

EDISON HOUSING AUTHORITY

Regular Meeting

November 12, 2019

6:00 PM

Julius Engel Gardens (South)

1 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 and sent to the Star Ledger and the Home News Tribune on January 9, 2019. 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.
4. Roll Call
5. Approval of October 15, 2019 Regular Meeting Minutes
6. Resolutions:
 - 1-11-2019 Resolution to approve vouchers for payment of invoices in the amount of \$68,639.50
 - 2-11-2019 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute an agreement with NetConnect, the lowest, responsible proposal for professional computer maintenance services beginning November 1, 2019 and terminating on October 30, 2020 at an annual fee of \$8,340.00.
 - 3-11-2019 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute a contract with Breslin and Breslin for general legal services beginning November 1, 2019 and terminating October 30, 2020 at an annual fee of \$26,100.00.

EDISON HOUSING AUTHORITY

Regular Meeting

November 12, 2019

6:00 PM

Julius Engel Gardens (South)

1 Willard Dunham Drive

Edison, New Jersey

4-11-2019 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute a contract with McLaughlin Stauffer and Shaklee for labor services beginning November 1, 2019 and terminating October 30, 2020 at an hourly rate of \$125.00.

7. Old Business:
 - a.) Property
8. New Business:
 - a.) Financial Review
 - b.) Programming
 - c.) RFP's
9. Public Portion
10. Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

October 15, 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 6:05 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 N. Sanchez, Commissioner Louis Mangione, Jr., Commissioner Kathryn Neal (*via-conference call*), Commissioner Raymond Koperwhats, Commissioner Walter Szoludko, Commissioner Chris Mazauskas, Commissioner Barry Telesnick, Deborah Hurley, Executive Director, and Attorney, Terrence Corriston.

Motion to approve the minutes of September 24, 2019 Board Meeting

Motion: Commissioner Kathryn Neal

Second: Commissioner Walter Szoludko

Discussion: Chairman N. Sanchez asked if there were any questions. Commissioner Barry Telesnick noted that he would have been present for the last meeting, if the meeting wasn't rescheduled, as plans were already made to travel out of the country. There was no further 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 Carlos N. Sanchez	x			

Resolution 1-10-2019 to authorize and approve Vouchers for Business in the amount of \$63,457.94

Motion: Commissioner Barry Telesnick

Second: Commissioner Walter Szoludko

Discussion

Chairman N. Sanchez allowed for discussion. Commissioner Chris Mazauskas asked about bedbug treatment. Deborah Hurley, Executive Director indicated that the service was used for treatment and preventive measures. Commissioner Koperwhats inquired about the invoice for the security cameras. Deborah Hurley, Executive Director explained it is annual fee that was approved. We pay them three times a year. Commissioner Barry Telesnick inquired about the asbestos payment. Executive Director, Deborah Hurley explained that the board approved Capital funds be designated to remove the asbestos that was discovered in the Unit at Julius Engel this the summer. There was no further discussion.

Motion to approve **Resolution 1-10-2019 for \$63,457.94:**

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 2-10-2019 is to 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

Motion: Commissioner Barry Telesncik

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman asked if there were any questions. There was no discussion

Approved Resolution 2-10-2019 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

Resolution 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

Motion: Commissioner Ray Koperwhats
Second: Commissioner Kathryn Neal

Discussion

Since the conference is taking place the week of November 18th, it was decided to change the meeting date to Nov. 12th.

Approved Resolution 3-10-2019 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			

Old Business:

- a.) **Condominium Update:** Deborah Hurley, Executive Director indicated that there are several dates scheduled for an "Open House" showing for the condos. The goal is to have both condos occupied by the end of November.
- b.) **Property Update: Robert Holmes Gardens** has been experiencing heavy drug activity. Unit 3E was a targeted area, where we had to change the locks and call a junk truck service to professionally remove items from the unit. This update lead to a lengthy discussion of the eviction process that Attorney, Terrance Corriston explained.

New Business:

- a.) **Financial Review-** Tony Polcari, Accountant provided a financial overview. It was agreed by the commissioners that a one-page financial overview should be included in the board packet each month.
- b.) **Programming –** A schedule of upcoming events for the families were presented that range from Job Fairs, Halloween party, FoodBank, Homeownership Workshop, and Holiday events.

- c.) RFP's – request for proposals notice was placed in the Home News Tribune for General Counsel, Labor Counsel, and Computer Management.
- d.) Affordable Housing Development Corp. meeting will take place on October 29th at 9:30 am.

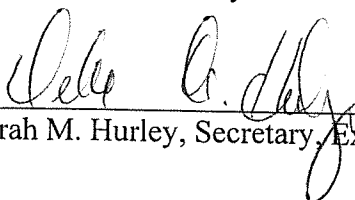
Public:

Adjournment:

Motion: Commissioner Walter Szoludko

Second: Commissioner Kathryn Neal

Adjourned Unanimously at 7:25 PM



Deborah M. Hurley, Secretary, Executive Director

PAID INVOICE LIST
10/16/19-11/12/19

Vendor Name	Check Date	Check#	Total Amount	Description
UNISON SERVICES, INC.	10/16/2019	0000002106	645.00	JEG OFFICE CLEANING 10/11/19
UNISON SERVICES, INC.	10/16/2019	0000002106	1650.00	REH ADMIN OFFICE AND COMMUNITY ROOM CLEANING 10/11/19
DEBORAH R HURLEY	10/16/2019	0000002107	20.29	OPEN HOUSE SIGN + ARROW SIGN
JOCELYN SILVA	10/16/2019	0000002108	115.90	BOARD MEETING REFRESHMENTS, OFFICE KITCHEN SUPPLIES 10/15/19
PURCHASE POWER	10/16/2019	0000002109	719.32	EXTRA POSTAGE FOR MASS MAILING
BRESLIN AND BRESLIN, P.A.	10/25/2019	0000002110	2100.00	LEGAL SERVICES - SEPTEMBER 2019
GANNETT NJ NEWSPAPERS	10/25/2019	0000002111	93.96	PUBLICATION FOR RFP FOR LABOR LEGAL COUNSEL 10/11/19
GANNETT NJ NEWSPAPERS	10/25/2019	0000002111	91.76	PUBLICATION FOR RFP FOR GENERAL LEGAL SERVICES
GANNETT NJ NEWSPAPERS	10/25/2019	0000002111	133.56	PUBLICATION FOR RFP FOR COMPUTER MAINTENANCE SERVICES 10/10/19
DEBORAH R HURLEY	10/25/2019	0000002112	246.00	TRAVEL SUSTENANCE TO NJ NAHRO CONFERENCE 2 DAYS@\$65/DAY + 200 MI@ .58¢ 11/19/19-11/20/19
DEBORAH R HURLEY	10/25/2019	0000002112	95.00	PIZZA FOR THE MENTORING PROGRAM
JOLANTA KUBACKA	10/25/2019	0000002113	125.55	TENANT ASSOCIATION MEETING REFRESHMENTS + SUPPLIES
NAN MC KAY & ASSOCIATES INC.	10/25/2019	0000002114	1100.00	HCV PROGRAM MANAGEMENT REGISTRATION 11/5/19-11/8/19 - VERONICA LONG
NETCONNECT, INC.	10/25/2019	0000002115	288.00	SSL CERTIFICATE- WEBSITE DELUXE EDISONHA.ORG END DATE 8/7/20
NETCONNECT, INC.	10/25/2019	0000002115	188.95	APC ELECTRIC BACK UP UPS PRO EXTERNAL BATTERY PACK FOR REH SERVER
NETCONNECT, INC.	10/25/2019	0000002115	695.00	MONTHLY REMOTE & ONSITE NETWORK MAINTENANCE ENHANCED SERVER & DESKTOP SUPPORT -

PAID INVOICE LIST
10/16/19-11/12/19

NJNAHRO	10/25/2019	0000002116		975.00	REGISTRATION FOR CONFERENCE @TROPICANA AC NOV 18-21, 2019 CARLOS SANCHEZ, DEBORAH HURLEY & MICHELLE THORNE
POLCARI & CO	10/25/2019	0000002117		7700.00	ACCOUNTING SERVICES - AUGUST & SEPTEMBER 2019
CARLOS N. SANCHEZ	10/25/2019	0000002118		311.00	NJNAHRO ATLANTIC CITY 11/18/19-11/20/19 TRAVEL SUSTENANCE 3 DAYS @\$65/DAY + 200 MILES @.58¢/ MI
JOCELYN SILVA	10/25/2019	0000002119		123.32	COFFEE & DONUTS FOR JOB FAIR EVENT + MENTORING PROGRAM PIZZA & SODA 10/24/19
STANDARD WASTE SERVICES	10/25/2019	0000002120		2598.75	REH TRASH SERVICE 6- 6YD & 1-3YD - NOVEMBER 2019
STATESIDE AFFAIRS LLC	10/25/2019	0000002121		1450.00	MONTHLY SERVICES, GENERAL MARKETING & WEBSITE MANAGEMENT - SEPTEMBER 2019
STEVE'S APPLIANCE DOCTOR	10/25/2019	0000002122		207.60	APT 7F REFRIGERATOR - INSTALLED DIFFUSER KIT
STEVE'S APPLIANCE DOCTOR	10/25/2019	0000002122		167.50	APT 6C OVEN IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	10/25/2019	0000002122		163.50	APT 12E OVEN IGNITION KIT INSTALLED
STEVE'S APPLIANCE DOCTOR	10/25/2019	0000002122		238.09	APT 12D REFRIGERATOR LEAK - ORDERED DOOR GASKET
STEVE'S APPLIANCE DOCTOR	10/25/2019	0000002122		202.60	APT 15A REPLACED REFRIGERATOR DIFFUSER, STOVE-ADJUSTED THE GAS TO AIR MIXTURE SETTING
STEVE'S APPLIANCE DOCTOR	10/25/2019	0000002122		177.60	APT 1C REFRIGERATOR LEAK - FLUSHED DRAIN & INSTALLED DIFFUSER KIT
STEVE'S APPLIANCE DOCTOR	10/25/2019	0000002122		64.50	APT E6 REFRIGERATOR COMPRESSOR CHECKED - NOT GOOD
THE JUNK GUYS	10/25/2019	0000002123		830.00	APT 3E HAULED ITEMS IN THE APT FORTHE EVICTED TENANT

PAID INVOICE LIST
10/16/19-11/12/19

THE PRINT POST	10/25/2019	0000002124		385.00	WORK RESOURCE DAY & HALLOWEEN TRUNK OR TREAT FLYERS CREATIVE DESIGN + PRINTING OF FLYERS
MICHELLE THORNE	10/25/2019	0000002125		311.00	NJNAHRO ATLANTIC CITY 11/18/19-11/20/19 TRAVEL SUSTENANCE 3 DAYS @\$65/DAY + 200 MILES @.58¢/ MI
TROPICANA RESORT AND CASINO	10/25/2019	0000002126		366.00	3 NIGHTS HOTEL RESERVATION TROPICANA AC FOR NJNAHRO CONFERENCE- CARLOS SANCHEZ
JOLANTA KUBACKA	10/29/2019	0000002128		39.59	JEG COFFEE MAKER + FOOD FOR TENANT ASSOCIATION EVENT
VERONICA LONG	10/29/2019	0000002129		260.00	TRAVEL SUSTENANCE TO ARLINGTON VA FOR ATTENDING HCV PROGRAM MANAGEMENT COURSE 11/5/19-11/8/19
RUTGERS CENTER FOR GOVERNMENT	10/29/2019	0000002130		261.00	REGISTRATION FOR ETHICS CLASS - TROPICANA, ATLANTIC CITY 11/19/19
JOCELYN SILVA	10/29/2019	0000002131		80.61	PIZZA & SODA FOR MENTORING PROGRAM AT REH 10/29/19
TROPICANA RESORT AND CASINO	10/29/2019	0000002132		275.88	ROOM RESERVATION FOR D. HURLEY FOR NJNAHRO ATLANTIC CITY 11/19/19-11/20/19 (2 NIGHTS)
TROPICANA RESORT AND CASINO	10/29/2019	0000002133		373.71	ROOM FOR MICHELLE THORNE NJNAHRO CONFERENCE 11/18/19-11/20/19(3 NIGHTS)
VERONICA LONG	10/30/2019	0000002134		634.20	ROOM RESERVATION FOR VERONICA LONG 11/4/19-11/7/19 (4 NIGHTS) - WILL BE ATTENDING HCV MANAGEMENT CLASS W/ NANMcKAY
VERONICA LONG	10/30/2019	0000002134		262.16	MILEAGE REIMB FOR TRIP TO ARLINGTON, VA - HOUSING CHOICE VOUCHER MANAGEMENT COURSE 452 MILES @.58 ¢
PETTY CASH - JOCELYN SILVA	10/30/2019	0000002135		169.79	PETTY CASH REPLENISHMENT 9/20/19-10/30/19

PAID INVOICE LIST
10/16/19-11/12/19

AB UNIVERSAL MESSAGING	11/08/2019	0000002136	117.44	ANSWERING SERVICE - NOVEMBER 2019
AFLAC	11/08/2019	0000002137	194.84	INSURANCE PREMIUMS - OCTOBER 2019
CIT	11/08/2019	0000002138	258.78	TELEPHONE SYSTEM LEASE AND MAINTENANCE - NOV 2019
D' ONOFRIO & SON, INC.	11/08/2019	0000002139	2731.25	JEG & REH MONTHLY LAWN MAINTENANCE - OCTOBER 2019
DE LAGE LANDEN FINANCIAL SERVIC	11/08/2019	0000002140	366.37	REH COPIER LEASE - 10/15/19-11/14/19
EDISON PLUMBING	11/08/2019	0000002141	360.00	BLDG 3 - CLEANED MAIN DRAIN & SEWER LINE
EDISON PLUMBING	11/08/2019	0000002141	180.00	APT 9F FIXED LEAKING RADIATOR 2ND FLOOR BATHROOM
EDISON PLUMBING	11/08/2019	0000002141	460.00	APT K9 - OPENED THE WALL IN THE BATHROOM.REPLACED SHOWER TUB DIVERTER
EDISON PLUMBING	11/08/2019	0000002141	260.00	BLDG 3 - CLEANED BUILDING SEWER LINE
ELIZABETHTOWN GAS	11/08/2019	0000002142	646.60	REH GAS 9/19/19-10/18/19
ELIZABETHTOWN GAS	11/08/2019	0000002142	8.19	REH GAS 9/19/19-10/18/19
ELIZABETHTOWN GAS	11/08/2019	0000002142	4065.02	REH GAS 9/30/19-10/29/19
ENES SERVICE CENTER LLC	11/08/2019	0000002143	158.00	AUTOMOBILE GAS USAGE - OCTOBER 2019
FEDEX	11/08/2019	0000002144	33.52	EXPRESS MAIL SERVICE 10/22/19
GANNETT NJ NEWSPAPERS	11/08/2019	0000002145	41.16	BOARD MEETING RESCHEDULED FOR OCT 2019 - PUBLICATION
HOME DEPOT CREDIT SERVICES	11/08/2019	0000002146	1944.38	MAINTENANCE SUPPLIES & MATERIALS
HOME STAT INSPECTIONS, INC.	11/08/2019	0000002147	1350.00	HCV HQS INSPECTIONS - OCTOBER 2019
DEBORAH R HURLEY	11/08/2019	0000002148	306.60	HALLOWEEN - FOOD & SUPPLIES
RAYMOND KOPERWHATS	11/08/2019	0000002149	25.00	REH BOARD MEETING TRAVEL REIMB - 10/15/19
LOUIS MANGIONE JR. ESQ.	11/08/2019	0000002150	25.00	REH BOARD MEETING TRAVEL REIMB - 10/15/19
MARCZAK'S INC.	11/08/2019	0000002151	675.00	2002 DODGE RAM DIESEL TRUCK TOWING(2x) INSPECTED & ESTIMATED REPAIR. ADVISED- NOT WORTH REPAIRING.

PAID INVOICE LIST
10/16/19-11/12/19

CHRISTOPHER MAZAUSKAS	11/08/2019	0000002152	25.00	REH BOARD MEETING TRAVEL REIMB - 10/15/19
MCLAUGHLIN STAUFFER & SHAKLEE, PC	11/08/2019	0000002153	225.00	LEGAL SERVICES - RE:GENERAL LABOR MATTERS OCTOBER 2019
MIDDLESEX WATER CO	11/08/2019	0000002154	2507.21	JEG WATER USAGE 9/16/19-10/14/19
NETCONNECT, INC.	11/08/2019	0000002155	695.00	MONTHLY REMOTE & ONSITE NETWORK MAINT ENHANCED SERVER & DESKTOP SUPPORT - NOV 2019
NEW JERSEY AMERICAN WATER	11/08/2019	0000002156	7524.52	REH WATER 9/27/19-10/25/19
NATIONAL TENANT NETWORK	11/08/2019	0000002157	26.00	REH PROSPECTIVE TENANT BACKGROUND CHECK - SHAWN CHAVIES
NATIONAL TENANT NETWORK	11/08/2019	0000002157	176.00	REH PROSPECTIVE TENANT BACKGROUND CHECK - OCTOBER 2019
OPTIMUM	11/08/2019	0000002158	123.06	REH INTERNET SERVICE PROVIDER 11/22/19-12/22/19
PALMER HEATING, LLC	11/08/2019	0000002159	4360.00	REH - 3/12/19, 3/18/19, 3/26/19 PERFORMED REPAIRS ON 2 PUMPS, REPLACED BEARING ASSEMBLY
PALMER HEATING, LLC	11/08/2019	0000002159	894.50	JEG - REPAIRED LEAKING SYSTEM PUMP, REPLACED SEAL KIT
PHOENIX SPECIALTIES, LLC	11/08/2019	0000002160	1155.00	APT 3A KITCHEN CABINETS & COUNTER TOP
PHOENIX SPECIALTIES, LLC	11/08/2019	0000002160	626.00	APT 12E KITCHEN CABINETS & COUNTER TOP
POSTAGE BY PHONE- RESERVE ACC	11/08/2019	0000002161	300.00	POSTAGE RESERVE - NOVEMBER 2019
PSE&G CO SUMMARY ACCOUNT	11/08/2019	0000002162	1836.06	JEG ELECTRIC USAGE 9/20/19-10/21/19
PSE&G CO. (GAS & ELECTRIC)	11/08/2019	0000002163	2324.05	JEG GAS & ELECTRIC 9/19/19-10/18/19
CARLOS N. SANCHEZ	11/08/2019	0000002164	25.00	REH BOARD MEETING TRAVEL REIMB - 10/15/19
SEE-MORE TV & APPLIANCE	11/08/2019	0000002165	549.00	APT 1A - 18 CUFT REFRIGERATOR
SEE-MORE TV & APPLIANCE	11/08/2019	0000002165	404.00	APT 1B 30" GAS STOVE
SEE-MORE TV & APPLIANCE	11/08/2019	0000002165	404.00	APT 3A - 30 " GAS STOVE

PAID INVOICE LIST
10/16/19-11/12/19

STANDARD WASTE SERVICES	11/08/2019	0000002166		313.20	30 YD ROLL OFF + TONS DISPOSAL CHARGE 10/30/19
STAPLES ADVANTAGE	11/08/2019	0000002167		632.37	OFFICE SUPPLIES - SECTION 8 DEPT
STAPLES ADVANTAGE	11/08/2019	0000002167		51.49	REH OFFICE SUPPLIES
STATESIDE AFFAIRS LLC	11/08/2019	0000002168		1450.00	MONTHLY SERVICES, GEN MARKETING, WEBSITE HOSTING - OCTOBER 2019
BARRY TELESNICK	11/08/2019	0000002169		25.00	REH BOARD MEETING TRAVEL REIMB - 10/15/19
THE TRAINING CENTER	11/08/2019	0000002170		90.00	2 BOILER LOG BOOKS
VERIZON WIRELESS	11/08/2019	0000002171		272.34	MAINTENANCE CELL PHONE SERVICE 9/29/19- 10/28/19
WALTER SZOLUDKO	11/08/2019	0000002172		25.00	REH BOARD MEETING TRAVEL REIMB - 10/15/19
ZEP SALES AND SERVICE	11/08/2019	0000002173		368.76	MAINT SUPPLIES - FLO-DRAIN SOLVENT & CLEANING WIPES
OPTIMUM	11/08/2019	0000002174		88.10	JEG INTERNET SERVICE PROVIDER 10/22/19- 11/21/19
				68639.50	

RESOLUTION # 1-11-19

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 \$68,639.50

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-11-19 shall be approved.

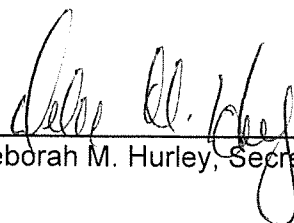
MOVED: Commissioner Ray Koperwhats

SECONDED Commissioner Louis 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 Carlos N. Sanchez				x

PASSED AND ADOPTED THE 12 day of November, 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 November 12, 2019



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 2-11-19

A RESOLUTION BY THE COMMISSIONER OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH NETCONNECT, THE LOWEST, RESPONSIBLE PROPOSAL FOR PROFESSIONAL COMPUTER MAINTENANCE SERVICES

WHEREAS, the Edison Housing Authority existing computer system and computer work stations at both Julius Engel and Robert E. Holmes properties require routine computer maintenance and daily monitoring; and

WHEREAS, by legal notice published in the Home News and Tribune on October 10th, 2019 a request for proposals was issued for computer maintenance services for said routine maintenance and monitoring work with a proposals' deadline of October 29, 2019; and

WHEREAS, (4) proposals were received for the aforementioned professional services; and

WHEREAS, based upon the evaluation of the factors identified in the Request for Proposals, NETCONNECT has satisfactory performed similar work for other public and private sector entities;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY, hereby authorize the Executive Director to execute an Agreement with NETCONNECT, the lowest responsible proposer, for computer maintenance services for the sum of \$8,340.00.

MOVED: Commissioner Walter Szoludko

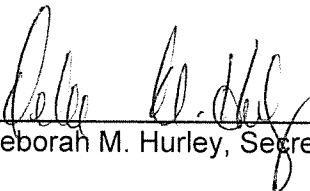
SECONDED Commissioner Lou Mangione, Jr.

<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 Carlos N. Sanchez				x

PASSED AND ADOPTED THE 12 day of November, 2019

RESOLUTION # 2-11-19

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
November 12, 2019



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 3-11-19

A RESOLUTION BY THE COMMISSIONER OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH BRESLIN AND BRESLIN FOR GENERAL LEGAL SERVICES BEGINNING NOVEMBER 1, 2019 AND TERMINATING ON OCTOBER 30, 2020, AT AN ANNUAL FEE OF \$26,100.00

WHEREAS, the Edison Housing Authority desire to retain and employ a duly qualified attorney to act as General Counsel for the Authority in all legal matters which may arise in connection with the business and management of its various housing programs; and

WHEREAS, in accordance with its procurement policy, the Authority sought competitive proposals for the services and a Public Notice was placed in the Home News and Tribune on October 10, 2019 a request for proposals was issued for general legal services with proposals' deadline of October 29, 2019; and

WHEREAS, (2) proposals were received for the aforementioned professional services; and

WHEREAS, the Commissioners of the Authority have reviewed the said Proposal;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY as follows:

- 1.) The BRESLIN AND BRESLIN (Legal) is hereby selected and appointed as General Counsel to the Authority.
- 2.) That the annexed Contract, Exhibit A(Contract), is hereby awarded to the said Legal as being a responsible firm whose Proposal is most advantageous to the Projects and this Authority with qualifications, price, and other factors considered.
- 3.) That the appointment of the Legal Service shall be for a term of one (1) year beginning November 1, 2019 and terminating on October 30, 2020.
- 4.) That the Legal shall be paid an annual fee of \$26,100.00 payable in equal monthly installments of \$2,175.00
- 5.) If the Legal selected is a firm (i.e. Partnership, Professional Corporation), then the Contract, Exhibit "A", shall be amended to include the name of the lead Legal who will be personally charged with and have the primary obligation to perform the services under the Contract.together with, if any, the name of the other Legal(s) in the firm who will assist the Lead Legal; all as required to be submitted in the Legal Proposal by Section III, A. of the Request for Proposals.
- 6.) That the appropriate officers of the Authority are hereby authorized and directed to execute the Contract between this Authority and the Legal
- 7.) That the Contract is being awarded in accordance with the Authority's Procurement Policy.

RESOLUTION # 3-11-19

- 8.) That the Contract is also awarded as a "Professional Service" under the local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq) as legal services and that a Notice of this Action shall be published once in an appropriate newspaper of general circulation.
- 9.) That this Resolution and Contract shall be and remain on file and available for public inspection at the office of the Edison Housing Authority, 14 Rev. Samuel Carpenter Blvd., Edison, NJ 08820.
- 10.) That this Resolution shall take effect immediately.

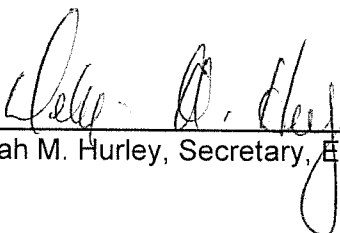
MOVED: Commissioner Raymond Koperwhats

SECONDED Commissioner Chris Mazauskas

<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 Carlos N. Sanchez				x

PASSED AND ADOPTED THE 12 day of November, 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 November 12, 2019.


Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 4-11-19

A RESOLUTION BY THE COMMISSIONER OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH MCLAUGHLIN STAUFFER & SHAKLEE, P.C. FOR LAOBR COUNSEL SERVICES BEGINNING NOVEMBER 1, 2019 AND TERMINATING ON OCTOBER 30, 2020, AT AN HOURLY RATE OF \$125.00

WHEREAS, the Edison Housing Authority desire to retain and employ a duly qualified attorney to act as Labor Counsel for the Authority in all legal matters pertaining to employee, union contracts and negotiations which may arise in connection with the business and management of its various housing programs; and

WHEREAS, in accordance with its procurement policy, the Authority sought competitive proposals for the services and a Public Notice was placed in the Home News and Tribune on October 10, 2019 a request for proposals was issued for general legal services with proposals' deadline of October 29, 2019; and

WHEREAS, (3) proposals were received for the aforementioned professional services; and

WHEREAS, the Commissioners of the Authority have reviewed the said Proposal;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY as follows:

- 1.) The MCLAUGHLIN STAUFFER & SHAKLEE, P.C. (Legal) is hereby selected and appointed as Labor Counsel to the Authority.
- 2.) That the annexed Contract, Exhibit A(Contract), is hereby awarded to the said Legal as being a responsible firm whose Proposal is most advantageous to the Projects and this Authority with qualifications, price, and other factors considered.
- 3.) That the appointment of the Legal Service shall be for a term of one (1) year beginning November 1, 2019 and terminating on October 30, 2020.
- 4.) That the Legal shall be paid on an as needed basis at an hourly rate of \$125.00 an hour.
- 5.) That the appropriate officers of the Authority are hereby authorized and directed to execute the Contract between this Authority and the Legal
- 6.) That the Contract is being awarded in accordance with the Authority's Procurement Policy.
- 7.) That the Contract is also awarded as a "Professional Service" under the local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq) as legal services and that a Notice of this Action shall be published once in an appropriate newspaper of general circulation.
- 8.) That this Resolution and Contract shall be and remain on file and available for public inspection at the office of the Edison Housing Authority, 14 Rev. Samuel Carpenter Blvd., Edison, NJ 08820.

RESOLUTION # 4-11-19

9.) That this Resolution shall take effect immediately.

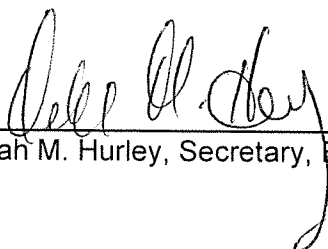
MOVED: Commissioner Walter Szoludko

SECONDED Commissioner Ray Koperwhats

<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 Carlos N. Sanchez				x

PASSED AND ADOPTED THE 12 day of November, 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
November 12, 2019.



Deborah M. Hurley, Secretary, Executive Director

**HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
FINANCIAL SUMMARY**

OCTOBER 31, 2019 YTD OPERATING SUMMARY PUBLIC HOUSING AND COCC

	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
OPERATING INCOME			
Tenant Rental Income	\$ 235,374	\$ 225,739	\$ 9,635
Operating Subsidy	267,064	274,977	(7,913)
Other Income	4,412	20,933	(16,521)
Year-to-Date Revenue	506,850	521,649	(14,799)
OPERATING EXPENSES			
Salaries & Benefits	235,934	238,350	2,416
Utilities Expense	106,288	121,667	15,379
Maintenance Materials & Contract Costs	68,318	70,000	1,682
Other Operating Expenses	101,322	75,964	(25,358)
Year-to-Date Expenses	511,862	505,980	(5,882)
Net Operating Surplus / (Deficit)	\$ (5,012)	\$ 15,669	\$ (20,681)

OCTOBER 31, 2019 YTD OPERATING SUMMARY HCV PROGRAM

	<u>Admin. Fee</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
OPERATING INCOME	\$ 103,805	\$ 1,114,823	\$ 1,218,628
OPERATING EXPENSES			
Salaries & Benefits	(47,331)	-	(47,331)
Other Admin. Expense	(35,741)	-	(35,741)
Housing Assistance Payments	-	(1,114,823)	(1,114,823)
Net Operating Surplus / (Deficit)	\$ 20,733	\$ -	\$ 20,733

UNRESTRICTED CASH & INVESTMENTS

	<u>October</u>	<u>September</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,267,136	\$ 1,211,341	\$ 55,795
Housing Choice Voucher / SPC	326,532	462,806	(136,274)
Housing Authority Total	1,593,668	1,674,147	(80,479)
Component Unit EHA	489,885	486,623	3,262
UNRESTRICTED CASH & INVESTMENTS	\$ 2,083,553	\$ 2,160,770	\$ (77,217)

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	115,591	51,695	-
Unobligated Funds	-	114,718	234,240
Unexpended Funds	-	166,413	234,240

Notes

- The Authority incurred approximately \$16,000 of PHA Web training expense during the month of October. This is the primary reason YTD other operating expenses are worse than budgeted.
- The decrease in Housing Choice Voucher cash when compared to the prior month is primarily due to HUD's HAP subsidy allocation methodology. The HAP subsidy received decreased from \$269,821 in September to \$155,600 in October. We've been working with the HUD shortfall team to ensure the Authority will have enough cash to cover HAP expenses through December.
- The 2019 Capital Fund five year and annual plans were submitted to and approved by HUD. The 2019 Capital Fund is now available for drawdown from eLoccs.



(Main Office)

Robert E. Holmes Gardens
14 Rev. Samuel Carpenter Blvd.
Edison, NJ 08820
Phone: (908) 561.2525
Fax: (908) 561.7517
Section 8 Office: (908) 561.8489

Julius Engel Gardens
Willard Dunham Drive
Edison, NJ 08837
Phone: (732) 549.3301
Fax: (732) 549.5394

Deborah M. Hurley, C-PHM
Executive Director

November 11, 2019

Dear Robert Holmes Gardens Residents:

Robert Holmes Gardens will be making some improvements to the property this week. Please be advised that a tree company will be visiting the property this week to begin work on cutting tree limbs and removing dead trees.

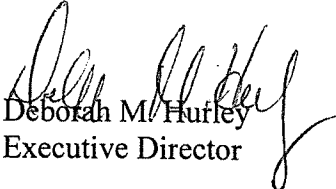
Also, we just received notice today from the Township of Edison that construction work on the streets of Weston Forbes Court, Lyle Place, and Beaver Avenue will be repaved this week starting on or about Nov. 12th – 15th.

Please be advised that all vehicles will need to be parked on a side street between the hours of 7:00 am to 5:00 pm, as you will not have access to your driveway or street. Vehicles that do not comply to this notice will be towed by the township.

Please make every effort to remove vehicles that are not working today, as they will be towed when work begins on your street.

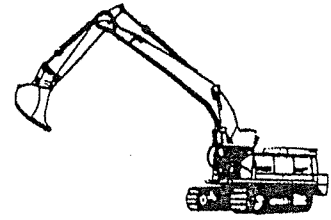
If you should have any questions, please do not hesitate to contact the Administrative Office tomorrow at 908.561.2525, since offices are closed today in observance of Veterans Day.

Sincerely,


Deborah M. Hurley
Executive Director

P & A

Construction, Inc.



CONSTRUCTION NOTICE

Please be advised that construction activities for the 2019 Road Resurfacing Program are under way.

On or about 11/12 - 11/15 we
will be milling and paving your street.

Please note that during the paving operation a liquid tar will be applied to the roadway a few hours in advance of paving operation. This material is very sticky; Please do not drive or walk on the tar or you will leave tracks. Please obey the traffic control measures that are in place to avoid any damage to surrounding surfaces.

WHEN WE ARE WORKING ON YOUR STREET, PLEASE HAVE ALL VEHICLES PARKED ON A SIDE STREET BETWEEN THE HOURS OF 7:00 AM TO 5:00 PM. AS YOU WILL NOT HAVE ACCESS TO YOUR DRIVEWAY OR STREET. YOUR COOPERATION IS GREATLY APPRECIATED.

Thank you:

P & A Construction, Inc.