

**EDISON HOUSING AUTHORITY**

**Regular Meeting**

**May 21, 2019**

**6:00 PM**

Julius Engle Gardens (South)

Willard Dunham Drive

Edison, New Jersey

**AGENDA**

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 sent to the Star Ledger and the Homes News Tribune on January 9, 2019 and a copy of the notice was published in the Home News Tribune on January 12, 2019 and the Star-Ledger January 14, 2019. Said notice has been posted on the Edison Housing Authority website and at the two housing authority properties in the main lobby area. In addition, a notice has been submitted to the Township of Edison Clerk and posted in the Municipal Building.
4. Roll Call
5. Approval of April 16, 2019 Regular Meeting Minutes
6. Resolutions:
  - 1-5-2019 Resolution to approve vouchers for payment of invoices in the amount of \$91,031.55
  - 2-5-2019 Resolution to ratify the late introduction and submission of the Housing Authority of the Township of Edison Budget for the Fiscal Period July 1, 2019 to June 30, 2020
  - 3-5-2019 Resolution by the Commissioners of the Edison Housing Authority authorizing the elected officers to be the signatures of checks.

**EDISON HOUSING AUTHORITY**

**Regular Meeting**

**May 21, 2019**

**6:00 PM**

Julius Engle Gardens (South)

Willard Dunham Drive

Edison, New Jersey

4-5-2019 Resolutions of the Board of Commissioners  
adopting a revised organizational chart and job  
description for the position of Director of Property  
Management.

5-5-2019 Resolution of the Board of Commissioners  
authorizing salary increases for employees for a  
total sum not to exceed \$37,500.00 in  
amounts to be determined by the Executive  
Director based upon her performance evaluations.

7. Old Business:
  - a.) Streamline meeting
  - b.) Playground update
  - c.) PHA-Web software update
  - d.) Condominium update
8. New Business:
  - a.) Budget Review – Presented by Tony Polcari, Polcari & Polcari
9. Public Portion
10. Adjournment

**EDISON HOUSING AUTHORITY  
REGULAR BOARD MEETING**

April 16, 2019

**6:00 pm**

**MINUTES**

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Robert Holmes Gardens, 14 Rev. Samuel Willard Dunham Drive, Edison, NJ in the community room. The meeting was called to order at 6:00 pm.

Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by notice sent to the Star Ledger and the Home News Tribune on January 9, 2019 and a copy of the notice was published in the Home News Tribune on January 12, 2019 and the Star-Ledger on January 14, 2019. Said notice has been posted on the Edison Housing Authority website and at the two housing authority properties in the main lobby area. In addition, a notice has been submitted to the Township of Edison Clerk and posted in the Municipal Building.

**Roll call**

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

**Chairman N. Sanchez made a suggestion to go out of order with the agenda since the agenda has a number of invited guests presenting and suggested to have Old Business and New Business presented first.**

**Motion: Commissioner Ray Koperwhats**

**Second: Commissioner Kathryn Neal**

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

Motion to approve the minutes of the March 19, 2019 Meeting

**Motion:** Commissioner Ray Koperwhats

**Second:** Commissioner Walter Szoludko

**Discussion:** Chairman Carlos N. Sanchez asked the board if there were any comments. There was no discussion.

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 N. Sanchez	x			

**Old Business:**

Brian Sherry, Boyce Associates presented an update on the playground. Essentially, due to the cold weather experienced the previous (2018) year, the contractor's schedule has been backlogged. As a result, the contractors are working aggressively to ensure that work on the playground will begin in early May.

**New Business:**

- a.) Chairman Carlos N. Sanchez invited auditor, Anthony Giampaolo representing Hymanson, Parnes & Giampaolo to present the audit. An overview was presented that allowed for Q & A. Chairman N. Sanchez, Commissioner Szoludko, and Commissioner Mazauskas inquired about any areas that need improvement. Anthony Giampaolo assured the chairman and commissioners that the Edison Housing Authority is in good standing. In addition, a lengthy discussion ensued about the retirement of employee benefits/figures. There was no further discussion.
- b.) Tony Polcari, Polcari & Polcari presented an update on the Section 8 Program. Presently, there is a shortfall and the Section 8 team, Deborah Hurley, Executive Director, and fee accountant is working closely with HUD to ensure the shortfall figures are improved. The positive outcome is that towards the end of the year, the Edison Housing Authority will be budgeted for 2020 based on the Section 8 expenditures. Thus, allowing us to distribute more vouchers to families in need next year.

Deborah Hurley, Executive Directory presented the following:

- a.) A partnership has been formed between the Edison Housing Authority and the Department of Labor. On April 10<sup>th</sup> at Robert Holmes Gardens and on April 17<sup>th</sup> at Julius Engel Gardens a Work Resource Day was held. Combined more than sixty residents from the Edison Housing Authority participated.

- b.) The Heat and Pipe Committee met. Commissioner Koperwhats provided the committee with an overview and history of the meetings. It was determined that the designated engineering firm attend the next meeting to provide insight on best way to proceed and provide a rough estimate of cost.
- c.) A Safety Committee has been formed and will be meeting quarterly. A representative from our insurance provider has been attending the meetings to assist in facilitating our agenda.
- d.) Chairman N. Sanchez inquired about the status of the dedication of former Commissioner Mistretta. Deborah Hurley, Executive Director suggested that once the playground is installed, the commissioners should consider naming the playground after the commissioner and have a ceremony with invited guests that will include the Mistretta family and township officials. Both the chairman and the commissioners strongly approved of the recommendation.

**Resolution 1-4-2019** Acknowledging Receipt and Review of Edison Housing Authority Audit Report for the Fiscal Year Ended June 30, 2018.

**Motion:** Commissioner Barry Telesnick

**Second:** Commissioner Kathryn Neal

**Discussion**

There was no further discussion.

Motion to approve **Resolution 1-4-2019**

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 N. Sanchez	x			

**Resolution 2-4-2019** to authorize and approve Vouchers for Business in the amount of \$72,731.66.

**Motion:** Commissioner Kathryn Neal

**Second:** Commissioner Walter Szoludko

**Discussion**

There was no discussion.

Motion to approve **Resolution 2-4-2019 for \$72,731.66**

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 N. Sanchez	x			

**Resolution 3-4-2019** The Commissioners of the Edison Housing Authority authorizes the Executive Director to execute an agreement with D'Onofrio & Son, Inc. Landscaping, the lowest, responsible proposal for landscaping services beginning April 15, 2019 and terminating on March 31, 2020.

**Motion:** Commissioner Walter Szoludko

**Second:** Commissioner Lou Mangione, Jr.

**Discussion**

Commissioner Koperwhats indicated that the firm chosen met satisfaction based on the price and submitted proposals. Commissioner Szoludko inquired about the price of the last firm used. Commissioner Barry Telesnick mentioned that he was familiar with the firm and is pleased to know we selected a woman owned firm. There were no further comments or discussion.

Motion to approve **Resolution 3-4-2019**

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 N. Sanchez	x			

**Resolution 4-4-2019** Commissioners of the Edison Housing Authority authorizes the Executive Director to execute an agreement with PHA-Web to provide housing management software and support services for the Edison Housing Authority.

**Motion:** Commissioner Walter Szoludko

**Second:** Commissioner Lou Mangione, Jr.

**Discussion**

Deborah Hurley, Executive provided an overview of the existing service Tenmast and highlighted the areas of improvements that are necessary for the staff to perform daily. In addition, the cost per year was increasing. It was strongly suggested after meeting and receiving a demonstration from PHA-Web rep., that the software should be acquired and implemented, as their pricing is fair and are known for their prompt customer service. There was no further discussion.

Motion to approve **Resolution 4-4-2019**

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 N. Sanchez	x			

**Resolution 5-4-2019** to authorize staff and commissioners to travel to the NJNAHRO Training and Networking Meeting, May 5 – 8, 2019.

**Motion:** Commissioner Ray Koperwhats

**Second:** Commissioner Walter Szoludko

**Discussion**

There was no discussion.

Motion to approve **Resolution 5-4-2019**

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			

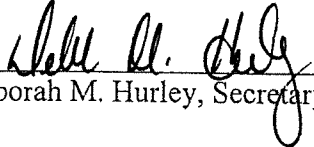
Chairman N. Sanchez                      x

**Public**

There was no discussion.

**Motion** to adjourn by Commissioner Walter Szoludko  
**Second by** Commissioner Barry Telesnick

Adjourned Unanimously at 7:50 PM

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary



PAID INVOICE LISTING 4/17/19 - 5/21/19

VendorName	CheckDate	CheckNumber	TotalAmount	Descript
FEDEX	04/17/2019	0000001755	30.86	EXPRESS MAIL SERVICES
DEBORAH R HURLEY	04/17/2019	0000001756	172.57	PIZZA FOR MENTORSHIP PROGRAM 4/9/19, DONUTS & COFFEE - JOB FAIR 4/10/19
PUBLIC HOUSING AUTHORITY DIRECTORS ASSOCIATION	04/17/2019	0000001757	910.00	MEMBERSHIP DUES 6/1/19-6/1/20
JOCELYN SILVA	04/17/2019	0000001758	35.95	REH BOARD MEETING REFRESHMENTS 4/16/19
STAPLES ADVANTAGE	04/17/2019	0000001759	315.24	KEYBOARD & MOUSE FOR ACCOUNTANTS COMPUTER, CHECK ENVELOPES, COPIER PAPER, MINI NOTEBOOKS
PETTY CASH - JOCELYN SILVA	04/17/2019	0000001760	145.71	PETTY CASH REPLENISHMENT 3/19/19-4/16/19
AB UNIVERSAL MESSAGING	04/26/2019	0000001761	94.64	ANSWERING SERVICE - APRIL 2019
AFSCME NJ COUNCIL 63	04/26/2019	0000001762	263.67	UNION DUES - APRIL 2019 (7 EMPLOYEES)
CIT	04/26/2019	0000001763	258.78	TELEPHONE SYSTEM LEASE AND MAINTENANCE - MAY 2019
CORBETT EXTERMINATING, INC.	04/26/2019	0000001764	95.00	BLDG A PEST CONTROL SERVICE, E5 MICE CLEANOUT TREATMENT 4/15/19
CORBETT EXTERMINATING, INC.	04/26/2019	0000001764	355.00	MONTHLY CEMIT TREATMENT - APRIL 2019
DE LAGE LANDEN FINANCIAL SERVICES	04/26/2019	0000001765	168.74	REH COPIER LEASE - 5/15/19-6/14/19
DE LAGE LANDEN FINANCIAL SERVICES	04/26/2019	0000001765	187.46	JEG COPIER LEASE - 5/15/19-6/14/19
EDISON PLUMBING	04/26/2019	0000001766	280.00	APT 8D CLEANED SEWER LINE 4/15/19
EDISON PLUMBING	04/26/2019	0000001766	420.00	BLDG B FIXED LEAKING HEATING PIPE & REOMVED THERMOMETER IN THE CRAWL SPACE - 4/17/19

PAID INVOICE LISTING 4/17/19 - 5/21/19

EDISON PLUMBING	04/26/2019	0000001766	280.00	APT 5D REPLACED LEAKING PIPE INSIDE THE WALL & PUT A TUB SPOUT 4/5/19
ELIZABETHTOWN GAS	04/26/2019	0000001767	8.19	REH GAS 3/20/19-4/18/19
HARD ROCK HOTEL & CASINO	04/26/2019	0000001768	342.00	2 ROOM RESERVATIONS FOR NJNAHRO TRAINING VERONICA & MICHELLE - 5/5/19-5/8/19
DEBORAH R HURLEY	04/26/2019	0000001769	311.00	TRAVEL SUSTENANCE FOR NJNAHRO TRAINING HARD ROCK HOTEL AC 3 DAYS@\$65, 200 MI@.58¢
JOLANTA KUBACKA	04/26/2019	0000001770	181.00	TRAVEL SUSTENANCE FOR NJNAHRO TRAINING HARD ROCK HOTEL AC 1 DAYS@\$65, 200 MI@.58¢
VERONICA LONG	04/26/2019	0000001771	181.00	TRAVEL SUSTENANCE FOR NJNAHRO TRAINING HARD ROCK HOTEL AC 1 DAY@\$65, 200 MI@.58¢
MIDDLESEX WATER CO	04/26/2019	0000001772	2327.89	JEG WATER USAGE 3/14/19-4/12/19
NJNAHRO	04/26/2019	0000001773	1045.00	TRAINING REGISTRATION - MICHELLE THORNE- GEN REGISTRATION, VERONICA LONG & JOLANTA KUBACKA - 1 DAY REGISTRATION 5/5/19-5/8/19
PSE&G CO. (GAS & ELECTRIC)	04/26/2019	0000001774	5424.02	HARD ROCK ATLANTIC CITY
RUTGERS CENTER FOR GOVE	04/26/2019	0000001775	25.00	JEG GAS & ELECTRIC 3/20/19-4/18/19
STANDARD WASTE SERVICES	04/26/2019	0000001776	2598.75	TRANSFER FEE FOR SKILLS FOR COMMISSIONERS CLASS 4/13/19
STATESIDE AFFAIRS LLC	04/26/2019	0000001777	1450.00	REH TRASH SERVICE 6- 6YD & 1-3YD - MAY 2019
STATESIDE AFFAIRS LLC	04/26/2019	0000001777	1000.00	MONTHLY SERVICES GENERAL MARKETING & DESIGN OF EHA NEWSLETTER - MARCH 2019
				WRITING & RESEARCH SERVICES FOR CDBG

PAID INVOICE LISTING 4/17/19 - 5/21/19

MICHELLE THORNE	04/26/2019	00000001778		311.00	TRAVEL SUSTENANCE FOR NJNAHRO TRAINING
TOWNSHIP OF EDISON	04/26/2019	00000001779		21424.00	HARD ROCK HOTEL AC 3 DAYS@\$65, 200 MI@.58¢
AB UNIVERSAL MESSAGING	05/13/2019	00000001780		94.64	PILOT FOR YEAR ENDING JUNE 30, 2017
ACME WINDOWS	05/13/2019	00000001781		1565.00	ANSWERING SERVICE - APRIL 2019
ACME WINDOWS					REH - 36 RESCREENS & 4 THERMO WINDOWS
ACME WINDOWS	05/13/2019	00000001781		340.00	JEG - 1 LAMINATED SAFETY GLASS & 8 RE-SCREENS
AFLAC	05/13/2019	00000001782		278.84	INSURANCE PREMIUMS - APRIL 2019
BRESLIN AND BRESLIN, P.A.	05/13/2019	00000001783		318.00	6 EVICTION COMPLAINTS FILING FEES
CORBETT EXTERMINATING, INC.	05/13/2019	00000001784		47.50	FOLLOW-UP MICE CLEANOUT TREATMENT - UNIT E5 4/22/19
D'ONOFRIO & SON, INC.	05/13/2019	00000001785		2731.25	LAWN MAINTENANCE - APRIL 2019
EAW SECURITY	05/13/2019	00000001786		3705.00	CABLE REPAIRS FOR CAMERAS ON BUILDINGS - 2 DAYS WORK
ELIZABETHTOWN GAS	05/13/2019	00000001787		5524.75	REH GAS USAGE 3/29/19-4/30/19
ELIZABETHTOWN GAS	05/13/2019	00000001787		854.49	REH GAS 3/20/19-4/18/19
ELIZABETHTOWN GAS	05/13/2019	00000001787		21.92	REH GAS 3/20/19-4/22/19
GURNEY ELECTRIC LLC	05/13/2019	00000001788		175.00	APT 17H - SERVICE CALL TO TROUBLESHOOT LIVING ROOM CIRCUIT FOUND LOOSE CONNECTION IN THE RECEPTACLE
GUY M. JENSEN	05/13/2019	00000001789		351.33	GARNISHMENT FOR TABITHA SOW DOCKET#DC-787-18 PR 4/12/19, 4/26/19, 5/10/19
HOME DEPOT CREDIT SERVICES	05/13/2019	00000001790		1747.18	MAINTENANCE SUPPLIES AND MATERIALS FOR REAC
DEBORAH R HURLEY	05/13/2019	00000001791		84.34	PIZZA FOR MENTORSHIP PROGRAM 4/30/19
DEBORAH R HURLEY	05/13/2019	00000001791		89.43	PIZZA FOR MENTORSHIP PROGRAM 5/2/19
RAYMOND KOPERWHATS	05/13/2019	00000001792		25.00	BOARD MEETING TRAVEL REIMB - 4/16/19
LOUIS MANGIONE JR. ESQ.	05/13/2019	00000001793		25.00	BOARD MEETING TRAVEL REIMB - 4/16/19
CHRISTOPHER MAZASKAS	05/13/2019	00000001794		25.00	BOARD MEETING TRAVEL REIMB - 4/16/19

PAID INVOICE LISTING 4/17/19 - 5/21/19

MCLAUGHLIN STAUFFER & SHAKLEE, PC	05/13/2019	00000001795	37.50	LEGAL SERVICES RE: GENERAL LABOR MATTERS
NETCONNECT, INC.	05/13/2019	00000001796	1796.00	4 ADOBE ACROBAT 2017 PRO-LICENSE FOR DEBORAH, MICHELLE, VERONICA, JOLANTA
NEW JERSEY AMERICAN WATER	05/13/2019	00000001797	6524.56	REH WATER 3/28/19-4/26/19
OPTIMUM	05/13/2019	00000001798	123.06	REH INTERNET SERVICE 5/22/19-6/21/19
PALMER HEATING, LLC	05/13/2019	00000001799	2260.60	REH - NOT ENOUGH HOT WATER FROM BLDG 5 SYSTEM. FOUND 1 BOILER-SIDE PUMPS FOR TANKS WAS BAD. REPLACED PUMP & RELIEF VALVE
PALMER HEATING, LLC	05/13/2019	00000001799	833.00	REH SPARE PUMP FOR DOMESTIC HOT WATER BOILER LEFT ON SITE
PALMER HEATING, LLC	05/13/2019	00000001799	5854.00	4/1/19-4/3/19 REH BROKE UP SIDEWALK & LOCATED LEAKING HEATING PIPE, INSTALLED NEW PIPE & COUPLING
PALMER HEATING, LLC	05/13/2019	00000001799	1379.00	JEG PUMP ACTING UP, REMOVED & REPLACED 2ND & 3RD BOILER DRAINS. REMOVED & REPLACED BALL VALVES & PIPE. 4/10/19
PSE&G CO SUMMARY ACCOUNT	05/13/2019	00000001800	2612.13	JEG ELECTRIC USAGE 3/22/19-4/23/19
CARLOS N. SANCHEZ	05/13/2019	00000001801	25.00	BOARD MEETING TRAVEL REIMB - 4/16/19
SEE-MORE TV & APPLIANCE	05/13/2019	00000001802	1334.00	REH - 2 GAS RANGE FOR APT 6F & RESERVE, 1-18 CUFT REFRIGERATOR
JOCELYN SILVA	05/13/2019	00000001803	130.64	TENANT ASSOCIATION GATHERING EVENT SUPPLIES & FOOD 4/30/19
STANDARD WASTE SERVICES	05/13/2019	00000001804	250.00	REH - 30 YARD ROLL-OFF + TONS DISPOSAL CHARGE 4/25/19

PAID INVOICE LISTING 4/17/19 - 5/21/19

STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	104.50	APT B5 OVEN - DISMANTLED & CUT AWAYS BURNED WIRING & CONNECTIONS, REWIRED
STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	297.50	APT 15C REFRIGERATOR - REPLACED HINGES & DOOR GASKET
STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	59.50	APT 9D CHECKED REFRIGERATOR REPORTED NOT GETTING COLD
STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	163.50	APT 1E BAKE IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	233.60	APT 11F ADJUSTED OVEN & REFRIGERATOR DOOR
STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	217.50	APT 10C OVEN KNOB NOT TURNING WHEN HOT. UNIT NEEDS NEW THERMOSTAT
STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	163.50	APT 2C OVEN ELECTRONIC IGNITION INSTALLED
STEVE'S APPLIANCE DOCTOR	05/13/2019	0000001805	163.50	APT 12D OVEN IGNITION KIT INSTALLED
BARRY TELESNICK	05/13/2019	0000001806	25.00	BOARD MEETING TRAVEL REIMB - 4/16/19
VERIZON WIRELESS	05/13/2019	0000001807	211.46	MAINTENANCE CELL PHONE SERVICE 3/29/19- 4/28/19
WALTER SZOLUDKO	05/13/2019	0000001808	25.00	BOARD MEETING TRAVEL REIMB - 4/16/19
WORK 'N GEAR, LLC	05/13/2019	0000001809	459.85	MAINTENANCE UNIFORMS & SHOES - TONY & MARC
DEBORAH R HURLEY	05/13/2019	0000001810	67.88	SYMPATHY EDIBLE ARRANGEMENT SENT TO TERRY CORRISTON 5/11/19
OPTIMUM	05/13/2019	0000001811	78.65	REH MAINTENANCE SHOP INTERNET SERVICE 5/22/19-6/21/19
TRIAD SECURITY SYSTEMS	05/13/2019	0000001812	1101.60	REH MONITORING & SERVICE CONTRACT 6/1/19- 5/31/19
WORK 'N GEAR, LLC	05/13/2019	0000001813	387.48	MAINTENANCE UNIFORMS - TONY & NESTOR
OPTIMUM	05/13/2019	0000001814	88.10	JEG INTERNET SERVICE 5/22/19-6/21/19

PAID INVOICE LISTING 4/17/19 - 5/21/19

INTERGLOBE COMMUNICATIONS, INC	05/15/2019	00000001815	689.71	REH & JEG TELEPHONE SERVICE - MAY 2019, USAGE APRIL 2019
PETTY CASH - JOCELYN SILVA	05/15/2019	00000001816	146.42	PETTY CASH REPLENISHMENT 4/17/19-5/13/19
TENMAST SOFTWARE, AN MRI SOFTWARE LLC	05/15/2019	00000001817	4541.67	TENMAST SOFTWARE UPDATES AND SUPPORT 2/1/18-6/30/18 (INVOICE NOT RECEIVED)
			\$ 91,031.55	

## RESOLUTION # 1-5-19

### 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 \$91,031.55.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-5-19 shall be approved.

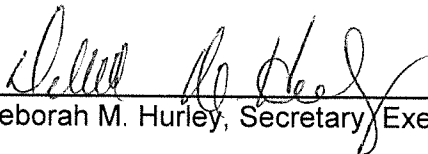
MOVED: Commissioner Walter Szoludko

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 N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of May, 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 May 21, 2019

  
Deborah M. Hurley, Secretary Executive Director

*Authority Budget of:*

*Edison Housing Authority*

State Filing Year                      2019

*For the Period:*

*July 1, 2019                      to                      June 30, 2020*

[www.edisonha.org](http://www.edisonha.org)

Authority Web Address

**Department Of**



**Community  
Affairs**

*Division of Local Government Services*



# **2019 HOUSING AUTHORITY BUDGET**

## **Certification Section**

2019

**Edison Housing Authority**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM July 1, 2019 TO June 30, 2020**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2019 PREPARER'S CERTIFICATION

## Edison Housing Authority

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: July 1, 2019 **TO:** June 30, 2020

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Ralph A. Polcari, CPA		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike, Unit H Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	ralph@polcarico.com		

# 2019 APPROVAL CERTIFICATION

## Edison Housing Authority

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    July 1, 2019    **TO:**    June 30, 2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Edison Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 21st day of May, 2019.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Deborah Hurley		
Title:	Executive Director		
Address:	14 Rev. Samuel Carpenter Blvd Edison, NJ 08260		
Phone Number:	908-561-2525	Fax Number:	908-561-7517
E-mail address	dhurley@edisonha.org		

## INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.edisonha.org
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ The budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- ☒ The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Deborah Hurley

Title of Officer Certifying compliance

Executive Director

Signature

# 2019 HOUSING AUTHORITY BUDGET RESOLUTION

## Edison Housing Authority

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

WHEREAS, the Annual Budget and Capital Budget for the Edison Housing Authority for the fiscal year beginning, July 1, 2019 and ending, June 30, 2020 has been presented before the governing body of the Edison Housing Authority at its open public meeting of May 21, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,221,373, Total Appropriations, including any Accumulated Deficit if any, of \$6,202,564 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Edison Housing Authority, at an open public meeting held on May 21, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Edison Housing Authority for the fiscal year beginning, July 1, 2019 and ending, June 30, 2020 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Edison Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 18, 2019.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Carlos Sanchez  
Louis Mangione  
Raymond Koperwhats  
Barry Telesnick  
Kathryn Neal  
Walter Szoludko  
Christopher Mazauskas

# 2019 ADOPTION CERTIFICATION

## Edison Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Edison Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 18th day of, June 2020.

Officer's Signature:			
Name:	Deborah Hurley		
Title:	Executive Director		
Address:	14 Rev. Samuel Carpenter Blvd Edison, New Jersey 08260		
Phone Number:	908-561-2525	Fax Number:	908-561-7517
E-mail address	dhurley@edisonha.org		

# 2019 ADOPTED BUDGET RESOLUTION

## Edison Housing Authority

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Edison Housing Authority for the fiscal year beginning July 1, 2019 and ending, June 30, 2020 has been presented for adoption before the governing body of the Edison Housing Authority at its open public meeting of June 18, 2019; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$6,221,373, Total Appropriations, including any Accumulated Deficit, if any, of \$6,202,564 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Edison Housing Authority, at an open public meeting held on June 18, 2019 that the Annual Budget and Capital Budget/Program of the Edison Housing Authority for the fiscal year beginning, July 1, 2019 and, ending, June 30, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body

Member:

Carlos Sanchez

Louis Mangione

Raymond Koperwhats

Barry Telesnick

Kathryn Neal

Walter Szoludko

Christopher Mazauskas

Recorded Vote

Aye

Nay

Abstain

Absent



# **2019 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Edison Housing Authority

### AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

*Answer all questions below. Attach additional pages and schedules as needed.*

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

*Budgeted revenues are anticipated to be adequate to cover projected expenses for the budget year ended June 30, 2020, resulting in a moderate budget surplus from operations of \$18,809. Anticipated revenues total \$6,221,373; an increase of \$504,993 (8.8%) as compared to the prior year. Total appropriations budgeted for the fiscal year ended June 30, 2020 are \$6,202,564; an increase of \$489,935 (8.6%) versus the prior year.*

*Significant changes in budgeted revenues (variances of +/- 15%) are as follows:*

*HUD Operating Subsidy increased \$75,569, or 10.1%, due to additional budgeted funding of capital funds used for operations when compared to the prior budget.*

*HUD Voucher funding increased \$788,100, or 27.0%, to be in line with current HCV HUD funding levels.*

*Incoming Portable HAP revenue decreased \$496,000, or 95.4%, to be more in-line with actual results. The Authority absorbed the vast majority of their incoming ports.*

*Admin fee revenues received from HCV increased \$57,600, or 100%, due to changes in staffing. Oversight will be provided by the COCC and administrative fees will be paid.*

*Total other revenue decreased \$438,000, or 83.4%, primarily due to the HAP revenues mentioned above.*

*Significant changes in budgeted expenses (variances of +/- 15%) are as follows:*

*Administrative fringe benefits increased \$61,652, or 31.7%, to be more in-line with actual results. The prior year budget number was too low.*

*Miscellaneous administrative expenses increased \$70,100, or 62.3%, to more accurately reflect the Authority's actual anticipated expenditures. In addition, the HCV portion now includes the administrative fees paid to the COCC.*

*Maintenance salaries and wages decreased \$51,252, or 24.5%, because the Authority has fewer full time employees.*

*Tenant services expenses increased \$14,200, or +100.0%, as the Authority now does more for its tenants – newsletters, tenant gatherings, etc.*

*PILOT expense decreased \$10,645, or 26.0%, because there was an error in the prior year calculation.*

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.

*The proposed annual budget will have no significant impact on rents or service fees charged. Rental income is set by federal regulations at 30% of adjusted tenant income. As previously discussed, other increased or decreases in budget revenue are primarily a result in changes in HUD's level of subsidy funding. As a result, the proposed budget will not significantly impact the housing authority's financial statements.*

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

*The local / regional economy is weak, but stable. The effects of the economy have been considered in projecting tenant income and resulting rental income and housing assistance payments expense in the public housing and housing choice voucher programs. Thus, the state of the local / regional economy does not have a significant impact on the proposed budget.*

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

*N/A*

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

*Under federal, state, and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make payments in lieu of taxes (PILOT) for the low-income housing program in accordance with the provision of its Cooperation Agreement with the City of Edison. Under the Cooperation Agreement, the Authority must pay the municipality the lesser of 10% of its net shelter rent or the approximate full real property taxes.*

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68, 45 )

*This authority, excluding the discretely presented component unit, has accunnulated deficit of \$24,694 per the most recent audited financial statements. The Authority does not anticipate a deficit in the proposed budget. The deficit in unrestricted net position is the direct result of GASB 45 OPEB and GASB 68 pension liabilities. The Authority would require additional funding from HUD or a new revenue stream to eliminate this deficit.*

## HOUSING AUTHORITY CONTACT INFORMATION 2019

Please complete the following information regarding this Housing Authority. All information requested below must be completed.

<b>Name of Authority:</b>	Edison Housing Authority		
<b>Federal ID Number:</b>	22-6015626		
<b>Address:</b>	14 Rev. Samuel Carpenter Blvd		
<b>City, State, Zip:</b>	Edison	NJ	08820
<b>Phone: (ext.)</b>	(908)-561-2525	<b>Fax:</b>	(908)-561-7517

<b>Preparer's Name:</b>	Ralph A. Polcari, CPA		
<b>Preparer's Address:</b>	Polcari & Company, CPAs 2035 Hamburg Turnpike		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	ralph@polcarico.com		

<b>Chief Executive Officer:</b>	Deborah Hurley		
<b>Phone: (ext.)</b>	(908)-561-2525	<b>Fax:</b>	(908)-561-7517
<b>E-mail:</b>	dhurley@edisonha.org		

<b>Chief Financial Officer:</b>	Vacant		
<b>Phone: (ext.)</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Name of Auditor:</b>	Anthony Giampaolo		
<b>Name of Firm:</b>	Hymanson Parnes & Giampaolo		
<b>Address:</b>	467 Middletown Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	732-842-4551
<b>E-mail:</b>	hpgcpa@comcast.net		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Edison Housing Authority

FISCAL YEAR: FROM: July 1, 2018 TO: June 30, 2019

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 13
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018 )Transmittal of Wage and Tax Statements: \$652,404
- 3) Provide the number of regular voting members of the governing body: 8
- 4) Provide the number of alternate voting members of the governing body: None
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No *If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authority's procedures for all employees. The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increased granted during the fiscal year require Board approval, at which time an additional comparability analysis is performed. All employees are evaluated annually by their immediate supervisor and those evaluations are considered when determining compensation for the next fiscal year.*

- 11) Did the Authority pay for meals or catering during the current fiscal year? No *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
  - a. First class or charter travel No
  - b. Travel for companions No
  - c. Tax indemnification and gross-up payments No
  - d. Discretionary spending account No
  - e. Housing allowance or residence for personal use No
  - f. Payments for business use of personal residence No
  - g. Vehicle/auto allowance or vehicle for personal use No
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? *Yes. Under the housing authority's travel policy, staff and commissioners are given a standard per diem rate to cover meals and incidental expenses. That rate is consistent with rates paid to federal employees for daily subsistence. Airline and hotel costs are reimbursed to the employee after travel or paid directly by the housing authority prior to the date of travel if required. If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? *No. If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? *No. If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? *N/A. If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? *No. If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? *No. If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? *No. If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

**Edison Housing Authority**

**FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020**

*Complete the attached table for all persons required to be listed per #1-4 below.*

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Key employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

**Highest compensated employee:** One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019 Most recent available W-2 and 1099 should be used (2017 or 2018 Forms)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.



Edison Housing Authority  
Travel Expense Details  
FYE June 30, 2018

Annual Mileage	Edison, NJ	Various	C. Sanchez	\$ 250
Annual Mileage	Edison, NJ	Various	K. Neal	250
Annual Mileage	Edison, NJ	Various	W. Szoludko	250
Annual Mileage	Edison, NJ	Various	B. Telesnick	250
Annual Mileage	Edison, NJ	Various	R. Koperwhats	275
Annual Mileage	Edison, NJ	Various	R. Cruz	275
Annual Mileage	Edison, NJ	Various	C. Mazauskas	225
				<u>1,775</u>
NJAHRA	Atlantic City, NJ	September 2017	W. Szoludko	979
NJAHRA	Atlantic City, NJ	September 2017	B. Telesnick	979
NJAHRA	Atlantic City, NJ	September 2017	M. Cook	979
NJAHRA	Atlantic City, NJ	September 2017	R. Cruz	979
NJAHRA	Atlantic City, NJ	September 2017	V. Long	979
NJAHRA	Atlantic City, NJ	September 2017	T. Sow	979
NJAHRA	Atlantic City, NJ	September 2017	M. Webb	979
NJAHRA	Atlantic City, NJ	September 2017	M. Thorne	979
				<u>7,834</u>
NJHANRO	Atlantic City, NJ	November 2017	C. Mazauskas	687
NJHANRO	Atlantic City, NJ	November 2017	C. Sanchez	687
NJHANRO	Atlantic City, NJ	November 2017	R. Cruz	687
NJHANRO	Atlantic City, NJ	November 2017	V. Long	687
NJHANRO	Atlantic City, NJ	November 2017	R. Koperwhats	687
NJHANRO	Atlantic City, NJ	November 2017	M. Cook	687
				<u>4,123</u>
				<u><u>\$ 13,733</u></u>

# Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

Edison Housing Authority

For the Period July 1, 2019 to June 30, 2020

Reportable Compensation from Authority (W-2/ 1099)

Reportable Compensation from Authority (W-2/ 1099)																		
Position			Highest Compensated Employee				Former				Average Hours per Week Dedicated to Position		Title		Name		Total Compensation	
Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee							
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Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee							
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Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee							
Commissioner			Officer				Key Employee				Employee				</			

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

# Schedule of Health Benefits - Detailed Cost Analysis

Edison Housing Authority  
For the Period July 1, 2019 to June 30, 2020

	# of Covered Members	Annual Cost Estimate per Employee	Total Cost Estimate	# of Covered Members	Annual Cost per Employee	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	(Medical & Rx) Proposed Budget	Employee Proposed Budget	Proposed Budget	(Medical & Rx) Current Year	per Employee Current Year			
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	1	\$ 12,086	\$ 12,086			\$ -	\$ 12,086	#DIV/0!
Parent & Child	3	21,634	64,902	3	21,232	63,695	1,207	1.9%
Employee & Spouse (or Partner)	2	23,410	46,820	2	23,097	46,194	626	1.4%
Family	4	33,720	134,880	5	33,093	165,464	(30,584)	-18.5%
Employee Cost Sharing Contribution (enter as negative - )			(30,500)			(28,500)	(2,000)	7.0%
Subtotal	10		228,188	10		246,853	(18,665)	-7.6%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	1	3,972	3,972	1	6,304	6,304	(2,332)	-37.0%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!
Subtotal	1		3,972	1		6,304	(2,332)	-37.0%
<b>GRAND TOTAL</b>								
	11	\$ 232,160	\$ 232,160	11		\$ 253,157	\$ (20,997)	-8.3%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Yes	Yes or No
Yes	Yes or No

**Note: Remember to Enter an amount in rows for Employee Cost Sharing**

## Edison Housing Authority

July 1, 2019

June 30, 2020

**Legal Basis for Benefit**  
**(check applicable items)**

**Total liability for accumulated compensated absences at beginning of current year \$**

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HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON  
ACCRUED COMPENSATED ABSENCES  
FYE JUNE 30, 2018

EMPLOYEE	UNUSED VACATION HOURS	UNUSED SICK HOURS	HOURLY RATE OF PAY	ACCRUED VACATION PAY	ACCRUED SICK PAY	PUBLIC HOUSING BY AMP		
						COCC	REH	JCE
Dimayuga, Eduardo	48.06	9.10	30.23	\$ 726	\$ 275	\$ -	\$ 501	\$ 501
Geva, Antonio	143.50	199.50	23.12	\$ 1,659	\$ 4,612	\$ -	\$ 3,136	\$ 3,136
Kubacka, Jolanta	13.50	-	22.25	\$ 150	\$ -	\$ -	\$ -	\$ 150
Kelly, Kathleen	40.00	38.50	16.64	\$ 333	\$ 641	\$ 973	\$ -	\$ -
Lopez, Nestor	133.00	68.75	22.25	\$ 1,480	\$ 1,530	\$ -	\$ 1,505	\$ 1,505
Silva, Jocelyn	105.00	43.50	26.37	\$ 1,384	\$ 1,147	\$ 2,532	\$ -	\$ -
Sow, Tabitha	-	-	16.89	\$ -	\$ -	\$ -	\$ -	\$ -
Webb, Marc	63.50	329.50	23.85	\$ 757	\$ 7,859	\$ -	\$ 4,308	\$ 4,308

PUBLIC HOUSING BY AMP	\$ 3,505	\$ 5,219	\$ 9,559
TOTAL	\$ 3,505	\$ 5,219	\$ 9,559

Long, Veronica	126.50	158.00	24.00	\$ 1,518	\$ 3,792
Thorne, Michelle	149.25	132.75	24.00	\$ 1,791	\$ 3,186

Subtotal	\$ 3,310	\$ 4,984	\$ 8,294
TOTAL	\$ 3,310	\$ 4,984	\$ 8,294

Accrued Compensation	\$ 2,428	\$ 1,107	\$ 3,534
Non-Current Portion	\$ 21,851	\$ 9,967	\$ 31,818
TOTAL	\$ 24,278	\$ 11,074	\$ 35,352

	PHA	VOUCHER		TOTAL
		TB	TB	
Current Portion	\$ 2,428	\$ 1,107	TB	\$ 3,534
Non- Current Portion	\$ 21,851	\$ 9,967	TB	\$ 31,818
	\$ 24,278	\$ 11,074		\$ 35,352

Per employment contract, the Executive Director shall receive the lesser of 120 days value or \$7,500 for unused sick time.  
The Executive Director (M. Cook) was paid out during the FYE 6/30/18.

For the Period  
July 1, 2019  
Edison Housing Authority  
to  
June 30, 2020

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

[illegible]

**If No Shared Services X this Box**

# **2019 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

For the Period July 1, 2019 to June 30, 2020 Edison Housing Authority

	FY 2020 Proposed Budget					FY 2019 Adopted Budget	Total All Operations	FY 2019 Adopted Budget	Total All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations							
REVENUES												
Total Operating Revenues	\$ 1,564,748	\$ -	\$ 3,732,000	\$ 525	\$ 5,297,273	\$ 4,873,028	\$ 4,873,028	\$ 424,245	8.7%			
Total Non-Operating Revenues	200	-	1,700	922,200	924,100	843,352	843,352	80,748	9.6%			
Total Anticipated Revenues	1,564,948	-	3,733,700	922,725	6,221,373	5,716,380	5,716,380	504,993	8.8%			
APPROPRIATIONS												
Total Administration	564,908	-	289,053	71,570	925,532	763,092	763,092	162,440	21.3%			
Total Cost of Providing Services	953,032	-	3,444,000	880,000	5,277,032	4,949,537	4,949,537	327,495	6.6%			
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	-	#DIV/0!			
Total Operating Appropriations	1,517,941	-	3,733,053	951,570	6,202,564	5,712,629	5,712,629	489,935	8.6%			
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	-	#DIV/0!			
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!			
Total Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!			
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!			
Total Appropriations and Accumulated Deficit	1,517,941	-	3,733,053	951,570	6,202,564	5,712,629	5,712,629	489,935	8.6%			
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!			
Net Total Appropriations	1,517,941	-	3,733,053	951,570	6,202,564	5,712,629	5,712,629	489,935	8.6%			
ANTICIPATED SURPLUS (DEFICIT)	\$ 47,007	\$ -	\$ 647	\$ (28,845)	\$ 18,809	\$ 3,751	\$ 3,751	\$ 15,058	401.4%			



**Edison Housing Authority**

For the Period      July 1, 2019                      to                      June 30, 2020

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# Prior Year Adopted Revenue Schedule

Edison Housing Authority

## FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	670140				670,140
Excess Utilities					-
Non-Dwelling Rental	8500				8,500
HUD Operating Subsidy	749363				749,363
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2919900		2,919,900
Total Rental Fees	1,428,003	-	2,919,900	-	4,347,903
<i>Other Revenue (List)</i>					
Incoming Portability HAP			520000		520,000
Other Tenant Charges	4600				4,600
Management Fees				525	525
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	4,600	-	520,000	525	525,125
Total Operating Revenues	1,432,603	-	3,439,900	525	4,873,028
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Shelter Plus Care				838,852	838,852
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	838,852	838,852
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	2,500			2,000	4,500
Penalties					-
Other					-
Total Interest	2,500	-	-	2,000	4,500
Total Non-Operating Revenues	2,500	-	-	840,852	843,352
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 1,435,103</b>	<b>\$ -</b>	<b>\$ 3,439,900</b>	<b>\$ 841,377</b>	<b>\$ 5,716,380</b>

# Appropriations Schedule

Edison Housing Authority  
For the Period July 1, 2019 to June 30, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations All Operations
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	275,308		84,517	34,285	\$ 394,110	\$ 360,222	\$ 33,888 9.4%
Fringe Benefits	178,950		54,936	22,285	256,172	194,520	61,652 31.7%
Legal	20,000		8,000		28,000	31,000	(3,000) -9.7%
Staff Training	5,850		5,000		10,850	12,000	(1,150) -9.6%
Travel	4,700		5,000		9,700	10,750	(1,050) -9.8%
Accounting Fees	34,100				34,100	31,200	2,900 9.3%
Auditing Fees	6,000		4,000		10,000	10,900	(900) -8.3%
Miscellaneous Administration*	40,000		127,600	15,000	182,600	112,500	70,100 62.3%
Total Administration	564,908	-	289,053	71,570	925,532	763,092	162,440 21.3%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	158,055				158,055	209,307	(51,252) -24.5%
Salary & Wages - Protective Services					-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	#DIV/0!
Fringe Benefits	102,736				102,736	113,026	(10,290) -9.1%
Tenant Services	15,000				15,000	800	14,200 1775.0%
Utilities	365,000				365,000	340,000	25,000 7.4%
Maintenance & Operation	210,000				210,000	195,000	15,000 7.7%
Protective Services					-	-	#DIV/0!
Insurance	65,000				65,000	72,000	(7,000) -9.7%
Payment in Lieu of Taxes (PILOT)	30,292				30,292	40,936	(10,645) -26.0%
Terminal Leave Payments					-	-	#DIV/0!
Collection Losses	6,950				6,950	7,700	(750) -9.7%
Other General Expense					-	-	#DIV/0!
Rents			3,444,000	880,000	4,324,000	3,970,768	353,232 8.9%
Extraordinary Maintenance					-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	#DIV/0!
Property Betterment/Additions					-	-	#DIV/0!
Miscellaneous COPS*					-	-	#DIV/0!
Total Cost of Providing Services	953,032	-	3,444,000	880,000	5,277,032	4,949,537	327,495 6.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	1,517,941	-	3,733,053	951,570	6,202,564	5,712,629	489,935 8.6%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	#DIV/0!
Municipality/County Appropriation					-	-	#DIV/0!
Other Reserves					-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	1,517,941	-	3,733,053	951,570	6,202,564	5,712,629	489,935 8.6%
ACCUMULATED DEFICIT					-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,517,941	-	3,733,053	951,570	6,202,564	5,712,629	489,935 8.6%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 1,517,941	\$ -	\$ 3,733,053	\$ 951,570	\$ 6,202,564	\$ 5,712,629	\$ 489,935 8.6%

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 75,897.03 \$ - \$ 186,652.65 \$ 47,578.51 \$ 310,128.19

# Prior Year Adopted Appropriations Schedule

Edison Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	240,961		88,967	30,294	\$ 360,222
Fringe Benefits	130,119		48,042	16,359	194,520
Legal	23,000		8,000		31,000
Staff Training	6,000		6,000		12,000
Travel	4,750		6,000		10,750
Accounting Fees	31,200				31,200
Auditing Fees	6,400		4,500		10,900
Miscellaneous Administration*	7,500		85,000	20,000	112,500
Total Administration	449,930	-	246,509	66,653	763,092
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	209,307				209,307
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	113,026				113,026
Tenant Services				800	800
Utilities	340,000				340,000
Maintenance & Operation	195,000				195,000
Protective Services					-
Insurance	72,000				72,000
Payment in Lieu of Taxes (PILOT)	40,936				40,936
Terminal Leave Payments					-
Collection Losses	7,700				7,700
Other General Expense					-
Rents			3,171,916	798,852	3,970,768
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	977,969	-	3,171,916	799,652	4,949,537
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-
Total Operating Appropriations	1,427,899	-	3,418,425	866,305	5,712,629
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>1,427,899</b>	<b>-</b>	<b>3,418,425</b>	<b>866,305</b>	<b>5,712,629</b>
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>1,427,899</b>	<b>-</b>	<b>3,418,425</b>	<b>866,305</b>	<b>5,712,629</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 1,427,899</b>	<b>\$ -</b>	<b>\$ 3,418,425</b>	<b>\$ 866,305</b>	<b>\$ 5,712,629</b>

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 71,394.95 \$ - \$ 170,921.26 \$ 43,315.24 \$ 285,631.45

# Debt Service Schedule - Principal

Edison Housing Authority

If Authority has no debt X this box

☐

	Fiscal Year Ending in							Total Principal Outstanding
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter
CFP Leveraging	\$ 50,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 145,000
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
TOTAL PRINCIPAL	50,000	50,000	55,000	60,000	60,000	65,000	65,000	145,000
LESS: HUD SUBSIDY	50,000	50,000	55,000	60,000	60,000	65,000	65,000	145,000
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

If no Rating type in Not Applicable

# Debt Service Schedule - Interest

Edison Housing Authority

If Authority has no debt X this box

☐

	Fiscal Year Ending in					
	Proposed Budget Year 2020	2021	2022	2023	2024	2025
CFP Leveraging	24,880	22,380	19,630	16,645	13,660	10,424
Type in Issue Name						
Type in Issue Name						
Type in Issue Name						
TOTAL INTEREST	24,880	22,380	19,630	16,645	13,660	10,424
LESS: HUD SUBSIDY	24,880	22,380	19,630	16,645	13,660	10,424
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Edison Housing Authority

For the Period July 1, 2019 to June 30, 2020

## FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ (327,699)	\$ -	\$ (306,341)	\$ 609,346	\$ (24,694)
Less: Invested in Capital Assets, Net of Related Debt (1)	2,910,934				2,910,934
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(3,238,633)	-	(306,341)	609,346	(2,935,628)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	1,626,886		16,434		1,643,320
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,131,581		629,054		2,760,635
Plus: Estimated Income (Loss) on Current Year Operations (2)	47,007		647	(28,845)	18,809
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	566,841	-	339,794	580,501	1,487,136
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 566,841	\$ -	\$ 339,794	\$ 580,501	\$ 1,487,136

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

\$ 75,897 \$ - \$ 186,653 \$ 47,579 \$ 310,128

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019  
EDISON  
HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM



# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## Edison Housing Authority

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

☒ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Edison Housing Authority, on the 21st day of May, 2019.

OR

☐ It is hereby certified that the governing body of the \_\_\_\_\_ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_

Officer's Signature:			
Name:	Deborah Hurley		
Title:	Executive Director		
Address:	14. Rev. Samuel Carpenter Blvd. Edison, NJ 08820		
Phone Number:	(908)-561-2525	Fax Number:	(908)561-7517
E-mail address	dhurley@edisonha.org		

## 2019 CAPITAL BUDGET/PROGRAM MESSAGE

### Edison Housing Authority

FISCAL YEAR: FROM:

TO:

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority? *Yes – reviewed and approved by municipal government and residents of the developments affected.*
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated? *Yes. The capital projects have been developed in conjunction with the Authority's Capital Fund Program, a comprehensive program considering the capital needs of all its projects.*
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment? *In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.*
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives. *N/A*
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules. *As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.*
6. Have the projects been reviewed and approved by HUD? *Yes, all capital fund budgets have been approved by HUD.*

*Add additional sheets if necessary.*

# Proposed Capital Budget

Edison Housing Authority  
For the Period July 1, 2019 to June 30, 2020

## Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Electrical Upgrades	\$ 150,000				\$ 150,000	
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	150,000	-	-	-	150,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

## 5 Year Capital Improvement Plan

Edison Housing Authority  
For the Period July 1, 2019 to June 30, 2020

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2020	2021	2022	2023	2024	2025
<i>Public Housing Management</i>							
Electrical Upgrades	\$ 150,000	\$ 150,000					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	150,000	150,000	-	-	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.*

## 5 Year Capital Improvement Plan Funding Sources

Edison Housing Authority  
For the Period July 1, 2019 to June 30, 2020

### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Electrical Upgrades	\$ 150,000				\$ 150,000	
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	150,000	-	-	-	150,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 150,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

**RESOLUTION # 2-5-19**

**TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE HOUSING  
AUTHORITY OF THE TOWNSHIP OF EDISON BUDGET FOR THE FISCAL PERIOD  
JULY 1, 2019 TO JUNE 30, 2020**

WHEREAS, the regulatory deadline for introduction of the Authority's budget (May 1) is 2 months prior to the beginning of the Authority's fiscal year (July 1), and

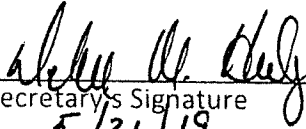
WHEREAS, the Authority's budget projections are substantially affected by HUD's Operating Subsidy Calculation and Formulas and,

WHEREAS, changes and uncertainties in HUD's Annual Appropriations Bill required the Authority to take additional time in estimating its calendar year 2019 and 2020 operating subsidy amounts, and

WHEREAS, said Housing Authority Budgets are now ready for introduction,

NOW, THEREFORE BE IT RESOLVED. By the Commissioners of the Housing Authority of the Township of Edison as follows:

1. The above recitals are incorporated herein
2. The Board authorizes the late introduction and submission of the Housing Authority of the Township of Edison's budget for the fiscal year July 1, 2019 to June 30, 2020

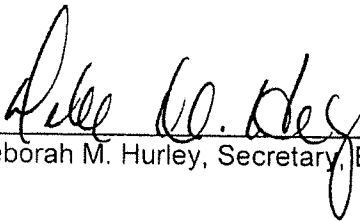
  
Secretary's Signature

5/21/19  
Date

Member	Recorded Vote			
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Carlos N. Sanchez	X			
Commissioner Christopher Mazauskas				X
Commissioner Barry Telesnick				X
Commissioner Kathryn Neal	X			
Commissioner Walter Szoludko	X			
Commissioner Ray Koperwhats	X			
Commissioner Louis Mangione, Jr.	X			

PASSED AND ADOPTED THE 21 day of May, 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  
May 21, 2019

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary, Executive Director

**RESOLUTION # 3-5-19**

**A RESOLUTION AUTHORIZING THE ELECTED OFFICERS OF THE EDISON HOUSING AUTHORITY TO BE SIGNATURES OF CHECKS**

WHEREAS, the Commissioners of the Edison Housing Authority authorizes the elected officers to be signatures of checks.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 3-5-19 shall be approved.

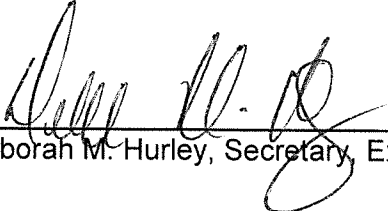
MOVED: Commissioner Ray Koperwhats

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 N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of May, 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 May 21, 2019

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary, Executive Director





## **DIRECTOR OF PROPERTY MANAGEMENT**

### **Job Statement**

Director of Property Management will manage Robert Holmes Gardens and oversee the Public Housing Manager and its operation at Julius Engel Gardens for the Township of Edison Housing Authority. The position will assume all responsibilities associated with carrying out the mission and goals of the properties. In addition to being responsible for rent deposits, conducting annual renewals and maintaining weekly reporting of rents and deposits received at Robert Holmes Gardens and oversight of the same at Julius Engel Gardens. The position will require working closely with the Maintenance Team and the Executive Director of the Housing Authority.

### **Job Description**

#### **Objective A - Property Management**

1. Assist with the effective management of properties.
2. Maintain compliance with all funding and agency requirements.
3. Oversee both property waiting lists and certify potential tenants, conduct briefing and orientation sessions for Robert Holmes Gardens and oversee the process for Julius Engel Gardens.
4. Market units to applicants to ensure occupancy in a timely manner.
5. Collect rents, as required. Work with Property Manager and Accounting Department to post rents.
6. Prepare work orders for Robert Holmes Gardens, delinquent account statements, and notices for nonpayment of rent and other violations. Coordinate with Public Housing Manager the status of client accounts.
7. Receive and respond to tenant or applicant inquiries by phone or visit. Resolve problems, as able, and refer issues requiring field follow up to Technical Support Services, Services Staff, or Executive Director.
8. Prepare new leases and secure tenant signatures. Prepare re-certifications lease renewals, interim adjustments, and other documents. Perform beginning inspections as to condition prior to leasing and report to ensure that units are being maintained according to HUD required housing quality standards.
9. Keep legible records on each individual client. Document and report all issues that cannot be resolved and report to the Executive Director.
10. Maintain and update data on computer using PHA-Web and excel.
11. Recommend cases to the attorney and provide support in proceedings as necessary.
12. Ensure that our residents adhere to the lease and rules and regulations of the Edison Housing Authority, issue lease violations, serve appropriate notices for non-payment of rent or other charges and for criminal activity and smoking violations.
13. Respond to all lease violations in a timely manner.



## **DIRECTOR OF PROPERTY MANAGEMENT**

14. Be available for grievance meetings and eviction proceedings and act as a representative for the Housing Authority in a professional manner.
15. Meet with constables to lock out residents who have received court ordered eviction notices. Attend training and be prepared to handle situations that may arise due to eviction and lock out proceedings.
16. Perform regular housekeeping inspections, as required, by observed conditions and reports. Document and report all vacancies to the appropriate staff. Check and secure vacant units. Observe and report maintenance work orders upon request of tenants and staff.
17. Attend training, read appropriate publications, and confer with others in this field to stay knowledgeable of the changing federal regulations and policies.
18. Work closely and professionally with other public agencies and organizations that may be available for the betterment of our residents.

### **Objective B - Resident Retention**

1. Attend regular meetings to discuss needs of residents, service providers, and maintenance and review new and current policies and procedures.
2. Ensure maintenance repairs are handled satisfactorily by contacting residents with completed Service requests on a weekly basis.
3. Along with the Executive Director and Maintenance team regularly inspect Robert Holmes Gardens and Julius Engel Gardens grounds and community buildings. Contribute to the cleanliness and curb appeal of the community on an ongoing basis by picking up litter and addressing repairs.
4. Attend Resident Association meetings or other resident workshops and programs, as needed.
5. Promote, implement, and be involved in activities with the residents to provide secure housing and opportunities for residents' personal growth and development.
6. Consistently enforce community policies.

### **Objective C – Administrative**

1. Update required reports concerning rent collections, move out notices, lease violations, etc. Provide information to services staff and Public Housing Manager at Julius Engel.
2. Organize and file all applicable leases and paperwork.
3. Proof read all lease paperwork



## **DIRECTOR OF PROPERTY MANAGEMENT**

### **MINIMUM REQUIREMENTS:**

- a.) Must have a minimum of five years, plus full-time related experience, including property management or related administrative areas, real estate marketing, rent collections, leasing of units, and execution of lease.
- b.) Knowledge of public housing programs helpful, and the ability to work with low-income and special needs individuals.
- c.) Valid New Jersey Driver's License with ability to utilize personal vehicle to inspect properties and make trips to administrative offices.
- d.) Computer literate in excel, word, and knowledge of PHA-Web or Tenmast software program.
- e.) Must have a college degree, a master's degree is a plus.

### **KNOWLEDGE OF:**

- ☐ Housing Authority policies and procedures, particularly as they pertain to property management.
- ☐ Basic office practices, procedures, and equipment.
- ☐ Operation of the Housing Authority's computer system and software, specifically Tenmast and or PHAWeb.
- ☐ Basic English in order to communicate verbally and in writing.
- ☐ Mathematics sufficient to perform calculations required for summarizing rent collections, making deposits, and for rent adjustments.

### **ABILITY TO:**

- ☐ Maintain required records such as tenant files, vacancy reports, etc.
- ☐ Write and speak professionally.
- ☐ Work cooperatively with other agency staff and community officials.
- ☐ Work independently with minimal supervision.
- ☐ Present a professional and positive presence and attitude towards residents, staff and other organizations.

## RESOLUTION NO. 4-5-19

### RESOLUTION OF THE BOARD OF COMMISSIONERS ADOPTING A REVISED ORGANIZATIONAL CHART AND JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF PROPERTY MANAGEMENT

**WHEREAS**, the Executive Director has proposed a revision to the Edison Housing Authority's organizational chart to include the position of Director of Property Management as set forth on the attached revised organizational chart; and

**WHEREAS**, the Executive Director has created a job description for the Director of Property Management in the form attached hereto; and

**WHEREAS**, the Board of Commissioners has determined that it is appropriate to adopt the recommendations of the Executive Director with respect to the creation of the position of Director of Property Management;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Edison Housing Authority hereby approves an amendment to the Organizational Chart to include the position of Director of Property Management and the adoption of the job description for said position in the forms attached hereto.

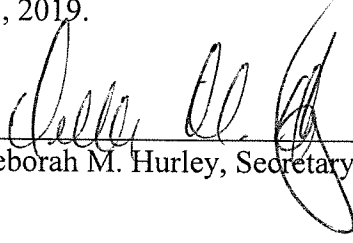
MOVED: Commissioner Kathryn Neal  
SECOND: Commissioner Walter Szoludko

	Ayes	Nays	Abstain	Absent
Commissioner Mangione, Jr.	x			
Commissioner Mazauskas				x
Commissioner Koperwhats	x			
Commissioner Neal	x			
Commissioner Telesnick				x
Commissioner Szoludko	x			
Commissioner N. Sanchez	x			

PASSED AND ADOPTED this 21st day of May, 2019.

I, Deborah M. Hurley, 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 May  
21, 2019.

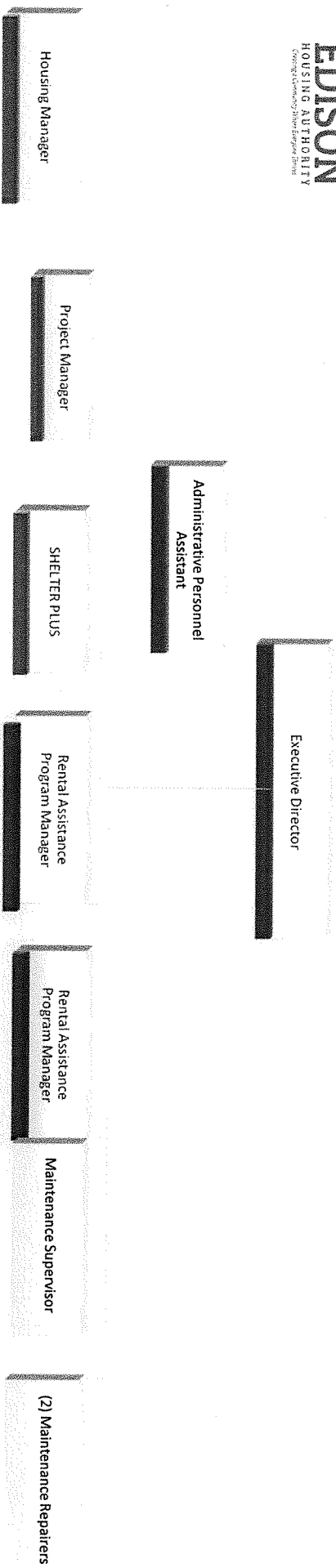


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Deborah M. Hurley, Secretary/E.D.

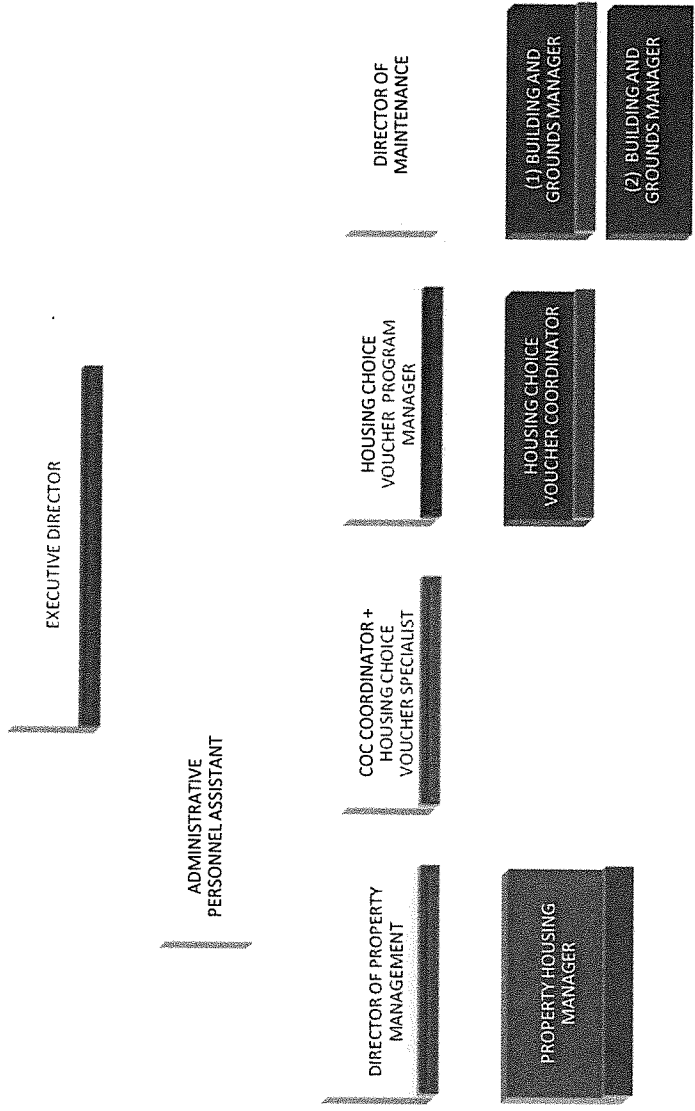


# ORGANIZATION CHART - PRESENT





# ORGANIZATION CHART – PROPOSED



## RESOLUTION NO. 5-5-19

### **RESOLUTION OF THE BOARD OF COMMISSIONERS AUTHORIZING SALARY INCREASES FOR EMPLOYEES FOR A TOTAL SUM NOT TO EXCEED \$37,500.00 IN AMOUNTS TO BE DETERMINED BY THE EXECUTIVE DIRECTOR BASED UPON HER PERFORMANCE EVALUATIONS**

**WHEREAS**, at the recommendation of labor counsel and the Executive Director, the Board of Commissioners has determined that it is appropriate to authorize salary increases for all employees (with the exception of the Executive Director) in a total sum of \$37,500 ; and

**WHEREAS**, the Executive Director is in the process of conducting performance evaluations for all employees; and

**WHEREAS**, upon completion of the performance evaluations it is appropriate for the Executive Director to determine and implement appropriate salary increases for employees (except for the Executive Director) not to exceed the aforesaid total sum of \$37,500.00; and

**WHEREAS**, the Executive Director shall submit the proposed increases to the Personnel Committee for review.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Edison Housing Authority hereby authorizes the Executive Director to establish and implement salary increases for employees (except the Executive Director) for a total sum not to exceed \$37,500.00 in amounts to be determined by the Executive Director based upon her performance evaluations.

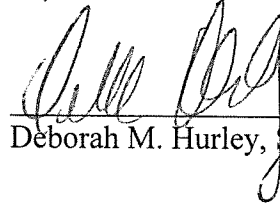
MOVED: Commissioner Walter Szoludko  
SECOND: Commissioner Kathryn Neal

	Ayes	Nays	Abstain	Absent
Commissioner Mangione, Jr.	x			
Commissioner Mazauskas				x
Commissioner Koperwhats	x			
Commissioner Neal	x			
Commissioner Telesnick				x
Commissioner Szoludko	x			
Commissioner N. Sanchez	x			

PASSED AND ADOPTED this 21st day of May, 2019.



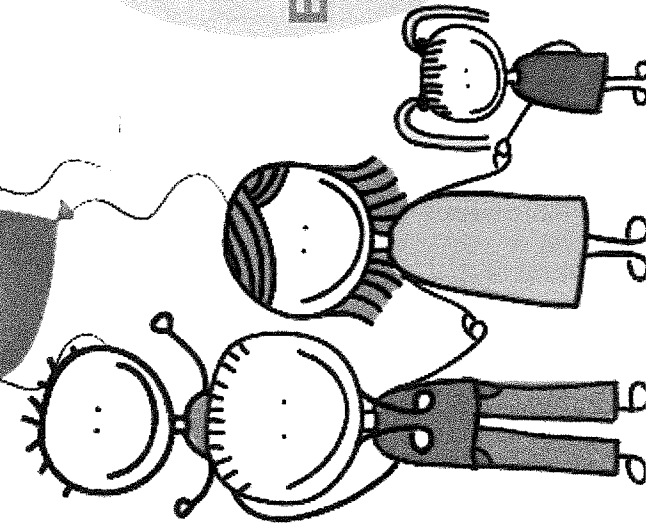
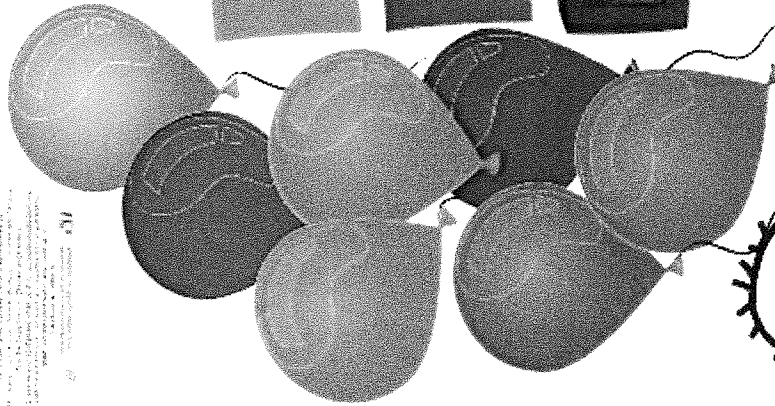
I, Deborah M. Hurley, Secretary to the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting held on May 21, 2019.

A handwritten signature in black ink, appearing to read "Deborah M. Hurley", is written over a horizontal line.

Deborah M. Hurley, Secretary/E.D.

Mobile Family Success Center of Middlesex County and Edison  
Housing Authority will host a:

# FAMILY FUN DAY



Saturday, July 13th

2019

11.00 am - 3.00pm

Edison House Authority

14 Reverland Samuel

Carpenter Blvd.

Edison, NJ

Join us and bring the  
kids to enjoy a day at  
our **FREE Family Fun**  
Day with outdoor  
games, refreshments,  
providers, raffles,  
music & more...

Register at

[https://familyfunday-  
mfsc.eventbrite.com](https://familyfunday-mfsc.eventbrite.com)













