

RESOLUTION NO. 5204

**EXECUTIVE DIRECTOR'S EVALUATED
MERIT INCREASE FOR 2017 AND
APPROVED SALARY INCREASE EFFECTIVE OCTOBER 1, 2017**

WHEREAS, the Personnel Committee of the Board of Commissioners ("Board"), of the Lakewood Housing Authority ("Authority"), of the Township of Lakewood, in the County of Ocean and State of New Jersey, has evaluated the performance of the Executive Director from October 1, 2016 through September 30, 2017; and

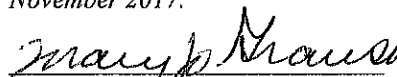
WHEREAS, the Personnel Committee has recommended to the Board that the Executive Director, based upon her evaluation and the average staff merit payment greater than 5%, receive a merit payment of 5% of her base salary; and

WHEREAS, the Personnel Committee has met with the Executive Director after rating her job performance based upon twelve different criteria, and awarding her a score of 5 in each category, with 5 being the highest rating; and

WHEREAS, the Personnel Committee has recommended to the Board that the Executive Director be awarded a 3% annual increase retroactive to October 1, 2017; and

NOW THEREFORE BE IT RESOLVED that the Executive Director will receive a merit payment of 5% of her base salary and a 3% retroactive salary increase effective October 1, 2017.

I hereby certify that this 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 28th day of November 2017.



Mary Jo Graliso, Secretary
Executive Director

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE

We, the members of the Governing body of the Lakewood 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 Lakewood 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, 2016, and specifically, the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

(SIGNATURE)

Miriam Medina

Miriam Medina

Gregory Stafford Smith

Gregory Stafford Smith

Shabsi Ganzweig

Nechama Heinemann

Nechama Heinn

Angela Caldwell

Angela P. Caldwell

Denise Douglas

Denise Douglas

Sworn to and subscribed before me this 28th day of November, 2017.

Kathleen Manfredi
Notary Public of New Jersey

KATHLEEN MANFREDI
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 6/27/2022

RESOLUTION NO. 5206

**2018
LAKEWOOD HOUSING AUTHORITY
ADOPTED BUDGET RESOLUTION**

FISCAL YEAR: FROM 01-01-2018 TO 12-31-2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Lakewood Housing Authority for the fiscal year period beginning January 1, 2018 and ending December 31, 2018 has been presented for adoption before the governing body of the Lakewood Housing Authority at its open public meeting of November 28, 2017; 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 \$15,979,905, Total Appropriations, including any Accumulated Deficit if any, of \$15,793,940 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$336,618 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lakewood Housing Authority, at an open public meeting held on November 28, 2017 that the Annual Budget and Capital Budget/Program of the Lakewood Housing Authority for the fiscal year beginning January 1, 2018 and ending December 31, 2018 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.

Mary M. Mouso
(Secretary's Signature)

11-28-17
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Miriam Medina	X			
Gregory Stafford Smith	X			
Shabsi Ganzweig	X			
Nechama Heinemann	X			
Angela Caldwell	X			
Denise Douglas	X			
Joseph Weingarten				X

RESOLUTION NO. 5207

**RESOLUTION AMENDING THE PERSONNEL POLICY TO ADOPT AN EMAIL,
VOICEMAIL AND INTERNET MESSAGE POLICY**

WHEREAS, it is appropriate to adopt a policy to address email, voicemail and internet communications to and from employees of the Lakewood Housing Authority.

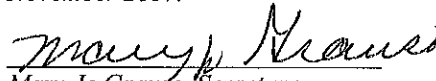
NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Township of Lakewood hereby amends the personnel policy to include the following:

Email, Voicemail and Internet Message Policy

All email, voicemail and internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (N.J.S.A. 47:1A-1). Employees of the Lakewood Housing Authority are required to use the assigned authority email account for ALL Lakewood Housing Authority business and correspondence. The use of private email accounts for ANY Lakewood Housing Authority business or during business hours is strictly prohibited; and

BE IT FURTHER RESOLVED that the Executive Director shall provide notice of the aforesaid policy revision to all employees.

I hereby certify that this 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 28th day of November 2017.



Mary Jo Grauso, Secretary
Executive Director