

HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY

RESOLUTION 2020-01

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF  
BERGEN COUNTY APPROVING THE APPOINTMENT OF THREE  
COMMISSIONERS TO SERVE AS TRUSTEES ON THE BOARD OF THE  
HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY.

WHEREAS, the Commissioners of the Housing Authority of Bergen County at their meeting of January 23, 2020 appointed the following Commissioners to serve as Trustees on the Housing Development Corporation of Bergen County:

1. Daniel Ortega
2. Peter Caminiti, Sr.
3. Angelo D'Arminio, Jr.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby approve the appointment of the aforementioned Commissioners to serve as Trustees on the Board of the Housing Development Corporation of Bergen County.

Resolution adopted as read on motion by Commissioner Ortega,  
seconded by Commissioner Hernandez. Upon roll call the Ayes and Nays were  
as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr	✓			
Joanne English Rollieson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega, CHAIRMAN

P. Bartlett  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY

RESOLUTION 2020-02

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE APPOINTMENT OF THREE COMMISSIONERS TO SERVE AS TRUSTEES ON THE BOARD OF THE COMMUNITY HOUSING RESOURCE BOARD OF SOUTHERN BERGEN COUNTY.

WHEREAS, the Commissioners of the Housing Authority of Bergen County appoint the following Commissioners to serve as Trustees on the Board of the Community Housing Resource Board of Southern Bergen County;

1. Daniel Ortega
2. Joanne English Rollieson
3. Junior Hernandez

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby approve the appointment of the aforementioned Commissioners to serve as Trustees on the Board of the Community Housing Resource Board of Southern Bergen County.

Resolution adopted as read on motion by Commissioner Ortega,  
seconded by Commissioner Peterson.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English Rollieson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega, CHAIRMAN

Lynn Bartlett  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY

RESOLUTION 2020-03

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF  
BERGEN COUNTY APPROVING THE APPOINTMENT OF ~~THREE~~  
COMMISSIONERS TO SERVE ON THE PERSONNEL COMMITTEE. TWO

WHEREAS, the Commissioners of the Housing Authority of Bergen County at  
their meeting of January 23, 2020, appointed the following Commissioners to serve on the  
Personnel Committee:

1. Daniel Ortega
2. Peter Caminiti, Sr.
3. (Hoc Appointment)

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the  
Housing Authority of Bergen County do hereby approve the appointment of the  
aforementioned Commissioners to serve on the Personnel Committee.

Resolution adopted as read on motion by Commissioner Ortega,  
seconded by Commissioner Hernandez.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English Rolleson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
CHAIRMAN

[Signature]  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY**

**RESOLUTION 2020-04**

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY  
OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE  
PERIOD OF DECEMBER 14, 2019 THROUGH JANUARY 13, 2020.**

**WHEREAS**, the attached listing of Accounts Payable for the period of December 14, 2019 through January 13, 2020 was reviewed and found acceptable.

**NOW, THEREFORE, BE IT RESOLVED**, the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of December 14, 2019 through January 13, 2020 in the amount of Four Hundred Ninety-Four Thousand, Two Hundred Five Dollars and Fifty-Three Cents (\$494,205.53).

Resolution adopted as read on motion by Commissioner Hernandez  
seconded by Commissioner Peterson.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English-Rolleson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
\_\_\_\_\_, CHAIRMAN

Bartlett  
\_\_\_\_\_  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY

RESOLUTION 2020-05

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF DECEMBER 14, 2019 THROUGH JANUARY 13, 2020 FOR THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY.

WHEREAS, the attached listing of Accounts Payable for the period of December 14, 2019 through January 13, 2020 for the Housing Development Corporation of Bergen County, was reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of December 14, 2019 through January 13, 2020 in the amount of Three Hundred Thirty-Five Thousand, Ninety-Nine Dollars and Twenty-One Cents (\$335,099.21).

Resolution adopted as read on motion by Commissioner Hernandez seconded by Commissioner Peterson.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English Rollieson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
CHAIRMAN

Lynn Bartlett  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY



HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY

RESOLUTION 2020-06

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF  
BERGEN COUNTY AMENDING AND UPDATING THE HOUSING CHOICE VOUCHER  
(SECTION 8) ADMINISTRATIVE PLAN.

WHEREAS, the Housing Authority of Bergen County (HABC) administers a Section 8 Housing Choice Voucher (Section 8) program that requires the housing authority to adopt a written administrative plan that establishes local policies for administering the program; and

WHEREAS, the administrative plan, and any revisions to it must be formally adopted by the housing authority's Board of Commissioners; and

WHEREAS, the housing authority has updated the Section 8 Administrative Plan, this revision specifically addresses the following of the Authority's policies and procedures specifically pertaining to the Housing Choice Voucher program unless otherwise identified:

1. Updated the Continuum of Care wait list referral process (pg. 425).
2. Clarified process for reasonable accommodations (pg. 25).
3. Updated Housing Quality Standards abatement period.

WHEREAS, the Commissioners of the Housing Authority of Bergen County have reviewed said documents; and

WHEREAS, said update will be submitted to HUD for filing after review and approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby adopt the revised Section 8 Housing Choice Voucher Administrative Plan beginning implementation on March 1, 2020.

Resolution adopted as read on motion by Commissioner Hernandez, seconded by Commissioner Peterson. Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English-Rolleson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
CHAIRMAN

Peterson  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY**

**RESOLUTION 2020 – 07**

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONSULTING CONTRACT WITH GOVERNANCE & FISCAL AFFAIRS LLC TO ASSIST WITH THE DAILY PURCHASING ACTIVITIES OF THE HOUSING AUTHORITY OF BERGEN COUNTY ON AN AS NEEDED BASIS**

**WHEREAS**, P.L. 2009, c. 166 codified as N.J.S.A. 40A:11-12 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing agent; and

**WHEREAS**, Gerald Volpe QPA has previously been appointed as Purchasing Agent of Record for the Housing Authority of Bergen County; and

**WHEREAS**, the Authority, while in departmental transition, has need for additional assistance with the responsibilities and accountability for the purchasing activity of the Housing Authority of Bergen County, to prepare public advertising for bids and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts on behalf of the Housing Authority of Bergen County, and to award contracts permitted through New Jersey statutes and in accordance with the regulations, forms and procedures promulgated by state regulatory agencies in the name of the Housing Authority of Bergen County, and conduct any activities as may be necessary or appropriate to the purchasing function of the Housing Authority of Bergen County; and

**WHEREAS**, Gerald Volpe d.b.a. Governance & Fiscal Affairs LLC has submitted a proposal for additional consulting services where consultant's physical presence in office or other Authority facility will be required for two days per week on a month to month and on an as needed basis at a flat rate of \$475 plus \$25 for expenses each day, with additional days to be billed at the rate of \$475 plus \$25 for expenses per day. Other additional services to be billed at predetermined hourly rates and for training seminars at \$750 per seminar; and

**WHEREAS**, the Housing Authority of Bergen County has had favorable prior experience with this firm and the they are qualified and possess the experience to satisfactorily provide these services; and

**WHEREAS**, the Director of Finance has certified that sufficient funds are available in the budget to cover these services which shall be encumbered from the operating budget at such time as services are rendered, as allowed under N.J.A.C. 5:30-5 (b)-2.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioners of the Housing Authority of Bergen County do hereby authorize the Executive Director to execute and deliver on behalf of the Housing Authority of Bergen County, a Contract with Governance & Fiscal Affairs LLC for the provision of purchasing and procurement activities at the aforementioned amounts.

Resolution adopted as read on motion by Commissioner Hernandez seconded by Commissioner Peterson. Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English-Rolleson	✓			
Junior Hernandez	✓			
Daniel Ortega, Chairman	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
CHAIRMAN

Lynn Bartlett  
LYNN BARTLETT, EXECUTIVE DIRECTOR

**HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY**

**RESOLUTION 2020 – 08**

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE DESIGNATION OF GERALD VOLPE, QPA AS THE PURCHASING AGENT OF RECORD FOR THE HOUSING AUTHORITY OF BERGEN COUNTY**

**WHEREAS**, P.L. 2009, c. 166 codified as N.J.S.A. 40A:11-12 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing agent; and

**WHEREAS**, the Housing Authority of Bergen County created the position of Purchasing Agent and previously appointed Gerald Volpe as Purchasing Agent of Record of the Authority whose term expired on December 31, 2019; and

**WHEREAS**, the Authority wishes to continue said appointment of Gerald Volpe as Purchasing Agent of Record for an additional 6 month term now due to expire on July 31, 2020 with the option, at the sole discretion of the Authority to extend the QPA appointment for an additional 6 months, should services still be required, for a period of not to exceed a 1-year term to expire on December 31, 2020, for the annual fee of \$45,300 for year 2020 to be paid in equal monthly payments of \$3,775 in 2020; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioners of the Housing Authority of Bergen County do hereby appoint Gerald Volpe, QPA Certification Q-0558 as the Qualified Purchasing Agent of Record; and

**BE IT FURTHER RESOLVED** as follows:

1. The Purchasing Agent shall be appointed by the Board of Commissioners; and,
2. The Purchasing Agent shall possess a valid Qualified Purchasing Agent certificate, as issued by the New Jersey Division of Local Government Services, Department of Community Affairs; and
3. The Purchasing Agent shall have the authority, responsibility and accountability for the purchasing activity for the Housing Authority of Bergen County, to prepare public advertising for bids and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts on behalf of the Housing Authority of Bergen County, and to award contracts permitted through New Jersey statutes and in accordance with the regulations, forms and procedures promulgated by state regulatory agencies in the name of the Housing Authority of Bergen County, and conduct any activities as may be necessary or appropriate to the purchasing function of the Housing Authority of Bergen County; and
4. The Housing Authority hereby establishes the bid threshold at \$40,000.

Resolution adopted as read on motion by Commissioner Hernandez seconded by Commissioner Peterson.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English-Rolleson	✓			
Junior Hernandez	✓			
Daniel Ortega, Chairman	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

  
LYNN BARTLETT, EXECUTIVE DIRECTOR

  
DANIEL ORTEGA, CHAIRMAN



**HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY**

**RESOLUTION 2020 – 09**

***NUNC PRO TUNC* RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH LAN ASSOCIATES, 445 GODWIN AVE., MIDLAND PARK, NJ TO PROVIDE PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES TO CONDUCT A TOPO & BOUNDARY SURVEY FOR THE PARKING LOT EXTENSION AT BROOKSIDE GARDENS, BERGENFIELD, NJ.**

**WHEREAS**, Resolution #2019-60 has previously authorized the Authority to enter into a contract with LAN Associates for the provision of professional engineering and architectural services for the parking lot extension at Brookside Gardens, Bergenfield, NJ; and

**WHEREAS**, sufficient survey information is not available and to facilitate with the site plan submission, and it is necessary to conduct a topo & boundary survey; and

**WHEREAS**, the consultant has previously submitted an additional cost of \$5,350.00 to complete these services, and the cost is reasonable and in the best interest of the Authority; and

**WHEREAS**, the Contracting Officer confirms that the Authority continues to enjoy a favorable working relationship with this firm for the past several years. They are qualified and possess the experience to satisfactorily complete the referenced services and LAN Associates is prepared to begin upon authorization; and

**WHEREAS**, in order to complete these services in a timely fashion and to avoid unnecessary delays, LAN Associates was authorized to begin conducting the survey; and

**WHEREAS**, the Director of Finance has certified that sufficient funds are available in the budget to cover these services which shall be encumbered from the operating budget at such time as services are rendered, as allowed under N.J.A.C. 5:30-5 (b)-2.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioners of the Housing Authority of Bergen County do hereby authorize the Chairman and/or Executive Director to execute a *Nunc Pro Tunc* Contract with LAN Associates to provide professional engineering & architectural services to conduct a Topo & Boundary Survey at Brookside Gardens, Bergenfield, NJ at the aforementioned amounts.

Resolution adopted as read on motion by Commissioner Hernandez seconded by Commissioner Peterson.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English-Rolleson	✓			
Junior Hernandez	✓			
Daniel Ortega, Chairman	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
CHAIRMAN

Lynn Bartlett  
LYNN BARTLETT, EXECUTIVE DIRECTOR

**HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY**

**RESOLUTION 2020-10**

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ANNUAL BUDGET AND CAPITAL BUDGET/PROGRAM FOR THE HOUSING AUTHORITY OF BERGEN COUNTY FOR THE FISCAL YEAR BEGINNING APRIL 1, 2020 AND ENDING MARCH 31, 2021.**

**WHEREAS**, the Annual Budget and Capital Budget for the Housing Authority of Bergen County for the fiscal year beginning April 1, 2020 and ending March 31, 2021, has been presented before the Commissioners of the Housing Authority of Bergen County at its open public meeting of January 24, 2019; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$56,675,803 Total appropriations, including any Accumulated Deficit if any, of \$57,814,861 and a Total Unrestricted Net Position utilized of \$1,139,058; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$409,690 and a Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ -0-; and

**WHEREAS**, the schedule of rents, fees and other user charges in effect will produce sufficient revenues together with all other anticipated revenues to satisfy all obligations to holders of bonds of the Housing Authority, to meet operating expenses, capital outlays, debt service requirements and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to NJAC 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Housing Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioners of the Housing Authority of Bergen County, at an open public meeting held on January 23, 2020 that the Annual Budget, including all related schedules and the Capital Budget/Program of the Housing Authority for the fiscal year beginning April 1, 2020 and ending March 31, 2021 is hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the Commissioners of the Housing Authority of Bergen County will consider the annual budget and capital budget/program for adoption once approved by New Jersey Department of Community Affairs before April 1, 2020.

Resolution adopted as read on motion by Commissioner Hernandez seconded by Commissioner Peterson. Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D'Arminio, Jr.	✓			
Joanne English Rolleson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
, CHAIRMAN

Lynn Bartlett  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY

RESOLUTION 2020-11

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF  
BERGEN COUNTY APPROVING THE ANNUAL FISCAL BUDGET FOR THE  
HOUSING AUTHORITY OF BERGEN COUNTY FOR THE FISCAL YEAR BEGINNING  
APRIL 1, 2020 AND ENDING MARCH 31, 2021.

PHA Board Resolution Approving Operating Budget	U.S. Department of Housing and Urban Development Office of Public and Indian Housing – Real Estate Assessment Center (PIH-REAC)	OMB No. 2577-0026 (exp. 07/31/2019)
<p>Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.</p> <p>This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.</p>		
PHA Name: Housing Authority of Bergen County	PHA Code: NJ067	
PHA Fiscal Year Beginning: 04/01/2020	Board Resolution Number: 2019-11	
<p>Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):</p> <p><input checked="" type="checkbox"/> Operating Budget approved by Board Resolution on: <span style="float: right;">DATE: 01/23/2020</span></p> <p><input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on:</p> <p><input type="checkbox"/> Operating Budget revision approved by Board resolution on:</p> <p><input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on:</p> <p>I certify on behalf of the above-named PHA that:</p> <ol style="list-style-type: none"><li>1. All statutory and regulatory requirements have been met;</li><li>2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;</li><li>3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;</li><li>4. The budget indicates a source of funds adequate to cover all proposed expenditures;</li><li>5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and</li><li>6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).</li></ol> <p>I hereby certify that all the information stated within as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.</p> <p><b>Warning:</b> HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)</p>		
Print Board Chairperson's Name:	Signature:	Date:
Previous editions are obsolete		For HUD-52574 (04/2013)

Resolution adopted as read on motion by Commissioner Hernandez seconded by  
Commissioner Peterson.

COMMISSIONERS

AYES

NAYS

ABSTAIN

ABSENT

Peter Caminiti, Sr.

Angelo D'Arminio, Jr.

Joanne English Rollieson

Junior Hernandez

Daniel Ortega

Danielle Peterson

January 23, 2020

DATE

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

Daniel Ortega, CHAIRMAN



**HOUSING AUTHORITY OF BERGEN COUNTY  
ONE BERGEN COUNTY PLAZA, FL 2  
HACKENSACK, NEW JERSEY**

**RESOLUTION 2020-12**

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF  
BERGEN COUNTY ADOPTING A CASH MANAGEMENT PLAN.**

**WHEREAS**, it is in the best interest of the Housing Authority of Bergen County to earn additional revenue through the investment and prudent management of its cash receipts; and

**WHEREAS**, P.L.1983, Chapter 8, approved January 18, 1983 is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and

**WHEREAS**, the law requires that each local unit shall adopt a cash management plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the following shall constitute the Cash Management Plan for the Housing Authority of Bergen County and the Executive Director, or her designee, shall deposit and manage it funds pursuant to this plan:

**Definitions**

1. Executive Director shall mean the Executive Director of the Housing Authority of Bergen County or his/her designee.
2. Fiscal Year shall mean the twelve month period ending March 31<sup>st</sup>.
3. Cash Management Plan shall mean that plan as approved by resolution.

**Designation of Depositories**

At least once each fiscal year the governing body shall by resolution designate the depositories for the Housing Authority of Bergen County in accordance with N.J.S.A. 40A:5-14. The Housing Authority of Bergen County designates Freedom Bank, Bank of New York Mellon, Investors Bank NA, TD Bank NA, PNC Bank NA, SB One Bank and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

**Audit Requirements**

The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

**Authority to Invest**

The Board of Commissioners shall pass a resolution at its first meeting of the fiscal year designating the official who shall make and be responsible for deposits and investments. The Executive Director of the Housing Authority of Bergen County is so authorized.

**Investment Instruments**

The Executive Director shall invest at his/her discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

**Records and Reports**

2. The Executive Director shall report all investments in accordance with N.J.S.A.40A:5-15.2.
3. At a minimum the Executive Director shall:



- a. Keep a record of all investments.
- b. Keep a cash position record which reveals, on a daily basis, the status of the cash in its bank account.
- c. Confirm investments with the Board of Commissioners at the next regularly scheduled meeting.
- d. Report monthly to the Board of Commissioners as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

Cash Flow

- 1. The Executive Director shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
- 2. All monies, shall be turned over to the Executive Director or her designee and deposited in accordance with N.J.S.A. 40A:5-15.
- 3. The Executive Director is authorized and directed to invest surplus funds of the Housing Authority of Bergen County as the availability of the funds permit. In addition, it shall be the responsibility of the Executive Director to minimize the possibility of idle cash by depositing the monies in interest bearing accounts wherever practical and in the best interest of the Housing Authority of Bergen County.
- 4. The Executive Director shall ensure that funds are borrowed for Capital Projects in a timely fashion.

Signatories

The signatories of the Housing Authority of Bergen County shall be Chairman, Treasurer, Secretary/Executive Director and the Director of Finance. Each bank transaction must be supported at a minimum with signature by two of the aforementioned officials.

Resolution adopted as read on motion by Commissioner Hernandez,  
seconded by Commissioner Peterson.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.				✓
Angelo D’Arminio, Jr.	✓			
Junior Hernandez	✓			
Joanne English Rollieson	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			

January 23, 2020  
DATE

Daniel Ortega  
, CHAIRMAN

Lynn Bartlett  
LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY