


Resolution # 01 -2014

**Approving the Appointment of John Thomas
to the Salem Housing Authority Board of Commissioners**

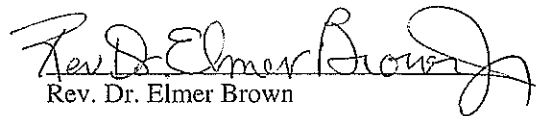
WHEREAS, the Housing Authority of the City of Salem, A Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey, must fill the unexpired term of Tyrus Davis from the SHA Board of Commissioners;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM that John Thomas has been appointed to fill this position.

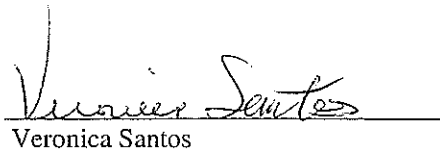
June Moore



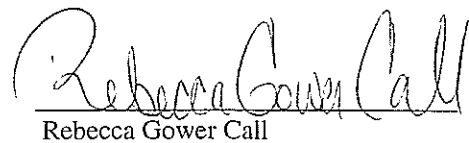
Rev. Dr. Holland Fields



Rev. Dr. Elmer Brown

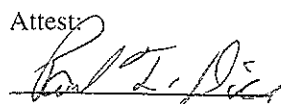


Veronica Santos



Rebecca Gower Call

Date: 1-30-2014

Attest: 

Paul F. Dice, Secretary

Paul F. Dice, Secretary

Resolution # 02- -2014

**Approving the Appointment of Cathy Lanard
to the Salem Housing Authority Board of Commissioners**

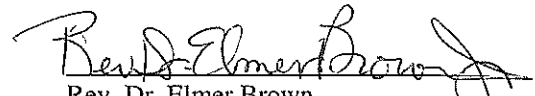
WHEREAS, the Housing Authority of the City of Salem, A Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey, must fill the unexpired term of Juan Rosario from the SHA Board of Commissioners;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM that Cathy Lanard has been appointed to fill this position.

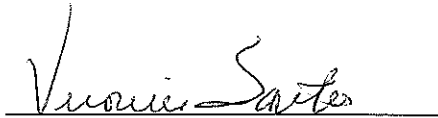
June Moore



Rev. Dr. Holland Fields



Rev. Dr. Elmer Brown




Veronica Santos



Rebecca Gower Call

Date: 1-30-2014

Attest: 

Paul F. Dice, Secretary

Paul F. Dice, Secretary

Resolution # 03- - 2014

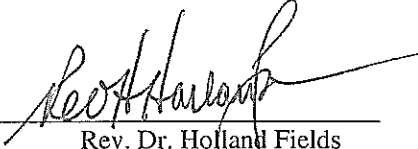
Approving the Payment of Bills
For the Salem Housing Authority

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 **December 2013 and January 2014;**

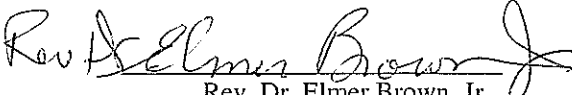
AND WHEREAS, the housing authority Commissioners have reviewed the attached list of charges;

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.

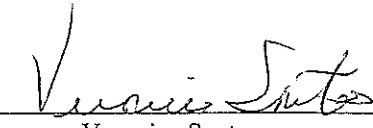
June Moore



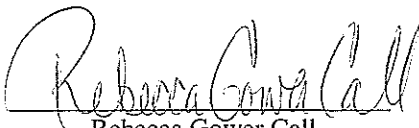
Rev. Dr. Holland Fields



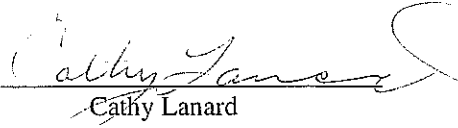
Rev. Dr. Elmer Brown, Jr.



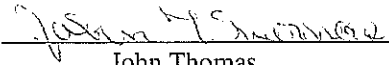
Veronica Santos



Rebecca Gower Call



Cathy Lanard



John Thomas

Date:

1-30-2014

Salem Housing Authority
Check Register
For the Period From Jan 1, 2014 to Jan 31, 2014

Filter Criteria includes: Report order is by Date.


Check #	Date	Payee	Cash Account	Amount
8554	1/2/14	ATLANTIC CITY ELE	11100	49.50
8555	1/2/14	COMCAST CABLE	11100	103.10
8556	1/2/14	Corbett Exterminatin	11100	500.00
8557	1/2/14	DEER PARK	11100	24.21
8558	1/2/14	J.W. Pedersen Archit	11100	2,010.00
8559	1/2/14	KYOCERA MITA AM	11100	185.24
8560	1/2/14	OTIS ELEVATOR C	11100	822.09
8561	1/2/14	Salem County Cham	11100	160.00
8562	1/2/14	SOUTH JERSEY GA	11100	1,696.94
8563	1/9/14	CITY OF SALEM - W	11100	17,948.19
8564	1/9/14	VOID	11100	
8565	1/9/14	Inovative Business S	11100	20.00
8566	1/9/14	THE PAUL REVERE	11100	135.30
8567	1/9/14	Polcari & Company,	11100	4,485.00
8568	1/9/14	Puma, Telsey & Rhe	11100	675.00
8569	1/9/14	JOSEPH RACITE	11100	499.50
8570	1/9/14	RICHARD D. ROBIN	11100	1,457.00
8571	1/9/14	SMICK LUMBER CO.	11100	393.37
70V	1/9/14	RICHARD D. ROBIN	11100	-1,457.00
8572	1/9/14	Robinson & Andujar,	11100	1,457.00
8547V	1/16/14	HOME DEPOT CRE	11100	-813.48
8573	1/23/14	Ansercom	11100	351.27
8574	1/23/14	Arledge Electronics, I	11100	380.00
8575	1/23/14	CITY OF SALEM - W	11100	6,758.44
8576	1/23/14	COMCAST CABLE	11100	102.82
8577	1/23/14	Corbett Exterminatin	11100	506.00
8578	1/23/14	GE Mechanical	11100	3,158.74
8579	1/23/14	HOME DEPOT CRE	11100	1,035.90
8580	1/23/14	Inovative Business S	11100	65.00
8581	1/23/14	NJ PUBLIC HOUSIN	11100	38,143.95
8582	1/23/14	MILLVILLE HOUSIN	11100	7,492.18
8583	1/23/14	Pitney Bowes	11100	168.00

1-30-2014

Salem Housing Authority
Check Register
For the Period From Jan 1, 2014 to Jan 31, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8584	1/23/14	SMICK LUMBER CO.	11100	228.59
8585	1/23/14	STAPLES ADVANTA	11100	89.66
8586	1/23/14	TRI-PLEX ALARM S	11100	390.00
8587	1/23/14	WASTE MANAGME	11100	3,507.00
8588	1/23/14	WEX BANK	11100	462.21
8589	1/23/14	ATLANTIC CITY ELE	11100	3,093.42
8590	1/23/14	VOID	11100	
8591	1/23/14	VOID	11100	
8592	1/23/14	VOID	11100	
8593	1/23/14	VERIZON	11100	336.70
Total				<u><u>96,620.84</u></u>

1-30-2014
Attest. 

**Salem Housing Authority
Check Register**

For the Period From Dec 1, 2013 to Dec 31, 2013

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8504	12/5/13	Corbett Exterminating	11100	1,076.36
8505	12/5/13	MILLVILLE HOUSIN	11100	7,451.16
8506	12/12/13	ATLANTIC CITY ELE	11100	4,114.48
8507	12/12/13	CITY OF SALEM - W	11100	13,276.65
8508	12/12/13	VOID	11100	
8509	12/12/13	DEER PARK	11100	8.96
8510	12/12/13	FBS SECURITY SYS	11100	180.00
8511	12/12/13	WEX BANK	11100	458.11
8512	12/12/13	HD SUPPLY FACILIT	11100	870.76
8513	12/12/13	HOME DEPOT CRE	11100	1,121.53
8514	12/12/13	MORANT HASSLER,	11100	831.94
8515	12/12/13	OTIS ELEVATOR CO	11100	822.09
8516	12/12/13	THE PAUL REVERE	11100	94.35
8517	12/12/13	Pitney Bowes	11100	597.07
8518	12/12/13	Polcari & Company,	11100	2,320.00
8519	12/12/13	QUENCH USA	11100	114.00
8520	12/12/13	ROSS FOGG JR. &	11100	117.99
8521	12/12/13	SHERWIN WILLIAM	11100	36.84
8522	12/12/13	SMICK LUMBER CO.	11100	62.99
8523	12/12/13	SOUTH JERSEY GA	11100	945.27
8524	12/12/13	SMICK LUMBER CO.	11100	38.70
8525	12/19/13	Corbett Exterminating	11100	95.00
8526	12/19/13	ATLANTIC CITY ELE	11100	6,018.38
8527	12/19/13	VOID	11100	
8528	12/19/13	VOID	11100	
8529	12/19/13	VOID	11100	
8530	12/19/13	VOID	11100	
8531	12/19/13	Cumberland & Salem	11100	204.00
8532	12/19/13	HD SUPPLY FACILIT	11100	385.82
8533	12/19/13	LIBERTY POWER H	11100	7,883.60
8534	12/19/13	MORANT HASSLER,	11100	3,495.20
8535	12/19/13	NAHRO	11100	412.50

1-30-2014

**Salem Housing Authority
Check Register**

For the Period From Dec 1, 2013 to Dec 31, 2013

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8536	12/19/13	Laurie Frisby, Petty C	11100	79.94
8537	12/19/13	Robinson & Andujar,	11100	6,965.50
8538	12/19/13	JOHN SADLER MEC	11100	2,604.35
8539	12/19/13	South Jersey Paper	11100	790.00
8540	12/19/13	TENANTS SAFE/APPLI	11100	77.14
8541	12/19/13	VERIZON	11100	333.45
8542	12/19/13	WASTE MANAGME	11100	3,507.00
8543	12/19/13	WILLIAMS AUTO PA	11100	7.50
8544	12/20/13	SOUTH JERSEY NE	11100	396.00
8545	12/27/13	ATLANTIC CITY ELE	11100	12,515.53
8546	12/27/13	Fabri Builders, Inc.	11100	12,000.00
8547	12/27/13	HOME DEPOT CRE	11100	813.48
8548	12/27/13	Mainiero's Appliance	11100	1,178.00
8549	12/27/13	Management Comput	11100	5,007.00
8550	12/27/13	METROMEDIA ENE	11100	2,545.84
8551	12/27/13	MILLVILLE HOUSIN	11100	7,361.53
8552	12/27/13	STAPLES ADVANTA	11100	281.96
8553	12/27/13	WILLIAMS AUTO PA	11100	15.00
Total				<u>109,512.9</u>

1-30-2014

Resolution # 04 -2014

Appointing a Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund Year 2014

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 a member of the New Jersey Public Housing Authority Joint Insurance Fund;

AND WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund;

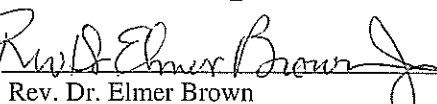
NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Salem Housing Authority does hereby appoint **Paul F. Dice** as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2014.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SALEM HOUSING AUTHORITY AT A MEETING HELD ON JANUARY 23, 2014.

June Moore



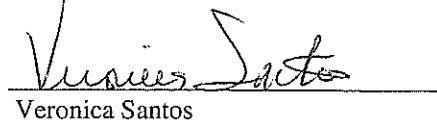
Rev. Dr. Holland Fields



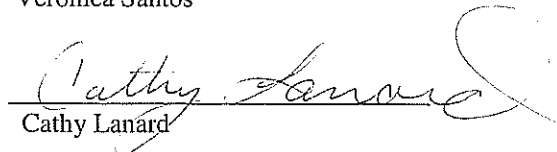
Rev. Dr. Elmer Brown



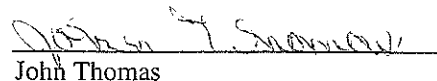
Rebecca Gower Call



Veronica Santos




Cathy Lanard



John Thomas

1-30-2014

Attest: 

Resolution # 05 -2014

Approving a Professional Risk Management Consulting Service

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 a member of the New Jersey Public Housing Authority Joint Insurance Fund;

AND WHEREAS, the Salem Housing Authority Board of Commissioners has determined that it is in the financial best interest to secure professional risk management brokerage and insurance services;

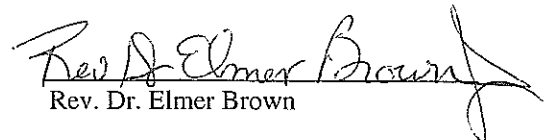
NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Salem Housing Authority authorizes the Executive Director to enter into a Risk Management Consultant Agreement with William R. Mints Insurance Agency from January 1, 2014 – December 31, 2014 at the best possible terms.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SALEM HOUSING AUTHORITY AT A MEETING HELD ON JANUARY 23, 2014.

June Moore



Rev. Dr. Holland Fields



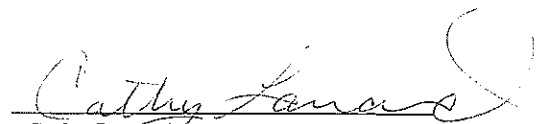
Rev. Dr. Elmer Brown



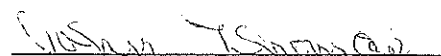
Rebecca Gower Call



Veronica Santos



Cathy Lanard



John Thomas

RISK MANAGEMENT CONSULTANTS AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 2014, between the Salem Housing Authority (hereinafter referred to as AUTHORITY) and William R. Mints Ins. Agency (hereinafter referred to as CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required by bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Finds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on January 28, 2014 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer risk or loss
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverages outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.

- f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to five percent (5%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of the AUTHORITY's assessment.
 - b. For any insurance coverages authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
 - c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of _____ per hour, in addition to the actual expenses incurred.
3. The term of the Agreement shall be one (1) year beginning on January 1, 2014 and ending on January 1, 2015. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to the date of termination.

ATTEST:

AUTHORITY:

Allison Carson

Paul Dice

Salem Housing Authority
Paul Dice, Director

ATTEST:

CONSULTANT:

William R. Mints Ins. Agency
Robert C. Conner, CIC

Note: This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action languages, etc.

Resolution # 06-2014

**APPROVING A CONTRACT
FOR PEST CONTROL SERVICES at All SHA Sites**

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 award a contract for Pest Control Services at various locations.

AND WHEREAS, the Housing Authority received two proposals for services;

AND WHEREAS, Anchor Pest Control of Iselin, NJ submitted the lowest responsible bid (see attached);

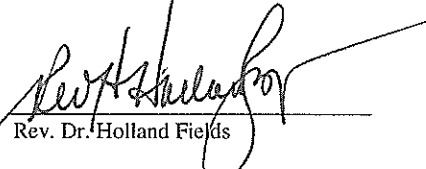
AND WHEREAS, the contract is for the period beginning January 1, 2014 – Dec. 31, 2015;

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 contract with Anchor Pest Control of Iselin, NJ.

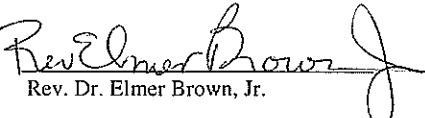
June Moore



Veronica Wright Santos



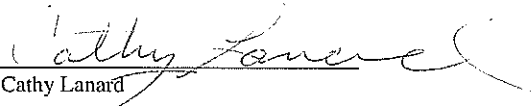
Rev. Dr. Holland Fields



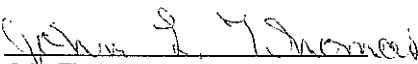
Rev. Dr. Elmer Brown, Jr.



Rebecca Gower Call



Cathy Lanard



John Thomas

Resolution # 07-2014

APPROVING A CONTRACT
FOR TRASH HAULING SERVICES

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 award a contract for Trash Hauling Services at various locations.

AND WHEREAS, the Housing Authority received two proposals for services;

AND WHEREAS, C & H Disposal of Elmer, NJ submitted the lowest responsible bid in the amount of \$39,980.00 for 2014 and 2015;

AND WHEREAS, the contract is for the period beginning February 1, 2014 – Dec. 31, 2015;

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 contract with C & H Disposal of Elmer, NJ.

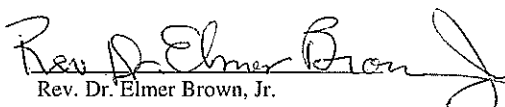
June Moore



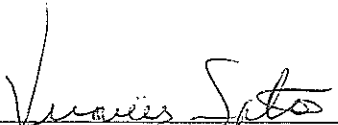
Rebecca Gower Call



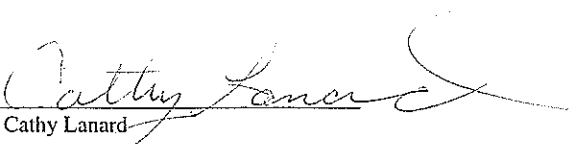
Rev. Dr. Holland Fields



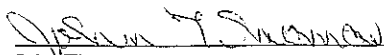
Rev. Dr. Elmer Brown, Jr.



Veronica Wright Santos



Cathy Lanard



John Thomas

Date: 1-30-2014

Resolution # 08 -2014

**APPROVING A CONTRACT
For AUDITING SERVICES**

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 award a contract for Auditing Services.

AND WHEREAS, there were two bids submitted;

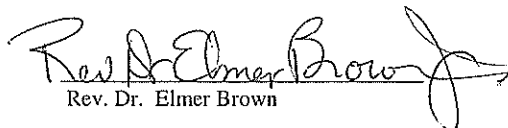
AND WHEREAS, Hutchins, Meyer & DiLieto, Certified Public Accountants, were the lowest bidders in the amount of \$9,000.00 for fiscal year ending in 2014;

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 contract with Hutchins, Meyer & DiLieto from Toms River, New Jersey.

June Moore



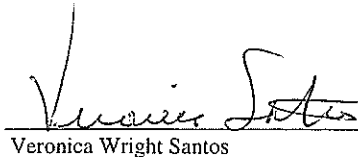
Rev. Dr. Holland Fields



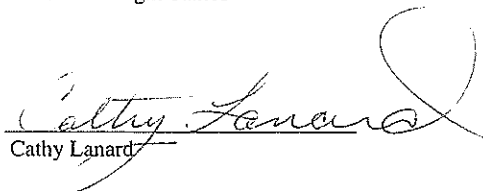
Rev. Dr. Elmer Brown



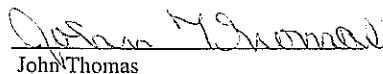
Rebecca Gower Call



Veronica Wright Santos



Cathy Lanard



John Thomas

Date:

Resolution # 09-2014

**APPROVING A CONTRACT
For General Legal Counsel**

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 requires legal services in connection with its public housing program;

AND WHEREAS, funding for such services is provided in the Housing Authority's Public Housing Operating Budget;

AND WHEREAS, a request for proposal was developed and advertised;

AND WHEREAS, a proposal was received from Adam I. Telsey, Esq. from Puma, Telsey & Rhea, P.A. for the hourly rate of \$150.00 for General Legal Counsel;

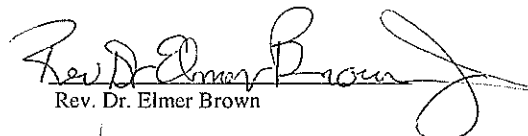
NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the Executive Director is authorized to negotiate and execute a contract with Adam I. Telsey, Esq. for General Legal Counsel services for \$150.00 per hour;

AND BE IT FURTHER RESOLVED THAT the contract shall be for the period of February 1, 2014 through January 31, 2015.

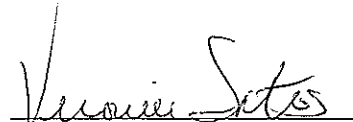
June Moore



Rev. Dr. Holland Fields



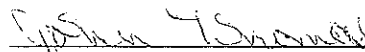
Rev. Dr. Elmer Brown




Veronica Santos



Rebecca Gower Call



John Thomas



Cathy Lanard

**APPROVING A CONTRACT
For Operations Counsel**

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 requires legal services in connection with its public housing program;

AND WHEREAS, funding for such services is provided in the Housing Authority's Public Housing Operating Budget;

AND WHEREAS, a request for proposal was developed and advertised;

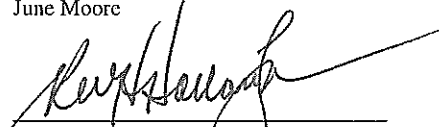
AND WHEREAS, one proposal was received from Arnold Robinson, Esq. for the hourly rate of \$155.00 at an estimated 75 hours with the cost for performing service of \$11,625.00 for tenant/landlord matters;

AND WHEREAS, a review indicated that he was qualified to perform the duties.


NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the Executive Director is authorized to negotiate and execute a contract with Arnold Robinson, Esq. for Operation services for \$155.00 per hour;

AND BE IT FURTHER RESOLVED THAT the contract shall be for the period of February 1, 2014 through January 31, 2015.

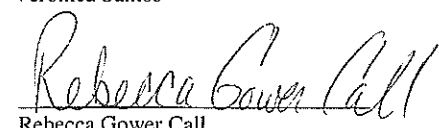
June Moore



Rev. Dr. Holland Fields



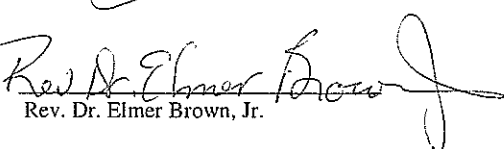
Veronica Santos



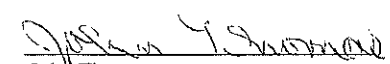
Rebecca Gower Call



Cathy Lanard



Rev. Dr. Elmer Brown, Jr.



John Thomas

Resolution # 11-2014

**APPROVING A CONTRACT
FOR LAWN CARE SERVICES at All SHA Sites**

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 award a contract for Lawn Care Services at various locations.

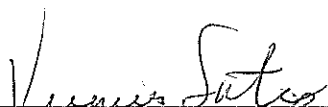
AND WHEREAS, the Housing Authority received four proposals for services;

AND WHEREAS, Eaise Design & Landscaping, Monroeville, NJ, submitted the lowest responsible bid in the amount of \$12,700.00 for year 2014 and 2015;

AND WHEREAS, the contract is for the period beginning February 1, 2014 – Dec. 31, 2015;

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 contract with Eaise Design & Landscaping.

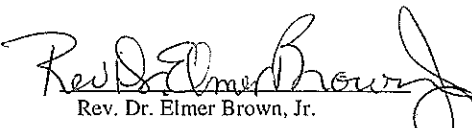
June Moore



Veronica Santos




Rev. Dr. Holland Fields



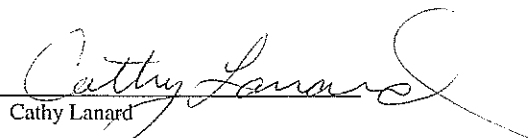
Rev. Dr. Elmer Brown, Jr.



Rebecca Gower Call



John Thomas



Cathy Lanard

Date:

**APPROVING A CONTRACT
For Fee Accounting Services**

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 award a contract for "Fee Accounting Services";

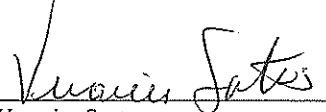
AND WHEREAS, a request for proposal was developed and advertised, and one proposal was received;

AND WHEREAS, the lowest responsible bid received was from Tony Polcari & Company, Wayne, NJ, with a bid totaling \$21,000.00 per year or \$1,750.00 per month;

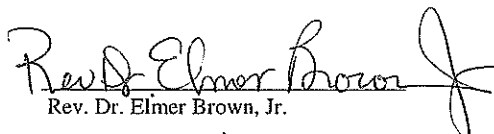
AND WHEREAS, the contract is for the period beginning February 1, 2014 thru December 31, 2015;

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 contract with Tony Polcari & Company, Wayne, NJ.

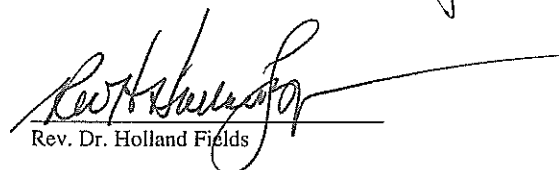
June Moore



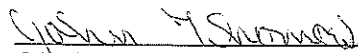
Veronica Santos



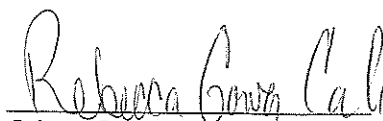
Rev. Dr. Elmer Brown, Jr.



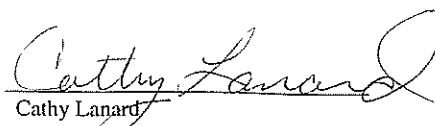
Rev. Dr. Holland Fields



John Thomas



Rebecca Gower Call



Cathy Lanard