

EDISON HOUSING AUTHORITY
Regular Meeting
March 20, 2018
7:00 PM
Julius C. Engel Gardens (South)
1 Willard Dunham Drive
Edison, NJ 088201

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of February 2018 Regular Meeting Minutes
5. Resolutions:

1-3-2018 Resolution to approve vouchers
for payment of invoices in the
amount of \$136,690.53

2-3-2018 Resolution Acknowledging Receipt
and Review of Edison Housing Authority
Audit Report for the Fiscal Year Ended
June 30, 2017

6. Old Business
 - a. Purchase of Maintenance Vehicle
 - b. Completion of Fire Damage Restoration – Apt. C4
 - c. Executive Director Search
7. New Business
 - a. Presentation of Audit Report for the Fiscal Year Ended June 30, 2017
 - b. Financial Update
 - c. Amazon Event
 - d. Budget FYE June 30, 2019
8. Public Portion
9. Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING
March 20, 2018
7:00 PM
MINUTES**

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

The meeting was called to order at 7:00 PM. The Housing Authority's attorney stated that adequate notice of this Meeting as required by the Open Public Meetings Act was provided.

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

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

A vote was taken to approve the February 2018 minutes and the minutes were 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 1-3-18 to authorize and pay Vouchers for Business, Professional Services, Salaries and taxes in the amount of **\$136,690.53.**

Chairman Sanchez noted that the bill approval listing originally sent to the Commissioners with their monthly Board packet totaled \$136,690.53.

Motion: Commissioner Ray Koperwhats
Second: Commissioner Chris Mazauskas

A vote was taken and the resolution 1-3-18 was unanimously approved.

Commissioner Cruz questioned the nature and amount of a payment in the amount of \$60,948.49 to All Risk. Mr. Polcari noted that the invoice in question was for remediation and reconstruction of Unit C4 at Julius C Engel Gardens which was damaged by an electrical fire in July 2017. The demolition and remediation work was performed in August and the reconstruction work had just been completed in January. He also noted that the damage was covered by insurance and that Edison Housing Authority had already received reimbursement from the insurance company in the amount of \$59,948.49, which is exactly \$1,000 less than the cost to repair the damage. The \$1,000 is the Authority's deductible under the policy.

Resolution 2-3-18 to acknowledge receipt and review of Edison Housing Authority's audit report for the fiscal year ended June 30, 2017 was presented to the Board. Prior to the vote Mr. Anthony Giampaolo, principal of Hymanson, Parnes & Giampaolo, the authority's audit firm, was introduced to give a brief presentation to the Board regarding the results of the audit. Mr. Giampaolo began his presentation by stating that the audit report was a "clean" audit report – i.e. there were no findings or noncompliance issues noted during the audit. He also noted that no adjustments to the unaudited financial statements were made. He stated that the housing choice voucher program was the major program tested. He noted that utility costs were substantially unchanged from 2016 to 2017.

Mr. Polcari discussed the housing choice voucher program and explained the manner in which the portability feature of the program works.

Mr. Giampaolo also stated that the allowance for doubtful accounts had increased from 2016 to 2017. The Interim Director noted that the Authority is taking steps to evict delinquent tenants in order to improve the aging of accounts receivable. Delinquent accounts are excessive. Chairperson Sanchez noted that he has directed management to be more aggressive in enforcing repayment agreements. He stated that management had been lax in the past in enforcing repayment agreements reached in court. Attorney Corrison confirmed that the Authority is pursuing more evictions due to non-payment, particularly in the case of court-ordered repayment agreements. The Interim Director stated that he had met with five or six tenants over the past few months to inform them that they would be evicted if repayment agreements were not honored. Mr. Polcari stated that the housing managers must put more effort into the collection process. Chairperson Sanchez concurred that housing managers must be held more accountable for the collection of outstanding receivables and enforcement of lease terms.

Motion: Commissioner Ray Koperwhats

Second: Commissioner Chris Mazauskas

A vote was taken and the resolution 2-3-18 was unanimously approved.

OLD BUSINESS

Commissioner Koperwhats informed the Board that a new maintenance vehicle was purchased. The vehicle is a used 2013 GMC Sierra, purchased at a cost of \$16,500 (\$17,252.95) including registration and related fees. The truck purchase included a cap. The maintenance department will determine whether we will keep or sell the cap, depending whether it will be useful. Mr. Polcari stated that the cost of the truck is an allowable cost under the capital fund program, and presented excerpts from the CFP guidebook that discussed the authority to purchase vehicles under the capital fund program.

The Interim Director noted that the renovation of fire damage to C-4 at Julius C Engel Gardens was completed and the maintenance staff was getting the unit ready for lease. Marc Webb, the Maintenance Supervisor stated that the unit will be ready for lease-up in May.

The Interim Director gave an update on the Executive Director search. He noted that the Authority has received approximately 15 resumes for consideration. He stated that the deadline for submission of applications is March 31, 2017. After that date he will present copies of all resumes received along with recommendations to the Search Committee. Candidates will be ranked and interviews will be scheduled with the candidates selected by the Committee. Chairperson Sanchez stated that he is seeking a candidate who can not only run the housing authority effectively but also build public/private partnerships to pursue additional funding sources and services for the Authority and its residents. It was agreed that a representative of the Township of Edison may be present to observe the selection process but not actively participate in the ultimate selection of the candidate.

NEW BUSINESS

The Interim Director provided an analysis of current operating results vs. budget. He indicated that we are approximately \$17,000 below budget on net income and slightly over budget on maintenance costs due primarily to snow removal. Revenues are tracking in line with budget. Administrative costs are slightly below budget. He referred to the balance to indicate that the Authority has approx. \$1.2 million in cash and investments. He stated that when the weather improves and the heating system can be turned off we will pursue the overhaul of the heating system at Robert E. Holmes Gardens. He stated that the balance sheet has not changed significantly from the audited balance sheet presented earlier by the auditor.

The Interim Director noted that Amazon would be doing a presentation on Monday March 26, at 10:00 AM. They will be donating various household items, clothing, health and beauty aids, etc. to residents of both Edison Housing Authority and Triple C. Mr. Polcari also presented a listing of the activities that Statewide Affairs has been performing for the housing authority in addition to its efforts in bringing this event to the Authority. He stated that events such as this will bring more visibility and a positive image to the Authority. Commissioner Sanchez asked that all commissioners make every

effort to attend and support this event. Mr. Polcari stated that transportation had been arranged for tenants of Julius C Engel Gardens to attend the event.

The Interim Director stated that he will present the budget for FYE June 30, 2019 at the April meeting.

PUBLIC COMMENTS

Brenda Thomas questioned what a "Section eight platform" is. Both Mr. Corrison and Mr. Polcari explained the difference between Section 8 and Section 9 to Ms. Thomas. They also discussed project-based section eight program vs. tenant based assistance. They also explained the conversion of public housing to section eight funding (i.e. RAD conversions). Ms. Thomas was informed that a RAD conversion would have no impact on the amount of rent a tenant would pay.

Several residents voiced concerns about maintenance issues. The Interim Director stated that he would meet with the tenants to walk the site and discuss the issues they noted.

Adjourned Unanimously at **8:40 PM.**


Secretary / Interim Executive Director

RESOLUTION # 1-3-2018

**A RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS FOR BUSINESS
EXPENDITURES IN THE AMOUNT OF \$136,690.53**

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 \$136,690.53

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 1-3-2018; authorizing the payment of vouchers for business expenses in the amount of \$136,690.53 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 20TH day of March 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
March 20, 2018


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

Paid Invoice Listing 2.21.18-3.20.18

VendorName	CheckDate	CheckNumber	Total Amount	Description
AB UNIVERSAL MESSAGING	03/06/2018	0000001005	94.24	ANSWERING SERVICE - FEBRUARY 2018
AFLAC	03/06/2018	0000001006	278.84	INSURANCE PREMIUMS - FEBRUARY 2018
BRESLIN AND BRESLIN, P.A.	03/06/2018	0000001007	2000.00	LEGAL SERVICES - FEBRUARY 2018
BROTHERS LOCK & SAFE, INC.	03/06/2018	0000001008	1240.00	REH & JEG LOCK SETS & DUPLICATE KEYS
CARS UNLIMITED	03/06/2018	0000001009	39.25	FUEL FOR AUTOMOBILES - FEB 2018
CIT	03/06/2018	0000001010	155.65	TELEPHONE SYSTEM LEASE - MARCH 2018
CORBETT EXTERMINATING, INC.	03/06/2018	0000001011	130.00	APT 1A & 11A VISUAL BED BUG INSPECTION 2/21/18
CORBETT EXTERMINATING, INC.	03/06/2018	0000001011	360.00	MONTHLY CEMIT TREATMENT - 2/14/18
DE LAGE LANDEN FINANCIAL SERVICES	03/06/2018	0000001012	216.99	JEG COPIER LEASE 2/15/18-3/14/18
DE LAGE LANDEN FINANCIAL SERVICES	03/06/2018	0000001012	323.00	REH COPIER LEASE - 2/15/18-3/14/18
DUPLITRON, INC.	03/06/2018	0000001013	52.34	REH COPIER BASE RATE CHARGE 3/1/18-5/4/18
EDISON PLUMBING	03/06/2018	0000001014	340.00	APT 9M OPENED THE WALL BETWEEN APARTMENTS & REPLACED BROKEN PIPE, CLEANED DRAIN.
EDISON PLUMBING	03/06/2018	0000001014	780.00	APT 1F REMOVED LEAKING HEATING PIPE IN THE CRAWL SPACE, INSTALLED SHUT OFF VALVES.
EDISON PLUMBING	03/06/2018	0000001014	520.00	APT 4B 2/13/18 REPLACED LEAKING PIPE & INSTALLED SHUT OFF VALVES FOR RADIATOR
EDISON PLUMBING	03/06/2018	0000001014	560.00	APT 3D REPLACED LEAKING PIPE & NECESSARY FITTINGS IN THE CRAWL SPACE
ELIZABETHTOWN GAS	03/06/2018	0000001015	8.48	REH GAS 1/19/18-2/19/18
ELIZABETHTOWN GAS	03/06/2018	0000001015	892.92	REH GAS 1/19/18-2/19/18
ELIZABETHTOWN GAS	03/06/2018	0000001015	22.89	REH GAS 1/19/18-2/19/18
EXXONMOBIL BUSINESS	03/06/2018	0000001016	101.56	DIESEL FOR TRUCK - FEBRUARY 2018
MAZTECK	03/06/2018	0000001017	480.00	10 AVG ANTIVIRUS LICENSE
MAZTECK	03/06/2018	0000001017	990.00	10 MICROSOFT BUSINESS E-MAIL (1YEAR)
MIDDLESEX WATER CO	03/06/2018	0000001018	2897.27	JEG WATER 1/17/18-2/17/18
NEW JERSEY AMERICAN WATER	03/06/2018	0000001019	7625.36	REH WATER 1/27/18-2/26/18
OPTIMUM	03/06/2018	0000001020	110.52	REH INTERNET SERVICE PROVIDER 2/22/18-3/21/18
OPTIMUM	03/06/2018	0000001020	80.60	JEG INTERNET SERVICE PROVIDER 2/22/18-3/21/18
PITNEY-BOWES GLOBAL FINANCIAL SERVICES LLC	03/06/2018	0000001021	325.23	POSTAGE METER RENTAL 1/21/18-4/20/18
PSE&G (ELECTRIC)	03/06/2018	0000001022	5.96	APT C4(VACANT) ELECTRIC USAGE 1/24/18-2/16/18
PSE&G CO. (GAS & ELECTRIC)	03/06/2018	0000001023	9345.80	JEG GAS & ELECTRIC 1/19/18-2/16/18
SEARS COMMERCIAL ONE	03/06/2018	0000001024	364.21	APT 11D 30 INCHES GAS RANGE
STANDARD WASTE SERVICES	03/06/2018	0000001025	2475.00	TRASH REMOVAL SERVICE - MARCH 2018
STANDARD WASTE SERVICES	03/06/2018	0000001025	329.20	30 YARD ROLL OFF & TONS DISPOSAL CHARGE 2/5/18
TENMAST FORMS	03/06/2018	0000001026	221.35	HCV 1000 PCS LASER CHECKS
VERIZON	03/06/2018	0000001027	44.06	ELIZABETHTOWN GAS METER HOOK UP 2/11/18-3/10/18
VERIZON	03/06/2018	0000001027	194.70	REH TELEPHONE 2/16/18-3/15/18
MALOUF FORD	03/13/2018	0000001028	17252.95	PURCHASE OF TRUCK
AFSCME	03/16/2018	0000001029	737.60	UNION DUES FOR 8 EMPLOYEES @ \$18.44/PAYROLL - FEB & MARCH 2018
ALLRISK	03/16/2018	0000001030	60948.49	APT C4 - REPAIRS DUE TO ELECTRICAL FIRE
BAPTIST, JARED	03/16/2018	0000001031	114.00	9.50 HOURS SNOW REMOVAL HELP @\$12/HR
CARS UNLIMITED	03/16/2018	0000001032	228.50	1996 JEEP - LABOR TO FLUH HEATER SYSTEM, ADJUST BENT DOOR, 2 GALLONS OF ANTI FREEZE
EDISON PLUMBING	03/16/2018	0000001033	340.00	BLDG 2 CLEANED MAIN DRAIN LINE IN THE CRAWL SPACE & SEWER LINE
EDISON PLUMBING	03/16/2018	0000001033	240.00	BLDG 1 CLEANED DRAIN IN THE CRAWL SPACE BETWEEN BLDG C & D
ELIZABETHTOWN GAS	03/16/2018	0000001034	12115.46	REH GAS 1/29/18-2/28/18
HOME DEPOT CREDIT SERVICES	03/16/2018	0000001035	1826.15	MAINTENANCE SUPPLIES & MATERIALS
KELLY, KATHLEEN	03/16/2018	0000001036	180.00	2018 PRESCRIPTION EYEGLASSES REIMBURSEMENT
JOLANTA KUBACKA	03/16/2018	0000001037	15.08	TRAVEL REIMBURSEMENT TO COURT 3/14/18

Paid Invoice Listing 2.21.18-3.20.18

MCLAUGHLIN STAUFFER & SHAKLEE, PC	03/16/2018	0000001038	50.00	GENERAL LABOR MATTERS-RE: UNION AGREEMENT
NEW JERSEY FAMILY SUPPORT PYMT CENTER	03/16/2018	0000001039	959.49	CHILD SUPPORT GARNISHMENT FOR GEORGE HOLLOMAN P/R ENDING 2/16/18, 3/2/18, 3/16/18
NJAHRA	03/16/2018	0000001040	175.00	2018 ANNUAL MEMBERSHIP DUES
NJNAHRO	03/16/2018	0000001041	175.00	2018 MEMBERSHIP DUES
PALMER HEATING, LLC	03/16/2018	0000001042	197.50	REH LEAKING DHW RETURN PIPE REPAIRED 2/26/18
PALMER HEATING, LLC	03/16/2018	0000001042	410.75	REMOVED & REPLACED AIR VENT ON HEATING PIPE BY JEG MAINTENANCE ROOM
POLCARI & CO	03/16/2018	0000001043	2500.00	ACCOUNTING SERVICES - FEBRUARY 2018
POSTAGE BY PHONE- RESERVE ACCT	03/16/2018	0000001044	500.00	POSTAGE RESERVE - MARCH 2018
PSE&G CO SUMMARY ACCOUNT	03/16/2018	0000001045	2646.87	JEG ELECTRIC USAGE 1/22/18-2/21/18
SEARS COMMERCIAL ONE	03/16/2018	0000001046	495.15	14 CUFT REFRIGERATOR FOR JEG APT
STANDARD WASTE SERVICES	03/16/2018	0000001047	274.00	REH TRASH 30 YARD ROLL OFF & TONS DISPOSAL CHARGE - 3/12/18
VERIZON	03/16/2018	0000001048	327.11	REH TELEPHONE SERVICE 2/28/18-3/27/18
VERIZON WIRELESS	03/16/2018	0000001049	196.01	MAINTENANCE CELL PHONE SERVICE 1/29/18-2/28/18
WEBB, KESHAUN	03/16/2018	0000001050	180.00	15 HOURS SNOW REMOVAL HELP @ \$12/HR
TOTAL			136690.53	

**HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
TRANSMITTAL FORM**

**LOCAL AUTHORITIES
BOARD RESOLUTION 2-3-2018**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **June 30, 2017** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Housing Authority of the Township of Edison** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **June 30, 2017**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION
PASSED AT THE MEETING HELD ON 3-20-18

**HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
TRANSMITTAL FORM**


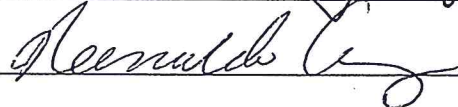
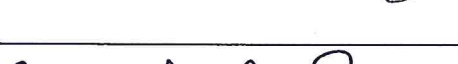

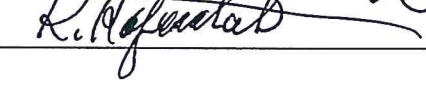
**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of Housing Authority of the Township of Edison being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of Housing Authority of the Township of Edison
2. We certify, pursuant to N.J.S.A. 40A:SA-17, that we have each reviewed the annual report for the fiscal year ended June 30, 2017 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and General Comments and Recommendations".

NAME	SIGNATURE
<u>Carlos N. Sanchez, Chairman</u>	<u></u>
<u>Reinaldo Cruz, Vice Chairman</u>	<u></u>
<u>Walter Szoludko, Commissioner</u>	<u></u>
<u>Christopher Mazauskas, Commissioner</u>	<u></u>
<u>Raymond Koperwatts, Commissioner</u>	<u></u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Sworn to and subscribed before me
this 20th day of March 2018

Notary Public of New Jersey