**EDISON HOUSING AUTHORITY**

**REGULAR BOARD MEETING**

**MARCH 11, 2014**

**7:00 PM**

**MINUTES**

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

The meeting was called to order at 7:20 pm at the Community Room of the Randolph A. Oakley Administration Building at 14 Rev Samuel Carpenter Boulevard, Edison, New Jersey. The Executive Director made a statement that adequate notice of this meeting as required by the Open Public Meetings Act was provided in the following manner: On December 30, 2013 a notice providing the date, time and place of this meeting was transmitted to the Star Ledger and the Home New Tribune; a copy of the notice was also published in the Home New Tribune on December 30, 2013. Said notice was also posted on both of the authority’s officially designated bulletin boards, filed with the township clerk and posted in the main lobby of the municipal complex.

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

**Motion to accept minutes of the Board Meeting from February 11, 2014.**

Attorney Corriston suggested we table minutes because of the last page of the minutes, does not include what happened at the end of the meeting. We will postpone until next meeting because corrections needed to be made before approval. Corrections include outcome of Executive session, and time session ended. Corrections will be made and presented at next meeting with updated minutes from February 11, 2014. Also, changes will be made to Agenda for March 11, 2014 as Resolutions were added during this meeting.

**Motion:** Commissioner Kathryn Neal

**Second:** Commissioner Walter Szoludko

**Approved as follows:**

Commissioner Aye Nay Abstain Absent

Comm. Mazauskas X

Comm. Cruz X

Comm. Koperwhats X

Comm. Neal X

Comm. Telesnick X

Vice Chair Szoludko X

Chair Sanchez X

**Resolution 1-3-14** to authorize payment for vouchers for business expenses in the amount of $75,787.08.

Chair Sanchez asked if there were any question or comments on the bills.

Commissioner Koperwhats had questions about payments made to Brothers Lock & Safe, Inc. Discussion was what type of service Brother’s provides for EHA. He stated when they were in Florida they saw a simple process for changing locks on apartments that once tumbler is installed anyone can change it, he stated that may be cheaper for the Housing Authority to look into. Madeline Cook stated that our maintenance department is trained to change locks, but we buy the equipment directly from the company tumblers and keys; in addition tenants cannot copy these keys without written permission from the office and clarification of who the key is for. Chair Sanchez suggested we review bill and report back what $390.00 was spent for. Madeline Cook stated she would look at the bill and see exactly what we paid Brothers Lock & Safe for and report back.

Commissioner Telesnick noted that on the minutes the first vote to approve Annual Reorganization Meeting Minutes Commissioner Koperwhats is noted as Abstaining from the vote. Commissioner Koperwhats believes that is a typo because he did not abstain. Chair Sanchez stated that because minutes were not approved we could still make changes.

Chair Sanchez asked if there were any other concerns. He asked about page one of the bills there are two salt spreaders. Madeline Cook said she approved that because he (Eduardo) found them for a good price on Amazon and she approved it and reimbursed him.

Commissioner Koperwhats wanted to know who is Zep Sales and Service. Madeline Cook explained they are our supplier for paper products, cleaning products, etc. Motion to approve 1-3-14.

**Motion:** Commissioner Kathryn Neal

**Second:** Vice Chairman Walter Szoludko

**Approved as follows:**

Commissioner Aye Nay Abstain Absent

Comm. Mazauskas X

Comm. Cruz X

Comm. Koperwhats X

Comm. Neal X

Comm. Telesnick X

Vice Chair Szoludko X

Chair Sanchez X

Chair Sanchez stated he needed to review some things that were not in the packet this is a revision that was brought up by Edison Affordable Housing when we had a meeting today just wanted to bring you up to speed. EAHC is non-profit that was formed 1996. If you recall about a year ago we brought a resolution to the commissioners for the purpose of purchasing a condominium 42-4 Wood Edge Avenue, Edison. We purchased this unit from the township for $1.00 and it met the requirements for the EAHC. They know that Edison Housing Authority manages, that’s what we do. That was last year, we did renovations, and some will be reimbursed by the CBGB. We borrowed $5,000 we did a resolutions with a promissory note and they would pay that money back. We were not going to make a lot of money we were just going to break even. We do have language in our contract with EAHC that we can give the unit back to them for the same price if it’ a problem.

Today we would like to enter two resolutions for the new unit at 23B Garfield Park, Edison, NJ. Same terms and conditions we buy for $1 and minor renovations. We looked association fees, taxes, insurance and estimated how much rent we will collect. The number one resolutions is to approve management agreement between the EAHC AND EHA. The second resolution is authorizing $3,500 from EHA to lend to EAHC. Attorney Corriston stated everything must be in a resolution we want to the motion and resolution adopted tonight and adopt it next month and attach agreement to it. Essentially the management terms are the standard management terms I went through them there’s nothing unusual about them it’s a 12 month agreement with options to renew in writing of both sides agree as the Chair said it’s 6% collective rents would be subject to availability of funds there is typical home owners and insurance agreements also we could terminate agreement with a 60 day notice if it doesn’t work out or if we decide not to do it so that’s what we’re going to ask you to vote on tonight so we can get it up and going we will have it in writing for next month that will be Resolution 2-3-14.

**Motion:** Commissioner Kathryn Neal

**Second:** Commissioner Barry Telesnick

**Approved as follows:**

Commissioner Aye Nay Abstain Absent

Comm. Mazauskas X

Comm. Cruz X

Comm. Koperwhats X

Comm. Neal X

Comm. Telesnick X

Vice Chair Szoludko X

Chair Sanchez X

In addition to that we’d like to present another resolution which will be 3-3-14 this resolution is authorizing the EHA to lend $3,500 to EAH which it will be funded for non-public funds that we have available that we have confirmed. This resolution will also be a backup promissory note from EHA to EAH in general terms it will be no specific annual payment to EHA it will say something to the effect that payments will be made for any net available funds generated from the condominium located at 23B Garfield Park Edison, NJ this will be subject to final review and approval from EHA Attorney and also final review where numbers are concerned from our accountant. Again, the resolution will incorporate the purpose of this money can only be used by EAH to buy the condominium unit a specific purpose doing the renovations so unit will be rentable. It will be a demand note so at any point if commissioners decide at any point it’s not working out and we break up management agreement we have the right to send a letter to EAH to say in 30, 60, 90 days to pay the money back.

**Motion:** Commissioner Kathryn Neal

**Second:** Commissioner Ray Koperwhats

**Approved as follows:**

Commissioner Aye Nay Abstain Absent

Comm. Mazauskas X

Comm. Cruz X

Comm. Koperwhats X

Comm. Neal X

Comm. Telesnick X

Vice Chair Szoludko X

Chair Sanchez X

Resolution 3-3-14 carries.

Open Public Meeting at 7:50 PM. Commissioner Telesnick moved to close, no public in attendance.

Old Business:

R.K.: Did we find rock salt cheaper.

B.T.: I gave a list of suppliers.

R.K.: Another thing is about the energy.

C.M.: I did research and met with some representatives with the polar vortex at this time the base price would be so much we should wait and see if the price goes down.

C.S.: I’m in agreement we researched it and it’s not the right time. We will move on.

T.C.: I reviewed an article that say complaints about this are up, better business bureau receiving complaints from consumers and even a class action suit.

C.S.: Also under old business we received an email from Madeline letting us know that one of our employees Mr. Walker passed away. He used to work P/T for us. Madeline was able to attend the services with some of the staff.

R.K.: I got the word document with the minutes and I’m happy with that.

M.C.: If any commissioners want their minutes email just give us your address.

New Business:

M.C.: Just want to mention to commissioners that my present contract will be expiring May 15 of this year. What I’d like to do is review my own contract and send it out to the commissioners for the April meeting.

C.S.: Yes, but in addition to reviewing the contract if you can send that contract with your own self-evaluation because I think last time we set certain goals in the last contract, show your accomplishments and things that you were not able to do. Send it out so we can discuss this in April. I would recommend that in April we serve Madeline with a notice so we can review her accomplishments and review what she’s proposing.

M.C. I have a contact at Berkeley College. The Juniors and Seniors need credits for certain things so they would come to us free to get their credits. We give the job description to the school. They can get familiar with the housing authority and hopefully one day they would like to apply for a job with the housing authority.

C.S.: Also, all seniors in high school have to do 60 hours of community service. Is there a way we can be a conduit to provide the community service for those kid’s? Do we have to do anything special, I’m thinking a lot of kids will need 60 hours of community service. Now the summer is coming and a lot of them will be out of school. Why can’t we look for the housing authority to create programs that give them necessary hours for community service, we haven’t looked into it and I’m not sure if we need to contact board of education so they can complete those hours. Again, maybe we can have kids help us out during the summer.

T.C.: Internships and unpaid internships is a hot topic and whether they are harming labor laws, I’d be happy to look into it. What is really a job and is there an educational component. Trained staff will have to train untrained staff which would take away from their work.

K.N.: I have two young ladies, who I’m waiting for them to get back to me, about community service.

M.C.: Are they tenants here?

K.N.: I am watching drug transactions out of my kitchen window and I’m having a hard time with this. My husband will notice people who don’t live here park near my house and then walk to 17A.

M.C.: We know what’s going on and have reported it to police. We get no cooperation from Edison Police.

C.S.: Let me ask a question, Chris would it be prudent for us to request a meeting with the new mayor. This is not something new we need assistance.

T.C.: They will respond to a paper trail.

C.M.: I would recommend putting it in a letter.

C.S.: Let me sign the letter. Let Terry review it and I’ll sign it.

M.C.: We set a date to have the success stories on March 28th @ 5:00 PM. I spoke to Dotty Daniels, and she will bring some people and Carlos has people for the panel. She asked if she could film it so they can show at convention.

A motion was made to adjourn meeting at 8:45 PM.

**Motion:** Commissioner Telesnick

**Seconded:** Vice Chairman Koperwhats

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Madeline Cook

Executive Director/Secretary

MC/cm