**EDISON HOUSING AUTHORITY**

**REGULAR BOARD MEETING MINUTES
December 9, 2013**

**7:00 PM**

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at the Julius Engel Gardens Community Room

Those in attendance were: Chairman Carlos N. Sanchez, Vice Chairman Walter Szoludko, Commissioners Kathryn Neal, Barry Telesnick, Raymond Koperwhats, Christopher Mazauskas, Reinaldo Cruz and Executive Director Madeline Cook.

**Motion to accept minutes of the Board Meeting of November 13, 2013**

**Motion:** Commissioner Neal

**Second:** Commissioner Telesnick

**Approved as follows:**

**AYES NAYS ABSTAIN ABSENT**

Commissioner Cruz X

Commissioner Mazauskas X

Commissioner Koperwhats X

Commissioner Neal X

Commissioner Telesnick X

Vice Chairman Szoludko X

Chairman Sanchez X

**Resolution 1-12-13** to authorize Vouchers for Business, Professional Services, Salaries and taxes in the amount of $57,409.19

**Motion:** Commissioner Neal

**Second:** Commissioner Telesnick

**Approved as follows:**

**AYES NAYS ABSTAIN ABSENT**

Commissioner Cruz X

Commissioner Mazauskas X

Commissioner Koperwhats X

Commissioner Neal X

Commissioner Telesnick X

Vice Chairman Szoludko X

Chairman Sanchez X

**Resolution 2-12-13** appointing Madeline Cook, Executive Director as 2014 Fund Commissioner to the New Jersey Public Housing Joint Insurance Fund.

Motion: Comm. Telesnick Comm. Neal

Before the final vote Comm. Telesnick commented about Ex.Dir. Cook always keeping the Commissioner informed about the insurance fund.

Approved as follow:

AYES NAYS ABSTAIN ABSENT

Commissioner Cruz X

Commissioner Mazauskas X

Commissioner Koperwhats X

Commissioner Neal X

Commissioner Telesnick X

Vice Chair Szoludko X

Chairman Sanchez X

Meeting Opened to Public: 7:40 PM

Chairman Sanchez opened the meeting to the public No Public present

Commissioner Telesnick moved to close the public portion and it was seconded by Commissioner Neal. Unanimous vote to close public portion.

**New Business**

Commissioner Cruz brought up the PHADA Commissioners Conference in Orlando January 12 to the 15th. Chairman Sanchez explained the current travel policy for commissioner attending conferences outside the State and asked if anyone was interested in attending the PHADA conference. Comms. Cruz, Koperwhats and Chairman Sanchez. Indicated an interest in attending. Cook said to let her know and she will make the necessary arrangements for the Conference registration and the hotel, but the Commissioner will have do their own flight arrangements, and will submit their flight information for reimbursement.

**Old Business**

Comm. Telesnick asked if the Board could get an update on Camp Kilmer. Cook said that the necessary papers for closing were submitted to HMFA on December 6, 2013. The closing is anticipated to take place on or about January 17, 2014. If all goes well, construction will start in April or May 2014. Construction is scheduled for 18 months but we expect completion date before that timeframe. Chair Sanchez indicated this is a good

example for the Authority to use the website to promote the project and other things taking place at the Authority. Cook agreed and said information and pictures will be posted. Comm. Koperwhats asked about the new development that was discussed at the last meeting, but it was agreed by the Board they were not interested at this time.

Comm Koperwhats addressed the Chair and said that he attended a workshop at the NJ/NAHRO conference regarding success to stories in public housing. He said it was a worthwhile and informative session and would like to see the Edison Housing Authority host a session for the youth in the developments. Ex.Dir. Cook said she would like to see such a session be coordinated with Comm. Neal's group from Lifeline. The Board was in favor and Cook said she could contact Dorothy Daniels when the Authority was ready to do this session. Ex.Dir. will communicate with Comm. Neal to coordinate details and get this going.

Chairman Sanchez again indicated he felt that the Authority's website could use some updating. Cook said the site is updated on a regular basis with minutes and now the audit. Sanchez also said the website needs to be linked and the website should be advertising the various Authority's properties that are managed by the Authority. Cook said the website provides everything that is necessary to keep the Authority in compliance with the State regulations.

Chairman Sanchez also said that he visited a vendor at the NJ/ANHRO conference regarding software and spoke to Veronica. Cook said she is familiar with the vendor, Gilson Software. She said the Authority switched from Gilson Solution to Tenmast because Gilson could not provide the necessary programs the Authority needed including a financial program. This is the company that was still using the DOS system.

Chairman Sanchez said that they had a new program that could help the authority go paperless and will allow for Commissioners to have tablets. The Commissioners could have the monthly informational packet e-mailed and bring the tablets to the meeting, eliminating the paper packages and delivery time. Cook said we just emailed agendas to Commissioner Szoludko and Attorney Corriston so that they would have the agendas in time before the meeting rather than depend on the mail. Chairman Sanchez indicated that at the very least we should reach out to Gilson and allow them to make a presentation on their program

Comm. Koperwhats asked for an update on the energy auction. Attorney Corriston said he sent the RFP for review. Chair Sanchez appointed the committee to review the RFP so it could be advertised. The committee consists of Comms. Cruz, Koperwhats and Mazauskas. Cook said the Authority can put the RFP on the website. Corriston said that would be enough to advertise without it being advertised in the newspaper. He also said the RPF would also go to the contractors on the approved list to provide the services. Chairman Sanchez asked for the new committee to review the RFP and communicate with Executive Director to ensure we get going on this potential savings in energy. We will await the report of the committee and next steps to follow.

Adjournment

Motion to adjourn by Comm. Koperwhats and seconded by Comm. Telesnick Adjourned Unanimously at 7:48 PM

Madeline Cook

Executive Director/Secretary