

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**RESOLUTION – JULY 20, 2022 (2022-1)**

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$45,676.54 and payroll payments of \$16,381.20 for a total of \$62,057.74 since the last Board meeting of June 15, 2022. Details of this month's payments to be approved are included in the Meeting Reports for the meeting of July 20, 2022 and filed accordingly.

**SIGNATURES:**

Alma Zwick, Chairperson

Approved  
Bi S. Seltzer

Brian Seltzer, Vice-Chairperson

Douglas Wallace

Approved

Rosa Tanzi

Rosa Tanzi

Lawrence Gasperone

Lawrence Gasperone

Reda Burch, Tenant Rep.

Reda Burch

Mary Berko

Approved

**The Haddon Township Housing Authority**

**Meeting of Wednesday, June 15, 2022**

**Resolution June – (2022-2)**

**A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN  
COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE  
FUND'S CYBER RISK MANAGEMENT PLAN'S TIER TWO REQUIREMENTS**

**Whereas**, the Haddon Twp. Housing Authority (NJ) is a member of the N.J. Public Housing Authority JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

**Whereas**, through its membership in the NJ Public Housing Authority JIF, the Haddon Twp. Housing Authority enjoys cyber liability insurance coverage to protect the Haddon Twp. Housing Authority from the potential devastating costs associated with a cyber related claim; and

**Whereas**, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

**Whereas**, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Haddon Twp. Housing Authority; and

**Whereas**, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Haddon Twp. Housing Authority to claim a reimbursement of a paid insurance deductible in the event the member files a claim against the Haddon Twp. Housing Authority's cyber insurance policy, administered through the NJ Public Housing Authority JIF and the Municipal Excess Liability Joint Insurance Fund;

**Now Therefore Be It Resolved** that the Board of Commissioners of The Haddon Township Housing Authority does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;

Information Backup

Security Patches and Updates

Defensive Software

Security Awareness Training

Password Management

Email Warning

Incident Response Plan

Technology Practice Policy

Government Cyber Membership

And, Be It Further Resolved, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

This Resolution was duly adopted by the Haddon Township Housing Authority, 25 Wynnewood Avenue, Haddon Township, New Jersey at a public meeting held on:

Wednesday, June 15, 2022 @ 7 p.m. at the above address.

Approved with Signatures:

Alma Zwick, Chairperson

Brian Seltzer, Vice-Chairperson

Rosa Tanzi

Douglas Wallace

Lawrence Gasperone

Mary Berko

Reda Burch, Tenant Rep.

Approved  
B. Seltzer  
Rosa Tanzi  
Approved  
Lawrence Gasperone  
Approved  
Reda Burch

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**RESOLUTION – JUNE 15, 2022 (2022-1)**

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of **\$51,566.91** and payroll payments of **\$13,448.63** for a total of **\$65,015.54** since the last Board meeting of **May 18, 2022**. Details of this month's payments to be approved are included in the Meeting Reports for the meeting of **June 15, 2022** and filed accordingly.

**SIGNATURES:**

Alma Zwick, Chairperson

*Approved*

Brian Seltzer, Vice-Chairperson

*Brian Seltzer*

Douglas Wallace

*Approved*

Rosa Tanzi

*Rosa Tanzi*

Lawrence Gasperone

*Lawrence Gasperone*

Reda Burch

*Reda Burch*

Mary Berko

*Approved*

**The Haddon Township Housing Authority**

**Meeting held on Wednesday, May 18, 2022 – 7:00 p.m.**

**RESOLUTION 2022-01 (05/18/2022)**  
**Adopting the 2020 Annual Audit Report**

WHEREAS, N.J.S.A. 40A:5A-5 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 **December 31, 2020** has been completed and filed with the Haddon Township Housing Authority 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, within 45 days of receipt of the annual audit, to 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 titled “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 Haddon Township 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 December 31, 2020 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

APPROVED AT THE MEETING HELD ON MAY 18, 2022.

Secretary: Walter Norris

Date: 5/18/22

Page 1 of 2

Walter Norris, Exec. Director

THE HADDON TOWNSHIP HOUSING AUTHORITY – GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the Governing Body of THE HADDON TOWNSHIP HOUSING AUTHORITY, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed/~~elected~~ (cross out one) members of THE HADDON TOWNSHIP 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 December 31, 2020, and specifically the sections of the audit Report entitled "General Comments" and "Recommendations."

PRINT NAME:

Alma H. Zwida  
Brian E. Seltzer  
Rosa Tanzi  
Reda Burch  
Mary Berko  
LAWRENCE F. GASPERONE JR  
Douglas Wallace

SIGNATURE:

Alma H. Zwida  
Brian E. Seltzer  
Rosa Tanzi  
Reda Burch  
Mary Berko  
Lawrence Gasperone Jr  
Excused

Sworn to and subscribed before me this 18th day of May, 2022

Eleanor Connell  
Notary Public of New Jersey

**ELEANOR CONNELL**  
Notary Public of New Jersey  
My Commission Expires Feb. 6, 2027

# PROOF OF PUBLICATION

\* \* \* \* \*

County of Camden:  
State of New Jersey: SS.

**BRETT AINSWORTH**, of lawful age, being duly sworn according to law, doth depose and say that he is the President of Ainsworth Media, Inc., publishers of

## "THE RETROSPECT"

a newspaper published in the Borough of Collingswood, County of Camden, State of New Jersey, and that the notice, of which the annexed is a true copy, was published in said newspaper under date of

4/15/22

and continued therein for

\_\_\_\_\_ weeks  
successively thereafter, to wit:

making in all \_\_\_\_\_ publications.

Brett Ainsworth

\* \* \* \* \*

SWORN TO AND SUBSCRIBED  
BEFORE ME ON THIS DATE:

April 15, 2022

Susan Keneally Ainsworth  
Notary Public of New Jersey  
Commission Valid Through 10/15/2025

Susan Keneally Ainsworth

## Housing Authority of the Township of Haddon

Synopsis of audit report of the Housing Authority of the Township of Haddon for the fiscal year ended December 31, 2020, as required by N.J.S.A. 40A:5A-16.

## Statements of Net Position December 31, 2020 and 2019

	2020	2019
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$793,346	\$759,592
Accounts receivable - tenants, net	570	76
Total current assets	793,916	759,668
Capital assets, net	1,731,994	1,827,349
Total assets	2,525,910	2,587,017
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflows related to pensions	166,304	77,903
Deferred outflows related to other postemployment benefits	224,542	11,106
Total deferred outflow of resources	390,846	89,009
Total assets and deferred outflow of resources	2,916,756	2,676,026
<b>LIABILITIES</b>		
Current liabilities:		
Accrued wages and payroll taxes	931	654
Accrued compensated absences, current	1,358	3,473
Tenant security deposits	43,961	41,767
Other accrued liabilities	49,973	23,765
Current portion of unearned revenue	34,160	34,160
Accounts payable	31,733	30,773
Pension payable	27,314	25,635
Total current liabilities	189,430	160,227
Long-term liabilities:		
Accrued compensated absences, less current portion	42,483	33,703
Unearned revenue, net of current portion	314,347	348,527
Net pension liability	514,243	457,767
Net other postemployment benefits liability	861,078	605,645
Total liabilities	1,921,581	1,605,869
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows related to pensions	300,758	278,756
Deferred inflows related to other postemployment benefits	467,722	531,273
Total deferred inflow of resources	768,480	810,029
Total liabilities and deferred inflow of resources	2,690,061	2,415,898
<b>NET POSITION</b>		
Net position:		
Invested in capital assets, net of related debt	1,731,994	1,827,349
Unrestricted	(1,505,299)	(1,567,221)
Total net position	226,695	260,128
Total liabilities, deferred inflow of resources and net position	\$2,916,756	\$2,676,026

## Statements of Revenues, Expenses, and Changes in Net Position For the years ended December 31, 2020 and 2019

	2020	2019
<b>Operating revenues:</b>		
Tenant rental revenue	\$441,874	\$418,876
HUD operating grants	262,869	262,968
CARES Act grants	31,843	-
Other revenues	65,517	63,540
Total operating revenues	802,103	745,384
<b>Operating expenses:</b>		
Administrative	250,226	242,477
Tenant services	314	2,202
Utilities	191,409	199,431
Ordinary repairs and maintenance	203,678	175,629
Insurance	35,146	34,669
General expenses	32,874	31,687
Extraordinary maintenance	17,575	7,268
COVID-19 Expenditures	109,624	107,785
Depreciation	840,846	801,148
Total operating expenses	(38,743)	(55,764)
Operating income/(loss)	2,905	3,646
<b>Non-operating revenues:</b>		
Investment income	(35,838)	(52,118)
Income before capital grants	2,405	94,318
Capital grants	(33,433)	42,200
Change in net position	260,128	217,928
Net position, January 1	\$226,695	\$260,128
Net position, December 31		

The above synopsis was prepared from the report of the audit of the Housing Authority of the Township of Haddon as of December 31, 2020.

This report of audit, submitted by Holt McNally & Associates, Inc., is on file at the office of the Housing Authority of the Township of Haddon, 25 Wynnewood Avenue, Haddon Township, NJ 08108, and may be inspected by any interested person.

Daniel Nagy  
Senior Accountant  
4/15/2022  
The Retrospect

\$120.16

Synopsis of audit report of the Housing Authority of the Township of Haddon for the fiscal year ended December 31, 2020, as required by N.J.S.A. 40A:5A-16.

Statements of Net Position  
December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 793,346	\$ 759,592
Accounts receivable - tenants, net	570	76
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Capital assets, net	1,731,994	1,827,349
Total assets	2,525,910	2,587,017
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Total assets and deferred outflow of resources	2,916,756	2,676,026
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Current liabilities:		
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Deferred inflows related to pensions	300,758	278,756
Deferred inflows related to other postemployment benefits	467,722	531,273
Total deferred inflow of resources	768,480	810,029
Total liabilities and deferred inflow of resources	2,690,061	2,415,898
<b>NET POSITION</b>		
Net position:		
Invested in capital assets, net of related debt	1,731,994	1,827,349
Unrestricted	(1,505,299)	(1,567,221)
Total net position	226,695	260,128
Total liabilities, deferred inflow of resources and net position	\$ 2,916,756	\$ 2,676,026



Statements of Revenues, Expenses, and Changes in Net Position  
For the years ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Operating revenues:		
Tenant rental revenue	\$ 441,874	\$ 418,876
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Insurance	35,146	34,669
General expenses	32,874	31,687
Extraordinary maintenance	-	7,268
COVID-19 Expenditures	17,575	-
Depreciation	<u>109,624</u>	<u>107,785</u>
Total operating expenses	<u>840,846</u>	<u>801,148</u>
Operating income/(loss)	<u>(38,743)</u>	<u>(55,764)</u>
Non-operating revenues:		
Investment income	<u>2,905</u>	<u>3,646</u>
Income before capital grants	<u>(35,838)</u>	<u>(52,118)</u>
Capital grants	<u>2,405</u>	<u>94,318</u>
Change in net position	(33,433)	42,200
Net position, January 1	<u>260,128</u>	<u>217,928</u>
Net position, December 31	<u>\$ 226,695</u>	<u>\$ 260,128</u>

The above synopsis was prepared from the report of the audit of the Housing Authority of the Township of Haddon as of December 31, 2020.

This report of audit, submitted by Holt McNally & Associates, Inc., is on file at the office of the Housing Authority of the Township of Haddon, 25 Wynnewood Avenue, Haddon Township, NJ 08108, and may be inspected by any interested person.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**RESOLUTION – MAY 18, 2022 (2022-1)**

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$58,900.90 and payroll payments of \$12,781.92 for a total of \$71,682.82 since the last Board meeting of April 20, 2022. Details of this month's payments to be approved are included in the Meeting Reports for the meeting of May 18, 2022 and filed accordingly.

**SIGNATURES:**

Alma Zwick, Chairperson

Brian Seltzer, Vice-Chairperson


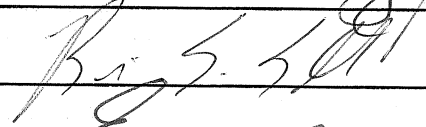





Douglas Wallace

Rosa Tanzi

Lawrence Gasperone

Reda Burch

Mary Berko

  
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**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**RESOLUTION – APRIL 20, 2022 (2022-1)**

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$86,650.67 and payroll payments of \$16,125.26 for a total of \$102,775.93 since the last Board meeting of March 16, 2022. Details of this month's payments to be approved are included in the Meeting Reports for the meeting of April 20, 2022 and filed accordingly.

**SIGNATURES:**

Alma Zwick, Chairperson

Brian Seltzer, Vice-Chairperson





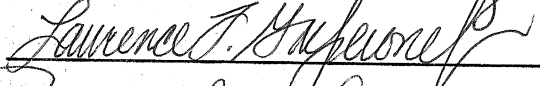

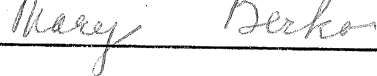
Douglas Wallace

Rosa Tanzi

Lawrence Gasperone

Reda Burch

Mary Berko

  
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**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**RESOLUTION – MARCH 16, 2022 (2022-1)**

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of **\$46,035.46** and payroll payments of **\$13,831.01** for a total of **\$59,866.47** since the last Board meeting of **February 16, 2022**. Details of this month's payments to be approved are included in the Meeting Reports for the meeting of **March 16, 2022** and filed accordingly.

**SIGNATURES:**

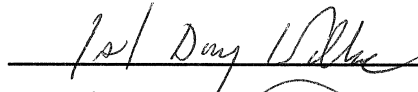
**Alma Zwick, Chairperson**

  
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**Brian Seltzer, Vice-Chairperson**

  
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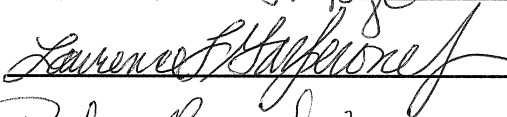
**Douglas Wallace**

  
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**Rosa Tanzi**

  
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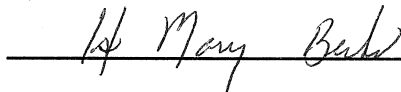
**Lawrence Gasperone**

  
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**Reda Burch**

  
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**Mary Berko**

  
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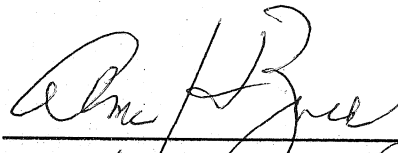
## HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

### RESOLUTION – FEBRUARY 16, 2022 (2022-1)

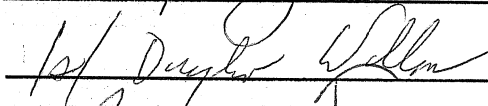
WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$43,686.04 and payroll payments of \$13,536.75 for a total of \$57,220.79 since the last Board meeting of January 19, 2022. Details of this month's payments to be approved are included in the Meeting Reports for the meeting of February 16, 2022 and filed accordingly.

#### SIGNATURES:

Alma Zwick, Chairperson



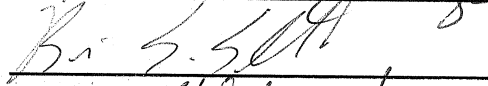
Douglas Wallace, Vice-Chairperson



Rosa Tanzi




Brian Seltzer



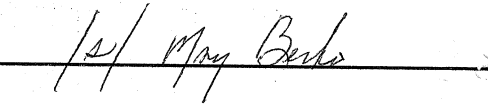
Lawrence Gasperone



Reda Burch



Mary Berko



**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**RESOLUTION – JANUARY 19, 2022 (2022-1)**

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$73,082.80 and payroll payments of \$15,357.82 for a total of \$88,440.62 since the last Board meeting of December 15, 2021. Details of this month's payments to be approved are included in the Meeting Reports for the meeting of January 19, 2022 and filed accordingly.

**SIGNATURES:**

Alma Zwick, Chairperson

Excused

Douglas Wallace, Vice-Chairperson

Doug Wallace (ex)

Rosa Tanzi

Rosa Tanzi

Brian Seltzer

Brian Seltzer

Lawrence Gasperone

Lawrence Gasperone

Reda Burch

Reda Burch

Mary Berko

Excused

**2022 (2022-2023) ADOPTED BUDGET RESOLUTION**  
Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

**HADDON TOWNSHIP**  
(Name)  
**HOUSING AUTHORITY**

FISCAL YEAR: FROM: 01-01-2022 TO: 12-31-2022

WHEREAS, the Annual Budget and Capital Budget/Program for the HADDON TOWNSHIP Housing Authority for the fiscal year beginning, 01-01-2022 and ending, 12-31-2022 has been presented for adoption before the governing body of the HADDON TOWNSHIP Housing Authority at its open public meeting of 12-15-2021; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 870,300, Total Appropriations, including any Accumulated Deficit, if any, of \$ 799,460 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 118,963 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of HADDON TOWNSHIP Housing Authority, at an open public meeting held on 12-15-2021 that the Annual Budget and Capital Budget/Program of the HADDON TOWNSHIP Housing Authority for the fiscal year beginning, 01-01-2022 and, ending, 12-31-2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Walter New  
(Secretary's Signature)

12/15/21  
(Date)

Governing Body

Recorded Vote

Member:

Aye

Nay

Abstain

Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

ALMA ZWICK

DOUGLAS WALLACE

Reda Burch

ROSA TANZI

LAWRENCE GASPERONE

BRIAN SELTZER

Aye

Aye

Aye

Aye

Aye

Aye

# 2022 (2022-2023) ADOPTION CERTIFICATION

## HADDON TOWNSHIP

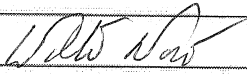
(Name)

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01-01-2022 TO: 12-31-2022

**Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the HADDON TOWNSHIP Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 15<sup>TH</sup> day of, DECEMBER, 2021.

Officer's Signature:			
Name:	WALTER NORRIS		
Title:	EXECUTIVE DIRECTOR		
Address:	25 WYNNEWOOD AVENUE WESTMONT, NJ 08108		
Phone Number:	856-854-3700	Fax Number:	856-854-7122
E-mail address	rohrer.towers@verizon.net		



THE HADDON TOWNSHIP HOUSING AUTHORITY

Appointment of Fund Commissioner – The New Jersey Public Housing Authority - JIF

RESOLUTION – January (2022-2) – Meeting date of Wednesday, Jan. 19, 2022

WHEREAS, the Haddon Township Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member of the Housing Authority Appoint a FUND COMMISSIONER to represent and serve the Authority as its Representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Haddon Township Housing Authority does hereby appoint WALTER A. NORRIS, EXECUTIVE DIRECTOR as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2022.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HADDON TOWNSHIP HOUSING AUTHORITY AT A MEETING HELD ON January 19, 2022.

APPROVED WITH SIGNATURES:

Alma Zwick, Chairperson

Excused

Douglas Wallace, Vice-Chairperson

Douglas Wallace

Rosa Tanzi

Rosa Tanzi

Brian Seltzer

Brian Seltzer

Lawrence Gasperone

Lawrence Gasperone

Reda Burch, Tenant Representative

Reda Burch

Mary Berko

Excused

**RESOLUTION – JANUARY (2022-3)**

**MEETING DATE OF WEDNESDAY, JANUARY 19, 2022**

**APPOINTING RISK MANAGEMENT CONSULTANT**

**FROM**

**JANUARY 1, 2022 THROUGH DECEMBER 31, 2024**

**NEW JERSEY PUBLIC HOUSING AUTHORITIES**

**MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Governing Body of **Haddon Township Housing Authority** is a member of the **NEW JERSEY PUBLIC HOUSING AUTHORITIES Municipal Joint Insurance Fund**, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each authority appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee not to exceed six percent (6%) of the authorities assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

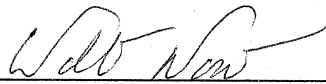
WHEREAS, NJSA 40A:11-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW THEREFORE, be it resolved that the governing body of the **Housing Authority of Haddon Township** does hereby appoint **Hardenbergh Insurance Group** as its Risk Management Consultant effective January 1, 2022 in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1), (a), (i).

ATTEST:



AUTHORITY:



**Haddon Twp. Housing Authority**

**Rohrer Towers I**

**25 Wynnewood Avenue**

**Westmont, NJ 08108**

- 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) municipal 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 six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment 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 \$0.00 per hour, in addition to actual expenses incurred.
3. The term of this Agreement shall be three (3) years. 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 date of termination.

ATTEST:

Walt New

AUTHORITY:

Haddon Twp. Hg

ATTEST:

\_\_\_\_\_

CONSULTANT:

\_\_\_\_\_

Date: 1/19/2022

**Haddon Twp. Housing Authority  
Rohrer Towers I  
25 Wynnewood Avenue  
Westmont, NJ 08108**

**RISK MANAGEMENT CONSULTANT AGREEMENT**  
**NEW JERSEY PUBLIC HOUSING AUTHORITIES**  
**MUNICIPAL JOINT INSURANCE FUND**

***THIS AGREEMENT*** entered into this 19<sup>th</sup> day of January, 2022 between the **Haddon Township Housing Authority** (hereinafter referred to as **AUTHORITY**) and **Hardenbergh Insurance Group** (hereinafter referred to as the **CONSULTANT**).

***WHEREAS***, the **CONSULTANT** has offered to the **AUTHORITY** professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, 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 19, 2022 and;

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

- I.** 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 the 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.

**THE HADDON TOWNSHIP HOUSING AUTHORITY –**

**MEETING HELD ON JANUARY 19, 2022**

**RESOLUTION 2022-3 – APPOINTING HARDENBERGH**

**INSURANCE GROUP AS THE RISK MANAGEMENT CONSULTANT FOR**

**THE HADDON TOWNSHIP HOUSING AUTHORITY WITH REGARD TO**

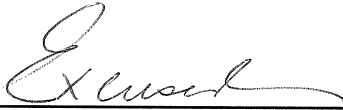
**THE NEW JERSEY PUBLIC HOUSING AUTHORITY**

**JOINT INSURANCE FUND**


**(See attached)**

**APPROVED WITH SIGNATURES:**

**Alma Zwick, Chairperson**

  
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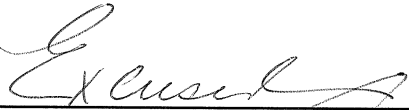
**Douglas Wallace, Vice-Chairperson**

  
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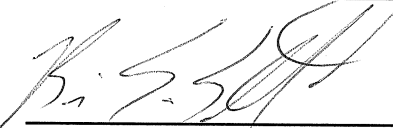
**Rosa Tanzi**

  
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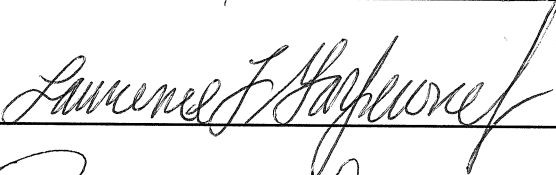
**Mary Berko**

  
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**Brian Seltzer**

  
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**Lawrence Gasperone**

  
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**Reda Burch**

  
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**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**RESOLUTION – JANUARY 19, 2022 (2022-4)**

WHEREAS, the Board of the Housing Authority of Haddon, acting within its Authority and Obligation, after reviewing applications for the part-time position of applicants for Executive Director, and having reviewed the same for the applicants, hereby moved in December 2021, to appoint Walter A. Norris, Esquire, to the position of Executive Director for the Housing Authority of the Township of Haddon, by unanimous acclamation of the members of the Board, and is to serve in this position at the pleasure of the Board of the Housing Authority of Haddon, and to continue to serve in his capacity of part-time Executive Director until such time as he may decide to step down from this position with ample notice to the Board, or until, in its discretion, decides to terminate him from this position with ample notice. *To Commence JANUARY 1, 2022.*

His salary and compensation shall be \$3,000.00 per month to be reviewed annually by the Board.

**APPROVED WITH SIGNATURES:**

**Alma Zwick, Chairperson**

*Excused*

**Douglas Wallace, Vice Chairperson**

*Douglas Wallace*

**Rosa Tanzi**

*Rosa Tanzi*

**Mary Berko**

*Excused*

**Brian Seltzer**

*Brian Seltzer*

**Lawrence Gasperone**

*Lawrence Gasperone*

**Reda Burch**

*Reda Burch*