

EDISON HOUSING AUTHORITY
Regular Meeting
January 22, 2019

6:00 PM
Julius Engel
(Community Room)
Willard Dunham Drive
Edison, NJ 08820

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adequate notice of this Meeting as required by the Open Public Meetings Act has been provided in the following: On December 16, 2017 a notice providing the date, time, and location for the meeting was submitted to the Home News Tribune and Star Ledger. Said notice was also posted on both the Edison Housing Authority website and designated bulletin boards, filed with the township clerk and posted in the main lobby of the municipal complex.
5. Approval of December 18, 2018 Regular Meeting Minutes
6. Resolutions:

1-1-2019 Resolution to approve vouchers
for payment of invoices in the
amount of \$123,297.21

- 7.) Executive Director Update:
 - a.) Property
 - b.) Programming
 - c.) Administrative

- 8.) Public Portion

Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

December 18, 2018

**5:00 pm
MINUTES**

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Robert Holmes, 14 Rev. Samuel Carpenter Blvd., Edison, NJ in the community room. The meeting was called to order at 5:05 pm.

Adequate notice of this Meeting as required by the Open Public Meetings Act has been provided in the following: On December 16, 2017 a notice providing the date, time, and location for the meeting was submitted to the Home News Tribune and Star Ledger. On December 10, 2018 a notice to change the time of the Tuesday, December 18, 2018 meeting from 7:00 pm to 5:00 pm was submitted to the Home News Tribune and appeared in the Home News Tribune on December 13, 2018. Said notice was forwarded to the Township of Edison Clerk and posted in the lobby at both Edison Housing Authority properties.

Roll call

In attendance: Chairman Carlos N. Sanchez, Commissioner Walter Szoludko, Commissioner Christopher Mazauskas, Commissioner Raymond Koperwhats, Commissioner Kathryn Neal (*via-conference call*), Commissioner Barry Telesnick, Commissioner Lou Mangione, Jr., Executive Director Deborah Hurley, and Attorney Terrence Corrison.

Motion to approve the minutes of November 20, 2018 Board Meeting

Motion: Commissioner Barry Telesnick

Second: Commissioner Kathryn Neal

Discussion: Chairman Carlos N. Sanchez asked if there were any comments. No comments were made.

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas			x	
Comm. Szoludko			x	
Comm. Mangione, Jr.	x			
Comm. Neal	x			
Comm. Telesnick	x			
Chairman Sanchez	x			

Resolution 1-12-2018 to authorize and approve Vouchers for Business in the amount of \$80,382.73.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Kathryn Neal

Discussion

Chairman Sanchez asked if there were any questions. Commissioner Raymond Koperwhats brought attention to the frequent calls made to Edison Plumbing. Also, Commissioner Koperwhats asked about the payment made to Stateside Affairs, as we had paid them the previous month. Deborah Hurley, Executive Director explained that we had to stop payment and reissue their check because the firm had trouble receiving their mail and had to change their business address. Commissioner Koperwhats then inquired about the contract term for the landscaper. Deborah Hurley, Executive Director explained that it is important to review all service contracts and it would be reviewed before renewing. *(Commissioner Szoludko and Commissioner Mazaukas arrived during discussion.)* Commissioner Barry Telesnick asked if we could explain the payment to the Elizabeth Housing Authority. Deborah Hurley, Executive Director explained that the board had approved to enter into an agreement with the Elizabeth Housing Authority to provide inspection service and training for our maintenance team. It has been assessed that there is no need for training sessions; however, there was still a need to pay for the inspection service. Thus, the original service fee for \$12,000.00 has been reduced to \$8,000. Commissioner Mangione, Jr. asked Commissioner Koperwhats about his concern with Edison Plumbing. Commissioner Koperwhats and Chairman N. Sanchez both provided background on work that was done in securing quotes from firms to install new heating pipes for the Robert Holmes property. When the weather changes from summer to winter, the heating system at Robert Holmes begins to break down. Thus, there is a need to invest in a new heating system for the property. It was agreed that a process will take place in 2019 to explore the selection of a firm and the financing for the project. Commissioner Neal indicated that there is a problem with the bathroom pipes and was wondering if the plumbing could be considered in the plans when implementing the heating system. Chairman N. Sanchez explained that the plumbing can be managed by the maintenance team and that the underground heating pipes needs to be considered as a separate project.

Motion to approve Resolution 1-12-2018 for \$80,382.73:

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.	x			
Comm. Neal	x			
Comm. Telesnick	x			
Chairman Sanchez	x			

Resolution 2-12-2018 to approve the Edison Housing Authority Board Meetings for Calendar year 2019.

Motion: Commissioner Ray Koperwhats

Second: Commissioner Kathryn Neal

Discussion

Deborah Hurley, Executive Director explained that the calendar year is consistent with the 2018 board meeting dates. Also, a discussion was had earlier in the year to have the public board meetings changed to 5:00 pm. Chairman N. Sanchez indicated that several commissioners would have conflicts with the time and suggested that a later time be discussed. It was agreed that 6:00 pm was a good time to begin the meeting. Also, it was agreed that August is a summer month, where many people are still on vacation. As a result, it was suggested not to have a board meeting in August.

Motion to modify the Calendar Meeting dates to reflect that the meeting time will be changed to 6:00 pm and there will be no meeting in the month of August, 2019.

Motion: Commissioner Ray Koperwhats

Second: Commissioner Kathryn Neal

Approve Resolution 2-12-2018 to approve the Edison Housing Authority Meetings for Calendar year 2019.

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.	x			
Comm. Neal	x			
Comm. Telesnick	x			
Chairman Sanchez	x			

Resolution 3-12-18 to authorize Executive Director to execute an agreement with William Elias to provide services in updating the Edison Housing Authority HCV Administrative Plan.

Motion: Commissioner Barry Telesnick
Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Sanchez asked if there were any discussion. Commissioner Mazauskas ask if we had purchased the plan. Deborah Hurley, Executive Director indicated that we had purchased the plan, but now we will need assistance updating the plan. Attorney, Terrence Corriston explained the process and how brining on board a person to assist the staff in updating the plan is a good investment.

Approved Resolution 3-12-2018 as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.	x			
Comm. Neal	x			
Comm. Telesnick	x			
Chairman Sanchez	x			

Resolution 4-12-18 to Approve Michelle Thorne as Fund Commissioner to the Public Housing Authority Joint Insurance Fund.

Motion: Commissioner Kathryn Neal
Second: Commissioner Walter Szoludko

Discussion

Chairman Sanchez asked if there were any questions. No discussion took place. However, Chairman Carlos N. Sanchez expanded by indicating that in the past the Executive Director serves as the Commissioner; however, Deborah Hurley, Executive Director is working to expand staff responsibilities. Also, Deborah Hurley, Executive Director mentioned that Michelle Thorne has been serving in the role as Commissioner and has been doing a good job. Chairman Carlos N. Sanchez mentioned that he looks forward to having a status report in 2019 on the safety committee.

Approved Resolution 4-12-2018 as follows:

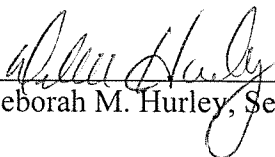
	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.	x			
Comm. Neal	x			
Comm. Telesnick	x			
Chairman Sanchez	x			

Public:

No public discussion

Motion to adjourn by Commissioner Ray Koperwhats
Second by Commissioner Barry Telesnick

Adjourned Unanimously at 5:50 PM



Deborah M. Hurley, Secretary

Vendor Name	Check Date	Check Number	Total Amount	Description
KEITH WILLIAMS	12/19/2018	0000001542	150.00	SANTA FOR 12/14/18 TENANT PARTY
DEBORAH R HURLEY	12/26/2018	0000001543	506.02	STAFF HOLIDAY LUNCH AT LONGHORN 12/20/18
OPTIMUM	12/26/2018	0000001544	265.08	PAID BY PHONE REH INTERNET SERVICE 12/22/18-1/21/19
BRESLIN AND BRESLIN, P.A.	12/27/2018	0000001545	318.00	JEG TENANTS EVICTION COURT FILING FEES REIMB - 6 @\$53
CIT	12/27/2018	0000001546	258.78	TELEPHONE SYSTEM LEASE AND MAINTENANCE - JANUARY 2019
ELIZABETHTOWN GAS	12/27/2018	0000001547	861.21	REH GAS 11/17/18-12/19/18
ELIZABETHTOWN GAS	12/27/2018	0000001547	8.19	REH GAS 11/17/18-12/19/18
ELIZABETHTOWN GAS	12/27/2018	0000001547	22.25	REH GAS 11/17/18-12/19/18
JOLANTA KUBACKA	12/27/2018	0000001548	250.00	2018 PRESCRIPTION EYEGLASSES REIMBURSEMENT
MIDDLESEX WATER CO	12/27/2018	0000001549	2047.47	JEG WATER USAGE 11/15/18-12/14/18
POLCARI & CO	12/27/2018	0000001550	2500.00	ACCOUNTING SERVICES - NOVEMBER 2018
PSE&G CO. (GAS & ELECTRIC)	12/27/2018	0000001551	11788.03	JEG GAS & ELECTRIC 11/15/18-12/18/18
STANDARD WASTE SERVICES	12/27/2018	0000001552	2598.75	REH TRASH SERVICE 6- 6YD & 1-3YD - JANUARY 2019
OPTIMUM	01/17/2019	0000001553	82.59	JEG INTERNET SERVICE PROVIDER 1/22/19-2/22/19
OPTIMUM	01/17/2019	0000001554	78.29	REH MAINTENANCE SHOP INTERNET SERVICE 1/22/19-2/22/19
OPTIMUM	01/17/2019	0000001555	132.54	REH INTERNET SERVICE PROVIDER 1/22/19-2/22/19
AB UNIVERSAL MESSAGING	01/17/2019	0000001556	101.44	ANSWERING SERVICE - DEC 2018
AFLAC	01/17/2019	0000001557	278.84	INSURANCE PREMIUMS - DEC 2018
AFSCME	01/17/2019	0000001558	258.16	UNION DUES FOR 7EMPLOYEES @ \$18.44PAYROLL - DEC 2018
AMERICAN SHREDDER, INC	01/17/2019	0000001559	55.00	DOCUMENT SHREDDING SERVICE(1 BIN) 1/9/19
BRESLIN AND BRESLIN, P.A.	01/17/2019	0000001560	2100.00	LEGAL SERVICES - DECEMBER 2018
BROTHERS LOCK & SAFE, INC.	01/17/2019	0000001561	362.50	REH REH LOCKS & KEYS
CARS UNLIMITED	01/17/2019	0000001562	116.50	FUEL FOR AUTOMOBILES - DECEMBER 2018
CORBETT EXTERMINATING, INC.	01/17/2019	0000001563	118.75	PEST CONTROL SERVICE ROACH CLEANOUT TREATMENT - APT H6 & M2, M3 12/10/18
CORBETT EXTERMINATING, INC.	01/17/2019	0000001563	406.00	CEMIT TREATMENT, APT 15F CEMIT - DEC 2018
DE LAGE LANDEN FINANCIAL SERVICES	01/17/2019	0000001564	316.37	REH COPIER LEASE - 12/15/18-1/14/19
DE LAGE LANDEN FINANCIAL SERVICES	01/17/2019	0000001564	187.46	JEG COPIER LEASE 12/15/18-1/14/19
DUPLITRON, INC.	01/17/2019	0000001565	376.43	OVERAGE CHARGE FOR REH COPIER USAGE 10/3/18-1/2/19
EDISON PLUMBING	01/17/2019	0000001566	390.00	APT 9A, 9B REPLACED LEAKING 4" DRAIN PIPE IN THE CRAWL SPACE
EDISON PLUMBING	01/17/2019	0000001566	310.00	APT A1 REPLACED LEAKING HEATING PIPE ON THE 2ND FLOOR RADIATOR & LIVING ROOM
EDISON PLUMBING	01/17/2019	0000001566	260.00	BLDG 3 CLEANED SEWER LINE
EDISON PLUMBING	01/17/2019	0000001566	1050.00	BLDG 6 APT D&E REPLACED HEATING PIPE & LEAKING FITTINGS UNDER TWO SECTIONS OF THE APTS

EDISON PLUMBING	01/17/2019	0000001566	470.00	APT 11F OPENED WALL & REPLACED SHOWER TUB DIVERTER WITH PIPING
EDISON PLUMBING	01/17/2019	0000001566	420.00	CLEANED SEWER LINE IN BLDG 15 & CONNECT TO BLDG 17
ELIZABETHTOWN GAS	01/17/2019	0000001567	11784.17	REH GAS 11/30/18-12/31/18
GANNETT NJ NEWSPAPERS	01/17/2019	0000001568	74.60	PUBLICATION FOR 2019 BOARD MEETING SCHEDULE
GANNETT NJ NEWSPAPERS	01/17/2019	0000001568	40.72	PUBLIC NOTICE PUBLICATION RE: CHANGE OF DEC 2018 BOARD MEETING TIME
GURNEY ELECTRIC LLC	01/17/2019	0000001569	416.48	JEG - BLDG K BREEZEWAY ELECTRIC FIXTURE
GUY M. JENSEN	01/17/2019	0000001570	351.33	GARNISHMENT FOR TABITHA SOW-DOCKET DC-787-18 P/R 12/21/18, 1/4/19, 1/18/19
HOME DEPOT CREDIT SERVICES	01/17/2019	0000001571	2746.83	MAINTENANCE REAC SUPPLIES & MATERIALS
HOME STAT INSPECTIONS, INC.	01/17/2019	0000001572	2903.00	HCV HQS INSPECTIONS- DECEMBER 2018
INTERGLOBE COMMUNICATIONS, INC	01/17/2019	0000001573	636.15	REH & JEG TELEPHONE SERVICE - NOVEMBER 2018
RAYMOND KOPERWHATS	01/17/2019	0000001574	25.00	REH BOARD MEETING TRAVEL REIMB - DEC 2018
LOUIS MANGIONE JR. ESQ.	01/17/2019	0000001575	25.00	REH BOARD MEETING TRAVEL REIMB - DEC 2018
CHRISTOPHER MAZASKAS	01/17/2019	0000001576	25.00	REH BOARD MEETING TRAVEL REIMB - DEC 2018
METUCHEN MOWER	01/17/2019	0000001577	4650.00	FLOW MEYER LIGHT DUTY LOT PRO 7.5 FT INSTALLED ON 2013 1500 CHEVY TRUCK
NETCONNECT, INC.	01/17/2019	0000001578	550.00	SERVER STORAGE BACK UP DEVICE W/ 2 TB CAPACITY
NETCONNECT, INC.	01/17/2019	0000001578	695.00	MONTHLY REMOTE & ONSITE NETWORK MAINTENANCE ENHANCED SERVER & DESKTOP SUPPORT - JANUARY 2019
NEW JERSEY AMERICAN WATER	01/17/2019	0000001579	6938.59	REH WATER 11/29/18-12/29/18
NJPHA-JIF	01/17/2019	0000001580	33632.50	2019 PROPERTY, GENERAL/AUTO LIABILITY, WORKERS COMP, PUBLIC OFFICIALS EMPLOYMENT PRACTICES
NATIONAL TENANT NETWORK	01/17/2019	0000001581	895.00	SECTION 8 BACKGROUND CHECK FOR PROSPECTIVE TENANTS
PALMER HEATING, LLC	01/17/2019	0000001582	6475.95	DRAINED BOILER SYSTEM, REMOVED & REPLACED AIR SEPARATOR-3 MEN ON SITE
PALMER HEATING, LLC	01/17/2019	0000001582	1468.75	REH HEATING SYSTEM PRESSURE LOW. FOUND LEAK BETWEEN BLDG 1 & 7
PALMER HEATING, LLC	01/17/2019	0000001582	491.90	REH INADEQUATE HEAT IN BOILER POSSIBLY CAUSED BY UNDERGROUND LEAK
PALMER HEATING, LLC	01/17/2019	0000001582	437.50	BLDG 15 NO HOT WATER - FOUND SET POINT ON TANKS TOO LOW
PALMER HEATING, LLC	01/17/2019	0000001582	951.00	REH REMOVE & REPLACE REDUCING VALVE- ISOLATED THE OLD FEED WATER STATION
POLCARI & CO	01/17/2019	0000001583	3920.00	ACCOUNTING SERVICES - DECEMBER 2018
PSE&G CO SUMMARY ACCOUNT	01/17/2019	0000001584	2393.74	JEG ELECTRIC USAGE 11/19/18-12/20/18
PSE&G CO. (GAS & ELECTRIC)	01/17/2019	0000001585	6435.17	JEG - GAS & ELECTRIC 10/17/18-11/15/18
RUTGERS CENTER FOR GOVERNMENT SERVICES	01/17/2019	0000001586	1206.00	REGISTRATION FEES FOR MANGIONE CLASSES-ETHICS, FINANCIAL ISSUES & PROCEDURES, PUBLIC HOUSING ASSESSMENT SYSTEM, SKILLS FOR COMMISSIONERS, PLANNING & DEVELOPMENT OF AFFORDABLE HOUSING

RUTGERS CENTER FOR GOVERNMENT SERVICES	01/17/2019	0000001586	248.00	REGISTRATION FEE MAINTENANCE MGMT - MARC WEBB 4/16/19
CARLOS N. SANCHEZ	01/17/2019	0000001587	25.00	REH BOARD MEETING TRAVEL REIMB - DEC 2018
STANDARD WASTE SERVICES	01/17/2019	0000001588	267.60	30 YARD ROLL OFF & TONS DISPOSAL CHARGE 12/20/18
STANDARD WASTE SERVICES	01/17/2019	0000001588	307.60	REH 30 YARD ROLL OFF & TONS DISPOSAL CHARGE 1/9/19
STAPLES ADVANTAGE	01/17/2019	0000001589	72.50	REH BULLETIN BOARD
STAPLES ADVANTAGE	01/17/2019	0000001589	50.70	REH OFFICE SUPPLIES
STEVE'S APPLIANCE DOCTOR	01/17/2019	0000001590	158.50	APT 12F BAKE IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	01/17/2019	0000001590	158.50	APT 5C BAKE IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	01/17/2019	0000001590	158.50	APT 15H BAKE IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	01/17/2019	0000001590	178.50	APT 2B - IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	01/17/2019	0000001590	159.00	APT 4F ELETRIC IGNITION INSTALLED
BARRY TELESNICK	01/17/2019	0000001591	25.00	REH BOARD MEETING TRAVEL REIMB - DEC 2018
TENMAST FORMS	01/17/2019	0000001592	226.79	1000 LASER CHECKS FOR SECTION 8
THE PRINT POST	01/17/2019	0000001593	550.00	2500 LETTERHEADS=\$250, 2500 ENVELOPES=\$265 & DESIGN LAYOUT=\$35
THE PRINT POST	01/17/2019	0000001593	594.25	5 BINDERS OF ADMIN GUIDE FOR SECTION 8
MICHELLE THORNE	01/17/2019	0000001594	250.00	2018 PRESCRIPTION EYEGASSES REIMB
VERIZON WIRELESS	01/17/2019	0000001595	227.74	MAINTENANCE CELL PHONE SERVICE 11/29/18-12/28/18
WALTER SZOLUDKO	01/17/2019	0000001596	25.00	REH BOARD MEETING TRAVEL REIMB - DEC 2018

123297.21

RESOLUTION # 1-1-19

A RESOLUTION TO APPROVE VOUCHERS FOR PAYMENT OF INVOICES

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$123,297.21

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-1-19 shall be approved.

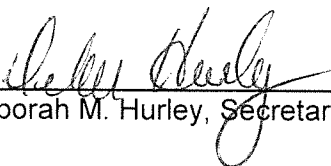
MOVED: Commissioner Kathryn Neal

SECONDED Commissioner Lou Mangione, Jr.

<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			
Commissioner Louis Mangione, Jr.	X			
Chairman Sanchez				X

PASSED AND ADOPTED THE 22 day of January, 2019

I, Deborah M. Hurley, 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 January 22, 2019



Deborah M. Hurley, Secretary