

CLEMENTON HOUSING AUTHORITY
RESOLUTION NO. 07
AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Clementon Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Clementon Housing Authority has determined that 4 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on 12/14, 2011 at 5:10 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to _____

admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

- ① Tenant A - discussed notice to quit notification
- ② Tenant B - discussed if notice to cease should be sent
- ③ discuss tenant behavior due to memory problems

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body" The collective bargaining contract(s) discussed are between the Board and _____

_____;

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

_____;

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

_____;

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are

_____ and
nature of the discussion, described as specifically as possible without undermining the
need for confidentiality is

_____;



“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are

① discuss change in hours and
resulting change in sick/vacation time

_____;



“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.”

The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

_____;

WHEREAS, the length of the Executive Session is estimated to be 15 minutes after which the public meeting of the Board shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.


NOW, THEREFORE, BE IT RESOLVED that the Clementon Housing Authority will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Authority hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence

BE IT FURTHER RESOLVED that the Clerk, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Clerk, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.



 Chairman

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE CLEMENTON HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON 12/14/ 2011.



 Sheila K. Wooster, Secretary

Housing Authority of the Borough of Clementon

Clementon, New Jersey

Late Budget Resolution

WHEREAS, the Housing Authority of the Borough of Clementon has approved the 2011 Authority Budget on June 15th, 2011, and

WHEREAS, the Housing Authority of the Borough of Clementon budget was submitted but not adopted within the statutory timetable, and

WHEREAS, the Housing Authority of the Borough of Clementon encountered a delayed in the budget schedule and process due to the timing of the availability of financial information and data, and

WHEREAS, The Housing Authority of the Borough of Clementon pursuant to N.J.A.C.5:31- 2.5(a) and (b) desires to adopt this resolution,

NOW, THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the Borough of Clementon hereby approve this resolution pursuant to N.J.S.A. 5:312.5(a) and (b), and

BE IT FURTHER RESOLVED, that the Executive Director is hereby directed to submit a copy of this adopted resolution to the Director of Local Government Services for approval as part of the Agency's 2011 budget.

Adopted this 21st day of September, 2011.

Shelagh Wooster
Secretary

Member	Aye	Nay	Abstain	Absent
John Nicholson	X			
Jeffrey Watson	X			
Patricia Porter	X			
Joseph Casella	X			
Jack Kuns	X			

**CLEMENTON
HOUSING AUTHORITY
ADOPTED BUDGET RESOLUTION**

FISCAL YEAR: FROM July 1, 2011 TO June 30, 2012

WHEREAS, the Annual Budget and Capital Budget/Program for the Clementon Housing Authority for the fiscal year beginning July 1, 2011 and ending June 30, 2012 has been presented for adoption before the Members of the Clementon Housing Authority at its open public meeting of September 21, 2011; 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 \$ 960,781, Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,053,030 and Fund Balance utilized of \$ 92,249; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 78,149 and Total Fund Balance planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the Members of Authority, at a open public meeting held on September 21, 2011 that the Annual Budget and Capital Budget/Program of the Housing Authority for the fiscal year beginning July 1, 2011 and, ending June 30, 2012 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.

Sheela Wooster
(Secretary's signature)

9/21/11
(date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
John Nicholson				
Jeffrey Watson				
Patricia Porter				
Joseph Casella				

Amended 8/17/11
Revisions #1

HA 11-04

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. 10/31/2009)

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.

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.

PHA Name: Clementon Housing Authority PHA Code: NJ 073

PHA Fiscal Year Beginning: July 1, 2011 Board Resolution Number: HA 11-04

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):

DATE

- Operating Budget approved by Board resolution on: _____
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: 08/17/2011
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

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.

Warning: 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)

Print Board Chairperson's Name: <u>John J. Nicholson Jr</u>	Signature: <u>John J. Nicholson Jr</u>	Date: <u>08/17/2011</u>
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BUDGET AMENDMENT

Clementon Housing Authority

Resolution to Amend the (2011) Approved Budget

HA11-03

WHEREAS, the Clementon Housing Authority has approved the (2011) Authority Budget on June 15, 2011 and

WHEREAS, the Clementon Housing Authority finds it necessary to amend the (2011) approved Authority Budget for purposes of Increasing Betterments and Improvements by \$58,500, as follows:

	<u>From</u>	<u>To</u>
<u>Anticipated Revenue:</u>		
<u>Operating Revenues:</u>		
Total Anticipated Revenues	<u>\$ 960,781</u>	<u>\$ 960,781</u>
<u>Budgeted Appropriations:</u>		
<u>Operating Appropriations:</u>		
Total Administration	<u>200,136</u>	<u>200,136</u>
Cost of Providing Services:		
Salary & Wages	73,280	73,280
Fringe Benefits	9,059	9,059
Other Expenses (w/o Betterments and Additions)	708,555	708,555
Betterments and Additions (line 530 Form SS-11 account # 7540)	3,500	62,000
Total Cost of Providing Services	<u>794,394</u>	<u>852,894</u>
Total Operating Appropriations	<u>994,530</u>	<u>1,053,030</u>
Less: Total Unrestricted Net Assets Utilized to balance budget	<u>33,749</u>	<u>92,249</u>
Net Total Appropriations	<u>\$ 960,781</u>	<u>\$ 960,781</u>

2011

HA11-02

CLEMENTON HOUSING AUTHORITY BUDGET RESOLUTION

FISCAL YEAR: FROM July 1, 2011 TO June 30, 2012

WHEREAS, the Annual Budget and Capital Budget for the Clementon Housing Authority for the fiscal year beginning July 1, 2011 and ending June 30, 2012 has been presented before the Members of the Clementon Housing Authority at its open public meeting of June 15, 2011; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 960,781, Total Appropriations, including any Accumulated Deficit if any, of \$ 994,530 and Total Fund Balance utilized of \$ 33,749; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 78,149 and Total Fund Balance 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 the holders of bonds of the 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 N.J.A.C. 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 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, by the Members of the Clementon Housing Authority, at an open public meeting held on June 15, 2011 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Clementon Housing Authority for the fiscal year beginning July 1, 2011 and ending June 30, 2012 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 governing body of the Clementon Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 20, 2011.

Shelagh Wooster (Secretary's signature)

6/15/11 (date)

Governing Body Recorded Vote

Table with 5 columns: Member, Aye, Nay, Abstain, Absent. Rows include John Nicholson, Jeffrey Watson, Patricia Porter, Joseph Casella.

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. 10/31/2009)

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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.

PHA Name: Clementon Housing Authority PHA Code: NJ 073

PHA Fiscal Year Beginning: July 1, 2011 Board Resolution Number: HA11-01

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):

DATE

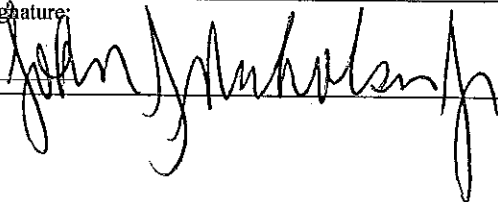
- Operating Budget approved by Board resolution on: 06/15/2011
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
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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.

Warning: 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)

Print Board Chairperson's Name: <u>John J. Nicholson Jr</u>	Signature: 	Date: <u>06/15/2011</u>
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