



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-81**

**Authorizing and Approving an Extraordinary  
Unspecifiable Services Contract for Utilities and  
Telecommunications efficiency Audit**

Commissioner SCOTT presents the following Resolution and makes the motion

Commissioner EVANS 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, The IHA seeks to obtain the financial benefits from an audit of its utility usage and telecommunications

WHEREAS, approval of the attached contract is sought and under section N.J.S.A. 19:44A-20-7 and pursuant to the provisions of N.J.S.A. 19:44A 20-4


WHEREAS, this authorization will allow the agency to learn if the utility companies and telecommunications companies have been over charging the authority and it will be at no cost to the IHA

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-81 (Authorizes and approves management enter into agreement for this unspecifiable service to have this utilities efficiency audit)

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>X</u>			
Commissioner Calvin L. Bethea				<u>X</u>
Commissioner Zorana Figueroa	<u>X</u>			
Commissioner Andre L. Francis III	<u>X</u>			
Commissioner Anna Scott	<u>X</u>			
Commissioner Annette L. Beasley	<u>X</u>			
Commissioner Darlene Brown	<u>X</u>			

I certify that this is a true copy adopted by the Board of Commissioners of the Housing Authority of the Township of Irvington at the Regular Board Meeting held on Wednesday, 12<sup>th</sup>, day of September, 2018.

  
Carmelo G. Garcia, Secretary  
Executive Director

  
Darlene Brown  
Chairperson/Board of Commissioners



RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON

RESOLUTION #2018-80

AUTHORIZING IHA'S REQUEST FOR OTHER AGENCIES TO ABSORB PORTABLE VOUCHERS AND OPTING OUT OF THE NHA SHARED SERVICES AGREEMENT

Commissioner FRANCIS presents the following Resolution and makes the motion

Commissioner FIGUEROA 2nd the motion on the following Resolution

WHEREAS, THE IHA HAS IDENTIFIED PORT OUT VOUCHERS THAT WERE PREVIOUSLY APPROVED AND ISSUED BY THE FORMER SECTION 8 DIRECTOR

WHEREAS, THESE PORT OUTS EXCEED OUR CURRENT ACC/HCV PROGRAM CONTRATUAL CEILING

WHEREAS, ITS INCUMBENT AND IN THE IHA'S BEST INTEREST TO REQUEST FROM THE RECEIVING PHA'S TO ABSORB THOSE WITHIN THEIR JURISDAICTION

WHEREAS, IHA IN PART NEEDS TO OPT OUT OF ITS NHA SHARED SERVICES AGREEMENT AND DIRECTLY CONTRACT WITH AN ENTITY LIKE CVR OR SIMILAR

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-80 (Authorizes IHA's Request to relinquish its ACC excess port outs and to opt out of its shared inter-local cooperative agreement with NHA)

Table with 4 columns: YES, NO, ABSTAIN, ABSENT. Rows list Commissioners Sean Evans, Calvin L. Bethea, Zorana Figueroa, Andre L. Francis III, Anna Scott, Annette L. Beasley, and Darlene Brown with their respective votes.

certify that this is a true copy adopted by the Board of Commissioners of the Housing Authority of the Township of Irvington at the Regular Board Meeting held on Wednesday, 12th, day of September, 2018.

Handwritten signature

Carmelo G. Garcia, Secretary  
Executive Director



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Darlene Brown

Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-79**

**Authorizing and approving the IHA to enter  
into an agreement with a towing company**

Commissioner FRANCIS presents the following Resolution and makes the motion

Commissioner EVANS 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, IHA needs a towing company to address the illegally parking within its campus

WHEREAS, the board had previously passed a resolution authorizing management to solicit and vet those companies interested in providing that service to the IHA

WHEREAS, IHA has selected Premiere Towing and Transport who has shared their cost breakdown transparently and meets the requirements under state law of posting the necessary signs to notify violators where to pick up their vehicles

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-79 (Authorizes and approves the IHA to enter into an agreement with Premiere Towing and Transport to provide towing services for the IHA campus

)

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	X			
Commissioner Calvin L. Bethea				X
Commissioner Zorana Figueroa	X			
Commissioner Andre L. Francis III	X			
Commissioner Anna Scott	X			
Commissioner Annette L. Beasley	X			
Commissioner Darlene Brown	X			

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Carmelo G. Garcia, Secretary

Executive Director



Darlene Brown

Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-78**

**Authorizing and approving the  
recommendation for Architect & Engineers**

Commissioner EVANS presents the following Resolution and makes the motion

Commissioner SCOTT 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, IHA needs an architect and engineering firm to provide professional services to implement their capital improvement plan and has budgeted \$45,000 for this service

WHEREAS, IHA publicly advertised a Request for Qualifications and received six responses

WHEREAS, the IHA receive capital funds annually and requires an A&E to perform the functions necessary to prepare solutions, surveys and site plans

WHEREAS, the IHA has evaluated the responses received and has determined that the following firms would be recommended for its access to soliciting their services: Remington & Vernick Engineers, OCA Architects and Alliance Architects

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-78 (Authorizes and approves an award for A&E services to Remington & Vernick Engineers, OCA Architects and Alliance Architects

)

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>  x  </u>			
Commissioner Calvin L. Bethea				<u>  x  </u>
Commissioner Zorana Figueroa	<u>  x  </u>			
Commissioner Andre L. Francis III	<u>  x  </u>			
Commissioner Anna Scott	<u>  x  </u>			
Commissioner Annette L. Beasley	<u>  x  </u>			
Commissioner Darlene Brown	<u>  x  </u>			

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Carmelo G. Garcia, Secretary  
Executive Director



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Darlene Brown  
Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-77**

**Adopting and Acknowledging our HUD 2018  
Public Housing Assessment System Score**

Commissioner BEASLEY presents the following Resolution and makes the motion

Commissioner EVANS 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, IHA has been considered a troubled agency and has continuously received a failing score

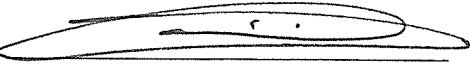
WHEREAS, under the new leadership IHA is working diligently to improve its PHAS scores and get out of the troubled status category

WHEREAS, this year's 2018 score has shown a significant improvement by scoring a 45 versus the 26 score it previously received which is indicative that management is operating better

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-77 (Approves and acknowledges the 2018 PHAS score)**

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>X</u>			
Commissioner Calvin L. Bethea				
Commissioner Zorana Figueroa	<u>X</u>			<u>X</u>
Commissioner Andre L. Francis III	<u>X</u>			
Commissioner Anna Scott	<u>X</u>			
Commissioner Annette L. Beasley	<u>X</u>			
Commissioner Darlene Brown	<u>X</u>			

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Carmelo G. Garcia, Secretary  
~~Executive Director~~



Darlene Brown





**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-76**

**Authorizing and Approving Transitioning  
from NJ State Temporary Disability to The  
Standard Temporary Disability (NJ TDB)**

Commissioner EVANS presents the following Resolution and makes the motion

Commissioner FIGUEROA 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, IHA has conducted an analysis of its temporary disability benefits for its agency

WHEREAS, the standard proposal is better than the NJ State Fund and offers a savings of 13%

WHEREAS, the process turn-around with Standard is proficient and expeditious on payments to employees

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-76 (Approves and adopts Standard TDB as our carrier)**

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>X</u>			
Commissioner Calvin L. Bethea				<u>X</u>
Commissioner Zorana Figueroa	<u>X</u>			
Commissioner Andre L. Francis III	<u>X</u>			
Commissioner Anna Scott	<u>X</u>			
Commissioner Annette L. Beasley	<u>X</u>			
Commissioner Darlene Brown	<u>X</u>			

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Carmelo G. Garcia, Secretary  
Executive Director

Darlene Brown  
Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-75**

**Authorizing and Approving Irvington Housing  
Authority's Accounting Procedures Policy  
Manual**

Commissioner EVANS presents the following Resolution and makes the motion

Commissioner BEASLEY 2<sup>nd</sup> the motion on the following Resolution

**WHEREAS, the IHA was need of an accounting procedures manual in order to ensure that the right internal controls are in place**

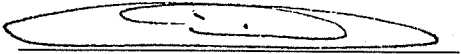
**WHEREAS, the IHA requires its staff to strictly adhere to this policy and follow all procedures to create efficiency and accountability**

**WHEREAS, this policy will provide the division of duties, proper financial reporting, compliance and an annual checklist**

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-75 (Approves and adopts the new IHA accounting policies and procedures manual)**

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>X</u>			
Commissioner Calvin L. Bethea				<u>X</u>
Commissioner Zorana Figueroa	<u>X</u>			
Commissioner Andre L. Francis III	<u>X</u>			
Commissioner Anna Scott	<u>X</u>			
Commissioner Annette L. Beasley	<u>X</u>			
Commissioner Darlene Brown	<u>X</u>			

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Carmelo G. Garcia, Secretary  
Executive Director



Darlene Brown  
Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-74**

**Approving Irvington Housing Authority's  
Rent Collection Procedures Manual**

Commissioner FRANCIS presents the following Resolution and makes the motion

Commissioner EVANS 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, the IHA needed a Rent collection procedures manual and non-payment of rent eviction process policy

WHEREAS, the IHA has developed a non-payment of eviction process that will be added to our ACOP manual

WHEREAS, the procedures described here in will provide guidance, transparency and compliance with state and federal regulations

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-74 (Approves and adopts the IHA Rent Collection & non-payment eviction Policy Manual.)

YES      NO      ABSTAIN      ABSENT

Commissioner Sean Evans	<u>  X  </u>	_____	_____	_____
Commissioner Calvin L. Bethea	_____	_____	_____	<u>  X  </u>
Commissioner Zorana Figueroa	<u>  X  </u>	_____	_____	_____
Commissioner Andre L. Francis III	<u>  X  </u>	_____	_____	_____
Commissioner Anna Scott	<u>  X  </u>	_____	_____	_____
Commissioner Annette L. Beasley	<u>  X  </u>	_____	_____	_____
Commissioner Darlene Brown	<u>  X  </u>	_____	_____	_____

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Carmelo G. Garcia, Secretary  
Executive Director

Darlene Brown  
Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-73**

**Authorizing and Approving JIFF Membership  
Policy Renewal**

Commissioner SCOTT presents the following Resolution and makes the motion

Commissioner EVANS 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, IHA has been a member of the Joint Insurance Fund who has been approved by HUD and NJ DCA for housing authorities to receive worker's compensation insurance


WHEREAS, IHA is renewing its Worker's compensation coverage with the same rates and finds the fund to be in the best interest of the authority


WHEREAS, PHA's in the State of New Jersey are permitted to join together to form a Joint Insurance Fund as allowed by N.J.S.A. 40A:10-36

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-73 (Approves and adopts the JIFF Membership Policy Renewal.)

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>X</u>			
Commissioner Calvin L. Bethea				
Commissioner Zorana Figueroa	<u>X</u>			<u>X</u>
Commissioner Andre L. Francis III	<u>X</u>			
Commissioner Anna Scott	<u>X</u>			
Commissioner Annette L. Beasley	<u>X</u>			
Commissioner Darlene Brown	<u>X</u>			

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Carmelo G. Garcia, Secretary  
Executive Director

  
Darlene Brown  
Chairperson/Board of Commissioners



RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON

RESOLUTION #2018-72

Authorizing IHA to Enter into an Agreement with Middlesex Purchasing Co-Op

Commissioner EVANS presents the following Resolution and makes the motion FRANCIS

Commissioner 2nd the motion on the following Resolution

WHEREAS, The IHA is desirous of entering into a voluntary purchasing cooperative established by the County of Middlesex to purchase building materials and lumber from Continental Hardware

WHEREAS, IHA will be able to directly purchase from this source as a means to value engineer and benefit from an economy of scale purchasing program

WHEREAS, this purchasing cooperative program has a performance period of 5 years and we have compared their prices to realize a savings to the agency and provide another source for supplies

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-72 (Authorizes and approves for IHA to enter into agreement with Middlesex Co-Op. in order to be a member and purchase directly through their purchasing cooperative program)

Table with 4 columns: YES, NO, ABSTAIN, ABSENT. Rows list commissioners: Sean Evans, Calvin L. Bethea, Zorana Figueroa, Andre L. Francis III, Anna Scott, Annette L. Beasley, Darlene Brown with their respective votes.

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Carmelo G. Garcia, Secretary

Executive Director

Darlene Brown

Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-71**

**Authorizing and Approving Travelers  
Insurance Policy Renewal**

Commissioner FRANCIS presents the following Resolution and makes the motion

Commissioner SCOTT 2<sup>nd</sup> the motion on the following Resolution

WHEREAS, IHA has commercial insurance coverage provided by Travelers Insurance for our truck and passenger vehicle

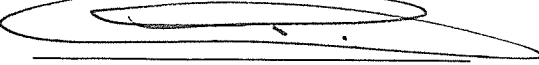
WHEREAS, IHA's insurance had lapsed and renewal is required for purposes of covering any liabilities under state law which is required


WHEREAS, Upon review of the commercial policy and no increases to our premiums the IHA is renewing its commercial auto insurance with Travelers

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY, that Resolution #2018-71 (Authorizes and Approves the renewal of commercial auto insurance coverage through Travelers.)

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>X</u>			
Commissioner Calvin L. Bethea				<u>X</u>
Commissioner Zorana Figueroa	<u>X</u>			
Commissioner Andre L. Francis III	<u>X</u>			
Commissioner Anna Scott	<u>X</u>			
Commissioner Annette L. Beasley	<u>X</u>			
Commissioner Darlene Brown	<u>X</u>			

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Carmelo G. Garcia, Secretary  
Executive Director

  
Darlene Brown  
Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-70**

**APPROVING THE BILLS LIST FOR THE MONTH OF AUGUST 1, 2018 –  
AUGUST 31, 2018 IN THE AMOUNT OF \$268,610.09**

**Commissioner** FRANCIS presents the following Resolution and makes the motion

**Commissioner** EVANS 2<sup>nd</sup> the motion on the following Resolution

**WHEREAS**, the Irvington Housing Authority Board of Commissioners will meet on September 12, 2018 to approve the Bills List for the month of August 1, 2018 –August 31, 2018, in the amount of \$268,610.09; and


**WHEREAS**, the Executive Director has reviewed the “Bills List for the month of August 1, 2018 – August 31, 2018”, are approved for payment; and


**WHEREAS**, funds are available for the bills to be paid.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY**, that Resolution #2018-70 is approved, and the Executive Director is authorized to pay the bills for the month August 1, 2018 – August 31, 2018, in the amount of \$268,610.09.

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	<u>X</u>			
Commissioner Calvin L. Bethea				<u>X</u>
Commissioner Zorana Figueroa	<u>X</u>			
Commissioner Andre L. Francis III	<u>X</u>			
Commissioner Anna Scott	<u>X</u>			
Commissioner Annette L. Beasley	<u>X</u>			
Commissioner Darlene Brown	<u>X</u>			

I certify that this is a true copy adopted by the Board of Commissioners of the Housing Authority of the Township of Irvington at the Regular Board Meeting held on Wednesday, 12<sup>th</sup>, day of September, 2018.

  
\_\_\_\_\_  
Carmelo G. Garcia, Secretary  
Executive Director

  
\_\_\_\_\_  
Darlene Brown  
Chairperson/Board of Commissioners



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2018-69**

**APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING  
HELD ON JULY 18, 2018**

Commissioner scott presents the following Resolution and makes the motion

Commissioner beasley 2<sup>nd</sup> the motion on the following Resolution

**WHEREAS**, the Irvington Housing Authority Board of Commissioners met on July 18, 2018 for the Special Board Meeting; and

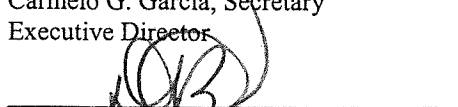
**WHEREAS**, the July 18, 2018, Special Board Meeting Minutes were delivered to the IHA via e-mail on September 10, 2018; and

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY**, that Resolution #2018-69 (Approving the Minutes for the Special Board Meeting held on July 18, 2018, are approved and accepted.

	YES	NO	ABSTAIN	ABSENT
Commissioner Sean Evans	X			
Commissioner Calvin L. Bethea				X
Commissioner Zorana Figueroa	X			
Commissioner Andre L. Francis III	X			
Commissioner Anna Scott	X			
Commissioner Annette L. Beasley	X			
Commissioner Darlene Brown	X			

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Carmelo G. Garcia, Secretary  
Executive Director

  
Darlene Brown  
Chairperson/Board of Commissioners