that are to be expensed and those items that are to be capitalized on the general ledger;

AND WHEREAS, there is a need to provide and account for non-expendable equipment owned by the Housing Authority of the City of Salem valued at \$1,000 or more, and all ranges and refrigerators;

AND WHEREAS, there is an ongoing need for a subsidiary ledger accounting for all listed capitalized equipment;

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SALEM that:

1. All non-expendable items with a value of \$1,000 or more and a service life of one year or more shall be capitalized on the general ledger of the authority.
2. A subsidiary ledger shall be maintained with a current status.
3. The attached Capitalization Policy is hereby adopted.

  
Rebecca Gower-Call

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Veronica Wright-Santos

  
Cathy Lanard

  
John Thomas

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Date:

9-25-2014

Attest:

  
Paul F. Dice, Secretary

# **Housing Authority of the City of Salem**

## **Capitalization Policy**

This Capitalization Policy is established to safeguard assets, enhance accountability and to provide for more accurate and uniform financial reporting.

1. All non-expendable equipment purchases ( with the exception noted in #4 ) in excess of \$1,000 for equipment, which shall be in service for one year or more shall be capitalized.
2. A record of all equipment purchases, which are to be capitalized, shall be maintained. A composite of these equipment records shall constitute a subsidiary ledger. Each equipment record shall record the manufacturer, serial number, model or type, date of purchase, inventory equipment number, source and original price.
3. All items or non-expendable equipment shall be tagged. The tag shall serve as a link between the actual piece of equipment and the equipment record to identify the equipment.
4. All ranges and refrigerators owned by the Authority will be capitalized. A schedule of ranges and refrigerators shall be maintained indicating manufacturer, serial number, model number, date of purchase, original purchase price and location of each range / refrigerator.

Date:

9/25/2014

Attest:

Paul F. Dice

Paul F. Dice, Secretary

**RESOLUTION SUPPORTING COLLABORATION WITH ONE VILLAGE  
ALLIANCE**

WHEREAS, the Housing Authority of the City of Salem, a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey desires to utilize the West Side Court and Anderson Drive Community Center's to benefit the residents of these public housing units;

AND WHEREAS, the organization One Village Alliance is willing to initially establish a headquarters at West Side Court, with an anticipated start date of October 1, 2014;

AND WHEREAS, One Village Alliance will work with the SHA to coordinate fully funded on-site programming through partner agencies; volunteers; and solicit grant, foundation and sponsorship funding to support their programming;

AND WHEREAS, the SHA will support this collaboration for a period of not less than 12 months by providing the following: help with soliciting grant, foundation and sponsorship funding; unrestricted access for program space, storage space and food prep space; administration office space; on-site internet, telephone, fax/copy access; marketing assistance and a point of contact for coordinating services;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the Executive Director is authorized to enter into collaboration with One Village Alliance via the attached Memorandum of Understanding.

  
Rebecca Gower-Call

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Veronica Santos

  
Cathy Tarnoff

  
John Thomas

ATTEST:   
Paul F. Dice, Executive Director

DATE: 9/25/14

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by One Village Alliance ("OVA") and the Salem City Housing Authority ("SHA").

### WITNESSETH

**WHEREAS**, the SHA and OVA seek to form a partnership to provide year round social and educational programs for the City of Salem community at large at the SHA's West Side Court facility community room building located at 75 West Side Court, Salem, NJ 08079 ("WSC") and the SHA's Anderson Drive community room building located at 321 Keasby St., Salem, NJ 08079 ("ADR").

**WHEREAS**, the OVA seeks to serve as the lead agency that would offer its own programs and engage other service providers, partner agencies and volunteers from the community to provide programming on site at the SHA's WSC and ADR buildings.

**WHEREAS**, the OVA agrees that any programs it runs directly or through other service providers will be made available to SHA residents as well as the community at large.

**WHEREAS**, the SHA shall provide dedicated office space for an OVA headquarters site at the community room building located at WSC.

**NOW THEREFORE IN CONSIDERATION** of the agreements, covenants, and conditions herein contained, the adequacy and sufficiency of which is expressly acknowledged by the Parties hereto, the Parties agree to the following:

1. The SHA will partner with OVA by providing the following for a minimum pilot period of one (1) year toward a sustainability plan for continued success:
  - a. Assist in the solicitation of grant, foundation and sponsorship funding to support OVA's presence in the City of Salem with personnel available through the SHA's Shared Services Agreement with the Millville Housing Authority ("MHA"). Heather Santoro of the MHA shall serve as said person at the commencement of this MOU.
  - b. Provide unrestricted access to adequate secure program space at the WSC and ADR locations for youth and family activities, program material storage, and food preparation and shelter (as needed).
  - c. Provide administrative office space at WSC exclusively for use by One Village Alliance. SHA will provide the subject space in accordance with a Lease Agreement executed simultaneously with this MOU.

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Paul F. Dice, Secretary



Resolution # 410-2014

Approving a Lease for the Community Room at 75 West Side Court

WHEREAS, The Salem Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey desires to enter into a lease with One Village Alliance, 1401 A Street, Wilmington, DE 19801, to rent the Community Room located at 75 West Side Court, Salem, NJ 08079;

AND WHEREAS, the tenant will pay a fixed annual rent of \$1.00 commencing on October 1, 2014 and shall continue for a period of one (1) year thereafter;

AND WHEREAS, the SHA shall be responsible for the electric, gas, sewer and water utilities, as well as the alarm system at 75 West Side Court;

AND WHEREAS, One Village Alliance will be responsible for their internet, phone and fax accounts;

NOW THEREFORE, BE IT RESOLVED BY The Housing Authority of the City of Salem that the Executive Director is authorized to enter into and execute a lease for 75 West Side Court with One Village Alliance of Wilmington, Delaware.

  
Rebecca Gower Call

\_\_\_\_\_  
Veronica Santos

  
Cathy Lanard

  
John Thomas

Date:

9/25/14

Attest:

  
Paul F. Dice, Secretary

## LEASE AGREEMENT

THIS LEASE AGREEMENT is made on the 26<sup>th</sup> day of September 2014, by and between the SALEM HOUSING AUTHORITY, whose address is 205 Seventh St., Salem, NJ 08079, hereinafter collectively referred to as "Landlord"

And ONE VILLAGE ALLIANCE whose address is 1401 A Street, Wilmington, DE 19801 hereinafter referred to as "Tenant".

1. Premises – Landlord, in consideration of the covenants hereinafter contained, does hereby demise and lease to Tenant, and Tenant does hereby take and lease from Landlord that certain portion of the land and premises, including improvements located thereon ("the Leased Space"), in the County of Salem and State of New Jersey which premises and improvements comprise the Community Room building located at 75 West Side Court, Salem, NJ 08079. The Leased Space does not include the adjacent laundry facilities or dedicated parking.

2. Commencement and Term - The term of this Lease shall commence on October 1 2014, and shall continue for a period of one (1) year thereafter, unless sooner terminated as hereafter provided or unless upon mutual agreement by the Tenant and Landlord.

3. Option to Renew – The Tenant and the Landlord shall have the right to renew this lease for a period of one (1) year as long as both parties are in agreement.

4. Rent; Security Deposit.

A. Fixed Annual Rent - It is agreed by Landlord and Tenant that the annual rent shall be \$1.00.

B. Security Deposit – The Landlord has not required a security deposit.



5. Use by Tenant – Tenant covenants and agrees that it will:
- A. Utilize the office/lobby space located adjacent to the main community room/kitchen for its administrative office areas. Tenant further agrees that it shall have its staff physically present at the Leases Space for no less than 25 hours/wk. as indicated in Tenant's proposal to Landlord incorporated herein as Appendix A.
  - B. Utilize the Leased space solely for social, educational and recreational programs as are in keeping with Appendix A and that will be made publicly available to Salem Housing Authority residents and the Salem County community at large.
  - C. Maintain compliance with its proposal to the Landlord incorporated herein as Appendix A.
  - D. At its own cost and expense, keep all exterior and interior surfaces of the Premises clean and will maintain the Premises, all corridors immediately adjoining the Premises, all storage areas and all loading areas, in a clean, orderly and sanitary condition, free of trash, garbage, insects, rodents, vermin, flammable or hazardous material, other objectionable matters, other pests, or any other debris arising from or occasioned by Tenant's use and occupancy.
  - E. Not install any equipment which exceeds the capacity of the utility lines leading into the Leased Space or the building of which the Leased Space constitute a portion.
  - F. Not mark, paint, drill or in any way deface any walls, ceilings, partitions, floors, wood, stone, or ironwork without Landlord's written consent.
  - G. Comply with the requirement of all laws, orders, ordinances, and regulations of all governmental authorities and will not permit any waste of property to be committed and

will take good care of and keep in a neat, clean and sanitary condition, the Leased Premises at all times.

H. If Tenant refuses or neglects to repair properly as required hereunder and to the reasonable satisfaction of Landlord as soon as reasonably possible after written demand, Landlord may make such repairs without liability to Tenant for any loss or damage that may occur to Tenant's merchandise, fixtures, or other property, or to Tenant's business by reason thereof, and upon completion thereof, Tenant shall pay as additional rent Landlord's cost for making such repairs plus twenty (20%) percent for overhead, upon presentation of a bill therefore. Said bill shall include interest at fifteen (15%) percent on said cost from the date of completion of repairs by Landlord. In the event that Landlord shall undertake any maintenance or repair, Tenant shall pay Landlord's cost therefore plus overhead and interest as above provided in this Section.

I. Give prompt written notice of any accident, fire or damage occurring on or to the Leased Space.

J. Neither Landlord nor Landlord's agents or servants shall be liable for any damages caused by or growing out of any breakage, leakage, or defective condition of the electric wiring, air conditioning or heating pipes and equipment, closets, plumbing, appliances, sprinklers, or other equipment, or other facilities, serving the Leased Premises which were damaged as a result of the use of Tenant's negligence. Neither Landlord nor Landlord's agents or servants shall be liable for any damages caused by, or growing out of any defect in the Leased Space or any part thereof including damage caused by fire, rain, wind or other cause which were damaged as a result of the use by the Tenant.

K. All property belonging to Tenant or any occupant of the Leased Space shall be there at the risk of Tenant or such other person only, and Landlord shall not be liable for damage thereto or theft or misappropriation thereof.

L. Surrender the Leased Space in the same condition as the Leased Space were in upon delivery of possession to the Tenant under this Lease, reasonable wear and tear excepted, and shall surrender all keys for the Leased Space to Landlord. Tenant shall remove all its trade fixtures and any alterations or improvements which Landlord requests to be removed before surrendering the Leased Space as aforesaid and shall repair any damage to the Leased Space caused thereby. Tenant's obligation to observe or perform this covenant shall survive the expiration or other termination of the term of the Lease. In no event shall Tenant be required to make any physical alterations to approved changes made to the Leased Space during the term of this Lease. Any hazardous or biohazardous material will need to be rectified by Tenant at its sole expense.

5. Improvements and Renovations.

A. Upon the execution of this Lease, the Tenant acknowledges that it has examined the Leased Premises, and accepts it in its present as-is condition. No agreement of Landlord to alter, remodel, decorate, clean or improve the Leased Premises and no representation regarding the condition of the Leased Premises has been made by or on behalf of Landlord or relied upon by Tenant.

B. The Tenant shall keep the Leased Space in good condition and repair and shall redecorate paint and renovate the Leased Space as may be necessary by Tenant in its reasonable discretion to keep it in good repair and good appearance. Tenant shall

make no alterations or changes in or to the Leased Space of any nature without Landlord's prior written consent, which consent shall not be unreasonably withheld or delayed. Subject to the prior written consent of Landlord, Tenant, at Tenant's expense, may make alterations, installations, additions, or improvements which are non-structural and which do not affect utility services or plumbing and electrical lines, in or to the interior of the Leased Space by using contractors or mechanics first approved by Landlord. Tenant shall, before making any alterations, additions, installations or improvements, at its expense obtain, all permits, approvals and certificates required by any governmental or quasi-governmental bodies and (upon completion) certificates of final approval thereof and shall deliver promptly duplicates of all such permits, approvals and certificates to Landlord and Tenant agrees to carry and will cause Tenant's contractors and sub-contractors to carry such workman's compensation, general liability, personal and property damage insurance as Landlord may require. If any mechanic's lien is filed against the Leased Premises for work claimed to have been done for, or materials furnished to Tenant, whether or not done pursuant to this Article, the same shall be discharged by Tenant within ten (10) days thereafter, at Tenant's expense, by filing a bond, or as is otherwise required by law.

C. All fixtures and all paneling, partitions, railings and like installations, installed in the Leased Space at any time, by Tenant shall, be the property of Tenant and the Tenant agrees that they assume responsibility for the maintenance and safety of these elements and further holds the Landlord harmless as related to any issues arising from hazards or impairments as related to these elements. Should the lease be terminated

by notice the Tenant agrees that no later than twenty (20) days prior to the date fixed as the termination date of this Lease, to have them removed by Tenant, in which event the same shall be removed from the Leased Premises by Tenant prior to the expiration of this Lease, at Tenant's expense. The Landlord is hereby granted a lien, in addition to any statutory lien or right to distrain that may exist, on all personal property of the Tenant in or upon the Leased Space, to secure payment of the rent and performance of the covenants and conditions of this Lease. The Landlord shall have the right, as agent of the Tenant, to take possession of any furniture, fixtures or other personal property of the Tenant found in or about the Leased Space following the expiration of the term of the Lease or the voluntary abandonment of the Leased Space by the Tenant, and sell the same at public or private sale and to apply the proceeds thereof to the payment of any monies becoming due under this Lease, the Tenant hereby waiving the benefit of all laws exempting property from execution, levy and sale on distress or judgment. All property permitted or required to be removed by Tenant at the end of the term of the Lease which property remains after Tenant's vacating the Leased Space shall be deemed abandoned and may, at the election of Landlord, either be retained as Landlord's property or may be removed from the Leased Space by Landlord at Tenant's expense. Tenant hereby grants permission to Landlord to enter the premises by force if necessary to exercise Landlord's rights under this lease and to protect Landlord's property and attached fixtures.

6. Ownership of New Equipment and Furnishings – Other than personal property provided by the Landlord, the Tenant will retain ownership of the new equipment and furnishings

and will be entitled to remove the equipment and furnishing improvements upon conclusion of Tenants occupancy under this Lease and any renewal thereof.

**7. Maintenance: Repairs.**

A. Landlord shall, at its own expense, make all interior and exterior repairs and shall maintain the roof, exterior walls, exterior doors and foundation of the Leased Space in good condition. However, Tenant shall also take good care of the Leased Space and the fixtures, equipment and appurtenances therein, shall be responsible for normal wear and tear.

B. General landscaping, Snow and Ice Removal – Landlord agrees to be solely responsible for landscaping and snow and ice removal including salting and shoveling.

**8. Indemnification of Landlord.**

Tenant shall indemnify, defend and save Landlord, and any of the Landlord's named consultants as related to the operation of the facility, harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury, and/or damage to property arising from or out of any occurrence in, upon or at the Leased Space, or the occupancy or use by Tenant of the Leased Space or any part thereof, or occasioned wholly or in part by any act or omission of Tenant, its agents, contractors, employees, servants, lessees or concessionaires. In case Landlord shall be made a party to any litigation commenced by or against Tenant, then Tenant shall protect and hold Landlord harmless and pay all costs and attorney's fees incurred by Landlord in connection with such litigation, and any appeals thereof. Tenant shall also pay all costs, expenses and reasonable

attorney's fees that may be incurred or paid by Landlord or Landlord in enforcing the covenants and agreements in this Lease.

9. Utilities: Taxes.

- A. Electric, Gas, Sewer and Water – Landlord shall be responsible for the charges for each of these utilities.
- B. Phone and Facsimile – Landlord will provide receptacles only for phone and facsimile access. Tenant will secure their own account with communication carrier(s).
- C. Internet – Landlord shall provide a Comcast modem and connection for an account in its name.
- D. Taxes and Payments In Lieu of Taxes – Landlord shall be responsible for all taxes and Payments In Lieu of Taxes.

10. Sign(s).

- A. Tenant will not put up signs without the advance and express written consent of Landlord. Such Landlord consent shall not be unreasonably withheld.
- B. Tenant will pay for Tenant's signage including any necessary electrical work.
- C. Tenant agrees to comply with the City of Salem's zoning regulations respecting Tenant's signage.

11. Compliance with Laws and Ordinances.

- A. Tenant will, at its sole cost and expense, comply with all federal, state, county, and municipal laws and ordinances, and the rules and regulations of any duly constituted authority affecting or respecting the Leased Space arising from Tenant's occupancy, use or manner of use of the Leased Space or any installations made thereon by or at Tenant's request other than those required to be performed by Landlord by this Lease.

B. If Tenant or Landlord receives any notice of any violation of any laws, ordinances, rules, orders, or regulations applicable to the Leased Space Tenant or Landlord respectively shall give prompt notice to the other.

12. Landlord's Access to the Leased Space – Landlord shall have the right upon forty-eight hours notice to Tenant, except in the case of an emergency, to enter the Leased Space during non-business hours to examine the same, and to show them to prospective lessees of the Leased Space. For the purposes of permitting Landlord and or Landlord to exercise its rights under this Section, Tenant shall at all times provide Landlord with a set of keys to the Leased Space. If Tenant shall not be personally present to open and permit entry into the Leased Space, at any time, then for any reason and entry therein shall be necessary or permissible, Landlord or Landlord's and or Landlord's agents may enter the same without in any manner affecting the obligations and covenants of this Lease. Nothing herein contained, however, shall be deemed and construed to impose upon Landlord any obligations, responsibility or liability whatsoever, for the care, maintenance or repair of the building or any part thereof, except as otherwise herein specifically provided.

### 13. Insurance

A. Liability – Tenant, at all times during the term of this Lease and at its sole cost and expense, will procure, maintain and keep in force, auto and general public liability insurance for claims for personal injuries, death, or property damage, occurring in or about the Leased Space, with limits of not less than \$1,000,000.00 with respect to death or injury of a single person or accident including property damage. Landlord shall be named as an Additional Insured on the general public liability policy, as their interests may appear, on said policy.



- B. Workers' Compensation – Tenant, at all times during the term of this Lease, shall maintain workers' compensation insurance in amounts in keeping with statutory requirements.
- C. Contents – Tenant shall be responsible for insuring tenant's contents.
- D. Certificates of such insurance for all of the above insurance coverages, shall be delivered to Landlord prior to occupancy.
- E. The policy or policies of insurance will be issued by a company or companies satisfactory to Landlord, licensed in the State of New Jersey, and will provide that such policy or policies will not be canceled without the insurance company first giving Landlord written notice thereof at least thirty (30) days before such cancellation shall become effective.

14. Assignment and Subletting – Tenant shall not have the right or the power to assign this Lease, or its rights hereunder, or to sublet all or any part of the Leased Space at any time during the term of this Lease without the prior written consent of the Landlord. Any purported or attempted assignment or sublease without complying with this paragraph shall be null and void and of no force or effect. In all cases, the assignment or subletting shall be by written instrument which shall be made subject to the terms and conditions of this Lease and provide for all assignees' or subtenants' subordination to Landlord's rights as provided in this Agreement. Consent by Landlord in any one instance to an assignment or sublease shall not be deemed consent to or a waiver of the right to consent to any and all future or subsequent proposed assignments or subleases.

## 15. Default

A. If Tenant defaults in fulfilling any of the covenants of this Lease other than the covenants for the payment of rent or additional rent; or, if the Leased Space become vacant or deserted; or, if the Leased Space is damaged by reason of negligence or carelessness of Tenant, its agents, employees or invitees; or, if any execution or attachment shall be issued against Tenant or any of Tenant's property whereupon the Leased Space shall be taken or occupied by someone other than Tenant; or, if Tenant shall make default with respect to any other lease between Landlord and Tenant or if the rent required by this Lease, or any other charges to be paid hereunder by Tenant, or any part thereof, are not paid when due and remain unpaid for a period of thirty (30) days or if Tenant shall fail to promptly perform any other covenant, condition or provision to be performed by Tenant hereunder, and such failure shall continue for a period of thirty (30) days after receipt by Tenant of written notice from landlord specifying the nature of such failure; or if Tenant abandons the Leased Space; or if Tenant breaches any other obligation under this Lease to be performed by Tenant which cannot be cured, then in that event, Tenant shall be deemed to be in default. Landlord, without further notice, shall mitigate damages as required by law and may, at its option, re-enter and take possession of the Leased Space, including all improvements and fixtures located at, in or about the Leased Space excluding items not owned by Tenant or items encumbered by liens as permitted by law and take, operate or re-let same, in whole or in part, for the account of Tenant at such rental, on such conditions and to such tenants as Landlord, in good faith, may deem proper. Landlord shall receive all proceeds and rentals accruing from such operation or re-

letting and shall apply such proceeds and rentals to the payment of all amounts due or becoming due from tenant under the provisions of this Lease and, secondly, if there be any excess, to Tenant.

B. In the event the proceeds or rentals received by Landlord pursuant to this clause are insufficient to pay all costs and expenses incurred by Landlord and all amounts due and becoming due under this Lease, Tenant shall pay to Landlord, on demand, any such deficiency as may from time to time occur or exist.

C. If the Tenant fails to comply with the terms of this Lease, the Landlord may take any necessary and permitted action and may charge the cost, including reasonable attorney's fees, to the tenant as additional rent. Failure to pay such additional rent upon demand is a violation of this Lease.

D. No re-entry, repossession, operation, or re-letting of the Leased Space or the fixtures therein or thereon shall be construed as an election by Landlord to terminate this Lease.

E. In the event of Tenant's default as provided in this paragraph (including the giving of any notice required), Landlord may, at its option, without further notice, terminate this Lease and any and all interest of Tenant hereunder.

F. Landlord shall have the right to seek all remedies provided in this Lease and by law. Each and all of the remedies provided Landlord in this Lease or by law shall be cumulative, and the exercise of one right or remedy by Landlord shall not impair its right to exercise any other right or remedy.

G. Quiet Enjoyment – Landlord and Tenant covenant and agree that their respective operations and activities shall not compromise their respective quiet and peaceful

enjoyment or that of the surrounding community. Invasion of such quiet and peaceful enjoyment shall be considered a breach of this Lease and cause for termination thereof.

H. Anything hereinbefore contained to the contrary notwithstanding, if any default shall occur, other than in the payment of money, which cannot with due diligence be cured within a period of thirty (30) days from and after the giving of notice as aforesaid, if Tenant shall commence to eliminate the cause of such default, shall proceed diligently and with reasonable dispatch to take all steps and do all work required to cure such default, and shall thereafter cure such default, then Landlord shall not have the right to terminate this Lease by reason of such default.

16. Holding Over –In the event Tenant remains in possession of the Leased Space after the expiration of the tenancy created hereunder and does not execute of a new lease, Tenant, at the option of Landlord, shall be deemed to be occupying the Leased Space as a Tenant at sufferance at a monthly rental equal to \$2,000. In addition, Tenant shall remain responsible for all other costs set forth in this Lease.

17. Service of Notice – Any and all notices, demands or communications required to be given hereunder to the parties hereto and/or their respective mortgagees, secured parties or building investors, if any, shall be in writing and sent by certified mail properly addressed and with proper postage:

If intended for Landlord to:

Salem Housing Authority  
205 Seventh St.  
Salem, NJ 08079

If intended for Tenant to:

One Village Alliance

1401 A Street

Wilmington, DE 19801

18. Casualty Damage.

A. If the Leased Space is substantially destroyed and rendered unfit for the occupancy or use by Tenant as contemplated by this Lease, this Lease shall thereupon terminate and Tenant shall have no further obligation to Landlord under the terms of this Lease except for accrued rent which shall be prorated up to the date of such destruction.

B. If the Leased Space is damaged by fire or other casualty, but such loss or destruction does not substantially destroy the Leased Space or render it unfit for Tenant's use and occupancy as contemplated by this Lease, Landlord, may, in its sole discretion, commence and thereafter proceed with due diligence and without interruption to complete the restoration of the Leased Space to the condition which existed prior to the occurrence of the loss. The Landlord, in its sole and complete discretion, may also terminate this Lease and deem in null and avoid.

C. During the period from the date of the occurrence of the loss until the Leased Space is repaired and restored to the condition which existed prior to the occurrence of the loss, Tenant's obligation to pay rent and other obligations shall equitably abate.

19. Covenant of Title– Landlord covenants and warrants to Tenant that, Landlord has full right and lawful authority to enter into this Lease for the term of this Lease that Landlord is lawfully in possession of the Leased Space.

20. Surrender of Leased Space. Upon the expiration or other termination of the term of this Lease, Tenant shall quit and surrender the Leased Space in good order and condition, ordinary wear and tear accepted, and to remove all its property therefrom, except as otherwise provided in this Lease. Tenant's obligation to observe and perform this covenant shall survive the expiration or other termination of the term of this Lease. Any property not so removed from the Leased Space shall be deemed abandoned by Tenant and shall become the sole property of Landlord.

21. Miscellaneous.

- A. This Lease represents the entire understanding and agreement between the parties hereto with respect to the subject matter hereof, supersedes all prior negotiations between such parties, and cannot be amended, supplemented or changed orally, but only by an agreement in writing signed by the party against whom enforcement of any such amendment, supplement or modification is sought and making specific reference to this Lease.
- B. No waiver of any breach or default hereunder shall be considered valid unless in writing and signed by the party giving such waiver, and no such waiver shall be deemed a waiver of any subsequent breach or default of the same or similar or different nature.
- C. This Lease shall be binding upon and inure to the benefit of each party hereto, its successors and assigns.
- D. The clause and paragraph headings contained herein are for the purpose of convenience only and are not intended to define or limit the contents of the respective paragraphs.

E. Each party hereto shall cooperate, take such further action and execute and deliver such further documents as may be reasonably requested by the other party in order to carry out the provisions and purposes of this Lease including, but not limited to, estoppel certificates containing assertions in writing addressed to the other party certifying that this Lease is unmodified and in full force and effect (or, if there have been modification, that the same is in full force and effect as modified and stating the modification), stating the dates to which the rent and other charges have been paid, and stating whether or not to the best knowledge of the signer of said certificate, there exists any default in the performance of any covenant, agreement, term, provision, or condition contained in this Lease and, if so, specifying each such default of which the signer may have knowledge; it being intended that any such statement delivered pursuant hereto may be relied upon by the other party and by any mortgagee or prospective mortgagee of any mortgage affecting the Leased Space or Tenant's interest in this Lease and by any Successor Landlord or by any subtenant or assignee of Tenant's interest.

F. This Lease and all amendments thereof shall be governed by and construed in accordance with the laws of the State of New Jersey applicable to contracts made and to be performed therein. In the event of any dispute, the parties agree that the venue will be Superior Court of New Jersey, Cumberland County.

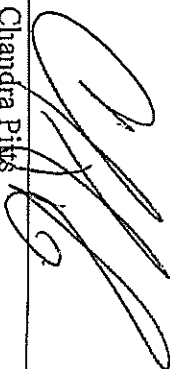
G. In the event that it shall become necessary for Landlord or Tenant to employ the services of an attorney to enforce any of its rights under this Lease or to collect any sums due to it under this Lease or to remedy the breach of any covenant of this Lease on the part of Landlord or Tenant to be kept or performed, regardless of whether suit be brought, the

unsuccessful party shall pay to the successful party such reasonable fees and expenses as shall be charged by its attorney for such services. Any such fees and expenses which are to be paid by Tenant shall be deemed additional rent hereunder. Should suit be brought for the recovery of possession of the Leased Premises, or for rent or any other sum due Landlord under this Lease, Tenant shall pay to Landlord all expenses of such suit and any appeal thereof, including reasonable attorney's fees and expenses, and such expenses shall be deemed additional rent hereunder.

H. This Lease Agreement may be terminated by either party for any reason upon 90 days written notice to the other party. Said termination option shall only be exercised following the expiration of nine (9) months following the 10/1/14 commencement date, which would be 7/1/15.


One Village Alliance

Date: 9/30/2014

  
By: Chandra Pitts

Salem Housing Authority

Date: 9/26/14

  
By: Paul Dice, Executive Director





*It takes a whole village to raise a child...  
Together, we are the village.*

*Salem Housing Authority  
One Village Alliance  
Memorandum of Understanding  
- Appendix A*

What does a "Community that Cares" look like?

What social improvement opportunities does the Salem Housing Authority community present?

How can One Village Alliance and Salem Housing Authority work together to help create a healthier place for children and families to live and grow?

One Village Alliance (OVA) provides a myriad of year round programs and wrap around services designed to uplift children and families on a holistic journey toward excellence through education. OVA implement a series of evidence-based strategies, indicators and standards to produce asset rich individuals and a community that cares by connecting residents to knowledge and skills that foster:

- ▶ Strong families
- ▶ Responsible parenting
- ▶ Increased value for children and adolescents
- ▶ Healthy eating and physical activity
- ▶ Academic excellence
- ▶ Employment and entrepreneurship among youth and adults

One Village Alliance is willing to establish an OVA headquarters site at one (1) of two specified SHA locations to maximize community presence. With an anticipated start date of October 1, we will work together grow a daily social service presence. OVA's primary functions will support a thriving collaboration with Salem Housing Authority as outlined.

#### **Implement Social Development Strategy**

One Village Alliance will lead the implementation of a strategic, community-focused action plan that defines Salem Housing Authority as a strong, healthy thriving community. The Communities That Care Social Development Strategy, a proven prevention system that's made a difference to real kids in real communities for more than 20 years. The strategy fosters the success and health of young people from before birth through every stage of development through research based protective factors that increase the likelihood of health and success for children. The strategy has five key components:

- ▶ **Opportunities:** Provide developmentally appropriate opportunities to young people, for active participation and meaningful pro-social interaction with others.
- ▶ **Skills:** Educate young people the tools they need to succeed.
- ▶ **Recognition:** Provide consistent specific praise and for effort, improvement, and achievement.
- ▶ **Bonding:** Acknowledge a young person's effort and promote a positive sense of attachment, emotional connection and commitment to the people and groups who provide that recognition. Bonding can occur with a family member, teacher, coach, employer or neighbor.
- ▶ **Clear Standards for Behavior:** Through the process of bonding, young people become motivated to live according to the healthy standards of the person or group to whom they are bonded.

#### **Lead Community Engagement**

One Village Alliance engages property management as well as youth and adult residents to take a holistic look at the community to identify opportunities for improvement. Because the community itself has a critical role to play in ensuring successful programming, OVA engages the residents themselves in leading the change. "Village Ambassadors" are community members who serve as leaders, advocates and mentors. They play a key role in ensuring maximum family participation and are uniquely qualified to strengthen





family connections to agencies and opportunities in an effort to meet their diverse needs. Once the needs and opportunities are identified, OVA will engage service providers, partner agencies and volunteers from the broader community to provide programming on site at two (2) specified SHA locations.

### Coordinate Youth & Family Services

Our initial commitment will be to work with SHA to: coordinate fully funded on-site programming through partner agencies; engage volunteers; and solicit grant, foundation and sponsorship funding to support OVA programming as outlined (sample offerings/schedule including staff, materials, supplies):

- ▶ *Computer Lab Development* - Manage safe constructive use of technology resources Workforce Development teaching business and entrepreneurship skills to increase employment among youth and adults to include: Job skills training, resume writing, job search, etc.  
*Mon-Thurs: 9:00 a.m. – 1:00 p.m. (year round) ..... \$13,400.00*
- ▶ *Culinary Arts & Nutrition Training* - Engage families, youth and adults in educational workshops and activities focused on building job skills and adopting healthy eating and fitness practices such as: food prep workshops, health seminars, Yoga/Zumba Classes and Family Fitness Fun-days!  
*10 Week Series (4x annually based on community response) ..... \$1,620 x 4 = \$6,480.00*
- ▶ *After-School Programming* - Education standard based creative programming to increase student academic performance and value for learning. Uniquely qualified Youth Ambassadors, certified teachers and community based mentors engage students in rich, evidenced based programs including:
  - *The Village After-School Enrichment Program:* Academic-based Tutoring / Mentoring
  - *"Girls Can Do Anything!"*- Re-defining Womanhood and what it means to be a Girl
  - *Dare to Be King:* Developing Positive Black Male Leadership  
*Tues & Thurs: 3:30. – 5:30 p.m. (year round) ..... \$8,000.00*
- ▶ *Summer Enrichment & Diversity Camp* - Around the World in a Summer! 6 Week Diversity & Enrichment Camp ..... \$8,330.00
- ▶ *Administrative Support* - Connecting residents to opportunities throughout the broader community; coordinating year round programming; coordinating information in an effort to meet diverse individual needs and goals. (25-30 hour part-time presence on-site) ..... \$16,480.00

**Salem Housing Authority will support the successful collaboration by providing the following for a period of not less than 12 months toward an ongoing, sustainable partnership:**

1. Solicit grant, foundation and sponsorship funding to support OVA presence as outlined.
2. Unrestricted access to adequate secure program space at two locations (provide addresses) location for youth and family activities, program material storage, and food preparation and cold (as needed).
3. Provide administrative office space exclusively for use by One Village Alliance.
4. Provide on-site internet, telephone, fax/copy access to staff during program time.
5. Assist in circulating marketing material to notify and recruit eligible residents.
6. Provide a single point of contact for the purpose of coordinating services.

LOCAL AUTHORITIES -ACCOUNTING AND AUDITING

RESOLUTION

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 **September 30, 2013** has been completed and filed with the Director of the Division of Local Government Services 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,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Salem 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 **September 30, 2013**, 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.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON **September 25, 2014**

Secretary



September 25, 2014

Date

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

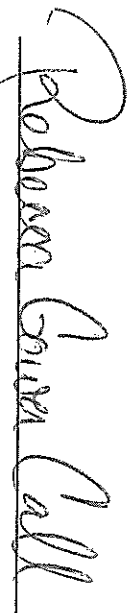
We, the members of the governing body of the Salem Housing Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Salem Housing Authority
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended September 30, 2013, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

(SIGNATURE)

Rebecca Gower-Call

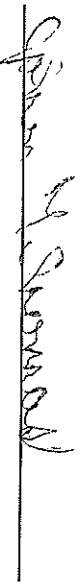


Veronica Wright-Santos

Cathy Lanard



John Thomas



Sworn to and subscribed before me this 25th day of September, 2014



Notary Public of New Jersey

## 5:31-7 Appendix C

## LOCAL AUTHORITIES -ACCOUNTING AND AUDITING

## RESOLUTION

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 **September 30, 2012** has been completed and filed with the Director of the Division of Local Government Services 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,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Salem 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 **September 30, 2012**, 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.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON **September 25, 2014**

Secretary



September 25, 2014

Date

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the **Salem Housing Authority**, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the **Salem Housing Authority**
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended **September 30, 2012**, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

(SIGNATURE)

Rebecca Gower-Call

*Rebecca Gower-Call*

Veronica Wright-Santos

Cathy Lanard

*Cathy Lanard*

John Thomas

*John Thomas*

Sworn to and subscribed before me this 25th day of September, 2014

*Alleen Corson*

Notary Public of New Jersey



**RESOLUTION OF COMPLIANCE  
Salem Housing Authority Board of Commissioners**

WHEREAS, the Housing Authority of the City of Salem, a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey is required to provide an annual certification of compliance for each Salem Housing Authority Commissioner to the State Department of Community Affairs;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the following is a complete list of current Commissioners, their source of appointment, training requirement status, and five year term status:

**Chairwoman – Rebecca Gower Call**

Appointed 11/21/2013      Term Expires: 12/31/2017

Appointed by the Salem City Governing Body  
Is Currently in Training

**Veronica Santos**

Appointed 11/21/2013      Term Expires: 12/31/2016

Appointed by the Mayor and Salem City Governing Body  
Training Requirement has been fulfilled.

**John Thomas**

Appointed 01/30/2014      Term Expires: 12/30/2018

Appointed by the Salem City Governing Body  
Is Currently in Training

**Cathy Lanard**

Appointed 01/30/2014      Term Expires: 12/30/2018

Appointed by the Salem City Governing Body  
Is Currently in Training

  
Rebecca Gower-Call

\_\_\_\_\_  
Veronica Santos

  
Cathy Lanard

  
John Thomas

ATTEST: 9-25-2014  
Paul F. Dice, Executive Director

DATE: Paul F. Dice