

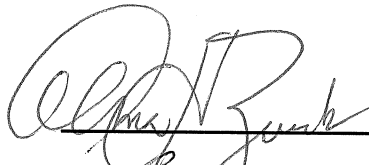
HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

RESOLUTION 2016-12 (12/21/2016)

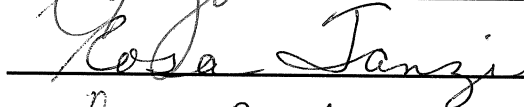
WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$35,159.84 and payroll payments of \$18,114.34 including related payroll taxes and pension payment, for a total of \$53,274.18, since the last Board meeting of **NOVEMBER, 2016**. Details of these amounts are included in the Meeting Reports for the December, 2016 meeting and filed accordingly.

SIGNATURES:

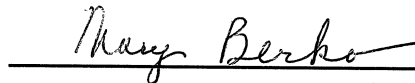
Alma Zwick, Chairperson



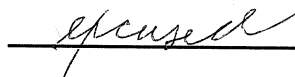
Rosa Tanzi, Vice-Chairperson



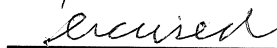
Mary Berko



Frank Jackson



Brian Seltzer

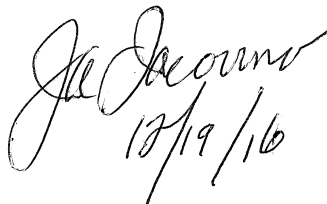


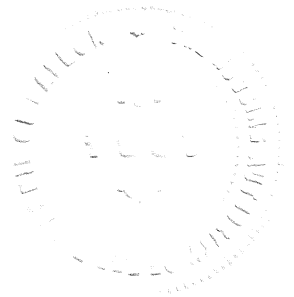
Sr. Anne Lillis, O.S.F. (Tenant Rep.)



Douglas Wallace



  
12/19/16



THE HADDON TOWNSHIP HOUSING AUTHORITY

RESOLUTION FOR APPROVAL – DECEMBER 21, 2016

RESOLUTION NUMBER 2016-12/21-2

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

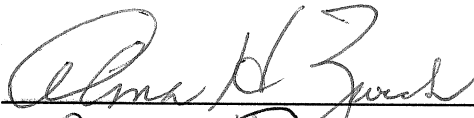
WHEREAS, the bylaws of said Fund require that each member of the Housing Authority Appoint a FUND COMMISSIONER to represent and serve the Authority as its Representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Haddon Township Housing Authority does hereby appoint JOSEPH IACOVINO, EXECUTIVE DIRECTOR, CS-PHM as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2017.


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 DECEMBER 21, 2016.

APPROVED WITH SIGNATURES:

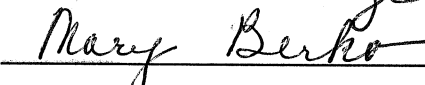
Alma Zwick, Chairperson

  
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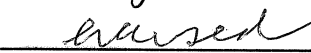
Rosa Tanzi, Vice-Chairperson

  
\_\_\_\_\_


Mary Berko

  
\_\_\_\_\_

Frank Jackson

  
\_\_\_\_\_

Sr. Anne Lillis, O.S.F. (Tenant Rep.)

  
\_\_\_\_\_

Douglas Wallace

  
\_\_\_\_\_

Brian Seltzer

  
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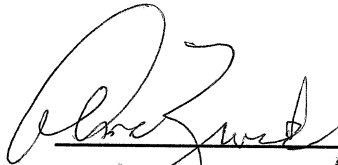
HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

RESOLUTION 2016-11 (11/16/2016)

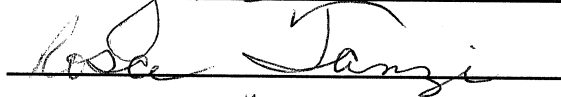
WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$45,599.39 and payroll payments of \$12,228.77 including related payroll taxes and pension payment, for a total of \$57,828.16 both of which have been paid (or to be paid) since the last Board meeting of **OCTOBER, 2016**. Details of these amounts are included in the Meeting Reports for the November, 2016 meeting and filed accordingly.

SIGNATURES:

Alma Zwick, Chairperson



Rosa Tanzi, Vice-Chairperson



Mary Berko



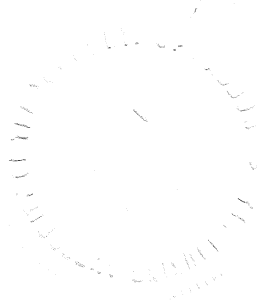
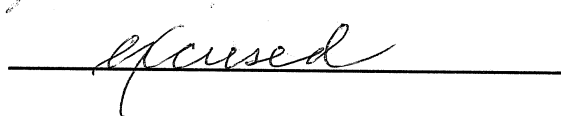
Frank Jackson



Brian Seltzer



Sr. Anne Lillis, O.S.F. (Tenant Rep.)



HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

RESOLUTION 2016-10 (10/19/2016)

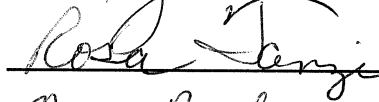
WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$55,495.33 and payroll payments of \$10,255.88 including related payroll taxes and pension payment, for a total of \$65,751.21 both of which have been paid (or to be paid) since the last Board meeting of **SEPTEMBER, 2016**. Details of these amounts are included in the Meeting Reports for the October, 2016 meeting and filed accordingly.

SIGNATURES:

Alma Zwick, Chairperson



Rosa Tanzi, Vice-Chairperson



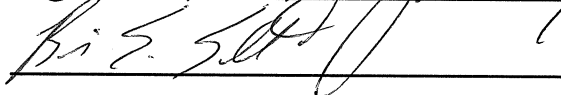
Mary Berko



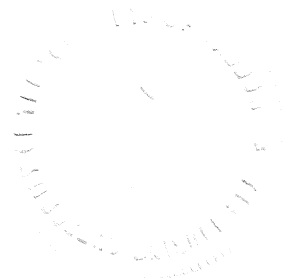
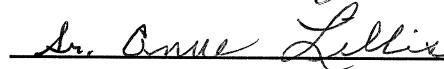
Frank Jackson



Brian Seltzer



Sr. Anne Lillis, O.S.F. (Tenant Rep.)



HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

RESOLUTION 2016-09 (09/21/2016)

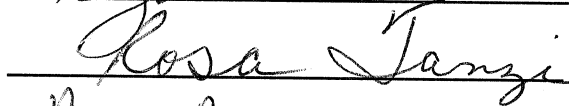
WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$32,203.28 and payroll payments of \$16,132.22 including related payroll taxes and pension payment, for a total of \$48,335.50 both of which have been paid (or to be paid) since the last Board meeting of **AUGUST, 2016**. Details of these amounts are included in the Meeting Reports for the September, 2016 meeting and filed accordingly.

SIGNATURES:

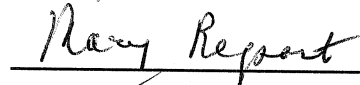
Alma Zwick, Chairperson



Rosa Tanzi, Vice-Chairperson



Mary Berko



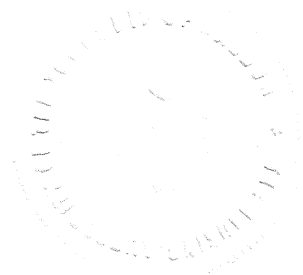
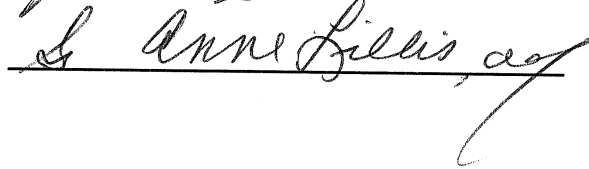
Frank Jackson



Brian Seltzer



Sr. Anne Lillis, O.S.F. (Tenant Rep.)



RESOLUTION NO. 2016-09-2

CHANGE ORDER NO. 3

**WHEREAS**, it was necessary to make changes in the scope of work to be done in completing the Parking Lot Improvements at Rohrer Towers 1, 25 Wynnewood Avenue in the Township of Haddon, County of Camden, State of New Jersey.

**WHEREAS**, Change Order No. 3 was developed to itemize and authorize those changes.

**WHEREAS**, certification has been received by the Housing Authority Treasurer/Finance Director that sufficient funds have been allocated for this Change Order;

**NOW, THEREFORE, BE IT RESOLVED** by the Haddon Township Housing Authority that Change Order No. 3 is hereby authorized and approval is hereby granted (Contract amount remains the same: \$243,883.20).

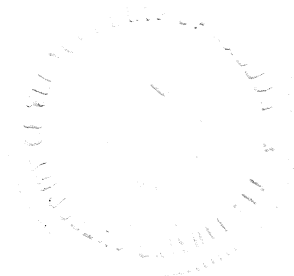
Date: 8/30/16

Ja. Iacovino  
Joseph Iacovino, Executive Director  
Haddon Township Housing Authority

I certify the above to be a true copy of a resolution adopted by the Haddon Township Housing Authority on Wed, 9/21/16.

Date: 9/21/16

Ja. Iacovino  
Joseph Iacovino, Executive Director  
Haddon Township Housing Authority



**THE HADDON TOWNSHIP HOUSING AUTHORITY –**

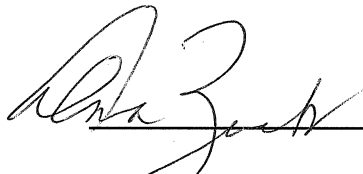
**MEETING HELD ON SEPTEMBER 21, 2016**

**CHANGE WORK ORDER NO. 3 - PARKING LOT IMPROVEMENTS**

**(See attached)**

**APPROVED WITH SIGNATURES:**

**Alma Zwick, Chairperson**

  
\_\_\_\_\_

**Rosa Tanzi, Vice-Chairperson**

  
\_\_\_\_\_

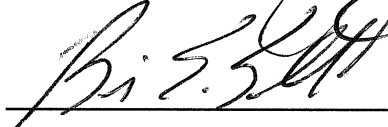
**Mary Berko**

  
\_\_\_\_\_

**Frank Jackson**

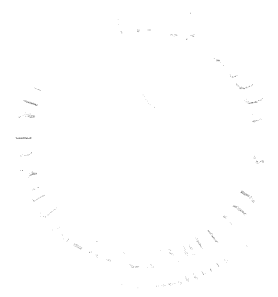
  
\_\_\_\_\_

**Brian Seltzer**

  
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**Sr. Anne Lillis, O.S.F.**

  
\_\_\_\_\_



**THE HADDON TOWNSHIP HOUSING AUTHORITY**

**RESOLUTION 2016-09-03- DATED SEPTEMBER 21, 2016**

**BOARD OF COMMISSIONERS – SIGNATURE APPROVAL OF:**

**WHEREAS, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY, TOWNSHIP OF HADDON, NJ ACTING WITHIN ITS AUTHORITY AND OBLIGATION PREVIOUSLY ADOPTED AN EMPLOYEE HANDBOOK; AND WHEREAS, THERE IS A COMPLIANCE NEED TO AMEND THE HANDBOOK; AND WHEREAS, BY INCLUDING THE SUPERVISORY PROCEDURES SECTION WILL REDUCE THE AUTHORITY'S DEDUCTIBLE AND CO-INSURANCE REQUIREMENTS ON EMPLOYMENT PRACTICES LIABILITY CLAIMS; THEREFORE BE IT RESOLVED, THE FOLLOWING AMENDMENTS HAVE BEEN MADE TO THE HANDBOOK:**

**Change One:**

*Modification to Anti-Discrimination Policy/American with Disabilities Act Policy (Section 1 of Manual) and Employment Application to comply with the New Jersey Pregnant Worker's Fairness Act. The foregoing referenced policies and application were amended to comply with the New Jersey Pregnant Worker's Fairness Act, which amended the Law Against Discrimination to prevent discrimination based upon pregnancy, childbirth or a pregnancy related medical condition. It also requires employers to provide reasonable accommodation.*

**Change Two:**

*Modification to the Social Media Policy portion of the Communication Media Policy (Section 2 of the Manual) to reflect changes in technology and practices of government. Note: In this section, we have a note provided by a member of the Committee. To accommodate his comments, we have also included alternative wording.*

**Change Three:**

*Addition of Employee Dating Policy to Section 2 of the Manual. This policy is adopted as an optional policy to require supervisor/subordinate dating to notify human resources.*

**Change Four:**

*Addition of I9 language to Employment Procedure in Section 5*

**Change Five:**

*Modification to Open Public Meetings Act Procedures concerning Personnel Matters.*



**Change Six:**

***Model Employment Application to be Compliant with Ban the Box Legislation. In March of 2015, New Jersey's Ban the Box Legislation became effective, which prohibits employers from asking on an employment application about a candidate's criminal background. Therefore, we have eliminated the question from the standard job application.***

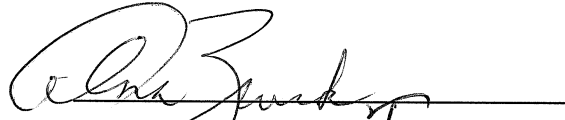
**Change Seven:**

***CEPA Notice. Removed outdated CEPA notice and replaced with most current version.***

***Therefore be it resolved, the amended Employee Handbook Policies and Procedures is adopted.***

**APPROVED WITH SIGNATURES:**

***Alma Zwick, Chairperson***



***Rosa Tanzi, Vice-Chairperson***



***Mary Berko***



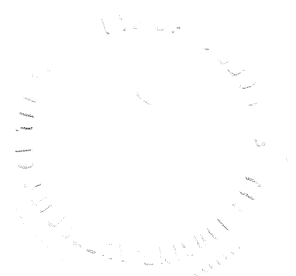
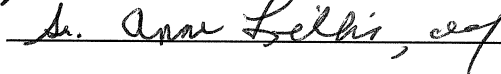
***Frank Jackson***



***Brian Seltzer***



***Sr. Anne Lillis, O.S.F. (Tenant Rep)***



HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

RESOLUTION 2016-08 (08/17/2016)

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$63,431.92 and payroll payments of \$11,758.08 including related payroll taxes and pension payment, for a total of \$75,190.00 both of which have been paid since the last Board meeting of **JULY, 2016**. Details of these amounts are included in the Meeting Reports for the June, 2016 meeting and filed accordingly.

SIGNATURES:

Alma Zwick, Chairperson

Alma Zwick

Rosa Tanzi, Vice-Chairperson

Rosa Tanzi

Mary Berko

Mary Berko

Frank Jackson

Frank Jackson

Brian Seltzer

EXCUSED

Sr. Anne Lillis, O.S.F. (Tenant Rep.)

Sr. Anne Lillis, O.S.F.

JAD  
8/17/16

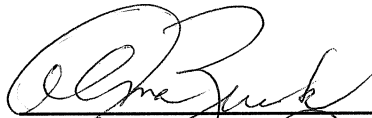
HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

RESOLUTION 2016-07 (07/20/2016)

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$41,580.80 and payroll payments of \$15,537.34 including related payroll taxes and pension payment, for a total of \$57,118.14 both of which have been paid since the last Board meeting of **JUNE, 2016**. Details of these amounts are included in the Meeting Reports for the June, 2016 meeting and filed accordingly.

SIGNATURES:

Alma Zwick, Chairperson



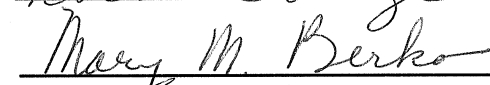
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Rosa Tanzi, Vice-Chairperson



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Mary Berko



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Frank Jackson



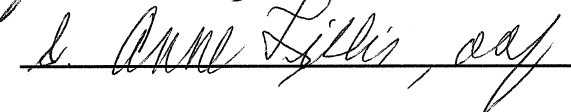
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Brian Seltzer



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Sr. Anne Lillis, O.S.F. (Tenant Rep.)



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# THE HADDON TOWNSHIP HOUSING AUTHORITY

## RESOLUTION 2016-02 (7/20/2016)

WHEREAS, the Board of Commissioners of the Housing Authority of the Township of Haddon, acting within its authority and obligation, moves to approve the following Board Member (Rosa Tanzi, Vice-Chairperson) as an Authorized Signatory with 1<sup>st</sup> Colonial Community Bank for both our Operating Account #0123001943, and Escrow Account #0123002016, commencing July 20, 2016.

**ROSA TANZI – Vice-Chairperson and New Signatory**  
**(Taking the place of Louis Cernava who passed away**

**Other signatories with no change:**

**Joseph Iacovino – Executive Director of the Housing Authority**

**Alma Zwick – Vice-Chairperson of the Housing Authority**

**Mary Berko – Housing Authority Commissioner**

### **Signatures:**

Alma Zwick – Chairperson

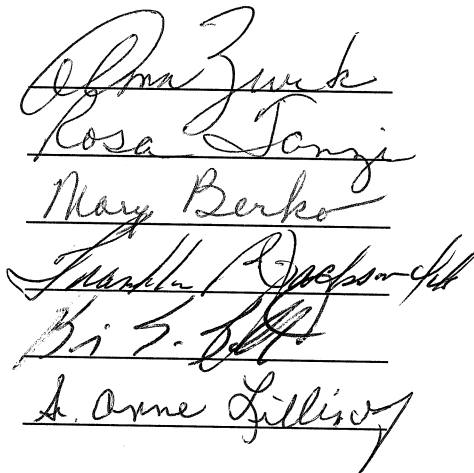
Rosa Tanzi – Vice-Chairperson

Mary Berko

Franklin Jackson IV

Brian Seltzer

Sr. Anne Lillis, O.S.F.



**The Haddon Township Housing Authority**

**Meeting held on Wednesday, June 15, 2016 – 7:00 p.m.**

**RESOLUTION 2016-06-3 - Adopting the 2015 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, 2015 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, 2015 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 JUNE 15, 2016. Secretary: *JM Jacome* Date: 6/15/16

THE HADDON TOWNSHIP HOUSING AUTHORITY

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, 2015, and specifically the sections of the audit Report entitled "General Comments" and "Recommendations."

PRINT NAME:

Alma Zurek  
SR. Anne Lillis  
Franklin P Jackson 4th  
Rosa Tanzi  
Brian Slitzer  
MARY BERKO

SIGNATURE:

Alma Zurek  
SR Anne Lillis  
Franklin P Jackson 4th  
Rosa Tanzi  
Br. Slitzer  
absent

Sworn to and subscribed before me this 15<sup>th</sup> day of June, 2016

Eleanor Connell  
Notary Public of New Jersey

**ELEANOR CONNELL**  
**NOTARY PUBLIC OF NEW JERSEY**  
**My Commission Expires Feb. 6, 2017**


HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

RESOLUTION 2016-06 (06/15/2016)

WHEREAS, the Board of the Housing Authority of the Township of Haddon acting within its Authority and Obligation moves to approve invoice payments of \$72,487.06 and payroll payments of \$12,271.91 including related payroll taxes and pension payment, for a total of \$84,758.97 both of which have been paid since the last Board meeting of **MAY, 2016**. Details of these amounts are included in the Meeting Reports for the June, 2016 meeting and filed accordingly.

SIGNATURES:

Alma Zwick, Chairperson

  
\_\_\_\_\_

Rosa Tanzi, Vice-Chairperson

  
\_\_\_\_\_

Mary Berko

  
\_\_\_\_\_


Frank Jackson

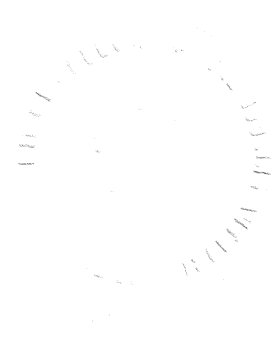
  
\_\_\_\_\_

Brian Seltzer

  
\_\_\_\_\_

Sr. Anne Lillis, O.S.F. (Tenant Rep.)

  
\_\_\_\_\_



RESOLUTION NO. 2016-06-2

CHANGE ORDER NO. 2

**WHEREAS**, it was necessary to make changes in the scope of work to be done in completing the Parking Lot Improvements at Rohrer Towers 1, 25 Wynnewood Avenue in the Township of Haddon, County of Camden, State of New Jersey.

**WHEREAS**, Change Order No. 2 was developed to itemize and authorize those changes.

**WHEREAS**, certification has been received by the Housing Authority Treasurer/Finance Director that sufficient funds have been allocated for this Change Order;

**NOW, THEREFORE, BE IT RESOLVED** by the Haddon Township Housing Authority that Change Order No. 2 is hereby authorized and approval is hereby granted (Contract amount remains the same: \$243,883.20).

Date: 6/15/16

JA Iacovino CS-PHM  
Joseph Iacovino, Executive Director  
Haddon Township Housing Authority

I certify the above to be a true copy of a resolution adopted by the Haddon Township Housing Authority on 6/15/16 all approved

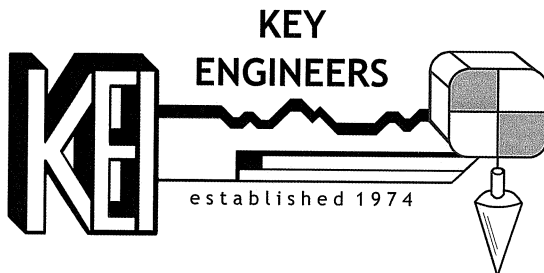
Date: 6/15/16

JA Iacovino CS-PHM  
Joseph Iacovino, Executive Director  
Haddon Township Housing Authority



**ENGINEERING & PLANNING**

Municipal  
Consulting  
Construction  
Residential  
Commercial  
Industrial  
Construction Management



*~Celebrating Over 42 Years of Excellence~*

**SURVEYING**

Residential  
Commercial  
Industrial  
Governmental  
Construction

May 17, 2016

Command Company, Inc.  
1318 Antwerp Avenue  
Egg Harbor City, New Jersey 08215

ATTN: Mr. Glenn Marienski, President

**RE: CHANGE ORDER NO. 2**

Parking Lot Improvements at Rohrer Towers 1  
Haddon Township Housing Authority  
Haddon Township, Camden County,  
New Jersey (KEI #38-187HT)

Dear Mr. Marienski

Please be advised that the following changes to the contract amount for the above referenced project are hereby authorized:

**DECREASES****Base Bid: Parking Lot Improvements**

	<u>Item Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>		<u>Amount</u>
25	Trees, 2" to 2 1/2" Caliper, B&B, 8 feet to 10 feet high	24	UN @	\$ 390.00	=	\$ 9,360.00
26	Contingencies (\$5,614.20 Remaining)	1	LS @	\$3,572.00	=	\$ 3,572.00
Subtotal Decrease						= \$ 12,932.00

**Alternate No. 1: Angled Parking Construction**

	<u>Item Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>		<u>Amount</u>
13	Trees, 2" to 2 1/2" Caliper, B&B, * feet to 10 feet high	3	UN @	\$ 390.00	=	\$ 1,170.00
Subtotal Decrease						= \$ 1,170.00

<b>Total Decrease = \$ 14,102.00</b>					
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Key Engineers, Inc. • 80 S. White Horse Pike • Berlin, NJ 08009

(856) 767-6111 • Fax (856) 753-1091

# INCREASES

## Base Bid: Parking Lot Improvements

	<u>Item Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>		<u>Amount</u>
1	Sawcut Pavement	16	LF @	\$ 15.00		\$ 240.00
S6	Tree Adjustment	8	UN @	\$ 525.00	=	\$ 4,200.00
S7	Irrigation System	1	LS @	\$ 7,160.00	=	\$ 7,160.00
S8	Shrubs, 24" to 30"	18	UN @	\$ 96.00	=	\$ 1,728.00
Subtotal Increase						= \$ 13,328.00

## Alternate No. 1: Angled Parking Construction

	<u>Item Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>		<u>Amount</u>
6	Concrete Sidewalk, 4" Thick, Class B	9	SY @	\$ 86.00	=	\$ 774.00
Subtotal Increase						= \$ 774.00

<b>Total Increase = \$ 14,102.00</b>					
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# SUMMARY

Total Decrease Per This Change Order No. 2	=	\$ 14,102.00
Total Increase Per This Change Order No. 2	=	\$ 14,102.00
Net Difference Per This Change Order No. 2	=	\$0.00
Original Contract Amount	=	\$ 243,883.20
Less Net Difference Per This Change Order No. 2	=	\$0.00
Adjusted Contract Amount Per This Change Order No. 2 (Remians the same)	=	\$ 243,883.20

This change order has been prepared to reflect the tree adjustment (quantity and unit price), irrigation system and shrubs, 24" to 30" and as-built quanities to-date.

If you have any questions or comments in this regard, please contact me at this office.

Sincerely,



Gregory B. Fusco, P.E., P.P., C.P.W.M.  
Certified Municipal Engineer  
Authority Engineer

GE:db

\*See Page 3 for Endorsements

**ENDORSEMENTS:**

**For the Haddon Township Housing Authority:**

6/15/14  
Date

J A Iacovino  
Joseph Iacovino, Executive Director

**For Command Company, Inc.:**

6/15/14  
Date

Doug Marienski  
Doug Marienski, President  
or Authorized Representative  
Glenn Marienski, Secretary Treasurer

Enclosure

projects/38/187/docs/cos&vos/co-2