

EDISON HOUSING AUTHORITY

Regular Meeting

October 15, 2019

6:00 PM

Robert E. Holmes Gardens (North)
14 Rev. Samuel Carpenter Blvd.
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 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 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 September 24, 2019 Regular Meeting Minutes
6. Resolutions:
 - 1-10-2019 Resolution to approve vouchers for payment of invoices in the amount of \$63,457.94
 - 2-10-2019 Resolution to Adopt the Edison Housing Authority Fiscal Year 2019-2020
Approved budget by the Department of Community Affairs, Presented by Accountant, Tony Polcari, Polcari & Polcari
 - 3-10-2019 Resolution to approve staff and commissioners to travel to NJNAHRO Annual Fall Conference Nov. 18, 2019 - Nov. 21, 2019, Tropicana Casino & Resort, Atlantic City, NJ
7. Old Business:
 - a.) Condominium Update
 - b.) Property Update
8. New Business:
 - a.) Financial Review
 - b.) Programming
 - c.) RFP's

EDISON HOUSING AUTHORITY
Regular Meeting
October 15, 2019
6:00 PM
Robert E. Holmes Gardens (North)
14 Rev. Samuel Carpenter Blvd.
Edison, New Jersey

9. Public Portion

10. Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

September 24, 2019

**6:00 pm
MINUTES**

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

Adequate notice of this Meeting as required by the Open Public Meetings Act has been provided in the following: On January 9, 2019 a notice providing the date, time, and location for the meeting was submitted to the Home News Tribune and Star Ledger. Said notice was published on January 12, 2019 in the Home News Tribune and on January 14th, 2019 published in the Star Ledger. In addition, a notice was posted on both the Edison Housing Authority website and designated bulletin boards, filed with the township clerk and posted in the main lobby of the municipal complex.

Roll call

In attendance: Chairman Carlos Sanchez, Commissioner Louis Mangione, Jr., Commissioner Kathryn Neal, Commissioner Raymond Koperwhats, Commissioner Walter Szoludko

Excused Absence: Commissioner Chris Mazauskas, Commissioner Barry Telesnick, Attorney, Terrence Corriston.

Chairman N. Sanchez recommended a *Motion* to move into Closed Session to discuss the renewal of the Executive Director's contract:

Motion: Commissioner Kathryn Neal

Second: Commissioner Raymond Koperwhats

Approved as follows:

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

Chairman N. Sanchez recommended a Motion to move back into Open Public Meeting:

Motion: Commissioner Ray Koperwhats

Second: Commissioner Kathryn Neal

Approved as follows:

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

Motion to approve the minutes of July 16, 2019 Board Meeting

Motion: Commissioner Kathryn Neal

Second: Commissioner Walter Szoludko

Discussion: Chairman N. Sanchez asked if there were any questions. 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 Sanchez	x			

Resolution 1-9-2019 to authorize and approve Vouchers for Business in the amount of \$202,958.18

Motion: Commissioner Kathryn Neal

Second: Commissioner Raymond Koperwhats

Discussion

Chairman N. Sanchez allowed for discussion. Commissioner Raymond Koperwhats brought attention to the company used to repair the pipes, as the heating pipes remain a concern for the housing authority. Members of the board had no pressing questions overall with the bills, since the invoices reflected a combined period of several months. Deborah Hurley, Executive Director

indicated that a system has been implemented to review bills with key personnel. In addition, Housekeeping Inspections are now being conducted, as a result there may be an increase in bills for repairs. Chairman N. Sanchez stated that it will be important for the Exec. Director to assess and evaluate the need for additional maintenance staff vs. sourcing contractors for services.

Motion to approve **Resolution 1-9-2019 for \$202,958.18:**
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 2-9-2019 is to renew the Contract of the Executive Director of the Edison Housing Authority with an amendment to extend the contract for a (2) year period with the proposed contract remaining the same.

Motion: Commissioner Kathryn Neal
Second: Commissioner Lou Mangione, Jr.

Approved Resolution 2-9-2019 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			

Executive Director Report

Old Business:

- a.) Streamline:** A meeting took place in August that included HUD Reps., Account Tony Polcari, the Executive Director and Chairman N. Sanchez. It has been concluded that more research needs to be done before moving forward with the process.
- b.) Condominiums:** The two units are vacant and renovation work will be completed in October and ready to be occupied in November.

c.) Report from Commissioner Koperwhats: Congratulated the Executive Director on serving on the Membership Committee for PHADA. In addition, the commissioner expressed that the township has assured him that the roads are still on the schedule and will be done shortly. Chairman N. Sanchez and commissioners applauded Commissioner Koperwhats for his tenacious efforts.

New Business:

Property Management: Housekeeping Inspections have been implemented.

REAC: The physical inspection took place this summer and the number will be released shortly.

Enforcing Policies: Evictions will be enforced if you are not paying your rent; if you are not keeping your home in good condition; if you continue to smoke in your home; if drugs are discovered or misconduct has occurred that disturbs or threatens the community.

Correspondences: Two letters are being drafted to families. One introducing the residents to the new staff restructure. The second letter is to reinforce the importance of adhering to HUD's policies and procedures. A fee list will be implemented for residents having repairs done that have already been addressed.

Resident Incidents: A banned list has been implemented. Dennis Thomas has been placed on the list and has been served a "no trespass" letter. The police department has begun to enforce our policy.

Julius Engle Gardens: Assault with a weapon occurred at Julius Engel. A letter to cease was served within the week. The Township of Edison is aware of the incident and is monitoring the situation.

Robert E. Holmes Gardens: Incident of a tenant subletting a unit was discovered as a result of the Housekeeping Inspection; and a tenant had an incident where a house guest gun grazed a resident presiding in the adjacent unit.

Affordable Housing Development Corp: Members of the committee met during the summer and elected officers. A firm has been identified to serve as counsel and the committee reviewed the financials. The next meeting will take place in October.

Staff Hire: As a result of the staff reorganization, we hired a person who is fluent in spanish for the House Choice Voucher Program Coordinator position. The resume was attached.

Programming: During the summer there was Summer Lunch Program. On average 20 children attended daily. The program ran June – August. There was a Back to School Event held in August. We distributed more than two hundred book bags and supplies. Two School Principals were in attendance to meet the parents and children.

Public:

Adjournment:

Motion: Commissioner Walter Szoludko

Second: Commissioner Ray Koperwhats

Adjourned Unanimously at 8:15 PM

Deborah M. Hurley, Secretary, Executive Director

Vendor Name	Check Date	Check Number	Total Amount	Description
EXXONMOBIL BUSINESS	09/25/2019	0000002055	108.10	GAS FUEL FOR PICK UP & JEEP - SEPT 2019
GUY M. JENSEN	09/25/2019	0000002056	75.00	LOCK OUT FEE - ZAPHRIA EDWARDS
HOME NEWS & TRIBUNE	09/25/2019	0000002057	40.72	PUBLICATION FOR RESCHEDULED BOARD MEETING FOR SEPT 2019
JOCELYN SILVA	09/25/2019	0000002058	83.65	REIMB FOR BOARD MEETING REFRESHMENTS 9/24/19
CIT	09/30/2019	0000002059	258.78	TELEPHONE SYSTEM LEASE AND MAINTENANCE - OCTOBER 2019
CPR RESTORATION AND CLEANING, INC.	09/30/2019	0000002060	8750.00	ASBESTOS ABATEMENT APT E6 (MARY GAYNOR'S APT)
DE LAGE LANDEN FINANCIAL SERVICES	09/30/2019	0000002061	366.37	REH COPIER LEASE - 9/15/19-10/14/19
DE LAGE LANDEN FINANCIAL SERVICES	09/30/2019	0000002061	187.46	JEG COPIER LEASE 9/15/19-10/14/19
ELIZABETHTOWN GAS	09/30/2019	0000002062	8.19	JEG GAS 8/20/19-9/19/19
ELIZABETHTOWN GAS	09/30/2019	0000002062	21.92	REH GAS 8/21/19-9/20/19
ELIZABETHTOWN GAS	09/30/2019	0000002062	571.46	REH GAS 8/20/19-9/19/19
MIDDLESEX WATER CO	09/30/2019	0000002063	2893.44	JEG WATER USAGE 8/14/19-9/16/19
OPTIMUM	09/30/2019	0000002064	98.10	JEG INTERNET SERVICE PROVIDER 9/22/19-10/21/19
PHOENIX SPECIALTIES, LLC	09/30/2019	0000002065	25.00	APT 2A KITCHEN CABINET & LAZY SUSAN DOOR HINGE
PSE&G CO. (GAS & ELECTRIC)	09/30/2019	0000002066	1596.23	JEG GAS & ELECTRIC 8/20/19-9/18/19
RUTGERS CENTER FOR GOVERNMENT SERVICES	09/30/2019	0000002067	377.00	CARLOS SANCHEZ REGISTRATION FOR PRINCIPLES OF REDEVELOPMENT 11/23/19, NEGOTIATING REDEVELOPER AGREEMENT 12/7/19
RUTGERS CENTER FOR GOVERNMENT SERVICES	09/30/2019	0000002067	243.00	MICHELLE THORNE'S REGISTRATION FOR PROCUREMENT & CONTRACT MANAGEMENT FOR EXECUTIVE DIRECTOR 11/14/19

STANDARD WASTE SERVICES	09/30/2019	0000002068	219.60	REH GARBAGE - 30 YD ROLL OFF + TONS DISPOSAL CHARGE 9/18/19
OPTIMUM	09/30/2019	0000002069	133.05	REH INTERNET SERVICE PROVIDER
AB UNIVERSAL MESSAGING	10/11/2019	0000002070	97.44	9/22/19-10/21/19
ACME WINDOWS	10/11/2019	0000002071	680.00	ANSWERING SERVICE - OCTOBER 2019
AFLAC	10/11/2019	0000002072	194.84	24 PCS 15" WINDOW BALANCES & 10 PCS 13" WINDOW BALANCES
BRESLIN AND BRESLIN, P.A.	10/11/2019	0000002073	932.00	INSURANCE PREMIUMS - SEPTEMBER 2019
BROTHERS LOCK & SAFE, INC.	10/11/2019	0000002074	52.00	15 EVICTION FILING & 5 WARRANTS OF REMOVAL
RAUL BYLANDER	10/11/2019	0000002075	650.00	REH DUPLICATE KEYS
CORBETT EXTERMINATING, INC.	10/11/2019	0000002076	423.50	APT 4B SANDING & REFINISHING FLOORS
CORBETT EXTERMINATING, INC.	10/11/2019	0000002076	60.14	MONTHLY CEMIT TREATMENT, APT 7B
CORBETT EXTERMINATING, INC.	10/11/2019	0000002076	730.00	BED BUG INSPECTION, APT 6F BEE TREATMENT
D' ONOFRIO & SON, INC.	10/11/2019	0000002076	2731.24	APT M1 CEMIT TREATMENT 9/16/19
DE LAGE LANDEN FINANCIAL SERVICES	10/11/2019	0000002077	366.37	APT 7B BED BIG TREATMENT, VISUAL BEDBUG INSPECTION
DE LAGE LANDEN FINANCIAL SERVICES	10/11/2019	0000002078	187.46	APT 1E, 1B, 12E, 7E, 12A, CEMIT TREATMENT APT 5B, 1F, 1B, 1A, 11A
EAW SECURITY	10/11/2019	0000002079	1360.00	JEG & REH MONTHLY LAWN MAINTENANCE - SEPTEMBER 2019
EDISON PLUMBING	10/11/2019	0000002080	240.00	REH COPIER LEASE - 10/15/19-11/14/19
				JEG COPIER LEASE 10/15/19-11/14/19
				ANNUAL SERVICE CONTRACT - 3RD PYMT OF THE 3
				APT K3 2ND FL - FIXED LEAKING PIPE COMING TO THE RADIATOR

EDISON PLUMBING	10/11/2019	0000002080		240.00	APT C1 FIXED LEAKING WATER LINE COMING TO THE KITCHEN SINK FROM THE CRAWL SPACE
EDISON PLUMBING	10/11/2019	0000002080		270.00	BLDG 9 FIXED THE DRAIN & SEWER LINE CONNECTION IN THE CRAWL SPACE
EDISON TOWNSHIP DIVISION OF FIRE	10/11/2019	0000002081		150.00	12 NON-LHU REGISTRATION FEE 2500-
ELIZABETHTOWN GAS	10/11/2019	0000002082		1904.98	4999 SQ FT
EXXONMOBIL BUSINESS	10/11/2019	0000002083		147.45	REH GAS 8/29/19-9/30/19
FEDEX	10/11/2019	0000002084		35.59	GAS FUEL - SEPT 2019
ANTONIO GEVA	10/11/2019	0000002085		99.99	EXPRESS MAIL SERVICE FOR DCA
					2019 PRESCRIPTION EYEGLASSES REIMBURSEMENT
HOME DEPOT CREDIT SERVICES	10/11/2019	0000002086		1176.97	MAINTENANCE SUPPLIES & MATERIALS
INTERGLOBE COMMUNICATIONS, INC	10/11/2019	0000002087		689.11	REH & JEG TELEPHONE SERVICE - OCTOBER 2019
RAYMOND KOPERWHATS	10/11/2019	0000002088		25.00	REH BOARD MEETING TRAVEL REIMB - 9/24/19
KYOCERA DOCUMENT SOLUTIONS	10/11/2019	0000002089		325.29	COPIES OVERAGE CHARGE 7/3/19-
NEW YORK METRO, INC	10/11/2019	0000002090		15489.97	10/2/19
MANAGEMENT COMPUTER SERVICES, INC.	10/11/2019	0000002091		25.00	PHA WEB STAFF TRAINING AT REH 5/31/19
LOUIS MANGIONE JR. ESQ.	10/11/2019	0000002092		125.00	REH BOARD MEETING TRAVEL REIMB - 9/24/19
MCLAUGHLIN STAUFFER & SHAKLEE, PC	10/11/2019	0000002093		279.00	LEGAL SERVICES - RE:GENERAL LABOR MATTERS SEPT 2019
NAN MC KAY & ASSOCIATES INC.	10/11/2019	0000002093		398.00	PUBLIC HOUSING MASTER BOOK REVISION SERVICE
					BOOK:MODEL ADMISSION & CONT POLICY REVISION, MODEL ADMIN PLAN REVISION SERVICE ONLINE

KATHRYN NEAL	10/11/2019	0000002094	25.00	REH BOARD MEETING TRAVEL REIMB - 9/24/19
NETCONNECT, INC.	10/11/2019	0000002095	695.00	AGREEMENT MANAGEMENT SERVICES - OCTOBER 2019
NETCONNECT, INC.	10/11/2019	0000002095	41.00	REH SERVER - POWER SURGE 8 FT
NEW JERSEY AMERICAN WATER	10/11/2019	0000002096	8577.05	REH WATER 8/28/19-9/26/19
PHOENIX SPECIALTIES, LLC	10/11/2019	0000002097	556.63	MAINTENANCE JANITORIAL SUPPLIES
POSTAGE BY PHONE- RESERVE ACCT				POSTAGE RESERVE+ ADDTL FOR
PSE&G CO SUMMARY ACCOUNT	10/11/2019	0000002098	1000.00	MASS MAILING FOR SCHEDULE OF
	10/11/2019	0000002099	1919.55	EVENTS - OCTOBER 2019
CARLOS N. SANCHEZ	10/11/2019	0000002100	25.00	JEG ELECTRIC USAGE 8/21/19-9/20/19
				REH BOARD MEETING TRAVEL REIMB - 9/24/19
STANDARD WASTE SERVICES	10/11/2019	0000002101	2598.75	REH TRASH SERVICE 6- 6YD & 1-3YD - OCTOBER 2019
STANDARD WASTE SERVICES	10/11/2019	0000002101	221.20	30 YD ROLL OFF & TONS DISPOSAL 10/4/19
STAPLES ADVANTAGE	10/11/2019	0000002102	327.88	OFFICE SUPPLIES FOR SECTION 8 DEPT
				NJ STATUTES ANNO TITLE 40A
THOMSON REUTERS - WEST	10/11/2019	0000002103	1041.00	MUNICIPALITIES & COUNTIES 40A:1 TO 40A:9, 40A:10 TO 40A:13, 40A:14 TO 40A:61
VERIZON WIRELESS	10/11/2019	0000002104	261.47	MAINTENANCE CELL PHONE SERVICE 8/29/19-9/28/19
WALTER SZOLUDKO	10/11/2019	0000002105	25.00	REH BOARD MEETING TRAVEL REIMB - 9/24/19
		TOTAL	63457.94	

RESOLUTION # 1-10-19

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 \$63,457.94

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-10-19 shall be approved.

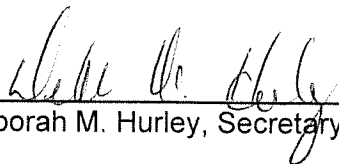
MOVED: Commissioner Telesnick

SECONDED Commissioner Szoludko

<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 15 day of October, 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 October 15, 2019


Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 2-10-2019

Resolution to Adopt the Edison Housing Authority Fiscal Year 2019-2020 Approved budget by the Department of Community Affairs, Presented by Accountant, Tony Polcari, Polcari & Polcari

WHEREAS, the Edison Housing Authority board of commissioners has reviewed the Edison Housing Authority Fiscal Year 2019-2020 approved budget by the Department of Community Affairs and

WHEREAS, the approved Edison Housing Authority Fiscal Year 2019-2020 approved budget has been presented by Accountant, Tony Polcari, Polcari & Polcari and

NOW THEREFORE, BE IT RESOVLED by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 2-10-19 to adopt the Edison Housing Authority Fiscal Year 2019-2020 approved budget by the Department of Community Affairs is hereby approved.

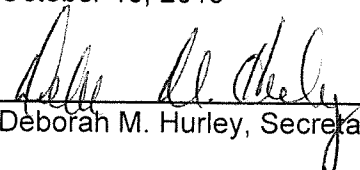
MOVED: Commissioner Telesnick

SECONDED Commissioner Szoludko

<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 15 day of October, 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
October 15, 2019


Deborah M. Hurley, Secretary, Executive Director

NOVEMBER TRAINING REGISTRATION

REGISTRATION FORM

Please print clearly. Complete a separate form for each registrant. Form may be copied as needed.

FAX REGISTRATIONS ACCEPTED - Fax to 973-377-5237. Simply fax entire page

For Room Reservations – 800-247-8767 – Use Code **HNAHRN19** - Tropicana Atlantic City
\$117+ applicable tax & \$5 Occupancy per night (rate only guaranteed until 10/22)

Name _____

Title _____

Agency _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____ E-Mail _____

Only General/Late Registrations includes sessions, reception, meals and Entrance Fees (if registered before September 23rd) to the NJ League of Municipalities Conference

General Registration (NJNAHRO Member) \$325 _____

General Registration (Non-Member) \$525 _____

One Day Registration \$275 _____

Late Registration (After November 8th) \$425 _____

TOTAL AMOUNT ENCLOSED \$ _____

Sorry No Refunds after November 8th.

Make Checks payable to:

NJ/NAHRO
24 Central Avenue
Madison, NJ 0940

2019 NJNAHRO ANNUAL FALL TRAINING CONFERENCE AGENDA

Monday, November 18, 2019

3:30 PM–4:30 PM Early Registration – Havana Registration Area

Tuesday, November 19, 2019

8:00 AM–9:00 AM **Registration** -Havana Registration Area

9:00 AM–4:00 PM **RUTGERS – ETHICS**– Samba Room
This training is part of the mandatory training program for Commissioners & Executive Directors. The course is available to the first 25 registrants. A separate registration with Rutgers is required for this course.

12:00 PM–1:00 PM **Lunch** – Mambo 3 & 4

12:00 PM–1:00 PM **Registration** - Havana Registration Area

2:30 PM–4:00 PM **Registration** - Havana Registration Area

1:00 PM–3:00 PM **The History & Future of Government Subsidized Housing** - Bongo
William F. Snyder, Louis Riccio, Victor Cirilo, Eric Chubenko
“Those who cannot remember the past are condemned to repeat it.” This session will provide a chronological history of the events, laws and public discourse that helped shape our nation’s subsidized housing policy from 1930 to the present. The panelists will each focus on different areas in order to provide a understanding of the important historical events have led us to our current circumstances (Short videos will be utilized).

1:00 PM–3:00 PM **OPRA/Open Public Meetings Act** - Tango
Information on the Open Public Records Act & Open Public Meetings Act will be disseminated at this session. What documents are considered public information? What process should be followed when a an OPRA request is made? Can you charge for OPRA requests? What does the Open Public Meetings Act require? When can you conduct a closed meeting session? Do you need to keep meeting meeting minutes and what should the minutes look like?

3:00 PM–4:00 PM **NJ Public Housing Joint Insurance Fund** - Tambora
NJPHAJIF Board of Trustees Meeting

5:00 PM–7:00 PM **Reception-OLON (TICKETS REQUIRED!!!)**
Come and enjoy some food & drink while networking with your peers.

2019 NJNAHRO ANNUAL FALL TRAINING CONFERENCE AGENDA

Wednesday, November 20, 2019

8:00 AM-9:00 AM Registration - Havana Registration Area

8:00 AM-9:00 AM Continental Breakfast - Bossa Nova

9:00 AM-11:30 AM **Adoption & Implementation of PHA Policies - Bongo Room**
(Admin. Plan, ACOP, Procurement, Personnel, No Smoking, Pet, Etc.)
William Snyder, Louis Riccio, Dorothy Carty Daniel
This session provides detail information on Board of Commissioner & Staff responsibilities in the adoption and implementation of PHA policies. Specific policies will be reviewed for discussion purposes. Who is responsibility for hiring, termination, contracting, eviction, facility management, maintenance, tenant services? What constitutes interference by a Commissioner? What can a Commissioner do if the Executive Director is not getting the job done? How should the board and Executive Director interface to form a trusting relationship? The role of the Executive Director and Board of Commissioners will be discussed at this session.

9:00 AM-11:30 AM **Public Housing Preservation/Post RAD Conversion - Tambora**
Sheila Jones, RAD Transaction Manager, Joseph Billy, Executive Director
Are you interested in joining the Rental Assistance Demonstration (RAD), using the Section 18 Demolition/Disposition program, removing your Declaration of Trust, participating in a streamlined voluntary conversion process, or continuing in public housing? This workshop will provide overviews of the options available to PHAs of all sizes and discuss HUD's plans for the future. The session will also go over important information of post RAD conversion.

11:30 AM-12:00 PM **NJNAHRO Meeting -Mambo**

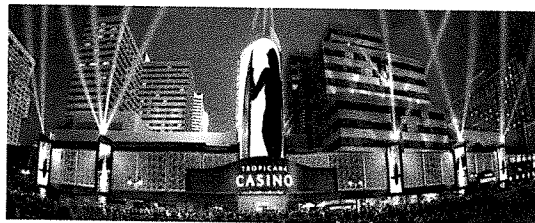
12:00 PM-1:15 PM **Buffet Luncheon - Mambo**

1:30 PM-4:00 PM **League of Municipalities**

Thursday, November 21, 2019

9:00 AM-10:30 AM **Breakfast and Closing Session - Mambo 3 & 4**

11:00 AM-4:00 PM **League of Municipalities**



Resolution# 3-10-19

Resolution to authorize the Resolution to approve staff and commissioners to travel to the NJNAHRO Annual Fall Conference Nov. 18, 2019 - Nov. 21, 2019, Tropicana Casino & Resort, Atlantic City, NJ

WHEREAS, the Edison Housing Authority has determined that it is in the Authority's best interest to provide continuing education for its Commissioners and Staff, and

WHEREAS, Authority commissioner desire to attend NJNAHRO Annual Fall Conference Nov. 18, 2019 to Nov 21, 2019, Tropicana Casino & Resort, Atlantic City, NJ and

WHEREAS, the staff and Executive Director have determined that budgeted funds are available to pay the expenses of attendance.

NOW THEREFORE, BE IT RESOVLED by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 3-10-19, authorizing staff and commissioners to attend NJNAHRO Annual Fall Conference is hereby approved.

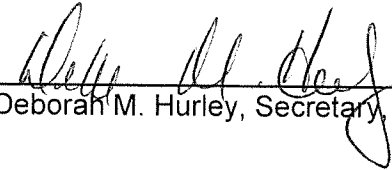
MOVED: Commissioner Koperwhats

SECONDED Commissioner Neal

<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 15 day of October, 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 October 15, 2019


Deborah M. Hurley, Secretary, Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
FINANCIAL SUMMARY
OCTOBER 15, 2019 BOARD OF COMMISSIONERS MEETING

YEAR-TO-DATE OPERATING SUMMARY PUBLIC HOUSING PROGRAM

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>
OPERATING INCOME			
Tenant Rental Income	\$ 172,966	\$ 169,304	\$ 3,662
Operating Subsidy	202,411	206,233	(3,822)
Other Income	3,551	15,700	(12,149)
Year-to-Date Revenue	<u>378,928</u>	<u>391,237</u>	<u>(12,309)</u>
OPERATING EXPENSES			
Salaries & Benefits	181,064	178,763	(2,301)
Utilities Expense	82,564	91,250	8,686
Maintenance Materials & Contract Costs	47,873	52,500	4,627
Other Operating Expenses	64,022	56,972	(7,050)
Year-to-Date Expenses	<u>375,523</u>	<u>379,485</u>	<u>3,962</u>
Net Operating Surplus / (Deficit)	<u>\$ 3,405.00</u>	<u>\$ 11,752.00</u>	<u>\$ (8,347.00)</u>

YEAR-TO-DATE OPERATING SUMMARY HOUSING CHOICE VOUCHER PROGRAM

	<u>Admin. Fee</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
OPERATING INCOME	\$ 79,840	\$ 838,433	\$ 918,273
OPERATING EXPENSES			
Salaries & Benefits	(35,786)	-	(35,786)
Other Admin. Expense	(26,928)	-	(26,928)
Housing Assistance Payments	-	(838,433)	(838,433)
Net Operating Surplus / (Deficit)	<u>\$ 17,126</u>	<u>\$ -</u>	<u>\$ 17,126</u>

UNRESTRICTED CASH & INVESTMENTS

Public Housing & Business Activities	\$ 1,211,341
Housing Choice Voucher / SPC	462,806
Housing Authority Total	<u>\$ 1,674,147</u>

CAPITAL FUND GRANT SUMMARY

	<u>CFP 2017</u>	<u>CFP 2018</u>	<u>CFP 2019</u>
Total Budget (excl. debt service)	\$ 115,591	\$ 218,108	\$ 234,240
Total Funds Obligated	115,591	103,390	-
Total Funds Expended	67,773	51,695	-
Unobligated Funds	-	114,718	234,240
Unexpended Funds	47,818	166,413	234,240

EDISON HOUSING AUTHORITY

ACTUAL VS. BUDGET ANALYSIS

FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019

**EDISON HOUSING AUTHORITY
ACTUAL VS. BUDGET ANALYSIS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2019**

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Consolidated Actual Vs. Budget Analysis	2
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Housing Choice Voucher Actual Vs. Budget Analysis	4
Shelter Plus Care Actual Vs. Budget Analysis	5

EDISON HOUSING AUTHORITY
Edison, New Jersey
PRELIMINARY CONSOLIDATED STATEMENT OF NET POSITION
AT SEPTEMBER 30, 2019

	<u>PH, COCC & BA</u>	<u>HCV</u>	<u>S+C</u>	<u>ELIM</u>	<u>TOTAL</u>
<u>ASSETS</u>					
<u>CURRENT ASSETS</u>					
Cash and Cash Equivalents - Unrestricted	\$ 445,334	\$ 559,614	\$ -	\$ -	\$ 1,004,948
Cash - Tenant Security Deposits	54,201	-	-	-	54,201
Total Cash	499,535	559,614	-	-	1,059,149
Accounts Receivable - Tenants (Net)	7,156	-	-	-	7,156
Accounts Receivable - Other	14,213	31,142	-	-	45,355
Investments	766,007	-	-	-	766,007
Prepaid Expenses and Other Current Assets	49,089	-	-	-	49,089
Interfund Receivables	161,418	-	-	(161,418)	-
Total Current Assets	1,497,418	590,756	-	(161,418)	1,926,756
<u>FIXED ASSETS</u>					
Land	400,000	70,855	-	-	470,855
Buildings and Improvements	9,418,117	-	-	-	9,418,117
Furniture, Equipment and Machinery	1,380,193	-	-	-	1,380,193
Construction in Progress	315,347	-	-	-	315,347
Total Fixed Assets	11,513,657	70,855	-	-	11,584,512
Less: Accumulated Depreciation	(8,115,846)	(70,607)	-	-	(8,186,453)
Net Fixed Assets	3,397,811	248	-	-	3,398,059
Deferred Outflow of Resources	337,541	104,426	-	-	441,967
 Total Assets	 \$ 5,232,770	 \$ 695,430	 \$ -	 \$(161,418)	 \$ 5,766,782
<u>LIABILITIES AND NET POSITION</u>					
<u>CURRENT LIABILITIES</u>					
Accounts Payable:					
Vendors and Contractors	\$ 57,591	\$ 78,292	\$ -	\$ -	\$ 135,883
Accrued Expenses	45,934	-	-	-	45,934
Security and FSS Deposits Payable	54,201	-	-	-	54,201
PILOT	62,696	-	-	-	62,696
Accrued Interest	4,147	-	-	-	4,147
Deferred Revenue	6,780	96,808	-	-	103,588
Accrued Compensated Absences - Current	3,283	1,201	-	-	4,484
Bonds - Current	90,000	-	-	-	90,000
Interfund Payables	-	-	161,418	(161,418)	-
Total Current Liabilities	324,632	176,301	161,418	(161,418)	500,933
Bonds	410,000	-	-	-	410,000
Accrued Pension and OPEB Liabilities	2,406,628	744,550	-	-	3,151,178
Accrued Compensated Absences - Noncurrent	29,550	10,816	-	-	40,366
Deferred Inflow of Resources	1,057,493	327,162	-	-	1,384,655
Total Liabilities	4,228,303	1,258,829	161,418	(161,418)	5,487,132
<u>NET POSITION</u>					
Net Investment in Fixed Aseets	2,987,811	-	-	-	2,987,811
Restricted Net Position	-	-	-	-	-
Unrestricted Net Position	(1,983,344)	(563,399)	(161,418)	-	(2,708,161)
Total Net Position	1,004,467	(563,399)	(161,418)	-	279,650
Total Liabilities and Net Position	\$ 5,232,770	\$ 695,430	\$ -	\$(161,418)	\$ 5,766,782

EDISON HOUSING AUTHORITY
CONSOLIDATED ACTUAL VS. BUDGET ANALYSIS
FOR THE PERIOD JULY 1, 2019 THROUGH SEPTEMBER 30, 2019

	Annual Budget	Year-to-Date Budget	Year-to-Date Actual	YTD Var. Fav. / (Unfav.)	% Var. Fav. / (Unfav.)
INCOME					
Dwelling Rentals	\$ 667,916	\$ 166,979	\$ 172,866	\$ 5,887	3.53%
NonDwelling Rental	9,300	2,325	100	(2,225)	-95.70%
Operating Subsidies	2,032,932	508,233	502,294	(5,939)	-1.17%
Investment Income	4,100	1,025	1,436	411	40.10%
Incoming Portable HAP	24,000	6,000	50,371	44,371	739.52%
HAP Subsidy	3,420,000	855,000	838,433	(16,567)	-1.94%
Other Income	63,125	15,781	6,022	(9,759)	-61.84%
Total Income	6,221,373	1,555,343	1,571,522	16,179	1.04%
EXPENSES					
Administrative Salaries	359,825	89,956	88,277	1,679	1.87%
Benefits	233,886	58,472	56,044	2,428	4.15%
Audit	10,000	2,500	2,500	-	0.00%
Bad Debts	6,950	1,738	-	1,738	100.00%
Accounting	34,100	8,525	6,720	1,805	21.17%
Legal	28,000	7,000	7,591	(591)	-8.44%
Staff Training & Travel	20,550	5,138	5,000	138	2.68%
Administrative Other	167,600	41,900	35,759	6,141	14.66%
Total Administrative	860,911	215,228	201,891	13,337	6.20%
Resident Services Salaries	34,285	8,571	9,193	(622)	-7.25%
Resident Services Benefits	22,285	5,571	5,458	113	2.03%
Resident Services Materials	30,000	7,500	11,527	(4,027)	-53.69%
Total Resident Services	86,570	21,643	26,178	(4,536)	-20.96%
Gas	140,000	35,000	25,801	9,199	26.28%
Electric	40,000	10,000	8,890	1,110	11.10%
Water/Sewer	185,000	46,250	47,873	(1,623)	-3.51%
Total Utilities	365,000	91,250	82,564	8,686	9.52%
Maintenance Salaries	158,055	39,514	47,289	(7,775)	-19.68%
Benefits	102,736	25,684	25,540	144	0.56%
Materials and Contracts	210,000	52,500	50,214	2,286	4.35%
Total Maintenance	470,791	117,698	123,043	(5,345)	1.82%
Insurance	65,000	16,250	15,545	705	4.34%
PILOT	30,292	7,573	9,030	(1,457)	-19.24%
Total General Expenses	95,292	23,823	24,575	(752)	-3.16%
Incoming Portable HAP	24,000	6,000	50,371	(44,371)	0.00%
Housing Assistance Payments	4,300,000	1,075,000	1,055,461	19,539	1.82%
Total Expenses	6,202,564	1,550,641	1,564,083	(13,442)	-0.87%
Operating Profit/(Loss)	\$ 18,809	\$ 4,702	\$ 7,439	\$ 2,736	58.19%

**EDISON HOUSING AUTHORITY
PUBLIC HOUSING & COCC
ACTUAL VS. BUDGET ANALYSIS
FOR THE PERIOD JULY 1, 2019 THROUGH SEPTEMBER 30, 2019**

	<u>Annual Budget</u>	<u>Year-to-Date Budget</u>	<u>Year-to-Date Actual</u>	<u>Variance Favorable / (Unfav.)</u>
INCOME				
Dwelling Rentals	\$ 667,916	\$ 166,979	\$ 172,866	\$ 5,887
NonDwelling Rental	9,300	2,325	100	(2,225)
PFS Operating Subsidy	824,932	206,233	202,411	(3,822)
Investment Income	200	50	255	205
Other Income	62,600	15,650	3,296	(12,354)
Total Income	<u>1,564,948</u>	<u>391,237</u>	<u>378,928</u>	<u>(12,309)</u>
EXPENSES				
Administrative Salaries	275,308	68,827	65,919	2,908
Benefits	178,950	44,738	42,616	2,122
Audit	6,000	1,500	1,500	-
Bad Debts	6,950	1,738	-	1,738
Accounting	34,100	8,525	6,720	1,805
Legal	20,000	5,000	6,591	(1,591)
Staff Training & Travel	10,550	2,638	4,445	(1,808)
Administrative Other	40,000	10,000	11,386	(1,386)
Total Administrative	<u>571,858</u>	<u>142,965</u>	<u>139,177</u>	<u>3,788</u>
Resident Services Materials	15,000	3,750	6,164	(2,414)
Total Resident Services	<u>15,000</u>	<u>3,750</u>	<u>6,164</u>	<u>(2,414)</u>
Gas	140,000	35,000	25,801	9,199
Electric	40,000	10,000	8,890	1,110
Water/Sewer	185,000	46,250	47,873	(1,623)
Total Utilities	<u>365,000</u>	<u>91,250</u>	<u>82,564</u>	<u>8,686</u>
Maintenance Salaries	158,055	39,514	47,289	(7,775)
Benefits	102,736	25,684	25,540	144
Materials and Contracts	210,000	52,500	50,214	2,286
Total Maintenance	<u>470,791</u>	<u>117,698</u>	<u>123,043</u>	<u>(5,345)</u>
Insurance	65,000	16,250	15,545	705
PILOT	30,292	7,573	9,030	(1,457)
Total General Expenses	<u>95,292</u>	<u>23,823</u>	<u>24,575</u>	<u>(752)</u>
Total Expenses	<u>1,517,941</u>	<u>379,485</u>	<u>375,523</u>	<u>3,962</u>
Operating Profit/(Loss)	\$ 47,007	\$ 11,752	\$ 3,405	\$ (8,347)
Net Position - Beginning of Period	<u>1,001,062</u>	<u>1,001,062</u>	<u>1,001,062</u>	
Net Position - End of Period	<u>\$ 1,048,069</u>	<u>\$ 1,012,814</u>	<u>\$ 1,004,467</u>	

**EDISON HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM
ACTUAL VS. BUDGET ANALYSIS
FOR THE PERIOD JULY 1, 2019 THROUGH SEPTEMBER 30, 2019**

	<u>Annual Budget</u>	<u>Year-to-Date Budget</u>	<u>Year-to-Date Actual</u>	<u>Variance Favorable / (Unfav.)</u>
INCOME				
HAP Subsidy	\$ 3,420,000	\$ 855,000	\$ 838,433	\$ (16,567)
Admin. Fee Subsidy	288,000	72,000	76,091	4,091
Investment Income	1,700	425	1,023	598
Incoming Portable HAP	24,000	6,000	50,371	44,371
Other Income	-	-	2,726	2,726
Total Income	<u>3,733,700</u>	<u>933,425</u>	<u>968,644</u>	<u>35,219</u>
EXPENSES				
Administrative Salaries	84,517	21,129	22,358	(1,229)
Employee Benefits	54,936	13,734	13,428	306
Legal	8,000	2,000	1,000	1,000
Audit	4,000	1,000	1,000	-
Travel & Training	10,000	2,500	555	1,945
Administrative Expenses	127,600	31,900	24,373	7,527
Incoming Portable HAP	24,000	6,000	50,371	(44,371)
Housing Assistance Payments	<u>3,420,000</u>	<u>855,000</u>	<u>838,433</u>	<u>16,567</u>
Total Expenses	<u>3,733,053</u>	<u>933,263</u>	<u>951,518</u>	<u>(18,255)</u>
Operating Profit/(Loss)	\$ 647	\$ 162	\$ 17,126	\$ 16,964
Net Position - Beginning of Period	<u>(580,525)</u>	<u>(580,525)</u>	<u>(580,525)</u>	
Net Position - End of Period	<u>\$ (579,878)</u>	<u>\$ (580,363)</u>	<u>\$ (563,399)</u>	

**EDISON HOUSING AUTHORITY
SHELTER PLUS CARE
ACTUAL VS. BUDGET ANALYSIS
FOR THE PERIOD JULY 1, 2019 THROUGH SEPTEMBER 30, 2019**

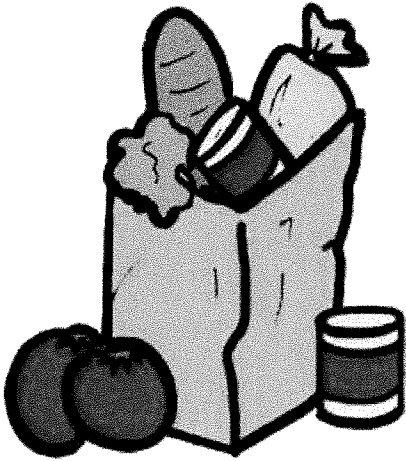
	<u>Annual Budget</u>	<u>Year-to-Date Budget</u>	<u>Year-to-Date Actual</u>	<u>Variance Favorable / (Unfav.)</u>
OPERATING REVENUES				
PFS Operating Subsidy	\$ 920,000	\$ 230,000	\$ 223,792	\$ (6,208)
Investment Income	2,200	550	158	(392)
Other Income	525	131	-	(131)
Total Operating Revenues	<u>922,725</u>	<u>230,681</u>	<u>223,950</u>	<u>(6,731)</u>
OPERATING EXPENSES				
Resident Services Salaries	34,285	8,571	9,193	(622)
Resident Services Benefits	22,285	5,571	5,458	113
Resident Services Other	15,000	3,750	5,363	(1,613)
Total Resident Services	<u>71,570</u>	<u>17,893</u>	<u>20,014</u>	<u>(2,122)</u>
Housing Assistance Payments	<u>880,000</u>	<u>220,000</u>	<u>217,028</u>	<u>2,972</u>
Total General Expenses	<u>880,000</u>	<u>220,000</u>	<u>217,028</u>	<u>2,972</u>
Total Operating Expenses	<u>951,570</u>	<u>237,893</u>	<u>237,042</u>	<u>851</u>
Operating Profit/(Loss)	\$ (28,845)	\$ (7,211)	\$ (13,092)	\$ (5,881)
Net Position - Beginning of Period	<u>(148,326)</u>	<u>(148,326)</u>	<u>(148,326)</u>	
Net Position - End of Period	<u>\$ (177,171)</u>	<u>\$ (155,537)</u>	<u>\$ (161,418)</u>	

GROCERY DAY...

WEDNESDAY OCTOBER 16TH

TIME: 12:00_{PM}-3:00_{PM}

LOCATION: ROBERT E HOLMES GARDENS
COMMUNITY ROOM



COME OUT & BRING YOUR OWN
GROCERY BAG(S).

THIS WILL BE FREE SELF-SERVE
GROCERIES...

DRINKS

SNACKS

BREADS

VEGETABLES

CAN GOODS & MORE...



**Feeding the
Community**

FIRST COME FIRST SERVE...

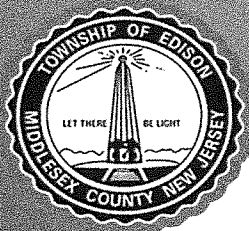
THURSDAY
OCTOBER 24
2019

9AM - 3PM


EDISON

LOCAL GOVERNMENT AUTHORITY
Creating a Community Where Everyone Thrives

MIDDLESEX
COUNTY • NJ



WORK *Door Prizes and Refreshments* RESOURCE DAY & RESUME WRITING

Employers will be
ready to interview
you onsite

Learn more about educational
opportunities that will help
advance your career

Complete
your resume
onsite

Robert E. Holmes Gardens
14 Rev. Samuel Carpenter Blvd.
Edison, NJ 08820

For more information:

Tina Brigino
Middlesex County Job Developer
732-745-3006
Kristina.Brigino@dol.nj.gov

Jacob Schneck
Middlesex County Job Developer
732-745-4588
Jacob.Schneck@dol.nj.gov



EDISON
HOUSING AUTHORITY
Creating a Community Where Everyone Thrives

HALLOWEEN TRUNK OR TREAT EVENT



OCTOBER 31 ✕ 4PM-7PM

ROBERT E. HOMES GARDENS - 14 REV. SAMUEL CARPENTER BLVD., EDISON, NJ 08820

FOOD ✕ FUN ✕ GAMES ✕ CANDY

FOR QUESTIONS ABOUT THE UPCOMING EVENT CONTACT
THE MAIN OFFICE AT 908.561.2525 OR VISIT WWW.EDISONHA.ORG