

*Respectfully,
[Signature]*

EDISON HOUSING AUTHORITY

Regular Meeting
November 6, 2017
7:00 P.M.

Julius Engel Gardens (south)
Edison, NJ 08820

1. Call to Order
2. Pledge of Allegiance
3. Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by notice sending to the Home News Tribune on and a copy of the notice was published in the Home News Tribune on February 25, 2017. Said notice has been posted in the main lobby of the Municipal Building and the two housing development of the Authority.
4. Roll Call *Robert T. Black* *me*
5. Approval of October 12, 2017 Regular Meeting Minutes *Robert T. Black*
6. Resolutions:
1-11-2017 Resolution to adopt Vouchers for Business, Professional services, Salaries and taxes in the amount of \$30,617.63

7. Old Business
8. New Business: *7:55 P.M. Brenda Thomas Sec 8 - Blage (of [unclear])*
9. Public Portion *8:10 P.M. (Bry B. Roate)*
10. Adjournment: *8:10 P.M. (Bry B. Roate)*
Next Report
Report
Katherine Shuman, Wreegway
Wounded By
Blay R. Suddow Against Measure

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING
October 12, 2017
MINUTES**

The Regular Meeting of the Board of Commissioner of the Edison Housing Authority was held at the Robert Holmes Gardens Administration Building Community Rom.

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

Absent: Comm. Barry Telesnick.

Motion to accept minutes of the Board Meeting of September 11, 2017

Motion: Commissioner Koperwhats
Second: Commissioner Szoludko

Approved as follows:

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

Resolution 1-10-17 to authorize payment for Vouchers for Business, Professional Services, Salaries and taxes in the amount of \$64,167.33

Motion: Commissioner Neal
Second: Commissioner Szoludko

Chairman Sanchez asked if there were any questions. Comm. Koperwhats asked about two invoices from the landscaper. Director Cook said that was for two months. Comm. Koperwhats commented that he sees some improvement, but was still concerned about areas that were just dirt with no grass. Director Cook said this landscaper was hired because the first landscaper walked off the job and was hired basically to cut and trim, however, the contractor did some planting and installed solar lights around the sign for the property. This contract has to go out to bid for April of next year and the specs could include sodding. Comm. Koperwhats said instead of sod maybe just seeding. Director Cook said the ground is like clay and seeding

gets no results, however, this landscaper did some sodding on his own and that did produce grass. Comm. Mazauskas asked about the bill for LAN Associates. Director Cook said that was payment for the engineering work for the under the buildings piping. Comm. Mazauskas asked about the cabinet replacement in Apt. 9C. Director Cook said they needed to be replaced during a regular apartment turnover. Comm. Mazauskas asked about the renovations for Apt. 4E. Director Cook said that was from the February fire and it is just about complete for occupancy. This claim is totally subject to subrogation from the insurance company of Edison Plumbing. Hearing no further questions the bills were:

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Comm. Koperwhats	X			
Comm. Mazauskas	X			
Comm. Neal	X			
Comm. Telesnick				X
Comm. Szoludko	X			
Vice Chair Cruz	X			
Chair. Sanchez	X			

Director Cook asked if the Board could review a resolution that was put on the table for this meeting. It is a Resolution to amend the Authority's Admission and Occupancy Policy and the Section 8 Administrative Plan with disaster relief clause making it possible for disaster victims to be housed without being on a waiting list.

Director Cook said she has gotten a notice from HUD where an Authority could implement a provision to amend policies but it has to be done by resolution from the Board. Chairman Sanchez said we maintain a waiting list and this would allow us to house someone, if they meet the criteria, without being on the waiting list.

Attorney Corriston said he knows what Director Cook is trying to accomplish but he just saw this tonight was trying to do some research. Mr. Corriston said he was looking at what the director received from HUD and it is for Section 8 Voucher holders; it is not giving people opportunity who are not voucher holders. He continued saying that if that is what the director wants that is easy. Mr. Corriston said he wanted to hear how the Board feels about this and if it is acceptable, he would look into it further. Chairman Sanchez asked if the Authority has a policy to vote by phone. Attorney Corriston said that is not permitted, however, if there was a phone meeting where the public could hear, that would be allowed. Mr. Corriston continued saying that phone meetings have been challenged. Attorney Corriston also said that if there are more than three commissioners together in a room than that is a public meeting whether by phone or otherwise. Director Cook said the family that she is referring to is not going anywhere so this can be considered at another time. She said she wants to make sure that the wording in the resolution about waiving waiting list regulations will have HUD approval. Mr. Corriston

said the policy could limit how many families you want to help. Director Cook said no more than 5 families.

Commissioner Mazauskas asked if this would be a permanent situation. Mr. Corriston said yes, a voucher is portable and public housing is for as long the family wants to stay.

Commissioner Koperwhats said he would prefer if something like this was not permanent, in other words, for the family go back to where they came from. Director Cook said she is talking about a family that is completely homeless. Comm. Koperwhats asked that once a person gets an apartment they can there forever. Attorney Corriston and Chairman both answered that is correct. Chairman Sanchez asked if we have units available all of the time. Director Cook said no, however, the case that I am interested in, we do have a unit. Chairman Sanchez asked if this family was referred to us. Director Cook said the family was referred. Director Cook said this is a family that moved from this country to go to Puerto Rico to help ailing and elderly parents and was wiped out in Hurricane Maria. Leaving them homeless in two countries. Director Cook explained how we use the waiting and answered Comm. Koperwhats concern about Edison residents on the waiting list. She said Edison residents do get local preference, however, non-residents can be on a waiting list for many years without getting help. So the Authority's procedure is to offer a unit to two residents, if both refuse a non-resident is offered the unit. Comm. Koperwhats asked what is the range of bedroom size. Director Cook said we have 1 to 5 bedroom apartments. Comm. Koperwhats asked if someone comes with two people, if there is only a 4 bedroom available do they get housed. Director Cook said the families are offered the appropriate bedroom size. Comm. Koperwhats said in this case if there was a 4 bedroom they would have to wait for the appropriate size unit. Director Cook said yes, but in this case there is a two bedroom apartment available now. Attorney Corriston said he wants to make it clear how a family gets housed without being on a waiting list. Chairman Sanchez said what we are discussing are people with a voucher and are on a waiting list. Ms. Corriston said what Director Cook would like is to go forward to include disaster relief clause for people affected by a natural disaster without those qualifications. Chairman Sanchez asked if it was possible to table this decision in order for Mr. Corriston to give the proper direction without waiting for the next meeting. Mr. Corriston said it can be tabled or the Board can approve certain things subject to his final research. Chairman Sanchez said we limit it to those families already receiving Section 8 and limit it to two families.

Is Director Cook said this family is not receiving subsidy. Mr. Corriston said that what Director Cook is trying to accomplish but he needs to do some research to see if we can.

Chairman Sanchez asked if the Authority has a policy for a phone or email vote. Attorney Corriston said that is a violation of the Sunshine law, however, you can have a phone meeting which is open to the public. Director Cook this family is going nowhere so she wants to make sure that the language in the resolution will have HUD approval.

Chairman Sanchez called to table this Resolution until we can get clarification and approval by HUD. Comm. Koperwhats made a motion to table the resolution and it was seconded by Comm. Szoludko:

Approved to table Resolution 2-10-17 as follows:

	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Mazauskas	X			
Commissioner Szoludko	X			
Commissioner Telesnick				X
Vice Chair Cruz	X			
Chairman Sanchez	X			

7. Old Business

Smoke Free Policy- Chairman Sanchez asked about an update on the smoking policy. Director Cook said a public notice was advertised for the public meeting to be held on November 6, 2017 at 6 PM at Julius Engel Gardens wherein the tenancy and public can attend and be informed about what the new Smoking Policy says regarding lease amendments and regulations. Director Cook asked about getting signs and she was directed to contact the Department of Public Works at the County.

Engineering services update. Comm. Koperwhats said himself, Chairman Sanchez, Commissioner Cruz, Marc Webb, Yogesh Shah from LAN and reps from the Reiner Group had a meeting just recently to try clarify why some items that were cut and reduced the price to \$646,000 needed to be reinstated. Pressure testing was discussed because if concerns that the testing could create more problems. Comm. Koperwhats said the Authority will get a proposal to put in a bypass which reduce the amount of valves from 300 to 5 or 6 valves. Comm. Koperwhats said whatever proposal we receive we will bring to the Board of their review, thoughts and approval. Chairman Sanchez said before we present a proposal, we will have to find a funding source and what route we might have to take. Chairman Sanchez said we are concentrating on the pipes in the crawl spaces so we need to find the financing and timing on this will be important as it relates to the heating season. Comm. Koperwhats said when this goes out to bid it may come in at a lesser cost. Comm. Koperwhats wanted to say that Marc did a great job in helping us understand what's under the buildings, etc. and thanked Marc for a great job. Chairman Sanchez said Marc is important because he has the history and the engineers have a theory, but Marc can come in and say here is the reality of the situation. Comm. Koperwhats said as an example Marc said he had leak right now and if we pressure tested right now leaks can happen all over.

Tenant Association and Newsletter update- Chairman Sanchez said we now have a second edition of the newsletter. Chairman Sanchez asked Director Cook if she had any updates on the tenants association. Director Cook said an election was held yesterday and the election results are Zephia Edwards was elected president, Doris Bradley is Vice President, Debra Lee Sanchez is treasurer and there was a tie for secretary. Cristina Pinzon is planning to have a meeting with the new officers on bylaws, etc. Comm. Mazauskas asked about the building captains. Director Cook said they are volunteers, however, only four volunteered from Julius Engel and two from Robert Holmes. Comm. Szoludko asked what is the role of a building captain. Chairman Sanchez said they will probably act as a liaison for their building to the Authority. Chairman Sanchez said I know Cristina and Madeline have been working together but he knows Cristina has been spending a lot of time over and above her contract. He continued saying he wants the commissioners to know what her role is in putting together an association and helping to maintain it. Chairman Sanchez said he saw an email from the commissioners, such as what is the status of the playground; she has no idea about a playground. Cristina will receive information such as announcing the opening of the playground and communicate it to the tenant association. Chairman Sanchez said he doesn't recall that Cristina was to get involve with fund raising, however, she did come out for the breakfast and he wanted to thank the commissioners that did attend because it is important that the tenant see us there. Chairman Sanchez said he was disappointed that he did not see any staff at the event and he is totally disappointed with the staff. He said staff needs a better relation with the tenants and this is a way to support that. Director Cook said that the staff interacts with the tenants very well and has no problem with the tenant staff relationship.

Chairman Sanchez asked about an update on the playground. Director Cook said she attached the letter from the Town approving \$48,000 for playground work at Robert Holmes and Julius Engel Gardens. Director Cook also said she is meeting with a vendor for safe surfacing for the playgrounds. Chairman Sanchez said it was a good job, but now the work has to be done. Director Cook said when she spoke to the rep for the safety flooring he said that material cannot be installed if the temperature drops to 45 degrees; so this work will need to be scheduled for the spring.

Comm. Mazauskas asked about a search committee for an executive director. Chairman Sanchez said that is being put together. Chairman Sanchez said he is not in a hurry to put a search committee together. Chairman Sanchez said Madeline is still here and I want her to continue to do her job and complete as much as she can before she leaves. He continued saying he didn't want anybody looking over her shoulder. Chairman Sanchez said the director has been doing a good job and the housing authority is on auto-pilot and the housing authority is not going to fall apart. Chairman Sanchez said that Madeline is not going away and we can pick up the phone for her assistance or have her come in 1, 2 or 3 days a week. This is her housing authority and the Chairman said he doesn't want anyone saying she isn't doing her job. She is the Executive Director and she still will be the Executive Director until she leaves. Director Cook said our auditor will be doing his audit before she leaves to make sure that everything is in order. Chairman Sanchez said as part of a search committee we will have an exit interview with the Director. The exit interview will help the next director to know where

things are and what has to be done. Chairman Sanchez said he is not rushing because there is something erroneous or pushing her out that is not the case at all.

Chairman Sanchez said he has been in touch with Tony Polcari, our accountant, so as many books that need to be closed are so there are no problems that we need to address.

Comm. Mazauskas said to Director Cook there would be a transition period and that there is handbook available on hiring a new director. Director Cook said she does have the book in her office. Director Cook said the committee should hire someone with experience because when she started her predecessor did not leave too much information however, having had experience as an executive director Cook said she knew what she needed to look for or you can hire from within. Comm. Koperwhats said in accordance with the administrative code the Authority has four months from the time a director leaves the office.

Director Cook said she was concerned about waiting four months. Chairman Sanchez said the Board has no intention of waiting four months. Director Cook said checks have to be signed, money has to be drawn down and there is the day to day business. Comm. Mazauskas said he wouldn't want to see any staff member taking on any of the responsibilities. Director Cook that needs to be decided; some administration has to be done.

8. New Business

Comm. Mazauskas said he was speaking with Mike Campbell the Township's Youth Coordinator and Comm. Mazauskas said that Mr. Campbell wants to start some to of tutoring. Director Cook said Mr. Campbell wants to start the mentoring program for young men in our community to help guide them toward successful futures. Director Cook said her only concern is that Mike Campbell has no budget to bring the programs to the Authority and she is hopeful that the Town will consider him in their next budget.

Chairman Sanchez asked what Mike Campbell does for the Town. Comm. Mazauskas said he is the Youth Coordinator for the Town. Chairman Sanchez said and he has no budget. Director Cook said he does get paid a salary but has no budget. Comm. Mazauskas said Mr. Campbell did a fund raiser with the football camp but doesn't know if there was any money left over. Director Cook said she gave him a \$500 sponsorship from the Authority for that event.. Another time we sponsored \$200 for a back to school event at Minnie Veal where he gave out free backpacks, school supplies and free snow cones. Comm. Mazauskas asked if the mentoring group would have any trouble with access for the space to run a meeting. Director Cook said the program is supposed to run from 4 PM to 6 PM, twice a week, however, the Authority will be doing a contribution because we will have to pay an on call maintenance person to lock up.

Chairman Sanchez said Mr. Campbell must be under some department because there has to be a budget. He said they have something similar in Plainfield youth activity and that person is under his budget, however, we advise him to go out into the community for sponsorships and

Chairman Sanchez said his department is like a gap filler. Director Cook said she will reach out for Mr. Campbell and give him the advice to reach to the community for sponsorship.

Meeting opened to Public

Meeting to public opened at 8:22 PM-no public present, public portion closed at 8:23 PM.
No public present

Motion was made by Comm. Koperwhats and second by Comm. Cruz, unanimous vote to adjourn at 8:25 PM

RESOLUTION NO. 1-11-17

A RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS FOR BUSINESS IN THE AMOUNT OF \$30,617.63

WHEREAS, the Edison Housing Authority must pay for the goods and services it contracts for, and

WHEREAS, such payment must be authorized by the Board of Commissioners, and

WHEREAS, for the period since vouchers were last approved, the total amount of payments required for business expensed is \$30,617.63

NOW THEREFORE, be it resolved by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 1-11-17; authorizing the payment of vouchers for business expenses in the amount of \$30,617.63 hereby passed.

MOVED:

Rogus

SECONDED:

Neal

VOTE AS FOLLOWS;

Ayes Nays Abstain Absent

Commissioner Szoludko

✓

Commissioner Mazauskas

✓

Commissioner Koperwhats

✓

Commissioner Neal

✓

Commissioner Telesnick

✓

Vice Chairman Cruz

✓

Chairman Sanchez

✓

PASSED AND ADOPTED the 6th day of November 2017

Koperwhats

Palmer

Cook

I, Madeline Cook, Secretary to 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 November 6, 2017

Standard to create

Blanca Cubento

Madeline Cook, Secretary/E.D.

THE HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
All Paid Invoice Listing - Check Date from 10/13/2017 to 11/06/2017
EXE

100.11110-General Cash Account-PROVIDENT

Vendor #	Vendor Name	Alloc.Detail	Invoice #	Inv. Date	Check Date	Alloc. %	Check #	Alloc. Amt.	Disc. %	Invoice Amt	Alloc. Disc.	Disc. Amt	Alloc. Net	Net Amt
VN00000109	CARS UNLIMITED		234-917	10/13/2017	10/13/2017		0000000741		0.00	175.50		0.00		175.50
VN00000109	CARS UNLIMITED		101617	10/17/2017	10/19/2017		0000000753		0.00	804.85		0.00		804.85
VN00000111	OPTIMUM		207961039-	10/30/2017	10/30/2017		0000000769		0.00	70.63		0.00		70.63
VN00000111	OPTIMUM		386464011-	10/30/2017	10/30/2017		0000000769		0.00	110.58		0.00		110.58
VN00000111	OPTIMUM		435161013-	10/13/2017	10/13/2017		0000000744		0.00	30.47		0.00		30.47
VN00000151	CORBETT EXTERMINATING,	0425847		10/30/2017	10/30/2017		0000000767		0.00	133.33		0.00		133.33
VN00000151	CORBETT EXTERMINATING,	0427406		10/30/2017	10/30/2017		0000000767		0.00	153.33		0.00		153.33
VN00000151	CORBETT EXTERMINATING,	0429166		10/17/2017	10/19/2017		0000000754		0.00	100.00		0.00		100.00
VN00000151	CORBETT EXTERMINATING,	0429359		10/17/2017	10/19/2017		0000000754		0.00	95.00		0.00		95.00
VN00000151	CORBETT EXTERMINATING,	0429328		10/17/2017	10/19/2017		0000000754		0.00	360.00		0.00		360.00
VN00000176	DE LAGE LANDEN		56665400	10/30/2017	10/30/2017		0000000768		0.00	187.46		0.00		187.46
VN00000176	DE LAGE LANDEN		56642928	10/30/2017	10/30/2017		0000000768		0.00	323.00		0.00		323.00
VN00000200	EDISON PLUMBING		101217	10/31/2017	10/31/2017		0000000772		0.00	620.00		0.00		620.00
VN00000200	EDISON PLUMBING		101117	10/31/2017	10/31/2017		0000000772		0.00	310.00		0.00		310.00
VN00000200	EDISON PLUMBING		10617	10/13/2017	10/13/2017		0000000748		0.00	430.00		0.00		430.00
VN00000200	EDISON PLUMBING		10517	10/13/2017	10/13/2017		0000000748		0.00	210.00		0.00		210.00
VN00000208	ELIZABETHTOWN GAS		3922309254-	10/31/2017	10/31/2017		0000000773		0.00	600.53		0.00		600.53
VN00000208	ELIZABETHTOWN GAS		3996554541-	10/13/2017	10/13/2017		0000000742		0.00	1,720.11		0.00		1,720.11
VN00000208	ELIZABETHTOWN GAS		4458334671-	10/31/2017	10/31/2017		0000000773		0.00	74.61		0.00		74.61
VN00000208	ELIZABETHTOWN GAS		0577138900-	10/31/2017	10/31/2017		0000000773		0.00	8.50		0.00		8.50
VN00000253	GANNETT NJ NEWSPAPERS	789821		10/13/2017	10/19/2017		0000000757		0.00	44.24		0.00		44.24
VN00000315	HOME DEPOT CREDIT		31888992-	10/13/2017	10/13/2017		0000000743		0.00	2,206.52		0.00		2,206.52
VN00000453	MIDDLESEX WATER CO		101617	10/31/2017	10/31/2017		0000000776		0.00	2,873.51		0.00		2,873.51
VN00000491	NEW JERSEY AMERICAN		20171017	10/17/2017	10/19/2017		0000000758		0.00	512.18		0.00		512.18
VN00000543	PALMER HEATING, LLC		10514	10/31/2017	10/31/2017		0000000777		0.00	1,395.95		0.00		1,395.95
VN00000579	POLCARI & CO		20171006	10/13/2017	10/13/2017		0000000745		0.00	2,500.00		0.00		2,500.00
VN00000587	PSE&G CO SUMMARY		50310003055	10/13/2017	10/19/2017		0000000760		0.00	1,873.77		0.00		1,873.77
VN00000588	PSE&G CO. (GAS &		101617	10/31/2017	10/31/2017		0000000780		0.00	1,033.26		0.00		1,033.26
VN00000648	CARLOS N. SANCHEZ		91117	10/31/2017	10/31/2017		0000000781		0.00	25.00		0.00		25.00
VN00000685	STAPLES ADVANTAGE		8047019793	10/31/2017	10/31/2017		0000000783		0.00	185.26		0.00		185.26
VN00000685	STAPLES ADVANTAGE		8046800846	10/17/2017	10/19/2017		0000000764		0.00	395.40		0.00		395.40
VN00000692	STEVE'S APPLIANCE		37641	10/31/2017	10/31/2017		0000000784		0.00	158.50		0.00		158.50
VN00000703	WALTER SZOLUDKO		91117	10/31/2017	10/31/2017		0000000789		0.00	25.00		0.00		25.00

THE HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
 All Paid Invoice Listing - Check Date from 10/13/2017 to 11/06/2017
 EXE

100.11110-General Cash Account-PROVIDENT

Vendor #	Vendor Name	Alloc.Detail	Invoice #	Inv. Date	Check Date	Alloc. %	Check #	Alloc. Amt.	Disc. %	Invoice Amt	Alloc. Disc.	Disc. Amt	Alloc. Net	Net Amt
VN00000710	BARRY TELESNICK		91117	10/31/2017	10/31/2017		0000000785		0.00	25.00		0.00		25.00
VN00000718	TOSHIBA BUSINESS		2016128	10/31/2017	10/31/2017		0000000786		0.00	149.99		0.00		149.99
VN00000749	VERIZON		7325493301-	10/31/2017	10/31/2017		0000000788		0.00	191.93		0.00		191.93
VN00000749	VERIZON		9085612525-	10/13/2017	10/13/2017		0000000746		0.00	338.38		0.00		338.38
VN00000749	VERIZON		9082265465-	10/31/2017	10/31/2017		0000000788		0.00	41.32		0.00		41.32
VN00000750	VERIZON WIRELESS		9793601728	10/13/2017	10/13/2017		0000000747		0.00	193.65		0.00		193.65
VN00000767	CQI WATER TREATMENT	17-135		10/13/2017	10/19/2017		0000000756		0.00	575.00		0.00		575.00
VN00001227	PHOENIX SPECIALTIES, LLC	27893		10/31/2017	10/31/2017		0000000778		0.00	82.95		0.00		82.95
VN00001227	PHOENIX SPECIALTIES, LLC	27830		10/13/2017	10/19/2017		0000000759		0.00	854.00		0.00		854.00
VN00001227	PHOENIX SPECIALTIES, LLC	27831		10/13/2017	10/19/2017		0000000759		0.00	854.00		0.00		854.00
VN00001238	PSE&G (ELECTRIC)		7325177402-	10/31/2017	10/31/2017		0000000779		0.00	5.13		0.00		5.13
VN00001256	RAYMOND KOPERWHATS		91117	10/31/2017	10/31/2017		0000000774		0.00	25.00		0.00		25.00
VN00001276	STANDARD WASTE		305614	10/17/2017	10/19/2017		0000000763		0.00	265.20		0.00		265.20
VN00001276	STANDARD WASTE		306347	10/31/2017	10/31/2017		0000000782		0.00	2,475.00		0.00		2,475.00
VN00001277	BRESLIN AND BRESLIN,		1017	10/31/2017	10/31/2017		0000000770		0.00	2,000.00		0.00		2,000.00
VN00001278	CRUZ, REINALDO		91117	10/31/2017	10/31/2017		0000000771		0.00	25.00		0.00		25.00
VN00001283	MAZAUSKAS,		91117	10/31/2017	10/31/2017		0000000775		0.00	25.00		0.00		25.00
VN00001308	COX PRINTERS		68276	10/17/2017	10/19/2017		0000000755		0.00	635.91		0.00		635.91
VN00001322	TROPICANA RESORT AND		20171011	10/13/2017	10/31/2017		0000000787		0.00	1,829.60		0.00		1,829.60
VN00001332	AB UNIVERSAL		73801025201	10/30/2017	10/30/2017		0000000765		0.00	93.44		0.00		93.44
VN00001334	CIT		30975657	10/30/2017	10/30/2017		0000000766		0.00	155.65		0.00		155.65
VN00001341	QUENCH USA, INC.		911236	10/17/2017	10/19/2017		0000000762		0.00	29.99		0.00		29.99
Total for Report 55										<u>\$30,617.63</u>		<u>\$0.00</u>		<u>\$30,617.63</u>

RESOLUTION 2-10-17

Amend the Admissions & Occupancy Policy and Section 8 Administrative Plan at the Edison Housing Authority effective immediately

WHEREAS the Edison Housing Authority desires to amend both the Admissions & Occupancy Policy and its Section 8 Administrative Policy to include disaster relief and;

WHEREAS, families displaced by a natural disaster such as hurricanes, earthquakes, fire or flood will be eligible for housing and;

WHEREAS, occupancy requirement shall be waived regarding the waiting list regulations, and

WHEREAS, this waiver or temporary deferral or suspension is needed to determine that other alternative requirements that may be necessary to assist with facilitation of delivery of housing to those most in need.

NOW, THEREFORE BE IT RESOLVED that the Admission & Occupancy Policy and Section 8 Administrative Plan be amended to include disaster relief to victims of natural disasters such as hurricanes, earthquakes, fire or flood.

BE IT FURTHER RESOLVED that such victims will have preference for housing and waiting lists regulations are waived.

Motion to adopt Resolution 2-10-17 made by Comm. Gay K and seconded by Comm. Leaf

Approval as Follows:

AYES NAYS ABSTAIN ABSENT

Comm. Szoludko
Comm. Mazauskas
Comm. Koperwhats
Comm. Neal
Comm. Telesnick
Vice Chair Cruz
Chairman Sanchez

*Title by Koperwhats
W alle*

Adopted the 11th Day of October, 2017

Bary Absent

Madeline Cook, Secretary/Executive Director

Amended Limit 1 Public & 1 Sec 8

Set Down I

\$39.95* Per Person

Appetizers
(Served Family Style)

Eggplant Rollatini
Fresh Mozzarella with Roasted Peppers & Tomatoes
Calamari Fritt

Pasta

(Please Select 1)

Penne Pomodoro • Rigatoni Vodka

Salad

(Please Select 1)

Caesar Salad • House Salad

Entrees

Choice of:

Chicken Francese • Veal Marsala
Salmon Provencale

Served with a side of vegetables

Individual Plated Dessert

Choice of:

Tiramisu • Cheese Cake • Ice Cream

Beverages

Soda, Coffee & Tea; Cappucino & Espresso

Additional Costs Per Person: _____
Hours of Service _____
Open Bar Options _____
Beer & Wine _____

732.602.0090

Set Down II

\$49.95* Per Person

Appetizers
(Served Family Style)

Stuffed Mushrooms • Shrimp Arrabata
Fresh Mozzarella with Roasted Peppers & Tomatoes
Eggplant Rollatini • Calamari Fritt

Pasta

(Please Select 1)

Penne Pomodoro • Rigatoni Vodka

Salad

(Please Select 1)

Caesar Salad • House Salad

Entrees

Choice of:

Chicken Francese • Veal Marsala
Salmon Provencale • Grilled Pork Chop

Served with a side of vegetables

Individual Plated Dessert

Choice of:

Tiramisu • Cheese Cake • Ice Cream

Beverages

Soda, Coffee & Tea; Cappucino & Espresso

Additional Costs Per Person: _____
Hours of Service _____
Open Bar Options _____
Beer & Wine _____

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Set Down III

\$59.95* Per Person

Appetizers
(Served Family Style)

Portobello Mushrooms • Grilled Lamb Sausages
Antipasto
Calamari Fritt • Shrimp Arrabata • Eggplant Rollatini

Fresh Mozzarella with Roasted Peppers & Tomatoes

Pasta

(Please Select 2)

Penne Pomodoro • Rigatoni Vodka

Fusilli with Broccoli, Olive Oil & Garlic

Ornchiete Bolognese

Salad

(Please Select 2)

Caesar Salad • House Salad • Tri-Color Salad

Entrees

Choice of:

Pollo Castello • Vitello Toscano • Pork Chop
Salmon Provencale • Flounder • Filet Mignon

Served with a side of vegetables

Individual Plated Dessert

Choice of:

Tiramisu • Cheese Cake • Ice Cream • Fresh Fruit

Beverages

Soda, Coffee & Tea; Cappucino & Espresso

Additional Costs Per Person: _____
Hours of Service _____
Open Bar Options _____
Beer & Wine _____

* Please add 7% Tax and 18% Gratuity

EDISON HOUSING AUTHORITY

Regular Meeting
December 12, 2017
5:00 P.M.

Robert Holmes Gardens (North)
14 Rev. Samuel Carpenter Blvd.
Edison NJ, 08820

1. Call to Order
2. Pledge of Allegiance
3. Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by notice sending to the Homes News Tribune on and a copy of the notice was published in the Home News Tribune on February 25, 2017 and December 2, 2017. Said notice has been posted in the main lobby of the Municipal Building and the two housing development of the Authority.
4. Roll Call
5. Approval of November 6, 2017 Regular Meeting Minutes
6. Resolutions:
 - 1-12-2017 Resolution to adopt Vouchers for Business, Professional services, Salaries and taxes in the amount of \$107,804.31
 - 2-12-2017 Resolution to Appoint Michelle Thorne As Fund Commissioner to the New Jersey Joint Insurance Fund
 - 3-12-2017 Resolution to purchase a truck
7. Old Business
 - Smoke Free Policy
 - Engineering Survey Update
 - Tenant Association
8. New Business
9. Public Portion
- 10 Adjournment

EDISON HOUSING AUTHORITY
REGULAR BOARD
MEETING MINUTES
NOVEMBER 6, 2017

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

Those in attendance were: Chairman Carlos Sanchez, Vice Chairman Reinaldo Cruz, Commissioners Szoludko, Neal, Koperwhats, and Mazauskas. Executive Director Madeline Cook and Attorney Terrence Corriston.

Absent: Comm. Barry Telesnick

Motion to accept minutes of the Board Meeting of October 12, 2017

Motion: Commissioner Neal
Seconded: Commissioner Crux

Approved as follows:

AYES NAYS ABSTAIN ABSENT

Commissioner Koperwhats	X
Commissioner Neal	X
Commissioner Telesnick	X
Commissioner Mazauskas	X
Commissioner Szoludko	X
Vice Chair Reinaldo	X
Chairman Sanchez	X

Resolution 1-11-17 to authorize payment for Vouchers for Business, Professional Services, Salaries and taxes in the amount of \$30,617.63

Motion: Commissioner Koperwhats
Second: Commissioner Neal

Comm. Koperwhats asked about the bill from Palmer Heating. Ex. Director Cook said this are costs to have the boilers checked and fired up for the winter. Comm. Koperwhats asked about the charges from Standard Waste. Director Cook said the bills are for our regular trash pickup and the small charge is for a dumpster that is kept in the field for bulk waste.

Comm. Mazauskas asked about the charges from Phoenix Cabinets. Director Cook said Phoenix is our cabinet supplier for kitchen in the turn over apartments.

Approved as follows:

AYES NAYS ABSTAIN ABSENT

Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Mazauskas	X			
Commissioner Szoludko	X			
Commissioner Telesnick				X
Vice Chair Cruz	X			
Chairman Sanchez	X			
Commissioner Szoludko	X			
Vice Chair	X			
Chairman Sanchez	X			

Resolution 2-10-2017 – Amend the Admission & Occupancy Policy and the Section 8 Administrative Plan to include disaster relief for victims of catastrophic events.

Motion by Comm. Koperwhats
Seconded by Comm. Neal

Approved as follows:

AYES NAYS ABSTAIN ABSENT

Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Mazauskas	X			
Commissioner Szoludko	X			
Commissioner Telesnick				X
Vice Chairman Cruz	X			
Chairman Sanchez	X			

7. Old Business

Smoke Free Policy- Comm. Koperwhats reviewed the progress that has been made and that the public meeting went well

Engineering services update. Executive Director Cook said each commissioner received a copy of the preliminary report and she expects the estimated cost to be ready for the June meeting.

8. New Business

Meeting opened to the public: 7:55 PM

Brenda Thomas, Bldg. B said there are big tree roots by Bldg. C.

Kathrine Schilmer, Bldg. K said the breezeway windows re drafty

Comm. Cruz moved to close the public portion and it was seconded by Comm. Neal.

Motion to adjourn

Comm. Neal and Seconded by Comm. Koperwhats – Adjourned at 8:10 PM

Memo

To: Board of Commissioners
From: Madeline Cook, Executive Director
Date: December 13, 2017
Re: Board Meeting Schedule for 2018

The following is the schedule of the Edison Housing Authority Board Meetings and location for 2018 all meetings begin @7:00 PM

DATE	LOCATION
January 16,2018	Julius Engel Gardens, Willard Dunham Drive, Edison Annual Meeting begins @7:00 PM; Regular Meeting follows immediately
February 20,2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
March 20,2018	Julius Engel Gardens, Willard Dunham Drive, Edison
April 17,2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
May 15,2018	Julius Engel Gardens, Willard Dunham Drive, Edison
June 19,2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
July 19,2018	Julius Engel Gardens, Willard Dunham Drive, Edison
August 21,2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
September 18,2018	Julius Engel Gardens, Willard Dunham Drive, Edison
October 16,2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
November 20,2018	Julius Engel Gardens, Willard Dunham Drive, Edison
December 18,2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison

****If a meeting does not occur a special notice will be published in the Homes News Tribune***

RESOLUTION NO. 1-12-17

A RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS FOR BUSINESS IN THE AMOUNT OF \$107,804.31

WHEREAS, the Edison Housing Authority must pay for the goods and services it contracts for, and

WHEREAS, such payment must be authorized by the Board of Commissioners, and

WHEREAS, for the period since vouchers were last approved, the total amount of payments required for business expensed is \$107,804.31

NOW THEREFORE, be it resolved by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 1-12-17; authorizing the payment of vouchers for business expenses in the amount of \$107,804.31 hereby passed.

MOVED: Comm. Neal

SECONDED: Comm. Telesnick

VOTE AS FOLLOWS; Ayes Nays Abstain Absent

Commissioner Szoludko x

Commissioner Mazauskas x

Commissioner Koperwhats x

Commissioner Neal x

Commissioner Telesnick x

Vice Chairman Cruz x

Chairman Sanchez x

PASSED AND ADOPTED the 12th day of December 2017

I, Madeline Cook, Secretary to 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 December 12, 2017



Madeline Cook, Secretary/E.D.

Paid Invoice Listing 121217

VendorName	CheckDate	CheckNumber	TotalAmount	Description
AFLAC	11/07/2017	0000000790	350.76	INSURANCE PREMIUMS - OCTOBER 2017
EXXONMOBIL BUSINESS	11/07/2017	0000000791	63.75	DIESEL FUEL FOR TRUCK - OCTOBER 2017
NEW JERSEY FAMILY SUPPORT PYMT CENTER	11/07/2017	0000000792	545.04	CHILD SUPPORT GARNISHMENT FOR GEORGE HOLLOMAN P/R ENDING 10/13/17, 10/27/17
MADLINE COOK	11/07/2017	0000000793	257.00	TRAVEL SUSTENANCE - NJNAHRO TRAINING CONFERENCE 11/13/16-11/16/17
CRUZ, REINALDO	11/07/2017	0000000794	322.00	TRAVEL SUSTENANCE - NJNAHRO TRAINING CONFERENCE 11/13/16-11/16/17
EDISON PLUMBING	11/07/2017	0000000795	330.00	BLDG C REMOVED LEAKING THERMOMETER AND REPLACED FITTINGS IN THE CRAWL SPACE
EDISON PLUMBING	11/07/2017	0000000795	410.00	BLDG 2 REPLACED LEAKING PIPE IN THE CRAWL SPACE
EDISON PLUMBING	11/07/2017	0000000795	300.00	BLDG 6 REPLACED LEAKING PIPE COMING TO THE RADIATOR(APT B) IN THE CRAWL SPACE . INSTALLED 2 SHUT OFF VALVES
HOME STAT INSPECTIONS, INC.	11/07/2017	0000000796	2230.00	HCV HQS INSPECTIONS - OCTOBER 2017
RAYMOND KOPERWHATS	11/07/2017	0000000797	322.00	TRAVEL SUSTENANCE - NJNAHRO TRAINING CONFERENCE 11/13/16-11/16/17
VERONICA LONG	11/07/2017	0000000798	322.00	TRAVEL SUSTENANCE - NJNAHRO TRAINING CONFERENCE 11/13/16-11/16/17
MAZAUSKAS, CHRISTOPHER	11/07/2017	0000000799	322.00	TRAVEL SUSTENANCE - NJNAHRO TRAINING CONFERENCE 11/13/16-11/16/17
PITNEY-BOWES GLOBAL FINANCIAL SERVICES LLC	11/07/2017	0000000800	101.99	RED INK CARTRIDGE FOR POSTAGE METER
POSTAGE BY PHONE- RESERVE ACCT	11/07/2017	0000000801	500.00	POSTAGE RESERVE - NOVEMBER 2017
CARLOS N. SANCHEZ	11/07/2017	0000000802	322.00	TRAVEL SUSTENANCE - NJNAHRO TRAINING CONFERENCE 11/13/16-11/16/17
CARS UNLIMITED	11/07/2017	0000000803	35.00	GAS FUEL FOR AUTOS - OCTOBER 2017
CORBETT EXTERMINATING, INC.	11/07/2017	0000000804	47.50	APT 4B INSPECT & TREAT FOR BEES - 10/27/17
CORBETT EXTERMINATING, INC.	11/07/2017	0000000804	370.00	APT 9H BED BUG INSPECTION, BLDG 12 & APT 12A BED BUG TREATMENT 10/27/17
EHA PETTY CASH	11/07/2017	0000000805	135.15	PETTY CASH REPLENISHMENT 9/12/17-11/6/17
HOME DEPOT CREDIT SERVICES	11/07/2017	0000000806	1411.54	MAINTENANCE VACANCY PREP MATERIALS & SUPPLIES
NEW JERSEY AMERICAN WATER	11/07/2017	0000000807	9138.03	REH WATER 9/28/17-10/26/17
QUENCH USA, INC.	11/07/2017	0000000808	29.99	REH WATER COOLER RENTAL - NOVEMBER 2017
QUENCH USA, INC.	11/07/2017	0000000808	29.99	REH COOLER RENTAL - NOVEMBER 2017
ELIZABETHTOWN GAS	11/07/2017	0000000809	3274.82	REH GAS USAGE 9/29/17-10/30/17
FELIX STORCH, INC.	11/07/2017	0000000810	413.00	JEG 30 INCH ELECTRIC STOVE FOR VACANCY - APT C6
VERIZON	11/07/2017	0000000811	337.28	REH TELEPHONE SERVICE 10/28/17-11/27/17
VERIZON WIRELESS	11/07/2017	0000000812	194.20	MAINTENANCE CELL PHONE SERVICE 9/29/17-10/28/17
EXXONMOBIL BUSINESS	11/07/2017	0000000813	65.30	DIESEL FOR TRUCK
AB UNIVERSAL MESSAGING	11/29/2017	0000000814	90.64	ANSWERING SERVICE - NOVEMBER 2017
ACME WINDOWS	11/29/2017	0000000815	450.00	11 WINDOW RESCREENS FOR JEG
MADLINE COOK	11/29/2017	0000000816	121.66	20 6 VOLT BATTERIES FOR THE FIRE EXIT SIGNS
COX PRINTERS	11/29/2017	0000000817	474.20	2000 PCS LETTERHEAD
EDISON PLUMBING	11/29/2017	0000000818	260.00	APT M2 REMOVED BROKEN VALVE UNDER LIVING ROOM IN THE CRAWL SPACE
EDISON PLUMBING	11/29/2017	0000000818	280.00	APT 10F REPLACED BROKEN RADIATOR
EDISON PLUMBING	11/29/2017	0000000818	230.00	APT F4 CHANGE ZONE VALVE IN THE APARTMENT RADIATOR
ELIZABETHTOWN GAS	11/29/2017	0000000819	8.50	REH GAS 10/19/17-11/17/17
ELIZABETHTOWN GAS	11/29/2017	0000000819	68.76	REH GAS 10/19/17-11/17/17
ELIZABETHTOWN GAS	11/29/2017	0000000819	660.12	REH GAS 10/19/17-11/17/17
GANNETT NJ NEWSPAPERS	11/29/2017	0000000820	182.24	PUBLICATIONS FOR OCTOBER 2017
LAN ASSOCIATES	11/29/2017	0000000821	945.00	ASSESSMENT OF HEATING SYSTEM PIPING AT REH @100% 9/30/17-10/27/17
METUCHEN MOWER	11/29/2017	0000000822	349.73	TORO SNOWBLOWER TUNE UP, OIL CHANGE
METUCHEN MOWER	11/29/2017	0000000822	3999.90	2 TORO COMMERCIAL TORO MAX SNOW BLOWERS
MIDDLESEX WATER CO	11/29/2017	0000000823	3280.15	JEG WATER USAGE 10/13/17-11/16/17
NEW JERSEY AMERICAN WATER	11/29/2017	0000000824	655.34	REH WATER 9/28/17-11/26/17
NJAHRA	11/29/2017	0000000825	385.00	HOLIDAY LUNCHEON - COLONIA COUNTRY CLUB 12/8/17
PITNEY-BOWES GLOBAL FINANCIAL SERVICES LLC	11/29/2017	0000000826	101.99	INK TONER CARTRIDGE FOR THE POSTAGE METER
POLCARI & CO	11/29/2017	0000000827	2500.00	ACCOUNTING SERVICES - OCTOBER 2017
PSE&G CO SUMMARY ACCOUNT	11/29/2017	0000000828	1541.94	JEG ELECTRIC USAGE 9/20/17-10/19/17
PSE&G CO. (GAS & ELECTRIC)	11/29/2017	0000000829	5731.74	GAS & ELECTRIC 10/16/17-11/15/17

11/29/2017	0000000830	148.13	3 RANGE HOODS FOR JEG - APT C8 & 2 RESERVES
11/29/2017	0000000831	2475.00	REH TRASH SERVICE 6- 6YD & 1-3YD - DECEMBER 2017
11/29/2017	0000000831	314.00	30 YD ROLL OFF & TONS DISPOSAL CHARGE 11/10/17
11/29/2017	0000000832	119.00	APT 1A OVEN KNOB RIGHT FRONT, INSTALLED NEW VALVE
11/29/2017	0000000832	309.20	APT 2F REFRIGERATOR LEAKING, CLEANED BLOCKED DRAIN, GASKET HAS TEAR & CONTROL PANEL WARPED
11/29/2017	0000000832	59.50	APT 7C OVER DOOR NEED DOOR HINGE
11/29/2017	0000000833	322.00	NJNARO TRAINING TRAVEL SUSTENANCE TROPICANA ATLANTIC CITY 11/13/17-11/16/17
11/29/2017	0000000834	194.40	JEG TELEPHONE SERVICE 11/16/17-12/15/17
11/29/2017	0000000834	37.36	ELIZABETHTOWN GAS METER HOOK UP 11/11/17-12/10/17
11/29/2017	0000000835	1750.00	JEG & REH MONTHLY LAWN MAINTENANCE - NOVEMBER 2017
11/29/2017	0000000836	245.24	JEG MAINTENANCE UNIFORM - NESTOR
11/29/2017	0000000836	301.50	MAINTENANCE UNIFORMS - EDUARDO
11/29/2017	0000000836	461.01	REH MAINTENANCE UNIFORMS
11/29/2017	0000000836	89.91	UNIFORM - GEORGE
11/29/2017	0000000837	350.76	INSURANCE PREMIUMS - NOVEMBER 2017
11/29/2017	0000000838	26237.00	REH & JEG SIDEWALK TRIP HAZARD REPAIR
11/29/2017	0000000839	2000.00	LEGAL SERVICES - NOVEMBER 2017
11/29/2017	0000000840	68.00	GAS FUEL FOR AUTO - NOV 2017
11/29/2017	0000000841	155.65	TELEPHONE SYSTEM LEASE - DECEMBER 2017
11/29/2017	0000000842	50.00	BOARD MEETING TRAVEL REIMBURSEMENT - OCTOBER(REH) & NOVEMBER (JEG)2017
11/29/2017	0000000843	187.46	JEG COPIER LEASE 11/15/17-12/14/17
11/29/2017	0000000843	323.00	REH COPIER LEASE - 11/15/17-12/14/17
11/29/2017	0000000844	8619.65	REH GAS 10/30/17-11/30/17
11/29/2017	0000000845	61.17	DIESEL FOR TRUCK
11/29/2017	0000000846	1327.39	MAINTENANCE SUPPLIES & MATERIALS
11/29/2017	0000000847	50.00	BOARD MEETING TRAVEL REIMBURSEMENT - OCTOBER(REH) & NOVEMBER (JEG)2017
11/29/2017	0000000848	50.00	BOARD MEETING TRAVEL REIMBURSEMENT - OCTOBER(REH) & NOVEMBER (JEG)2017
11/29/2017	0000000849	25.00	BOARD MEETING TRAVEL REIMBURSEMENT - NOVEMBER (JEG)2017
11/29/2017	0000000850	7813.42	REH WATER 10/27/17-11/29/17
11/29/2017	0000000851	696.91	CHILD SUPPORT GARNISHMENT FOR GEORGE HOLLOMAN P/R ENDING 11/10/17, 11/24/17
11/29/2017	0000000852	90.58	REH INTERNET SERVICE PROVIDER 11/22/17-12/21/17
11/29/2017	0000000852	70.63	JEG INTERNET SERVICE PROVIDER 11/22/17-12/21/17
11/29/2017	0000000853	1370.00	APT 11D KITCHEN CABINETS & COUNTER TOP
11/29/2017	0000000853	1370.00	APT 11B KITCHEN CABINETS & COUNTER TOP
11/29/2017	0000000853	94.98	APT 2F COUNTRY OAK KITCHEN CABINET
11/29/2017	0000000854	325.23	POSTAGE METER QUARTERLY RENTAL 10/21/17-120/18
11/29/2017	0000000855	500.00	POSTAGE RESERVE - DEC 2017
11/29/2017	0000000856	4.43	VACANT APT 4E 10/18/17-11/17/17
11/29/2017	0000000857	50.00	BOARD MEETING TRAVEL REIMBURSEMENT - OCTOBER(REH) & NOVEMBER (JEG)2017
11/29/2017	0000000858	306.00	30 YARD ROLL OFF + TONS DISPOSAL
11/29/2017	0000000859	88.63	FLASH DRIVE, SELF SEALING ENVELOPE, INDEX FOR BINDER
11/29/2017	0000000860	25.00	BOARD MEETING TRAVEL REIMBURSEMENT - OCTOBER 2017
11/29/2017	0000000861	335.25	TELEPHONE 11/28/17-12/27/17
11/29/2017	0000000862	50.00	BOARD MEETING TRAVEL REIMBURSEMENT - OCTOBER(REH) & NOVEMBER (JEG)2017
11/29/2017	0000000863	2700.00	REH - 3 PALLETS ICE MELT
11/29/2017	0000000863	1084.67	JEG - 1 PALLET ANTARTICA ICE MELT 1 DOZ ZEP 40 AEROSOL, 1 CASE ZEP MILDREW STAIN REMOVER
TOTAL			
107804.31			

SFARS COMMERCIAL ONE

STANDARD WASTE SERVICES

STANDARD WASTE SERVICES

STEVES APPLIANCE DOCTOR

STEVES APPLIANCE DOCTOR

MICHELLE THORNE

VERIZON

VERIZON

WORK 'N GEAR, LLC

WORK 'N GEAR, LLC

WORK 'N GEAR, LLC

WORK 'N GEAR, LLC

ALWAYS SAFE SIDEWALKS

BRESLIN AND BRESLIN, P.A.

CARS UNLIMITED

CRUZ, REINALDO

DE LAGE LANDEN FINANCIAL SERVICES

DE LAGE LANDEN FINANCIAL SERVICES

ELIZABETHTOWN GAS

EXXONMOBIL BUSINESS

HOME DEPOT CREDIT SERVICES

RAYMOND KOPERWHAATS

MAZAUSKAS, CHRISTOPHER

KATHRYN NEAL

NEW JERSEY AMERICAN WATER

NEW JERSEY FAMILY SUPPORT PYMT CENTER

OPTIMUM

PHOENIX SPECIALTIES, LLC

PHOENIX SPECIALTIES, LLC

PHOENIX SPECIALTIES, LLC

PTNEY-BOWES GLOBAL FINANCIAL SERVICES LLC

POSTAGE BY PHONE-RESERVE ACCT

PS&G (ELECTRIC)

CARLOS N. SANCHEZ

STANDARD WASTE SERVICES

STAPLES ADVANTAGE

BARRY TELESNICK

VERIZON

WALTER SZOLUDKO

ZEP SALES AND SERVICE

Resolution Number: 2-12-17

WHEREAS, the Edison Housing Authority (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Edison Housing Authority does hereby appoint Michelle Thorne as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2018.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AT A MEETING HELD ON December 12, 2017

Moved by Comm.: Neal

Seconded by Comm.: Telesnick

Approved as follows: See attached voting page

A motion to adopt Resolution 2-12-17 of the December 12, 2017 Meeting was made by Comm. and was seconded by Comm.

Commissioner	Aye	Nay	Abstain	Absent
Comm. Szoludko				x
Comm. Koperwhats	x			
Comm. Neal	x			
Comm. Telesnick	x			
Comm. Mazauskas	x			
Vice Chair Cruz	x			
Chair. Sanchez	x			

This is a true copy of the Resolution adopted at the 2-12-17 Regular Meeting of the Board of Commissioners at the Edison Housing Authority.

Madeline Cook, Secretary/E.D.

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON

RESOLUTION NO. 3-12-2017

Resolution authorizing the purchase of a used pickup truck

WHEREAS, the Edison Housing Authority owns and operates a 1996 Dodge /Ram Pick up truck and

WHEREAS, the age and condition of the pickup truck makes it necessary to replace it and

WHEREAS, the Authority advertised on October 4, 2017 and November 2, 2017 for prices of a truck; and


WHEREAS, the Authority received no quotes from those ads; and

WHEREAS, Executive Director Cook researched CAR FAX for a one owner, no accidents, low mileage 2013 – 2014 truck; and

WHEREAS, the funding for a truck would come from the Authority's Capital Bund Budgets in an amount not to exceed \$22,000,

NOW, THEREFORE, BE IT RESOLVED that the process to purchase a truck must continue.

I, Madeline Cook, Secretary to 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 held on December 12, 2017.



Madeline Cook, Secretary/E.D.

A motion to adopt Resolution 3-12-17 of the December 12, 2017 Meeting was made by Comm.Cruz and was seconded by Comm. Koperwhats

Commissioner	Aye	Nay	Abstain	Absent
Comm. Szoludko				x
Comm. Koperwhats	x			
Comm. Neal	x			
Comm. Telesnick	x			
Comm. Mazauskas	x			
Vice Chair Cruz	x			
Chair. Sanchez	x			

This is a true copy of the Resolution adopted at the 3-12-17 Regular Meeting of the Board of Commissioners at the Edison Housing Authority.


Madeline Cook, Secretary/E.D.

Edison Housing Authority Tenants Council Minutes Friday, December 1 at 1:00 pm

Attendees: Zephriae Edwards, Quadisha Seickel, Deborahlee Sanchez, Commissioner Carlos Sanchez, Madeline Cooke, Tabitha Sow, and Cristina Pinzon.

I. Opening/ Welcome: Zephriae Edwards opened the meeting at 1:05 pm by greeting all the attendees, including the administration and the new officers who were elected to the Edison Housing Authority Tenant Council.

II. Topics of Discussion: The group discussed the following agenda items:

A. **COMMISSIONER MEETINGS:** Zephriae asked what time are the commissioner meetings so the council members can attend. Madeline responded that the meetings take place every second Monday of the Month at 7:00 pm. In the event a meeting needs to be re-scheduled, the administration will post it in area newspapers and on the housing authority's website.

B. **PURPOSE OF TENANT COUNCIL:** Commissioner Sanchez explained that the role of a tenant council which is to be the bridge between board of commissioners and the residents. The Council is encouraged to present issues and additional programs that could be sent to the Board for review and approval. The overall goal is to improve the standard of living for all tenants. Moreover, Madeline also talked about a capital fund program which should be looked into by the Council. The application is February- March.

C. **SMOKING BAN:** The officers also discussed the smoking policy with the EHA administration. Madeline and Carlos explained that board is looking to possibly approve a bench area designated for smokers.

D. **PLAYGROUND UPGRADES:** There are plans to upgrade the playground at Robert E. Holmes. The projected groundbreaking is slated for some time in Spring 2018.

E. **MISSION STATEMENT:** Zephriae asked members what they thought an appropriate mission statement is for the new Council. Overall, the theme seemed to be oriented toward community leadership. Zephriae said the group can revisit the idea when they meet again in January.

F. **POLICE PRESENCE:** Zephriae and Quadisha asked about the possibility of having a police officer live on-site or visit the neighborhood more frequently. Madeline and Carlos suggested the group to reach out to Commissioner Raymond Koperwhats and Commissioner Kathryn Neal for more insight and suggestions. They also requested to reach out to their local councilperson and police director for guidance.

G. **MEMBERSHIP:** Zephriae asked the group to start considering what cost for membership the Council should charge residents to become members. The idea is to be discussed more thoroughly during the January meeting.

H. **FUNDRAISING:** Zephriae informed the group that \$200 was raised through at the Applebees fundraiser held earlier this year. The money was given to Cristina so she can open a bank account. Madeline offered a few suggestions for future fundraisers: cake sale, turkey shoot, tricky tray, fish fry, silent auction, etc.

I. **FINANCE:** Zephriae asked that Deborahlee start the process to open a bank account and get the organization incorporated. Cristina said she will work with Deborahlee and Zephriae to open the bank account since it needs two signers. She also said she will work with Deborahlee to obtain an EIN number and register with the state before opening a bank account. Quadisha asked that the group consider bank accounts that offer free checking accounts. Zephriae also asked the administration about a stipend for the Council. Madeline said she will look to see if there is anything left from the BBQ event that was organized during the Summer.

III. Next Steps:

- A. **ONLINE PRESENCE:** Cristina is to work with EHA IT company to set up page for EHA Council on existing website. Cristina will work with executive committee to set up a facebook page.
- B. **FINANCE:** Cristina will work with Deborahlee and Zephriae to incorporate the organization and open up a bank account.
- C. **BUILDING CAPTAINS:** Executive committee to define roles and duties of building captains.
- D. **PROGRAMS/EVENTS:** Executive Committee to organize calendar of fundraising and volunteerism events such as a clean up day or voter registration day.
- E. **HELP LINE:** Cristina to work with executive committee to set up google talk line for residents to call them.
- F. **NEWSLETTER:** Cristina to add page identifying new committee members and message to community.
- G. **PROGRAMS:** Cristina to connect Zephriae with Michael Campbell who works with the City of Edison.
- H. **COMMUNITY NOTICE:** Administration to distribute flyer for next meeting.

IV. Next meetings will be:

Next Resident Council Meeting is scheduled for:

DATE: Monday, January 8

TIME: 6:00 am

Location: Robert E. Holmes Gardens
14 Rev. Samuel Carpenter Blvd

Meeting adjourned at 2:18 pm



LAN ASSOCIATES
ENGINEERING • PLANNING • ARCHITECTURE • SURVEYING, INC.
445 GODWIN AVE. STE. 9, MIDLAND PARK, NEW JERSEY 07432
P. 201-447-6400 • F. 201-447-1233 • WWW.LAN-NJ.COM

SINCE 1965

November 15, 2017

Housing Authority of the Township of Edison
14 Rev. Samuel Carpenter Boulevard
Edison, NJ 08820

Attention: Ms. Madeline Cook,
Executive Director

T 908-561-2525 / F #908-561-7517
Email: mcook@edisonha.org

Subject: Fee Proposal for Additional
Engineering Services for Assessment
Of Heating System Pipes, Hot Water
Lines & Domestic Water Pipes at
Robert Holmes Gardens, Edison, NJ
LAN Ref. #2.2745.06 - #7693

Dear Ms. Cook:

With reference to our original proposal (LAN Ref. #2.2745.0 - #7445, dated February 28, 2017) and our recent email and telephone discussions; LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) is pleased to present this additional fee proposal for the above subject project as requested by you.

The scope of services have changed compared to the original RFP. We will provide the additional scope of services:

1. Discussions with Reiner, Inc. to evaluate and discuss cost effective options for replacement of crawlspace hot water/domestic hot water system piping in the ten (10) buildings and options of providing limited/complete isolation of all buildings/all hot water convectors.
2. Meeting with your office and Reiner to review these options and decide the most cost effective feasible option.
3. Meeting with the Commissioners to present the suggested option.

For the above scope of services, we suggest additional fee on an hourly basis based on our attached 2017 standard hourly rate schedule, not to exceed \$1,800 without prior authorization.

We respectfully request approval of these additional scope of services.

LAN ASSOCIATES

Thank you for the opportunity to submit this proposal and look forward to continuing to work with you on this project.

Respectfully submitted,

LAN Associates, Engineering,
Planning, Architecture, Surveying, Inc.



Yogesh A. Shah, PE, LEED AP
Director of Mechanical Engineering

YAS:tp P:\200-AE\2700-2799\2745\2745.06\Admin\Proposal\274506Lp7693\274506Lp7693.doc 11/15/2017 11:18 AM

Attachment: #1 - Standard Hourly Rate Schedule (2017)

cc: File #2.2745.06 - -# 7693, w/att.
File #2.2745.0 - #7445, w/att.

Accepted By:

Signature

Printed Name

Date

Title

Name of Organization



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HOURLY RATE SCHEDULE FOR 2017

<u>Job Description</u>	<u>(\$)/Hour</u>
Principal	250
Senior Architect	150
Senior Engineer	150
Licensed Surveyor	150
Safety Professional	150
Senior Scientist	150
Senior Construction Observer	125
Architect	98
Engineer	98
Construction Observer	98
Scientist	98
Senior Drafter	85
Survey Technician	78
Drafter	78
Office Manager	72
Field Technician	60
Clerical	55

Notes:

- Hourly rates include direct labor, computer costs, overhead, general and administrative costs, local travel, and profit. Out-of-pocket expenses such as reproduction costs, laboratory analysis, sampling and testing, etc. will be billed at actual cost, plus an 18% markup.
- Costs for professional sub-contractors are subject to an 8% markup.
- Travel out of the metropolitan area (CT, NY, NJ) including plane, hotel, and lodging is subject to a 12% markup. Local travel and routine document reproduction are included in the above hourly rates.
- For forensic services or professional testimony, a separate proposal and hourly rate(s) will apply.
- Payment is due within thirty (30) days. Invoices aged in excess of thirty (30) days are subject to a 1-1/2% markup per month. Invoices over ninety (90) days old are subject to attorney review for collection. The client will be responsible for all legal fees necessary to collect the account.

Proposal # _____

Accepted by: _____

Date: _____

The following are notes and comments for the Public Hearing on the new No Smoking Policy held on November 6, 2017 at Julius Engel Gardens at 6:00 pm.

Chairman Sanchez called the meeting to order at 6:07 PM. In attendance were: Vice Chair Cruz, Commissioners Koperwhats, Szoludko, Neal, Mazauskas. Absent Commissioner Telesnick.

Also in attendance were Attorney Terrence Corriston and Madeline Cook, Executive Director

Chairman Sanchez opened the meeting and called on Commissioner Koperwhats to give an overview of the Smoking Policy. Comm. Koperwhats said the Department of Housing & Urban Development has mandated that housing authorities must become smoke free by July, 2018 or sooner. Smoking will be band with the apartment and 25 feet from any sides of the buildings. Commissioner Koperwhats continued saying that the Edison Housing Authority will provide and permit smoking in designated areas. There will be an addendum to the lease to include the No Smoking policy. The addendum was circulated and will be signed during the recertification process. All tobacco products, vapes and hookas will be banned.

Chairman Sanchez explained HUD is mandating this policy be in place by July, 2018, however, it is being done now in order to allow is there will be additional addendum.

Susan Czkaney , Apt. A2, Julius Engel Gardens asked where is 25 feet from a building. Attorney Corriston said the areas will be designated.

Chairman Sanchez explained the Authority will need to get additional equipment; possibly benches and maybe a gazebo and where they will be placed. Chairman Sanchez said the Authority will need the cooperation of the entire tenancy.

Attorney Corriston said Item #3 in the policy must include the words electronic smoking devises.

Brenda Thomas, Apt. B2 Julius Engel Gardens asked about the use of medical marijuana.

Attorney Corriston said HUD does not accept the use of marijuana; it would have to come under reasonable accommodations.

Comm. Neal moved to close the hearing and it was seconded by Comm. Cruz

Public Hearing adjourned at 6:45 PM

Memo

To: Board of Commissioners
From: Madeline Cook, Executive Director
Date: November 6, 2017
Re: Board Meeting Schedule for 2018

The following is the schedule of the Edison Housing Authority Board Meetings and location for 2018 all meetings begin @7:00 PM

DATE	LOCATION
January 08, 2018	Julius Engel Gardens, Willard Dunham Drive, Edison Annual Meeting begins @7:00 PM; immediately following the annual meeting
February 12, 2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
March 12, 2018	Julius Engel Gardens, Willard Dunham Drive, Edison
April 09, 2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
May 14, 2018	Julius Engel Gardens, Willard Dunham Drive, Edison
June 11, 2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
July 09, 2018	Julius Engel Gardens, Willard Dunham Drive, Edison
August 13, 2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
September 10, 2018	Julius Engel Gardens, Willard Dunham Drive, Edison
October 15, 2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison
November 19, 2018	Julius Engel Gardens, Willard Dunham Drive, Edison
December 10, 2018	Robert Holmes Gardens, Reverend Carpenter Blvd. Edison

**If a meeting does not occur a special notice will be published in the Homes News Tribune*