

EDISON HOUSING AUTHORITY

Regular Meeting

January 21, 2020

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 Homes News Tribune on December 27, 2019 and a copy of the notice was published in the Home News Tribune on January 1, 2020. 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 December 17, 2020 Regular Meeting Minutes
6. Resolutions:
 - 1-1-2020 Resolution to approve vouchers for payment of invoices in the amount of \$142,069.20
 - 2-1-2020 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to be designated as Public Agency Compliance Officer.
 - 3-1-2020 Resolution by the Commissioners of the Edison Housing Authority authorizing the approval of Fair Market Rents for the Edison Housing Authority.
7. Old Business:
 - a.) Condo update
8. New Business:
 - a.) Financial Review
 - b.) Heating Pipe update
 - c.) Security update
9. Public Portion
10. Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

December 17, 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 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 N. Sanchez, Vice Chair, Barry Telesnick, Commissioner Louis Mangione, Jr., Commissioner Raymond Koperwhats, Commissioner Walter Szoludko, Commissioner Chris Mazauskas, Deborah Hurley, Executive Director, and Attorney, Terrence Corriston.

Motion to approve the minutes of November 12, 2019 Board Meeting

Motion: Commissioner Barry Telesnick

Second: Commissioner Chris Mazauskas

Discussion: Chairman Carlos 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. Telesnick	x			
Chairman Carlos N. Sanchez	x			

Resolution 1-12-2019 to authorize and approve Vouchers for Business in the amount of \$87,708.99

Motion: Commissioner Walter Szoludko

Second: Commissioner Barry Telesnick

Discussion

Chairman Carlos N. Sanchez allowed for discussion. Commissioner Ray Koperwhats had two questions regarding the lawn service and tree service contracts. Deborah Hurley, Executive Director indicated that the housing authority has a contract for 12 months with the landscapers. Also, the three quote process was obtained and a company was selected with the lowest quote. CheapTree.com was recommended to be considered by Commissioner Koperwhats the next time quotes are being acquired for tree service. Commissioner Chris Mazauskas inquired about line item for Print Post. Deborah Hurley, Executive Director indicated that an ad was designed for a Social Service Directory created for Middlesex County. Chairman Carlos N. Sanchez inquired about line item for railings. Executive Director, Deborah Hurley indicated that there were two seniors whose units required new installation of railings that exceeded the expertise of the maintenance team. Chairman Carlos N. Sanchez suggested that perhaps it would benefit the housing authority to look into assessing which units will need to upgrade railings, which would create a uniformed presence throughout the property.

Motion to approve **Resolution 1-12-2019 for \$87,708.99:**

Approved as follows:

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

Resolution 2-12-2019 by the Commissioners of the Edison Housing Authority to appoint Edison Housing Authority, Executive Director, Deborah Hurley as Commissioner to the Public Housing Authority Joint Insurance Fund.

Motion: Commissioner Barry Telesnick

Second: Commissioner Walter Szoludko.

Discussion

There was no discussion.

Motion to approve **Resolution 2-12-2019:**

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			

Comm. Szoludko	x
Comm. Mangione, Jr.	x
Comm. Telesnick	x
Chairman N. Sanchez	x

Resolution 3-12-2019 by the Commissioners of the Edison Housing Authority to approve the Edison Housing Authority Board Meeting dates, time, and location for the calendar year, 2020.

Motion: Commissioner Barry Telesnick
Second: Commissioner Walter Szoludko

Discussion

Chairman Carlos N. Sanchez asked if there was a need to revisit the time for the meeting. After discussion between commissioners, all agreed that the time of the meeting would remain the same.

Motion to approve **Resolution 3-12-2019:**
 Approved as follows:

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

Old Business:

- a.) Financial Review:
 Commissioners agreed that having the monthly financials were helpful and if there were any questions, it was suggested that it be presented to the Executive Director so that all of the questions could be presented to our fee accountant for a response.
- b.) Commissioner Koperwhats indicated that the leaves needed to be cleaned and the executive director indicated that the landscapers are very good and they would be called back to clean the leaves. Commissioner Koperwhats indicated that the roads have been identified belonging to the township. Also, the lines will be drawn on the roads in spring 2020. In addition, a request was made by the commissioners to have a thank you letter drafted and approved addressed to the mayor and dept. of engineering.
- c.) Chairman Carlos N. Sanchez indicated that since Commissioner Neal resigned in December, the process to recommend a resident commissioner will take place in January, 2020.

- d.) Commissioner Chris Mazauskas presented a 2020 Census job hire flyer. Chairman Carlos Sanchez suggested that we promote the opportunity in our next newsletter.

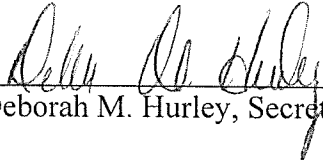
Public Portion

Adjournment:

Motion: Commissioner Walter Szoludko

Second: Commissioner Barry Telesnick

Adjourned Unanimously at 6:50 PM



Deborah M. Hurley, Secretary, Executive Director

Paid Invoice List 12/18/19-12/31/19

Vendor Name	Date	CK No.	Amount	Description
GANNETT NJ NEWSPAPERS	12/18/20 19	0000002 241	118.60	RFP PUBLICATION FOR TRASH REMOVAL 11/30/19
INTERGLOBE COMMUNICATIONS, INC	12/18/20 19	0000002 242	698.41	REH & JEG TELEPHONE SERVICE - NOVEMBER 2019
KATHLEEN KELLY	12/18/20 19	0000002 243	11.38	REIMB FOR PURCHASE OF HOLIDAY DECORATIONS
VERONICA LONG	12/18/20 19	0000002 244	31.87	COFFEE & DONUTS FOR MCC FOOD BANK MEETING 12/16/19
OUR PLACE PIZZA	12/18/20 19	0000002 245	143.00	REH FAMILY HOLIDAY PARTY - 12 PIZZAS FOR STAFF & VOLUNTEERS
STANDARD WASTE SERVICES	12/18/20 19	0000002 246	332.40	30 YARD ROLL OFF + TONS DISPOSAL CHARGE 12/9/19
STAPLES ADVANTAGE	12/18/20 19	0000002 247	230.52	OFFICE SUPPLIES
MICHELLE THORNE	12/18/20 19	0000002 248	178.19	REIMB FOR PURCHASES OF SUPPLIES FOR THE 2019 FAMILY CHRISTMAS PARTY 12/19/19
JOCELYN SILVA	12/18/20 19	0000002 249	85.28	2 SANDWICH PLATTERS FOR JEG CHRISTMAS PARTY 12/19/19
LOU CAS RESTAURANT	12/18/20 19	0000002 250	1024.75	DECEMBER 2019 HOLIDAY BOARD MEETING
LOU CAS RESTAURANT	12/23/20 19	0000002 251	501.60	STAFF HOLIDAY LUNCH 12/20/19
DEBORAH R HURLEY	12/23/20 19	0000002 252	368.53	REIMB FOR TOYS PURCHASE FOR THE FAMILY HOLIDAY PARTY & SANTA CLAUS
TOTAL			3724.53	

Edison Housing Authority
Vendor Accounting Check Register
For Checks Dated: 1/18/2020

Program: Public Housing

Bank Name: Provident Bank

Bank Account: 987402823 Bank Cash Account: 1111

Payment Num	Payment Recipient	Document Description	Void Date	Void Amount	Amount
2253	AB Universal Messaging	Answering Service - Dec 2019			\$113.44
2254	Aflac	Insurance Premium - December 2019			\$194.84
2255	American Shredder, Inc.	document shredding service 1/7/20			\$55.00
2256	Barry Telesnick	REH Board Meeting travel reimb 12/17/19			\$25.00
2257	Breslin and Breslin, P.A.	Legal Services - Dec 2019			\$2,100.00
2258	Brothers Lock & Safe, Inc.	JEG locks & keys			\$836.00
2259	Carlos N Sanchez	REH Board Meeting travel reimb 12/17/19			\$25.00
2260	Christopher Mazauskas	REH Board Meeting travel reimb 12/17/19			\$25.00
2261	CIT	Telephone System Lease & Maintenance-J			\$258.78
2262	Corbett Exterminating, Inc.	Monthly exterminating services - Dec 2019			\$1,110.75
2263	De Lage Landen Financial Services, Inc.	REH Copier Lease 1/15/20-2/14/20			\$553.83
2264	D'Onofrio & Son Landscaping	REH Lawn Maintenance - Fall special clean			\$925.00
2265	Edison Plumbing	Apt 1E fixed diverter, hot & cold stopper			\$920.00
2266	Elizabethtown Gas	REH gas 11/18/19-12/17/19			\$14,456.44
2267	Home Depot Credit Services	maintenance supplies & materials			\$2,068.22
2268	InterGlobe Communications, Inc.	Telephone Service - January 2020			\$695.82
2269	Jocelyn Silva	Food for Veronica's farewell lunch			\$123.51
2270	Jolanta Kubacka	2020 Prescription Eyeglasses Reimb			\$239.98
2271	KYOCERA Document Solutions New Yor	copier overage charge 10/3/19-1/2/20			\$817.86
2272	Louis A Mangione, Jr. Esq.	REH Board Meeting travel reimb 12/17/19			\$25.00
2273	Madeline Cook	Medicare Premium Reimbursement 7/1/19-			\$1,004.40
2274	McLaughlin Stauffer & Shaklee, PC	General Labor Matters - December 2019			\$581.80
2275	Michelle Thorne	cake for Veronica's farewell lunch			\$132.39
2276	Middlesex Water Company	JEG Water 11/15/19-12/13/19			\$2,019.87
2277	NAHRO	2020 Awards of Excellence Submission			\$75.00
2278	NetConnect, Inc.	Remote & On-Site Network Maintenance- J			\$695.00
2279	New Jersey American Water	REH Water 11/26/19-12/26/19			\$9,584.93
2280	New Jersey Public Housing Authority JIF	2020 Property, General Liability, Auto Liabi...			\$72,931.00
2281	NJAHRA	2020 Annual Membership Dues			\$175.00
2282	Optimum	JEG Internet Service 12/22/19-1/21/20			\$289.28
2283	Palmer Heating, LLC	REH broken pipe leak in the basement & br			\$1,192.80
2284	Petty Cash - Jocelyn Silva	petty cash replenishment 12/12/19-1/17/19			\$245.27
2285	Pitney Bowes Global Financial Services L	postage meter lease 7/21/19-10/20/19			\$325.23
2286	Polcari & Co.	Fee for Accounting Services - November 20			\$2,800.00
2287	PSE&G CO	JEG gas & electric 11/16/19-12/18/19			\$11,985.46
2288	Raymond Koperwhats	REH Board Meeting travel reimb 12/17/19			\$25.00
2289	See-More TV & Appliance	Apt B3 30" electric stove			\$414.00
2290	Standard Waste Services	REH waste service - January 2020			\$2,598.75
2291	Staples	REH office supplies			\$387.47
2292	Steve's Appliance Doctor, Inc.	Apt 15E oven bake ignition kit installed			\$668.60
2293	The Print Post	Creative design of 2 flyers for REH & JEG			\$2,422.78
2294	Verizon Wireless	maintenance cell phone service 12/29/19-1/1			\$227.88
2295	Veronica Long	2020 prescription eyeglasses reimbursemen			\$250.00
2296	Walter Szoludko	REH Board Meeting travel reimb 12/17/19			\$25.00

Total Checks: 45

\$1,718.29

\$138,344.67

Checks By Type	Number of Checks	Amount
Vendor	45	\$138,344.67
Totals	45	\$138,344.67

RESOLUTION # 1-1-20

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 \$142,069.20.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-1-20 shall be approved.

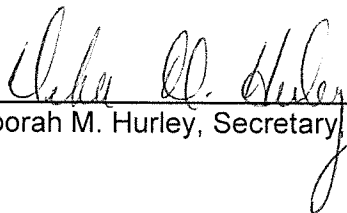
MOVED: Commissioner Szoludko

SECONDED Commissioner Telesnick

<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 Telesnick	x			
Commissioner Louis Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of January, 2020

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting January 21, 2020



Deborah M. Hurley, Secretary Executive Director

RESOLUTION # 2-1-20

A RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO BE DESIGNATED AS PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, the Commissioners of the Edison Housing Authority designates the Executive Director, Deborah Hurley to be designated as Public Agency Compliance Officer.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 2-1-20 shall be approved.

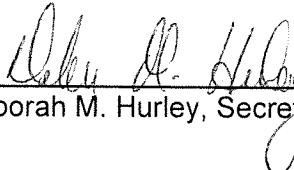
MOVED: Commissioner Telesnick

SECONDED Commissioner Mangione

<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 Telesnick	x			
Commissioner Louis Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of January, 2020

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting January 21, 2020



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 3-1-20

**RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY
AUTHORIZING THE APPROVAL OF FAIR MARKET RENTS FOR THE EDISON
HOUSING AUTHORITY.**

WHEREAS, the Commissioners of the Edison Housing Authority authorizes the approval of the fair market rents for the Edison Housing Authority; and

WHEREAS, the fee accountant of the Edison Housing Authority established payment standards that are set at 100% of FMR's published by HUD; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 3-1-20 shall be approved.

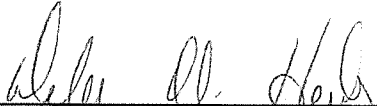
MOVED: Commissioner Koperwhats

SECONDED Commissioner Telesnick

<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 Telesnick	x			
Commissioner Louis Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of January, 2020

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting January 21, 2020



Deborah M. Hurley, Secretary, Executive Director

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

DECEMBER 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	\$ 354,925	\$ 338,608	\$ 16,317
Operating Subsidy	408,286	412,466	(4,180)
Other Income	4,604	31,400	(26,796)
Year-to-Date Revenue	<u>767,815</u>	<u>782,474</u>	<u>(14,659)</u>
OPERATING EXPENSES			
Salaries & Benefits	354,680	357,525	2,845
Utilities Expense	165,021	182,500	17,479
Maintenance Materials & Contract Costs	101,281	105,000	3,719
Other Operating Expenses	145,600	113,946	(31,654)
Year-to-Date Expenses	<u>766,582</u>	<u>758,971</u>	<u>(7,612)</u>
Net Operating Surplus / (Deficit)	<u>\$ 1,233</u>	<u>\$ 23,504</u>	<u>\$ (22,271)</u>

DECEMBER 31, 2019 YTD OPERATING SUMMARY HCV PROGRAM

	<u>Admin. Fee</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
OPERATING INCOME	\$ 212,393	\$ 1,657,235	\$ 1,869,628
OPERATING EXPENSES			
Salaries & Benefits	(72,797)	-	(72,797)
Other Admin. Expense	(48,459)	-	(48,459)
Housing Assistance Payments	-	(1,657,235)	(1,657,235)
Net Operating Surplus / (Deficit)	<u>\$ 91,137</u>	<u>\$ -</u>	<u>\$ 91,137</u>

UNRESTRICTED CASH & INVESTMENTS

	<u>December</u>	<u>November</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,422,092	\$ 1,424,500	\$ (2,408)
Housing Choice Voucher / SPC	385,540	283,678	101,862
Housing Authority Total	<u>1,807,632</u>	<u>1,708,178</u>	<u>99,454</u>
Component Unit EHA	487,278	484,680	2,598
UNRESTRICTED CASH & INVESTMENTS	<u>\$ 2,294,910</u>	<u>\$ 2,192,858</u>	<u>\$ 102,052</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	115,591	51,695	-
Unobligated Funds	-	114,718	234,240
Unexpended Funds	-	166,413	234,240

Notes

- The Authority's LRPH & COCC YTD net operating profit at December 31, 2019 is \$1,233, or \$22,271 below the YTD budgeted amount of \$23,504. Please note other revenue is considerably below budget as we budgeted approximately \$20,000 of CDBG funding to improve the basketball court area. EHA anticipates receiving approximately \$15,000 from CDBG in the Spring for these improvements. Other operating expenses are higher than budget primarily because of the unbudgeted \$16,000 of PHA Web training incurred earlier this year. In addition, tenant services expenses are above budget due to higher than expected Stateside Affair costs.

- The increase in HCV operating surplus and cash is due to HUD providing additional HAP and administrative funding in December. Our discussions with Martine Pommenville from HUD and the HCV funding shortfall team resulted in the EHA HAP funding increasing to \$307,975 in December. HAP funding will be \$282,905 in both January and February 2020. The usual monthly HCV administrative funding of \$28,238 was received plus an additional \$57,308. The January and February 2020 administrative funding amounts will be \$28,238.

- Please note the public housing utility costs are expected to increase during the upcoming winter months. Therefore, it is imperative to closely monitor all of the operating expenses within our control.

- The 2018 Capital Fund must be fully obligated by the end of May 2020. EHA must obligate \$114,718 of capital improvements before then. Deborah mentioned the following projects will take place in the near future: security cameras at both locations (approximately \$35,000), exterior paint for JCE (approximately \$15,000) and a new fence at JCE (approximately \$25,000).

EDISON HOUSING AUTHORITY

Annual Reorganization Meeting

January 21, 2020

6:00 P.M.

Julius Engel Gardens
(Community Room)

Call to Order

1. Pledge of Allegiance
2. 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 Homes News Tribune on December 27, 2019 and a copy of the notice was published in the Home News Tribune on January 1, 2020. Said notice has been posted in the main lobby of the Municipal Building and the two housing developments of the Edison Housing Authority.
3. Roll Call
4. Elections of Officers – Chairman yields Chair to Attorney Nominations for Chairman:
Commissioner Carlos Sanchez nominated by Commissioner Lou Mangione, Jr.
Any other nominations
Moved by Comm. Mangione, Jr.
Seconded by Comm. Koperwhats

The Attorney returns the gavel to the Chair, Carlos Sanchez

Chair Nominations for Vice Chairman

Commissioner Barry Telesnick nominated by Commissioner Sanchez
Any other nominations
Moved by Comm. Mangione, Jr.
Seconded by Comm. Szoludko

Nominations for Treasurer

Commissioner Lou Mangione, Jr. nominated by Commissioner Telesnick
Any other nominations
Moved by Comm. Telesnick
Seconded by Comm. Koperwhats

Unanimous vote for approval cast by Secretary Hurley

5. Adjournment – Commissioner Lou Mangione, Jr.
Seconded Commissioner Walter Szoludko