

**RESOLUTION NO. 5195  
RESOLUTION AMENDING  
THE SECTION 8 HOUSING CHOICE VOUCHER  
ADMINISTRATIVE PLAN**

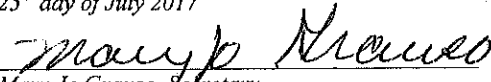
WHEREAS, the Board of Commissioners (“Board”), of the Housing Authority of the Township of Lakewood (“Authority”), in the County of Ocean and State of New Jersey; desires to amend the Section 8 Housing Choice Voucher Administrative Plan; and

WHEREAS, the Executive Director reviewed the Section 8 Housing Choice Voucher Administrative Plan and recommends amending The First Time Homeownership Policy section which will eliminate the waiting list to become a First Time Homeowner in strict compliance with the rules and regulations promulgated by HUD; and

WHEREAS, the amended Policy is attached, and

NOW, THEREFORE BE IT RESOLVED by the Board that the Section 8 Housing Choice Voucher Administrative Plan be approved as revised effective July 25, 2017.

*I, hereby, certify that the above is a true copy of a Resolution Duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Regular Board Meeting held on the 25<sup>th</sup> day of July 2017*

  
Mary Jo Grauso, Secretary  
Executive Director

*M. J. Grauso, PHM*  
*Executive Director*



**RESOLUTION 5196**  
**AMENDING THE LAKEWOOD HOUSING AUTHORITY**  
**CODE OF CONDUCT**

**LAKEWOOD HOUSING AUTHORITY**  
**CODE OF CONDUCT**

Lakewood Housing Authority officers, employees and commissioners are subject to and shall comply with the New Jersey Local Government Ethics Law; NJSA40A:9-229etseq., applicable federal ethics regulations including but not limited to those relating to procurement and The Housing Choice Voucher Program. They are also subject to the Code of Conduct set forth herein.



## **LAKEWOOD HOUSING AUTHORITY CODE OF CONDUCT**

### **Conflicts of Interest**

- No employee, supervisor, or commissioner of the Lakewood Housing Authority shall participate in the selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest is involved. Such a conflict would arise when (i) the employee, supervisor, or commissioner, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the first applicant selected for award.
- An employee, supervisor or commissioner of Lakewood Housing Authority shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

### **Gifts**

- Lakewood Housing Authority supervisors, employees, or commissioners will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- An employee, supervisor, or commissioner of the Lakewood Housing Authority shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

### **Administration**

- Any employee, supervisor, or commissioner of the Lakewood Housing Authority should report violations of this Code of Conduct to his/her supervisor, or to the Chairperson of the Board of Commissioners.
- There will be no retaliation against any party that makes a good faith complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation

M. J. Grauso, PHM  
Executive Director



against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.

- All agency supervisors have a responsibility to be sensitive to and to deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor or the Chairperson of the Board of Commissioners and the LHA's General Counsel if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

### Discipline

Any employee, supervisor, or commissioner of the Lakewood Housing Authority determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

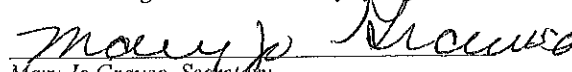
### Dissemination

Any employee, supervisor, or commissioner of the Lakewood Housing Authority shall be informed of this Code of Conduct when this Code is adopted, and/or when s/he is initially retained by the Lakewood Housing Authority, and on an annual basis thereafter.

Lakewood Housing Authority

DUNS: 0782545880000  
317 Sampson Avenue, Lakewood, NJ 08701-3565  
732-364-1300  
mgrauso@lakewoodha.org  
Mary Jo Grauso, Executive Director

*I, hereby, certify that the above is a true copy of a Resolution Duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Regular Board Meeting held on the 25<sup>th</sup> day of July 2017*

  
Mary Jo Grauso, Secretary  
Executive Director

**RESOLUTION NO. 5197**

**RESOLUTION AWARDING THE CONTRACT FOR  
OIL TANK REMOVAL AT  
JOHN J. CURREY, PETER WARD, AND LULU DUFFY COTTAGES  
AS MANAGING AGENT FOR AFFORDABLE  
HOUSING CORPORATION OF LAKEWOOD**

WHEREAS, it is necessary to remove the oil tanks at the three sites listed above; and

WHEREAS, the LHA acting as the managing agent for the Affordable Housing Corporation of Lakewood (AHCL) had requested proposals for the removal of the oil tanks; and

WHEREAS, the LHA acting as the managing agency for AHCL received the following two (2) proposals:

PT Consultants, Inc. 629 Creek Road Bellmawr, NJ 08031	\$58,555.00
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Venture Tank Co. 287 South Main Street Barnegat, NJ 08005	\$49,623.75
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; and

WHEREAS, after review it was determined that Venture Tank Co. submitted the lowest responsible and responsive base proposal in the amount of \$49,623.75; and

NOW THEREFORE BE IT RESOLVED by the members of the Board of Commissioners of the LHA as follows:

1. The public bid for the work described both herein as well as in the bid specifications and drawings be awarded to Venture Tank Co. and a contract be executed in their name for the bid price of \$49,623.75; and
2. The Executive Director is hereby authorized and directed to execute said contract and to take any and all necessary administrative actions to implement this Resolution.

*I hereby certify that the above is a true copy of a Resolution, duly adopted by the Board of Commissioners of the Lakewood Housing Authority, in the Township of Lakewood in the County of Ocean, at its Regular Meeting held on the 25th day of July 2017.*

  
Mary Jo Graupo, Secretary  
Executive Director