

**Authorizing to Amend the Shared Service Agreement with the Millville Housing Authority
to include a Permanent Property Manager**

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 a Shared Services Agreement with the Millville Housing Authority with a contract until December 11, 2014;

AND WHEREAS, the Salem Housing Authority wishes to retain the services of a full-time Property Manager;

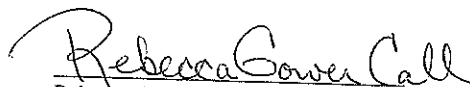
AND WHEREAS, the Millville Housing Authority is able to provide the services of Yolanda Mendibles as a full-time Property Manager for \$50,664.00 annually or \$4,222.00 monthly; said amount is the base salary, plus health and welfare benefits, plus pension, plus fringe benefits, taxes and insurance.

AND WHEREAS, the Millville Housing Authority will provide benefits and will keep said person on the MHA payroll;

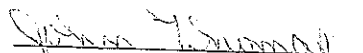
AND WHEREAS the terms and conditions of this contract may be renegotiated when the Shared Services agreement between the MHA and the SHA is renewed in December 2014;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT the SHA Board of Commissioners is authorized to enter into a contract for Yolanda Mendibles to provide Property Manager Services at the stated terms from April 28, 2014 – December 11, 2014.

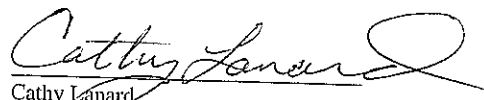
June Moore



Rebecca Gower Call



John Thomas



Cathy Lanard

Rev. Dr. Holland Fields

Veronica Santos

Date:

ADDENDUM TO THE SHARED SERVICES AGREEMENT FOR EXECUTIVE
DIRECTOR AND MANAGEMENT SERVICES BY AND BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF SALEM
AND
THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE

This ADDENDUM to the December 12, 2012 SHARED SERVICES AGREEMENT is made on this 24th day of April, 2014 by and between the Housing Authority of the City of Salem (hereinafter SHA) and the Housing Authority of the City of Millville (hereinafter MHA).


PREAMBLE:

WHEREAS, SHA wishes to retain the services of a MHA full-time Property Manager, Yolanda Mendibles.

NOW, THEREFORE the parties agree as follows:

1. The MHA will provide the SHA with a full-time Property Manager. Said manager will be dedicated full-time to the SHA. The SHA will reimburse the MHA \$50,664.00 annually, or \$4,222.00 monthly.
2. The MHA will provide benefits for the Property Manager and will keep said person on the MHA payroll.
3. The MHA will dedicate Yolanda Mendibles as Property Manager.
4. The MHA will not place a "No Compete" contract on Ms. Mendibles.
5. The terms and conditions of this contract may be renegotiated when the Shared Services Agreement between the MHA and the SHA is renewed in December 2014.

ATTEST:

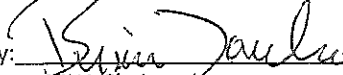




HOUSING AUTHORITY OF THE CITY OF SALEM

By: 
SHA Chairperson

HOUSING AUTHORITY OF THE CITY OF MILLVILLE

By: 
MHA Chairperson

Date:

Resolution Adopting Revised Personnel Policies and Procedures

WHEREAS, it is the policy of the Salem Housing Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Salem Housing Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Salem Housing Authority that the Revised Personnel Policies and Procedures Manual attached hereto is hereby adopted.

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

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

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Salem Housing Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that all managerial/supervisory personnel are responsible for these employment practices. The Salem Housing Authority Solicitor shall assist the Salem Housing Authority in the implementation of the policies and procedures in this manual.

AND, BE IT FURTHER RESOLVED, that the Secretary shall certify a copy of this Resolution and file it on the public record.

June Moore

Rebecca Gower Call
Rebecca Gower Call

Cathy Lanard
Cathy Lanard

Veronica Santos

John Thomas
John Thomas

Date: 4-24-2014

Attest: Paul Dice
Paul F. Dice, Secretary

Resolution Adopting Employee Handbook

WHEREAS, the Salem Housing Authority ("SHA") maintains a document entitled "Employee Handbook" which is designed to codify and memorialize many of the policies and procedures related to employment issues at the SHA; and

WHEREAS, the Municipal Excess Liability ("MEL") carrier requires the SHA to maintain certain documents related to employment issues; and

WHEREAS, the MEL is requiring SHA to prepare and maintain an Employee Handbook and it is further required that these documents contain certain policies and procedures therein; and

WHEREAS, in accordance with the directives of the MEL, an Employee Handbook has been prepared; and

WHEREAS, the Employee Handbook conforms to the minimum requirements of the MEL.

NOW, THEREFORE, BE IT RESOLVED by the Salem Housing Authority that the Employee Handbook is hereby approved and adopted.

AND, BE IT FUTHER RESOLVED, that the Secretary certify a copy of this Resolution and file it on the public record.

June Moore

Rev. Holland Fields (Telephone)
Rev. Dr. Holland Fields Vote

Rebecca Gower Call
Rebecca Gower Call

Cathy Lanard
Cathy Lanard

Veronica Santos

John Thomas
John Thomas