

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

April 17, 2018

7:00 PM

MINUTES

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at the Robert E. Holmes Gardens Community Room.

The meeting was called to order at 7:00 PM at the Community Room of Robert E. Holmes Gardens at 14 Reverend Samuel Carpenter Boulevard, Edison, NJ. The Housing Authority's attorney stated that adequate notice of this Meeting as required by the Open Public Meetings Act was provided in the following manner: on December 16, 2017 a notice providing the date, time and place of the meeting was transmitted to the Star Ledger and Home News Tribune. Said notice was also posted on both the authority's officially designated bulletin boards, filed with the township clerk and in the main lobby of the municipal complex.

Roll call - those in attendance were: Vice Chairman Ray Cruz, Commissioner Chris Mazauskas, Commissioner Barry Telesnick Commissioner Raymond Koperwhats, Commissioner Kathryn Neal and Commissioner Walter Szoludko. Absent and excused was Chairman Carlos Sanchez. Anthony Polcari, Interim Executive Director and Housing Authority Attorney Terence Corriston were also in attendance.

A motion to approve the March 2018 minutes was made by Commissioner Chris Mazauskas and seconded by Commissioner Raymond Koperwhats.

A vote was taken to approve the February 2018 minutes and the minutes were approved unanimously.

The vote was as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick			X	
Commissioner Mazauskas	X			
Commissioner Cruz	X			
Commissioner Szoludko	X			
Chairman Sanchez				X

Resolution 1-4-18 to authorize and pay Vouchers for Business, Professional Services, Salaries and taxes in the amount of **\$61,071.59.**

Vice-Chairman Sanchez noted that the bill approval listing originally sent to the

Commissioners with their monthly Board packet totaled \$136,690.53.

Motion: Commissioner Barry Telesnick

Second: Commissioner Kathryn Neal

Commissioner Koperwhats questioned an invoice in amount of \$139.50 to clean an oven in an occupied apartment. His concern was whether the tenant is charged for such damages where the damages are caused by tenant negligence. Interim Director Polcari stated that when work orders are prepared they are reviewed by the housing manager to determine whether the damages are the result of tenant negligence. When it is determined that they are the result of tenant negligence, the tenant is charged for the damage.

A vote was taken and the resolution 1-4-18 was unanimously approved.

The vote was as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Mazauskas	X			
Commissioner Cruz	X			
Commissioner Szoludko	X			
Chairman Sanchez				X

Resolution 2-4-18 to approve the Edison Housing Authority operating budget for the fiscal year ended June 30, 2019 was introduced.

Interim Executive Director Polcari informed the Board that the procedure for budget adoption is that the operating budget is first approved by the Board of Directors and sent to the state of New Jersey Department of Community Affairs for its review and approval. After it is approved by New Jersey DCA it is returned to the Edison Housing Authority Board of Commissioners at which time it is formally adopted by resolutions. Mr. Polcari presented the 2019 budget and stated it contained no significant changes in the sources of revenues or proposed expenses when compared to the operating budget for the fiscal year ended June 30, 2018 and when compared to the actual results of operations for the nine months ended March 31m, 2018. Mr. Polcari indicated that budgeted revenues for the 2019 fiscal year are \$5,716,380 and budgeted expenses are \$5,712,629, resulting in a modest surplus of \$3,751. He stated that salaries are budgeted to increase by 1.5% which is consistent with the recently negotiated union contract. Mr. Polcari stated that after salaries and benefits, utility costs are the second largest category of expenditures. He then reviewed the major categories of revenues and expenses in the budget and explained the rationale in determining the amounts budgeted. Mr. Polcari noted that the reason for an increase of approximately \$150,000 in both operating subsidies and housing assistance payments is the increase in the number of tenants served under the

shelter plus care, or continuum of care program. He also noted that in December of 2017 the housing authority contracted with Monarch Housing, a not-for-profit corporation to provide management consulting services for this program at a cost of \$17,500 per year for a five year period. Mr. Polcari stated that he would like to review the contract with this agency to determine whether the services provided could be performed internally by housing authority employees, thereby saving the \$17,500 annual fee.

Mr. Polcari also reiterated the need to control accounts receivable and to ensure collections of repayment agreements in order to meet the budget due to the small surplus anticipated.

Motion: Commissioner Ray Koperwhats
Second: Commissioner Chris Mazauskas

A vote was taken and the resolution 2-4-18 was unanimously approved.

The vote was as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Mazauskas	X			
Commissioner Cruz	X			
Commissioner Szoludko	X			
Chairman Sanchez				X

Resolution 3-4-18 to authorize commissioners of the Edison Housing Authority to attend the New Jersey NAHRO conference in Atlantic City, New Jersey in May 2018 was introduced.

Mr. Polcari indicated that funding is provided in the current operating budget and available to meet the expenditure.

Motion: Commissioner Ray Koperwhats
Second: Commissioner Chris Mazauskas

A vote was taken and the resolution 3-4-18 was unanimously approved.

The vote was as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats	X			
Commissioner Neal	X			

Commissioner Telesnick	X	
Commissioner Mazauskas	X	
Commissioner Cruz	X	
Commissioner Szoludko	X	
Chairman Sanchez		X

Motion: Commissioner Barry Telesnick
Second: Commissioner Ray Koperwhats

A vote was taken and the resolution 3-4-18 was unanimously approved.

The vote was as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Mazauskas	X			
Commissioner Cruz	X			
Commissioner Szoludko	X			
Chairman Sanchez				X

OLD BUSINESS

Executive Director Search - Interim Director Polcari informed the Board of Commissioners that the period for submitting resumes for the Executive Director position ended March 31, 2018. As of that date, nineteen resumes received. The resumes ranged from those that were highly qualified to those that did not meet the minimum qualifications specified for the position. He indicated that he reviewed all resumes and placed each resume in one of three categories ranging from most qualified to least qualified. He stated that the resumes would be given to each member of the Search Committee. Each committee member will review and rate the applicants and the committee would then meet to determine, based upon the review and ranking of candidates by each member of the Committee, those candidates who will be invited to interview for the position. He stated that within forty-five to sixty days, the process would most likely be completed and a successful candidate would be recommended to the full Board for hiring.

Commissioner Mazauskas requested that he receive a complete package containing copies of all of the resumes received. After discussion, the Board agreed that the resumes for all candidates would be forwarded to all commissioners requesting them.

Amazon Event – Mr. Polcari reported that the event held at Robert E. Holmes Gardens was a successful event. Housing residents received various gifts, such as shoes, clothing, health and beauty aids and household items. Commissioner Mazauskas clarified that the original planning for this event was performed at the city government level and that

Stateside Affairs became involved in the event after the city had arranged the event. Stateside Affairs' role was to give the Edison Housing Authority publicity from the event and to enhance the authority's name within the community. Mr. Polcari indicated that one of the attributes that the Executive Director Search Committee was looking for in the next Executive Director was the ability to provide this type of visibility for the housing authority within the community and to foster public/private partnerships with businesses and not-for-profit organization within the area.

Mr. Polcari noted that he met with Michael Campbell, a representative of the township who is in the process of developing a mentoring program for the youth of Robert E. Holmes Gardens. Mr. Polcari noted that he would be meeting with Mr. Cooper and other representatives of the Mayor's office to discuss the program.

Resident Council - Mr. Polcari stated that he would be meeting with residents of Julius C. Engel Gardens to form a resident council. He also stated that through the efforts of Commissioner Koperwhats the housing authority had received tulip bulbs to be planted at the authority's developments. Mr. Polcari was hopeful that the resident council members could assist the authority in planting bulbs and performing other beautification projects at the authority. He anticipates that these types of projects would help bring a sense of pride and community to the authority's residents, which would result in a better quality of life for all residents.

Maintenance – Mr. Polcari stated that he met with the resident staff to discuss the general condition of the authority. He said that based on his walking the site along with Commissioner Koperwhats and several residents he noted several items of normal, ongoing maintenance that were not satisfactory. At his meeting with the maintenance workers, he informed the staff that he wanted them to develop a schedule that would ensure that all of the ongoing maintenance work items were performed on a regular basis. Breezeways at Julius Engel Gardens are extremely dirty and require maintenance. He indicated that he would contact several cleaning companies to attempt to have the breezeways thoroughly cleaned. After that time, he would ensure that the maintenance staff schedules regular cleaning of the breezeways as part of their normal routine. Mr. Polcari informed the Board that a general cleanup day is being scheduled for early May so that the general condition and appearance of the sites would be improved. In order to develop a better sense of community it is important that the properties be cleaned and kept sanitary. If the tenants cooperate, then the cleanup would be performed with their assistance. If not, then the tenants will be informed that their property that was left at the site would be removed. Mr. Polcari stated that he would also attempt to form a resident council of tenants from Robert E. Holmes Gardens. Commissioner Neal stated that much of the trash left at Robert E. Holmes was the result of non-residents hanging out at the property and leaving trash. She stated that an effort would be made to limit the access of non-residents and keep them from congregating at our site.

No Smoking Signs – signs have been received and the signs must be posted.

Playground – The city offered the authority money to build a playground. Mr. Polcari will follow up with the township to determine the availability of such funds and what

additional funds may be required to complete the project. Commissioner Neal asked whether the Board could look into a summer program to provide a sprinkler system for the youth at Robert E. Holmes Gardens. Mr. Polcari indicated that he would work with volunteer residents to develop summer programs for the children residing in Robert E. Holmes Gardens.

LAN Associates Proposal – in the near future, a committee will be established to meet with LAN again to determine the best course of action to be taken to remediate the issues with the heating system at Robert E. Holmes Gardens.

Commissioner Koperwhats expressed concerns that the web site has not been updated for minutes. Mr. Polcari stated that he would contact the IT Company maintaining the website and ensure that the necessary information was added.

Commissioner Koperwhats asked that we contact the carting company providing service at Julius C. Engel Gardens to determine whether the trash containers could be replaced since they are in a state of disrepair. Interim Director Polcari said that he would follow up on this request.

NEW BUSINESS

Operating Budget for the FYE June 30, 2019 – Mr. Polcari stated that the 2019 operating budget had been submitted and approved.

Project-Based Vouchers – Mr. Polcari informed the Board that he had received a request from Melissa Perelstein, Special Aid to the Mayor, to provide project-based vouchers for a planned affordable housing development that the township is working on. Mr. Polcari stated that the township was looking for twelve project-based vouchers. Based on the number of project based vouchers currently being utilized at the Camp Kilmer projects (30) the authority does not have sufficient budget authority to devote twenty vouchers to this new project, but would work with the Township to provide as many vouchers as possible to support its project. He also indicated that such a project must be undertaken in accordance with HUD regulations and require approval from HUD's field office before completed. He asked the Board to support his pursuit of providing approximately six to eight project-based vouchers to the city. He believes that this would enhance the spirit of cooperation between the housing authority and the city. The Board agreed.

PUBLIC COMMENTS

Brenda Thomas indicated that there are items that need attention at Julius C. Engel Gardens that need attention, but the maintenance men were not attending to them. She stated that one of the maintenance workers was not working to capacity in her opinion. Mr. Polcari responded that he would address her concerns.

A resident of Robert E. Holmes Gardens noted the facilities must be improved to provide recreation areas for the young children residing in the development.

Commissioner Neal commented on the difficulty of getting people at Robert E. Holmes Gardens to volunteer to provide activities for the children of the community. She stated that we need to find committed people to work together to improve the spirit of community.

Mr. Neal of Robert E. Holmes Gardens reiterated the needs for a community association to help keep the development clean and to provide recreation opportunities for the community's youth. Mr. Cruz noted that the family units living in North Edison must get involved to create the spirit of community that is needed.

Adjourned Unanimously at **8:55 PM.**


Secretary / Interim Executive Director

RESOLUTION # 1-4-2018

A RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS FOR BUSINESS
EXPENDITURES IN THE AMOUNT OF \$61,071.59

WHEREAS, the Edison Housing Authority must pay for the goods and services it has procured and received, and

WHEREAS, such payment has been authorized by the Board of Commissioners, and

WHEREAS, for the period since vouchers were last approved, the total amount of payments required for business expenses is \$61,071.59

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 1-4-2018; authorizing the payment of vouchers for business expenses in the amount of \$61,071.59 is hereby approved.

MOVED:

SECONDED:

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Szoludko	X			
Commissioner Mazauskas	X			
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Vice Chariman Cruz	X			
Chairman Sanchez				X

PASSED AND ADOPTED THE 17TH day of April 2018

I, Anthony G. Polcari, Secretary of the
Housing Authority of the Township of
Edison, hereby certify that the foregoing
Is a true copy of a resolution of the
Authority adopted at a regular meeting
April 17, 2018


Anthony G. Polcari, Secretary, Interim E.D.

Paid Invoice Listing 3/21/18-4/17/18

VendorName	CheckDate	CheckNumber	TotalAmount	Description
AB UNIVERSAL MESSAGING	04/16/2018	0000001058	107.14	ANSWERING SERVICE - MARCH 2018
AFAC	04/16/2018	0000001059	418.25	INSURANCE PREMIUMS - MARCH 2018
BRESLIN AND BRESLIN, P.A.	04/16/2018	0000001060	2000.00	LEGAL SERVICES - MARCH 2018
CARS UNLIMITED	04/16/2018	0000001061	156.50	FUEL FOR AUTOMOBILES - MARCH 2018
CIT	04/16/2018	0000001062	155.65	TELEPHONE SYSTEM LEASE - APRIL 2018
CORBETT EXTERMINATING, INC.	04/16/2018	0000001063	360.00	MONTHLY CEMIT TREATMENT - APRIL 2018
CORBETT EXTERMINATING, INC.	04/16/2018	0000001063	47.50	APT 12 H INSPECTION FOR PEST ACTIVITY 3/26/18
CQI WATER TREATMENT	04/16/2018	0000001064	575.00	4TH OF 4 INVOICES BOILER WATER TREATMENT PRODUCTS & SERVICES
DE LAGE LANDEN FINANCIAL SERVICES	04/16/2018	0000001065	339.15	REH COPIER LEASE - 3/15/18-4/14/18
DE LAGE LANDEN FINANCIAL SERVICES	04/16/2018	0000001065	196.84	JEG COPIER LEASE 3/15/18-4/15/18
DEPT OF LABOR & WORKFORCE DEVELOPMENT	04/16/2018	0000001090	120.00	3 YEAR BOILER LICENSE RENEWAL FOR MARC WEBB
DUPUITRON, INC.	04/16/2018	0000001066	242.66	JEG COPIER CONTRACT BASE RATE CHARGE FOR 5/5/18-2/28/19
EDISON PLUMBING	04/16/2018	0000001067	290.00	APT C4 REPLACED VALVES FOR WASHING MACHINE & KITCHEN SINK FAUCET, OPENED WALL & EXTEND PIPE
EDISON PLUMBING	04/16/2018	0000001067	420.00	APT 4B REPLACED BROKEN RADIATOR IN THE LIVING ROOM WITH SHUT OFF VALVES & BLEEDER
EDISON PLUMBING	04/16/2018	0000001067	280.00	BLDG A CLEANED BUILDING SEWER LINE IN THE CRAWL SPACE + OUTSIDE
EDISON PLUMBING	04/16/2018	0000001067	310.00	APT B2 OPENED CEILING & REPLACED LEAKING DRAIN PIPE CONNECTED TO THE TUB & SINK
EDISON PLUMBING	04/16/2018	0000001067	280.00	APT 17F REMOVED LEAKING RADIATOR IN THE BEDROOM, FIXED LEAKING PIPE
ELIZABETH TOWN GAS	04/16/2018	0000001068	9321.18	REH GAS 2/28/18-3/29/18
ELIZABETH TOWN GAS	04/16/2018	0000001068	8.48	REH GAS 2/19/18-3/20/18
ELIZABETH TOWN GAS	04/16/2018	0000001068	23.23	REH GAS 2/19/18-3/20/18
ELIZABETH TOWN GAS	04/16/2018	0000001068	803.78	REH GAS 2/19/18-3/20/18
EXXONMOBIL BUSINESS	04/16/2018	0000001069	181.95	GAS FOR SNOW BLOWER & DIESEL FOR TRUCK
FELIX STORCH, INC.	04/16/2018	0000001070	394.00	APT C4 - 24 INCH ELECTRIC RANGE
GANNETT NJ NEWSPAPERS	04/16/2018	0000001071	112.88	PUBLICATION OF AUDIT SYNOPSIS FOR FYE 6/30/17 - PUBLISHED 3/29/18
HOME DEPOT CREDIT SERVICES	04/16/2018	0000001072	1399.18	REH & JEG MAINTENANCE SUPPLIES & MATERIALS
MIDDLESEX WATER CO	04/16/2018	0000001073	2567.04	JEG WATER USAGE 2/17/18-3/16/18
NEW JERSEY AMERICAN WATER	04/16/2018	0000001074	7247.90	REH WATER 2/27/18-3/27/18
NEW JERSEY FAMILY SUPPORT PYMT CENTER	04/16/2018	0000001075	589.24	CHILD SUPPORT GARNISHMENT FOR GEORGE HOLLOWMAN PIR ENDING 3/30/18, 4/13/18
NATIONAL TENANT NETWORK	04/16/2018	0000001076	26.00	REH TENANT BACKGROUND CHECK 2/5/18
NATIONAL TENANT NETWORK	04/16/2018	0000001076	78.00	REH TENANT BACKGROUND CHECK 12/21/17
OPTIMUM	04/16/2018	0000001077	110.55	REH INTERNET SERVICE PROVIDER 3/22/18-4/21/18
OPTIMUM	04/16/2018	0000001077	80.60	JEG INTERNET SERVICE PROVIDER 3/22/18-4/21/18
PALMER HEATING, LLC	04/16/2018	0000001078	346.50	REH- NO HEAT IN BLDG 1.3,5,7 FOUND PUMP #3 IN BLDG 5 HAD BAD COUPLER
PITNEY-BOWES GLOBAL FINANCIAL SERVICES LLC	04/16/2018	0000001079	203.98	2 RED INK FOR POSTAGE METER 3/22/18
POLCARI & CO	04/16/2018	0000001080	13700.00	ACCOUNTING SERVICES - MARCH 2018 + EXEC DIRECTOR SERVICES 2/16/18-4/15/18
PSE&G (ELECTRIC)	04/16/2018	0000001081	4.56	APT C4(VACANT) ELECTRIC SERVICE 2/16/18-3/20/18
PSE&G CO SUMMARY ACCOUNT	04/16/2018	0000001082	2394.43	JEG ELECTRIC USAGE 2/21/18-3/22/18
PSE&G CO. (GAS & ELECTRIC)	04/16/2018	0000001083	9532.69	JEG GAS & ELECTRIC 2/16/18-3/20/18
SEARS COMMERCIAL ONE	04/16/2018	0000001084	480.30	APT C4 14 CUFT REFRIGERATOR
STANDARD WASTE SERVICES	04/16/2018	0000001085	316.40	30 YD ROLL OFF + TONS DISPOSAL CHARGE 4/10/18
STANDARD WASTE SERVICES	04/16/2018	0000001085	334.00	30 YD ROLL OFF & TONS DISPOSAL 3/26/18
STANDARD WASTE SERVICES	04/16/2018	0000001085	2475.00	REH TRASH SERVICE 6- 6YD & 1-3YD - APRIL 2018
STAPLES ADVANTAGE	04/16/2018	0000001086	69.55	TENANT FILE FOLDERS FOR HCV
STAPLES ADVANTAGE	04/16/2018	0000001086	443.64	JEG & REH OFFICE SUPPLIES
STEVE'S APPLIANCE DOCTOR	04/16/2018	0000001087	158.50	APT 8A BAKE IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	04/16/2018	0000001087	99.50	APT 12H OVEN GREASED HINGES MODEL NOT READABLE
STEVE'S APPLIANCE DOCTOR	04/16/2018	0000001087	158.50	APT 1E BAKE IGNITION KIT INSTALLED

Paid Invoice Listing 3/21/18-4/17/18

STEVE'S APPLIANCE DOCTOR	04/16/2018	0000001087	79.50	APT 9F HAD PLASTIC BAGS COVER ALL FLOW HOLES, CONTROLS SET IMPROPERLY
STEVE'S APPLIANCE DOCTOR	04/16/2018	0000001087	158.50	APT 1B STOVE BAKE IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	04/16/2018	0000001087	139.50	APT 2B STOVE CLEANED GREASE FROM FROM ALL BURNERS
VERIZON	04/16/2018	0000001088	30.49	ELIZABETHTOWN GAS METER HOOK UP 4/11/18-5/10/18
VERIZON	04/16/2018	0000001088	318.93	REH TELEPHONE SERVICE 3/28/18-4/27/18
VERIZON	04/16/2018	0000001088	189.71	JEG TELEPHONE SERVICE 3/16/18-4/15/18
VERIZON WIRELESS	04/16/2018	0000001089	194.70	MAINTENANCE CELL PHONE SERVICE - MARCH 2018
TOTAL			61071.59	

Resolution 2-4-2018

2018 HOUSING AUTHORITY BUDGET RESOLUTION

Edison Housing Authority

FISCAL YEAR: FROM: July 1, 2018 TO: June 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Edison Housing Authority for the fiscal year beginning, July 1, 2018 and ending, June 30, 2019 has been presented before the governing body of the Edison Housing Authority at its open public meeting of April 17, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,716,380, Total Appropriations, including any Accumulated Deficit if any, of \$5,712,629 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$80,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

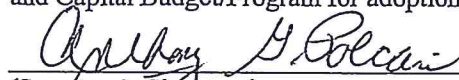
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 governing body of the Edison Housing Authority, at an open public meeting held on April 17, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Edison Housing Authority for the fiscal year beginning, July 1, 2018 and ending, June 30, 2019 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 Edison Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on May 15, 2018.


(Secretary's Signature)

4/17/18
(Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
Carlos Sanchez				✓	
Reinaldo Cruz	✓				
Raymond Koperwhats	✓				
Barry Telesnick	✓				
Kathryn Neal	✓				
Walt Szoludko	✓				
Christopher Mazauskas	✓				

Authority Budget of:

Edison Housing Authority

State Filing Year 2018

For the Period:

July 1, 2018 to June 30, 2019

www.edisonha.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

Edison Housing Authority
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM July 1, 2018 TO June 30, 2019

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2018 PREPARER'S CERTIFICATION

Edison Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2018 TO: June 30, 2019

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Anthony G. Polcari, CPA		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike, Unit H Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	tony@polcarico.com		

2018 APPROVAL CERTIFICATION

Edison Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2018 TO: June 30, 2019

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Edison Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 17th day of April, 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Carlos Sanchez		
Title:	Chairman		
Address:	3700 New Jersey Avenue Edison, NJ 08260		
Phone Number:	609-729-0220	Fax Number:	609-729-4168
E-mail address	carlos.sanchez@plainfieldnj.gov		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.Edisonha.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Carlos Sanchez

Title of Officer Certifying compliance

Chairman

Signature

2018 ADOPTION CERTIFICATION

Edison Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2018 TO: June 30, 2019

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Edison Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 15th day of, May, 2018.

Officer's Signature:			
Name:	Carlos Sanchez		
Title:	Chairman		
Address:	3700 New Jersey Avenue Edison, New Jersey 08260		
Phone Number:	609-729-0220	Fax Number:	609-729-4168
E-mail address	carlos.sanchez@plainfieldnj.gov		

2018 ADOPTED BUDGET RESOLUTION

Edison Housing Authority

Fiscal Year From July 1, 2018 to June 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Edison Housing Authority for the fiscal year beginning July 1, 2018 and ending, June 30, 2019 has been presented for adoption before the governing body of the Edison Housing Authority at its open public meeting of May 15, 2018; 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 \$5,716,380, Total Appropriations, including any Accumulated Deficit, if any, of \$5,712,629 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$80,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Edison Housing Authority, at an open public meeting held on May 15, 2018 that the Annual Budget and Capital Budget/Program of the Edison Housing Authority for the fiscal year beginning, July 1, 2018 and, ending, June 30, 2019 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.

(Secretary's Signature)

(Date)

Governing Body

Member:

Carlos Sanchez

Reinaldo Cruz

Raymond Koperwhats

Barry Telesnick

Kathryn Neal

Walt Szoludko

Christopher Mazauskas

Recorded Vote

Aye

Nay

Abstain

Absent

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Edison Housing Authority

AUTHORITY BUDGET

Fiscal Year From July 1, 2018 to June 30, 2019

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

Budgeted revenues are anticipated to be adequate to cover projected expenses for the budget year ended June 30, 2019, resulting in a moderate budget surplus from operations of \$3,751. Anticipated revenues total \$5,716,380; an increase of \$386,092 (7.2%) as compared to the prior year. The primary reason for this increase is the increase in Shelter Plus Care subsidy received from HUD. This budgeted increase is more in line with actual results from the prior and current fiscal years. Total appropriations budgeted for the fiscal year ended June 30, 2019 are \$5,712,629; an increase of \$394,264 (7.4%) versus the prior year. Again, the primary reason for this increase is the Shelter Plus Care program – budgeted HAP expenses are now in line with prior and current year results.

Significant changes in budgeted revenues (variances of +/- 10%) are as follows:

Shelter Plus care subsidy revenue is \$838,852, or \$378,852 higher than the prior year budget. The current year budget revenue is now in line with prior and current year actual results.

Significant changes in budgeted expenses (variances of +/- 10%) are as follows:

None

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.

The proposed annual budget will have no significant impact on rents or service fees charged. Rental income is set by federal regulations at 30% of adjusted tenant income. As previously discussed, other increased or decreases in budget revenue are primarily a result in changes in HUD's level of subsidy funding. As a result, the proposed budget will not significantly impact the housing authority's financial statements.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The local / regional economy is weak, but stable. The effects of the economy have been considered in projecting tenant income and resulting rental income and housing assistance payments expense in the public housing and housing choice voucher programs. Thus, the state of the local / regional economy does not have a significant impact on the proposed budget.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

N/A

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

Under federal, state, and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make payments in lieu of taxes (PILOT) for the low-income housing program in accordance with the provision of its Cooperation Agreement with the City of Edison. Under the Cooperation Agreement, the Authority must pay the municipality the lesser of 10% of its net shelter rent or the approximate full real property taxes.

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68)

This authority does not have an accumulated deficit per the most recent audited financial statements and does not anticipate a deficit in the proposed budget. The \$860,809 deficit in unrestricted net position (after removing net investment in capital assets and restricted net position from total net position) on page F-8 is the direct result of GASB 45 OPEB and GASB 68 pension liabilities. The Authority would require additional funding from HUD or a new revenue stream to eliminate this deficit.

HOUSING AUTHORITY CONTACT INFORMATION

2018

Please complete the following information regarding this Housing Authority. All information requested below must be completed.

Name of Authority:	Edison Housing Authority		
Federal ID Number:	22-1922770		
Address:	3700 New Jersey Avenue		
City, State, Zip:	Edison	NJ	08260
Phone: (ext.)	609-729-0220	Fax:	609-729-4168

Preparer's Name:	Anthony G. Polcari, CPA Fee Accountant		
Preparer's Address:	Polcari & Co., CPAs 2035 Hamburg Turnpike – Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	tony@polcarico.com		

Chief Executive Officer:	Vacant		
Phone: (ext.)		Fax:	
E-mail:			

Chief Financial Officer:	None		
Phone: (ext.)		Fax:	
E-mail:			

Name of Auditor:	Anthony Giampaolo		
Name of Firm:	Hymanson, Parnes & Giampaolo		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	732-842-4551
E-mail:	hpgcpa@comcast.net		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Edison Housing Authority

Fiscal Year From July 1, 2018 to June 30, 2019

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2016 or 2017) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 16
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: \$594,963
- 3) Provide the number of regular voting members of the governing body: 8
- 4) Provide the number of alternate voting members of the governing body: None
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authorities procedures for all employees. The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increased granted during the fiscal year require Board approval, at which time an additional comparability analysis is performed. All employees are evaluated annually by their immediate supervisor and those evaluations are considered when determining compensation for the next fiscal year.*

- 11) Did the Authority pay for meals or catering during the current fiscal year? No If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
 - a. First class or charter travel ☐ NO ☐
 - b. Travel for companions ☐ NO ☐
 - c. Tax indemnification and gross-up payments ☐ NO ☐
 - d. Discretionary spending account ☐ NO ☐
 - e. Housing allowance or residence for personal use ☐ NO ☐
 - f. Payments for business use of personal residence ☐ NO ☐
 - g. Vehicle/auto allowance or vehicle for personal use ☐ NO ☐
 - h. Health or social club dues or initiation fees ☐ NO ☐
 - i. Personal services (i.e.: maid, chauffeur, chef) ☐ NO ☐

If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes. Under the housing authority's travel policy, staff and commissioners are given a standard per diem rate to cover meals and incidental expenses. That rate is consistent with rates paid to federal employees for daily subsistence. Airline and hotel costs are reimbursed to the employee after travel or paid directly by the housing authority prior to the date of travel if required If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A no debt outstanding If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Edison Housing Authority

Fiscal Year From July 1, 2018 to June 30, 2019

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period July 1, 2018 to Edison Housing Authority June 30, 2019

Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Former Highest Compensated Employee	Reportable Compensation from Authority (W-2/1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities Where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
							Base Salary/Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)								
1 Vacant	Executive Director	40	x	x			\$ 120,000				\$ 120,000	None	N/A	N/A			\$ 120,000
2 Carlos Sanchez	Chairman	1 x									\$ 18,000	City of Plainfield	Deputy Admin	40	118,000	30,000	\$ 138,000
3 Reinaldo Cruz	Vice Chairman	1 x										None	N/A	N/A			\$ 148,000
4 Raymond Koperwhats	Commissioner	1 x										None	N/A	N/A			0
5 Barry Telesnick	Commissioner	1 x										None	N/A	N/A			0
6 Kathryn Neal	Commissioner	1 x										None	N/A	N/A			0
7 Walt Stodulko	Commissioner	1 x										None	N/A	N/A			0
8 Christopher Mazauskas	Commissioner	1 x										None	N/A	N/A			0
9												None	N/A	N/A			0
10												None	N/A	N/A			0
11												None	N/A	N/A			0
12												None	N/A	N/A			0
13												None	N/A	N/A			0
14												None	N/A	N/A			0
15												None	N/A	N/A			0
Total:							\$ 120,000	\$ -	\$ -	\$ 18,000	\$ 138,000				\$ 118,000	\$ 30,000	\$ 286,000

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Edison Housing Authority
For the Period July 1, 2018 to June 30, 2019

	# of Covered Members (Medical & Rx)	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	4	\$ 16,546	\$ 66,184	4	\$ 17,711	\$ 70,844	\$ (4,660)	-6.6%
Parent & Child	0		-	0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	0		-	0	-	-	-	#DIV/0!
Family	7	30,237	211,659	7	33,120	231,840	(20,181)	-8.7%
Employee Cost Sharing Contribution (enter as negative -)			(30,500)			(29,718)	(782)	2.6%
Subtotal	11		247,343	11		272,966	(25,623)	-9.4%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)						-	-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)						-	-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
GRAND TOTAL	11		\$ 247,343	11		\$ 272,966	\$ (25,623)	-9.4%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)
 Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Yes	Yes or No
Yes	Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Edison Housing Authority

June 30, 2019

*Legal Basis for Benefit
(check applicable items)*

The total Amount Should agree to most recently issued audit report for the Authority

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
ACCRUED COMPENSATED ABSENCES
FYE JUNE 30, 2017

<u>EMPLOYEE</u>	<u>UNUSED VACATION HOURS</u>	<u>UNUSED SICK HOURS</u>	<u>HOURLY RATE OF PAY</u>	<u>ACCRUED VACATION PAY</u>	<u>ACCRUED SICK PAY</u>	<u>PUBLIC HOUSING BY AMP</u>		
						<u>COCC</u>	<u>REH</u>	<u>JCE</u>
Cook, Madeline	253.50	-	60.44	7,660.72	-	(1) 7,660.72	-	-
Dimayuga, Eduardo	21.00	15.50	30.48	320.04	472.43	-	792.47	-
Geva, Antonio	104.50	164.50	23.44	1,224.71	3,855.79	-	5,080.50	-
Kubacka, Jolanta	98.00	13.00	22.41	1,098.31	291.39	-	-	1,389.70
Kelly, Kathleen	55.50	66.00	16.48	457.32	1,087.68	-	772.50	772.50
Lopez, Nester	137.50	55.75	22.41	1,541.00	1,249.61	-	-	2,790.61
Silva, Jocelyn	119.00	28.00	26.66	1,586.24	746.46	2,332.70	-	-
Sow, Tabitha	35.36	22.36	16.73	295.79	374.09	669.87	-	-
Webb, Marc	60.00	329.50	24.55	736.62	8,090.54	-	8,827.16	-

<u>Public Housing Accrual</u>	14,920.73	18,167.99	10,663.29	15,472.63	4,952.82
<u>Public Expense</u>	1,141.42	1,236.85	816.73	1,183.86	378.89

Mickens, Veronica	105.00	229.00	24.14	1,267.59	5,529.11
Thorne, Michelle	150.00	133.25	24.14	1,810.84	3,217.26

<u>Section 8 Annual</u>	3,073.43	8,746.37
<u>Public Expense</u>	235.50	669.10

<u>Accrued Compensated Absences</u>	18,376.17	26,920.31	13,479.03	15,656.28	5,331.71
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	<u>PHA</u>	<u>VOUCHER</u>		<u>TOTAL</u>	
		TB	TB		
Current Portion	3,346.70	1,272.94	TB	4,619.64	533.17
Non- Current Portion	30,120.32	11,456.46	TB	41,576.78	4,798.54
	<u>\$33,467.02</u>	<u>\$12,729.40</u>		<u>\$46,196.43</u>	
				<u>\$11,479.03</u>	<u>\$16,656.28</u>
					<u>\$5,331.71</u>

(1) Per employment contract, the Executive Director shall receive the lesser of 120 days value or \$7,500 for unused sick time.

Schedule of Shared Service Agreements

For the Period

July 1, 2018

Edison Housing Authority
to .

June 30, 2019

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

[illegible]

If No Shared Services X this Box

	X
--	---

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period July 1, 2018 to June 30, 2019 Edison Housing Authority

	FY 2019 Proposed Budget					FY 2018 Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations			
	REVENUES					All Operations	All Operations	All Operations
Total Operating Revenues	\$ 1,432,603	\$ -	\$ 3,439,900	\$ 525	\$ 4,873,028	\$ 4,865,738	\$ 7,290	0.1%
Total Non-Operating Revenues	2,500	-	-	840,852	843,352	464,550	378,802	81.5%
Total Anticipated Revenues	1,435,103	-	3,439,900	841,377	5,716,380	5,330,288	386,092	7.2%
APPROPRIATIONS								
Total Administration	449,930	-	246,509	66,653	763,092	745,170	17,922	2.4%
Total Cost of Providing Services	977,969	-	3,171,916	799,652	4,949,537	4,573,195	376,342	8.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	1,427,899	-	3,418,425	866,305	5,712,629	5,318,365	394,264	7.4%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,427,899	-	3,418,425	866,305	5,712,629	5,318,365	394,264	7.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,427,899	-	3,418,425	866,305	5,712,629	5,318,365	394,264	7.4%
ANTICIPATED SURPLUS (DEFICIT)	\$ 7,204	\$ -	\$ 21,475	\$ (24,928)	\$ 3,751	\$ 11,923	\$ (8,172)	-68.5%

Edison Housing Authority

For the Period July 1, 2018 to June 30, 2019

F-2

Prior Year Adopted Revenue Schedule

Edison Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	645000			12000	657,000
Excess Utilities					-
Non-Dwelling Rental	8500				8,500
HUD Operating Subsidy	717008				717,008
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2973480		2,973,480
Total Rental Fees	1,370,508	-	2,973,480	12,000	4,355,988
<i>Other Revenue (List)</i>					
Type in (Grant, Other Rev)			505000		505,000
Type in (Grant, Other Rev)	4250				4,250
Type in (Grant, Other Rev)				500	500
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	4,250	-	505,000	500	509,750
Total Operating Revenues	1,374,758	-	3,478,480	12,500	4,865,738
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Shelter Plus Care				460,000	460,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	460,000	460,000
<i>Interest on Investments & Deposits</i>					
Interest Earned	2,550			2,000	4,550
Penalties					-
Other					-
Total Interest	2,550	-	-	2,000	4,550
Total Non-Operating Revenues	2,550	-	-	462,000	464,550
TOTAL ANTICIPATED REVENUES	\$ 1,377,308	\$ -	\$ 3,478,480	\$ 474,500	\$ 5,330,288

Appropriations Schedule

Edison Housing Authority
For the Period July 1, 2018 to June 30, 2019

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	FY 2018 Adopted Budget	Total All Operations	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed v. Adopted
OPERATING APPROPRIATIONS											
<i>Administration</i>											
Salary & Wages	240,961		88,967	30,294	\$ 360,222	\$ 351,120	\$ 9,102			2.6	
Fringe Benefits	130,119		48,042	16,359	194,520	197,550	(3,030)			-1.5	
Legal	23,000		8,000		31,000	29,000	2,000			6.8	
Staff Training	6,000		6,000		12,000	12,500	(500)			-4.2	
Travel	4,750		6,000		10,750	11,300	(550)			-4.9	
Accounting Fees	31,200				31,200	31,200	-			0.0	
Auditing Fees	6,400		4,500		10,900	10,000	900			9.0	
Miscellaneous Administration*	7,500		85,000	20,000	112,500	102,500	10,000			9.8	
Total Administration	449,930	-	246,509	66,653	763,092	745,170	17,922			2.4	
<i>Cost of Providing Services</i>											
Salary & Wages - Tenant Services					-	-	-			#DIV/0!	
Salary & Wages - Maintenance & Operation	209,307				209,307	210,702	(1,395)			-0.7	
Salary & Wages - Protective Services					-	-	-			#DIV/0!	
Salary & Wages - Utility Labor					-	-	-			#DIV/0!	
Fringe Benefits	113,026				113,026	125,000	(11,974)			-9.6	
Tenant Services				800	800	875	(75)			-8.6	
Utilities	340,000				340,000	330,000	10,000			3.0	
Maintenance & Operation	195,000				195,000	180,000	15,000			8.3	
Protective Services					-	-	-			#DIV/0!	
Insurance	72,000				72,000	67,000	5,000			7.5	
Payment in Lieu of Taxes (PILOT)	40,936				40,936	31,500	9,436			30.0	
Terminal Leave Payments					-	-	-			#DIV/0!	
Collection Losses	7,700				7,700	8,550	(850)			-9.9	
Other General Expense					-	-	-			#DIV/0!	
Rents			3,171,916	798,852	3,970,768	3,619,568	351,200			9.7	
Extraordinary Maintenance					-	-	-			#DIV/0!	
Replacement of Non-Expendible Equipment					-	-	-			#DIV/0!	
Property Betterment/Additions					-	-	-			#DIV/0!	
Miscellaneous COPS*					-	-	-			#DIV/0!	
Total Cost of Providing Services	977,969	-	3,171,916	799,652	4,949,537	4,573,195	376,342			8.2	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-			#DIV/0!	
Total Operating Appropriations	1,427,899	-	3,418,425	866,305	5,712,629	5,318,365	394,264			7.4	
NON-OPERATING APPROPRIATIONS											
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-			#DIV/0!	
Operations & Maintenance Reserve					-	-	-			#DIV/0!	
Renewal & Replacement Reserve					-	-	-			#DIV/0!	
Municipality/County Appropriation					-	-	-			#DIV/0!	
Other Reserves					-	-	-			#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	-			#DIV/0!	
TOTAL APPROPRIATIONS	1,427,899	-	3,418,425	866,305	5,712,629	5,318,365	394,264			7.4	
ACCUMULATED DEFICIT					-	-	-			#DIV/0!	
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,427,899	-	3,418,425	866,305	5,712,629	5,318,365	394,264			7.4	
UNRESTRICTED NET POSITION UTILIZED											
Municipality/County Appropriation	-	-	-	-	-	-	-			#DIV/0!	
Other					-	-	-			#DIV/0!	
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-			#DIV/0!	
TOTAL NET APPROPRIATIONS	\$ 1,427,899	\$ -	\$ 3,418,425	\$ 866,305	\$ 5,712,629	\$ 5,318,365	\$ 394,264			7.4	

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 71,394.95 \$ - \$ 170,921.26 \$ 43,315.24 \$ 285,631.45

Prior Year Adopted Appropriations Schedule

Edison Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	232,061		103,912	15,147	\$ 351,120
Fringe Benefits	110,000		85,000	2,550	197,550
Legal	21,000		8,000		29,000
Staff Training	9,500		3,000		12,500
Travel	6,300		5,000		11,300
Accounting Fees	31,200				31,200
Auditing Fees	6,000		4,000		10,000
Miscellaneous Administration*	7,500		95,000		102,500
Total Administration	423,561	-	303,912	17,697	745,170
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	210,702				210,702
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	125,000				125,000
Tenant Services				875	875
Utilities	330,000				330,000
Maintenance & Operation	180,000				180,000
Protective Services					-
Insurance	67,000				67,000
Payment in Lieu of Taxes (PILOT)	31,500				31,500
Terminal Leave Payments					-
Collection Losses	8,550				8,550
Other General Expense					-
Rents			3,169,568	450,000	3,619,568
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	952,752	-	3,169,568	450,875	4,573,195
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	1,376,313	-	3,473,480	468,572	5,318,365
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	1,376,313	-	3,473,480	468,572	5,318,365
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,376,313	-	3,473,480	468,572	5,318,365
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,376,313	\$ -	\$ 3,473,480	\$ 468,572	\$ 5,318,365

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 68,815.65 \$ - \$ 173,674.00 \$ 23,428.60 \$ 265,918.25

Debt Service Schedule - Principal

Edison Housing Authority

If Authority has no debt X this box

☐

	Adopted Budget Year 2018	Proposed Budget Year 2019	Fiscal Year Ending in						Total Principal Outstanding
			2020	2021	2022	2023	2024	Thereafter	
CFP Leveraging	\$ 45,000	\$ 50,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 210,000	\$ 550,000
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	45,000	50,000	50,000	55,000	60,000	60,000	65,000	210,000	550,000
LESS: HUD SUBSIDY	45,000	50,000	50,000	55,000	60,000	60,000	65,000	210,000	550,000
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

Net Position Reconciliation

Edison Housing Authority
For the Period July 1, 2018 to June 30, 2019

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 1,509,462	\$ -	\$ 35,773	\$ 642,919	\$ 2,188,154
Less: Restricted for Debt Service Reserve (1)	3,048,963				3,048,963
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(1,539,501)	-	35,773	642,919	(860,809)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)					-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,311,520		23,349		2,334,869
Plus: Estimated Income (Loss) on Current Year Operations (2)	511,810		152,341		664,151
Plus: Other Adjustments (attach schedule)	7,204		21,475	(24,928)	3,751
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,291,033	-	232,938	617,991	2,141,962
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 1,291,033	\$ -	\$ 232,938	\$ 617,991	\$ 2,141,962

- (1) Total of all operations for this line item must agree to audited financial statements.
- (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
- (3) Amount may not exceed 5% of total operating appropriations. See calculation below.
Maximum Allowable Appropriation to Municipality/County \$ 71,395 \$ - \$ 170,921 \$ 43,315 \$ 285,631
- (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2018
EDISON

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Edison Housing Authority

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

[X] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Edison Housing Authority, on the 17th day of April, 2018,

OR

[] It is hereby certified that the governing body of the _____ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Carlos Sancez		
Title:	Chairman		
Address:	3700 New Jersey Avenue Edison, NJ 08260		
Phone Number:	609-729-0220	Fax Number:	609-729-4168
E-mail address	carlos.sanchez@plainfieldnj.gov		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Edison Housing Authority

Fiscal Year From April 1, 2017 to March 31, 2018

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority? *Yes – reviewed and approved by municipal government and residents of the developments affected.*
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated? *Yes. The capital projects have been developed in conjunction with the Authority's Capital Fund Program, a comprehensive program considering the capital needs of all its projects.*
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment? *In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.*
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives. *N/A*
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.
As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.
6. Have the projects been reviewed and approved by HUD? *Yes, all capital fund budgets have been approved by HUD.*

Add additional sheets if necessary.

Proposed Capital Budget

Edison Housing Authority

For the Period

July 1, 2018

to

June 30, 2019

		<i>Funding Sources</i>				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>						
General Improvements	\$	80,000				\$ 80,000
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		80,000	-	-	-	80,000
<i>Section 8</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
<i>Other Programs</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$	80,000	\$ -	\$ -	\$ -	\$ 80,000

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Edison Housing Authority
For the Period July 1, 2018 to June 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
General Improvements	\$ 80,000	\$ 80,000					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	80,000	80,000	-	-	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Edison Housing Authority
For the Period July 1, 2018 to June 30, 2019

		<i>Funding Sources</i>				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Source
<i>Public Housing Management</i>						
General Improvements	\$ 80,000					\$ 80,000
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	80,000	-	-	-	-	80,000
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Total 5 Year Plan per CB-4	\$ 80,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

RESOLUTION # 3-4-2018

A RESOLUTION AUTHORIZING THE PURCHASE OF A MAINTENANCE VEHICLE

WHEREAS, the Edison Housing Authority has determined that it in the Authority's best interest to provide continuing education for its Commissioners, and

WHEREAS, Authority commissioners desire to attend the NJ NAHRO conference to be held in Atlantic City from May 21 through May 23, 2018, and

WHEREAS, the staff and Interim Director have determined that budgeted funds are available to pay the expenses of attendance

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 3-4-2018; authorizing commissioners to attend the NJ NAHRO Conference is hereby approved.

MOVED:

SECONDED:

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
-----------------------------	-------------	-------------	----------------	---------------

Commissioner Szoludko

Commissioner Mazauskas

Commissioner Koperwhats

Commissioner Neal

Commissioner Telesnick

Vice Chariman Cruz

Chairman Sanchez

PASSED AND ADOPTED THE 17TH day of April 2018

I, Anthony G. Polcari, Secretary of the
Housing Authority of the Township of
Edison, hereby certify that the foregoing
Is a true copy of a resolution of the
Authority adopted at a regular meeting
April 17, 2018

Anthony G. Polcari, Secretary, Interim E.D.

RESOLUTION # 3-4-2018

**A RESOLUTION AUTHORIZING COMMISSIONERS TO ATTEND THE MAY 21-23, 2018 NAHRO
CONFERENCE IN ATLANTIC CITY, NJ**

WHEREAS, the Edison Housing Authority has determined that it in the Authority's best interest to provide continuing education for its Commissioners, and

WHEREAS, Authority commissioners desire to attend the NJ NAHRO conference to be held in Atlantic City from May 21 through May 23, 2018, and

WHEREAS, the staff and Interim Director have determined that budgeted funds are available to pay the expenses of attendance

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 3-4-2018; authorizing commissioners to attend the NJ NAHRO Conference is hereby approved.

MOVED:

SECONDED:

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Szoludko	X			
Commissioner Mazauskas	X			
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Vice Chariman Cruz	X			
Chairman Sanchez				X

PASSED AND ADOPTED THE 17TH day of April 2018

I, Anthony G. Polcari, Secretary of the
Housing Authority of the Township of
Edison, hereby certify that the foregoing
Is a true copy of a resolution of the
Authority adopted at a regular meeting
April 17, 2018


Anthony G. Polcari, Secretary, Interim E.D.