

Edison Housing Authority Board Meeting
April 21, 2020
6:00 PM

***In Light of Meeting Restrictions Due To The Coronavirus,
This Meeting Will Take Place Via Conference Call***

Conference Call: 1. (425).436.6391 Access Code: 717-965

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 Home 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.

In addition, a notice was submitted to the Home News Tribune on April 9, 2020 and published on April 11, 2020 indicating the Edison Housing Authority Board Meeting will be held via-conference call due to meeting restrictions surrounding the Coronavirus. The meeting is open to the public and said notice included the conference call number and was submitted to the Township of Edison, and has been posted onto the Edison Housing Authority website.

4. Roll Call
5. Approval of February 15, 2020 Regular Meeting Minutes
6. Resolutions:
 - 1-4-2020 Resolution to approve vouchers for payment of invoices in the amount of \$79,460.12 for the month of March.
 - 2-4-2020 Resolution to approve vouchers for payment of invoices in the amount of \$85,086.98 for the month of April.
 - 3-4-2020 Resolution of the Board of Commissioners of the Edison Housing Authority Adopting a Domestic Violence Policy for Public Employers and Designating Human Resource Officers with respect to the same.
 - 4-4-2020 Resolution by the Commissioners of the

Edison Housing Authority Board Meeting
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Edison Housing Authority Adopting the
Protection and Safe Treatment of Minors
Policy.

5-4-2020 A Resolution to Award a Contract to
D'Onofrio Son Inc., Landscaping for
Landscaping Services at Robert
Holmes Gardens and Julius Engel
Gardens.

6-4-2020 Resolution of the Commissioners of the
Edison Housing Authority, Authorizing
the use of electronic signatures of the
Chairman, Treasurer, Executive
Director, and Authorized Designated
Commissioners on Checks.

7-4-2020 Resolution by the Commissioners of the
Edison Housing Authority to approve
the audit for fiscal year ending
June 30, 2019.

8-4-2020 Resolution by the Commissioners of the
Edison Housing Authority to approve the
budget for fiscal year 2020-2021

7. Old Business:

- a.) Condo update
- b.) Financial Summary for Review

8. New Business:

- a.) Audit Review presented by Anthony Giampaolo, Hymanson, Parnes & Giampaolo
- b.) Budget Review for fiscal year 20-21 presented by Tony Polcari, Polcari & Polcari
- c.) Executive Director update

9. Public Portion

10. Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

February 18, 2020

**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. 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 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

Roll call

In attendance: Chairman Carlos N. Sanchez, Vice Chair, Barry Telesnick, Commissioner Louis Mangione, Jr., Commissioner Raymond Koperwhats, Commissioner Chris Mazauskas, Commissioner Walter Szoludko, Deborah Hurley, Executive Director, and Attorney, Terrence Corriston.

Motion to approve the minutes of January 21, 2020, Board Meeting

Motion: Commissioner Barry Telesnick

Second: Commissioner Walter Szoludko

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 1-2-2020 to authorize and approve Vouchers for Business in the amount of \$78,773.75

Motion: Commissioner Ray Koperwhats
Second: Commissioner Walter Szoludko

Discussion

Chairman Carlos N. Sanchez opened for discussion. Commissioner Koperwhats inquired about the line item for truck removal service. Deborah Hurley, Executive Director explained that we have been working on evictions and there were several units that required manpower, as the families left behind significant amounts of debris and furniture. Also, the truck removes everything and dumps it off the premises. This is also a good safety measure that is considered when engaging such a service.

Motion to approve **Resolution 1-2-2020 for \$78,773.75:**
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 2-2-2020 by the Commissioners of the Edison Housing Authority authorizing the removal of former Exec. Dir., Madeline Cook as signer for Investors Bank and add Executive Director, Deborah Hurley as signer.

Motion: Commissioner Barry Telesnick
Second: Commissioner Ray Koperwhats

Discussion

Commissioner Barry Telesnick inquired about how the account is being used. Executive Director, Deborah Hurley explained that there are several cd accounts, this being one that requires a change with signatures.

Motion to approve **Resolution 2-2-2020:**
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 3-2-2020 by the Commissioners of the Edison Housing Authority authorizing the purchase of a computer server by NetConnect in the amount of \$8,427.00.

Motion: Commissioner Walter Szoludko

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Carlos N. Sanchez and Commissioner Barry Telesnick expressed concerns about the safety measures when transferring housing authority data from the old to the new server. Deborah Hurley, Executive Director assured the commissioner that all of our data being transferred will be saved in the cloud, which is a necessary feature required by our auditor. Commissioner Koperwhats stressed that we should be including the state in the process when securing quotes. Deborah Hurley, Executive Director expressed that the state is often considered when securing quotes. However, the process was difficult, as IT businesses have a noninterest providing a quote for just a server or isolated project, if they are not going to be considered for managing the entire system.

Motion to approve **Resolution 3-2-2020**:

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 4-2-2020 by the Commissioners of the Edison Housing Authority authorizing the Executive Director, Deborah Hurley to enter into an annual contract with Call-em-all mass communication service for the amount of \$1,800.00.

Motion: Commissioner Walter Szoludko

Second: Commissioner Chris Mazauskas

Discussion

Chairman Carlos N. Sanchez inquired about the need for the communication service and how many times would it be utilized monthly. Deborah Hurley, Executive Director indicated that the staff is communicating frequently with the residents about scheduled programs; outreach when it's time for recertification; as well as, updating families regarding maintenance issues. In addition, the fee is annual. If we do not utilize the service in a month, credits are rolled over. Commissioner Koperwhats inquired about how the cell phones would be utilized. Deborah Hurley, Executive Director indicated that we are able to add up to (3) families in the household, and it has a calling message feature that will ensure seniors will have access to the communications. Also, there was discussion among the commissioners expressing concern with securing consent from residents to receive communication. As a result, it was decided that during

recertification time, a consent form would be provided allowing the authority to send messages to their cell phones and email addresses.

Motion to approve **Resolution 4-2-2020**:

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			

Discussion:

Resolution 5-2-2020 by the Commissioners of the Edison Housing Authority to approve the transaction of opening a cd at Northfield Bank and authorizing Chairman Carlos N. Sanchez and Executive Director, Deborah Hurley as signers at Northfield Bank.

Motion: Commissioner Barry Telesnick

Second: Commissioner Walter Szoludko

Discussion

Chairman Carlos N. Sanchez requested an overview from the Executive Director. Deborah Hurley explained that there are several cd accounts that send notifications when it's time to renew our cd's. Recently, we received a renewal notice from BCB (Bayonne Community Bank) and performed research to ensure we are receiving a good rate, as a result, we were able to secure a good rate with Northfield Bank. There was no further discussion.

Motion to approve **Resolution 5-2-2020**:

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 Summary Review: Deborah Hurley, Executive Director distributed the financial summary. Chairman N. Sanchez mentioned that our finances reflect that we are on target with our budget.

- b.) Commissioner Koperwhats requested updates regarding security cameras; abandoned cars at Julius Engel; parking stripes at Robert Holmes Gardens; and heating pipes. Deborah Hurley, Executive Director indicated that specs for the cameras have been performed and we are still working on crafting a rfp that will be publicized. Once that has been completed, the board will be notified. As for the Heating Pipe Committee, that will be explained under new business during the streamline update; the meeting with the township addressing the parking lines was cancelled and will be rescheduled soon; and a memo was issued immediately to Julius Engel families addressing the abandoned cars, as a result all of the abandoned cars have been removed.

New Business:

- a.) Programming: Deborah Hurley, Executive Director indicated that programs for the spring is in full effect. Presently, we are celebrating Black History month by hosting movie nights featuring African American artists who have made a difference. Meetings have been held with YMCA, Family Success, and the Department of Labor to begin preparation for events that occurred in 2019.
- b.) Streamline update: Deborah Hurley, Executive Director met with Chairman Carlos N. Sanchez to discuss the state of affairs surrounding the properties. It was determined that we would cease all committee meetings that includes that Heating Pipe Committee to focus on the Streamline process. Chairman Carlos N. Sanchez stressed that although the heating pipes have become costly, so has the overall maintenance of the properties. Also, the chairman indicated that based on his research HUD is essentially requiring all Housing Authorities to move towards RAD and since the opportunity for Streamline is appealing, we should move forward before it's a missed opportunity. Discussion ensued among the commissioners with an end result that the Executive Director and the Chairman will do their research in securing a consultant to assist with the process.
- c.) Resident Commissioner: Deborah Hurley, Executive Director provided an update, as a letter to residents have been sent to all Public Housing residents requesting nominations. We have received several applications and will be conducting interviews in a few days. Chairman N. Sanchez indicated that once the interview process has been completed, the executive director will provide us with the selected candidate and the board will approve the candidate to be submitted to the township council for a vote.

Public Portion

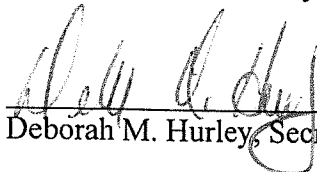
No residents present.

Adjournment

Motion: Commissioner Barry Telesnick

Second: Commissioner Ray Koperwhats

Adjourned Unanimously at 6:55 PM



Deborah M. Hurley, Secretary, Executive Director/Secretary

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 3/1/2020 Thru: 3/31/2020, 3) Program: Public Housing

Check Name		SSN / TIN	Check Address				Print 1099		
AB Universal Messaging			PO Box 195 Spring Lake NJ 07762				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2360	CHK	7380022920	Answering Service-Feb 2020	03/20	Answering Service-Feb 2020	\$92.64		\$92.64
Totals For Vendor: AB Universal Messaging									\$92.64
Aflac			1932 Wynnton Road Columbus GA 31999-0797				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2361	CHK	840634	Insurance Premium-F	03/20	Insurance Premium-Feb	\$203.00		\$203.00
Totals For Vendor: Aflac									\$203.00
Barry Telesnick			142 Ethel Road Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2362	CHK	21820	REH board meeting tr	03/20	REH board meeting trav	\$25.00		\$25.00
Totals For Vendor: Barry Telesnick									\$25.00
Breslin and Breslin, P.A.			41 Main Street Hackensack NJ 07601-7087				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2363	CHK	22420	2 warrants of removal	03/20	2 warrants of removal +	\$977.00		
			0220	legal services - Feb 2	03/20	legal services - Feb 202	\$2,100.00		\$3,077.00
Totals For Vendor: Breslin and Breslin, P.A.									\$3,077.00
Carlos N Sanchez			3 McEvoy Road Edison NJ 08837				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2364	CHK	21820	REH board meeting tr	03/20	REH board meeting trav	\$25.00		\$25.00
Totals For Vendor: Carlos N Sanchez									\$25.00
Christopher Mazauskas			263 Goodwin Street Perth Amboy NJ 08861				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2365	CHK	21820	REH board meeting tr	03/20	REH board meeting trav	\$25.00		\$25.00
Totals For Vendor: Christopher Mazauskas									\$25.00
CIT			21146 Network Place Chicago IL 60673-1211				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2349	CHK	34972695	Telephone system lea	03/20	Telephone system leas	\$258.78		\$258.78
Totals For Vendor: CIT									\$258.78
De Lage Landen Financial Services, Inc.			PO Box 41602 Philadelphia PA 19101-1602				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2350	CHK	67004539	REH copier lease 3/15	03/20	REH copier lease 3/15/	\$29.05		
			33991971	JEG copier lease 3/15	03/20	JEG copier lease 3/15/2	\$187.46		\$216.51
Totals For Vendor: De Lage Landen Financial Services, Inc.									\$216.51
Deborah Hurley			1434 Maplewood Terrace Plainfield NJ 07060				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2366	CHK	31120	township & staff meeti	03/20	township & staff meetin	\$173.25		\$173.25
Totals For Vendor: Deborah Hurley									\$173.25
Edison Plumbing			94 Woodbury Road Edison NJ 08820				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2367	CHK	2320	bldg 2 & 4 cleaned se	03/20	bldg 2 & 4 cleaned sew	\$330.00		

Edison Housing Authority

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Check Name	SSN / TIN	Check Address	Print 1099						
		2620	bldg 5 boiler room fixe	03/20	bldg 5 boiler room fixed		\$170.00		
		21220	apt 12E & 12F crawl s	03/20	apt 12E & 12F crawl sp		\$240.00		
		2620a	apt 9G-replaced batht	03/20	apt 9G-replaced bathtu		\$230.00		
		21920	bldg 3 cleaned sewer l	03/20	bldg 3 cleaned sewer lin		\$310.00		
		21620	bldg 9(E)-replaced lea	03/20	bldg 9(E)-replaced leaki		\$390.00		
		21520	apt B6-replaced leakin	03/20	apt B6-replaced leaking		\$280.00		
		22020	apt B6 2nd fl-replaced	03/20	apt B6 2nd fl-replaced l		\$280.00		
		21820	apt F2-replaced broke	03/20	apt F2-replaced broken		\$450.00		
Totals For Vendor: Edison Plumbing									\$2,680.00
									\$2,680.00
Elizabethtown Gas			PO Box 5412 Carol Stream IL 60197-5412			No			
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/01/2020	2351	CHK	0577138900-21820	REH Gas 1/16/20-2/18/20	03/20	REH Gas 1/16/20-2/18/20	\$10.00		
			3922309254-21820	REH gas 1/16/20-2/18/20	03/20	REH gas 1/16/20-2/18/20	\$989.14		
			4458334671-21820	REH gas 1/16/20-2/18/20	03/20	REH gas 1/16/20-2/18/20	\$698.79		\$1,697.93
03/12/2020	2368	CHK	3996554541-22820	REH gas 1/28/20-2/28/20	03/20	REH gas 1/28/20-2/28/20	\$10,409.97		\$10,409.97
Totals For Vendor: Elizabethtown Gas									\$12,107.90
Enes Service Center LLC			247 Central Avenue Metuchen NJ 08840			No			
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/01/2020	2352	CHK	0120	Auto fuel usage - Jan	03/20	Auto fuel usage - Jan 2	\$160.05		\$160.05
03/12/2020	2369	CHK	220	auto gas fuel use-Feb	03/20	auto gas fuel use-Feb 2	\$112.00		\$112.00
Totals For Vendor: Enes Service Center LLC									\$272.05
Felix Storch, Inc.			770 Garrison Avenue Bronx NY 10474			No			
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/12/2020	2370	CHK	1555492	apt 3E-30" gas stove	03/20	apt 3E-30 gas stove	\$450.00		
			1555493	apt C5-24" electric ran	03/20	apt C5-24 electric range	\$452.00		\$902.00
Totals For Vendor: Felix Storch, Inc.									\$902.00
G&J Property Maintenance LLC			PO Box 172 Sewaren NJ 07077			No			
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/12/2020	2371	CHK	48	JEG 5/18/18-cut overgr	03/20	JEG 5/18/18-cut overgr	\$1,050.00		\$1,050.00
Totals For Vendor: G&J Property Maintenance LLC									\$1,050.00
Gannet New Jersey Newspapers			PO Box 677599 Dallas TX 75267-7599			No			
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/01/2020	2353	CHK	0003136900	Publication-Board Me	03/20	Publication-Board Meeti	\$76.28		\$76.28
Totals For Vendor: Gannet New Jersey Newspapers									\$76.28
Guy M. Jensen, Constable			PO Box 217 Cranford NJ 07016			No			
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/12/2020	2372	CHK	LT35220	apt 7E lock out fee	03/20	Apt 7E lock out fee	\$75.00		\$75.00
Totals For Vendor: Guy M. Jensen, Constable									\$75.00

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 3/1/2020 Thru: 3/31/2020, 3) Program: Public Housing

Check Name		SSN / TIN	Check Address				Print 1099		
Home Depot Credit Services			Dept 32 - 2531888992 PO Box 78047 Phoenix AZ 85062-8047				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2373	CHK	4024496	REH maintenance sup	03/20	REH maintenance supp	\$31.88		
			4900951	floor stripper rental	03/20	floor stripper rental	\$1.00		
			3024636	floor stripper supply	03/20	floor stripper supply	\$16.80		
			3901003	floor stripper rental	03/20	floor stripper rental	\$87.40		
			3042908	REH maintenance sup	03/20	REH maintenance supp	\$1,154.22		
			3042910	REH maintenance sup	03/20	REH maintenance supp	\$1,156.82		
			6026430	JEG maintenance sup	03/20	JEG maintenance suppl	\$224.81		
			2460922	JEG maintenance sup	03/20	JEG maintenance suppl	\$144.43		
			2901835	JEG equipment rental	03/20	JEG rental desposit	\$1.00		
			901892	JEG floor stripper rent	03/20	JEG stripper rental	\$118.00		
			6027632	JEG maintenance sup	03/20	JEG maintenance suppl	\$454.26		
Totals For Vendor: Home Depot Credit Services									\$3,390.62
							\$3,390.62		
Hymanson, Parnes & Giampaolo			467 Middletown-Lincroft Road Lincroft NJ 07738				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2374	CHK	63019	independent audit of fi	03/20	Independent audit of fin	\$10,191.00		
Totals For Vendor: Hymanson, Parnes & Giampaolo									\$10,191.00
							\$10,191.00		
InterGlobe Communications, Inc.			101 Tyrellan Avenue Staten Island NY 10309-2651				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2375	CHK	200605721	telephone service - M	03/20	Telephone service - Ma	\$679.51		
Totals For Vendor: InterGlobe Communications, Inc.									\$679.51
							\$679.51		
Jocelyn Silva			1132 Raritan Avenue Highland Park NJ 08904				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2376	CHK	3620	3/6/20 staff meeting - I	03/20	Staff meeting - lunch	\$39.02		
Totals For Vendor: Jocelyn Silva									\$39.02
							\$39.02		
Louis A Mangione, Jr. Esq.			59 DeMott Lane Somerset NJ 08876				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2377	CHK	21820	REH board meeting tr	03/20	REH board meeting trav	\$25.00		
Totals For Vendor: Louis A Mangione, Jr. Esq.									\$25.00
							\$25.00		
McLaughlin Stauffer & Shaklee, PC			4814 Outlook Drive Unit: Suite 112 Wall Township NJ 07753				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2378	CHK	02-17569	legal services - re:gen	03/20	legal services - re:gener	\$208.98		
Totals For Vendor: McLaughlin Stauffer & Shaklee, PC									\$208.98
							\$208.98		
Middlesex Water Company			PO Box 826538 Philadelphia PA 19182-6538				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2354	CHK	5535300000-21420	JEG Water 9/16/19-2/14/20(estimated)	03/20	JEG Water 9/16/19-2/14/20(estimated)	\$1,951.19		
Totals For Vendor: Middlesex Water Company									\$1,951.19
							\$1,951.19		

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 3/1/2020 Thru: 3/31/2020, 3) Program: Public Housing

Check Name		SSN / TIN	Check Address				Print 1099		
New Jersey American Water			Box 371331 Pittsburgh PA 15250-7331				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2355	CHK	2100218393 85-12820	REH water 12/27/19- 1/28/20	03/20	REH water 12/27/19- 1/28/20	\$6,610.86		\$6,610.86
03/12/2020	2379	CHK	2100216577 98-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$272.74		
			2100218406 99-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$195.32		
			2100218385 11-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$168.86		
			2100218393 85	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$9,189.09		
			2100189673 38-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$215.16		
			2100219027 95-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$175.47		
			2100219024 36-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$175.47		
			2100216056 05	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$365.35		
			2100216049 54-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$96.09		
			2100218371 12-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$321.00		
			2100218378 15-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$175.47		
			2100218363 24-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$431.50		
			2100219017 30-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$1,736.61		
			2100219013 41-22620	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$175.47		
			2100216566 96	REH water 1/29/20- 2/26/20	03/20	REH water 1/29/20- 2/26/20	\$1,093.00		\$14,786.60
Totals For Vendor: New Jersey American Water									\$21,397.46
NTN-Philadelphia			PO Box 1023 Blackwood NJ 08012				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2380	CHK	NJ5507003	REH/JEG prospective	03/20	REH/JEG prospective t	\$324.00		\$324.00
Totals For Vendor: NTN-Philadelphia									\$324.00
Optimum			PO Box 70340 Philadelphia PA 19176-0340				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2356	CHK	386464011- 32120	REH Internet service 2/22/20-3/21/20	03/20	REH Internet service 2/22/20-3/21/20	\$136.18		
			453477012- 32220	Maintenance internet service 2/22/20-3/21/20	03/20	Maintenance internet service 2/22/20-3/21/20	\$159.41		
			207961039- 32120	JEG Internet service 2/22/20-3/21/20	03/20	JEG Internet service 2/22/20-3/21/20	\$189.28		\$484.87
Totals For Vendor: Optimum									\$484.87
Petty Cash - Jocelyn Silva			14 Rev Samuel Carpenter Blvd Edison NJ 08820				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2392	CHK	31220	petty cash replenishm	03/20	petty cash replenishme	\$248.26		\$248.26
Totals For Vendor: Petty Cash - Jocelyn Silva									\$248.26

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 3/1/2020 Thru: 3/31/2020, 3) Program: Public Housing

Check Name		SSN / TIN	Check Address				Print 1099		
Phoenix Specialties, LLC			650-C South Avenue Garwood NJ 07027				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2381	CHK	32521	apt 6C counter top	03/20	Apt 6C counter top	\$89.00		\$89.00
Totals For Vendor: Phoenix Specialties, LLC									\$89.00
Pitney Bowes Global Financial Services LLC			PO Box 371887 Pittsburgh PA 15250-7887				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2357	CHK	3310684063	Postage machine leas	03/20	Postage machine lease	\$325.23		\$325.23
Totals For Vendor: Pitney Bowes Global Financial Services LLC									\$325.23
PSE&G CO			PO Box 144444 New Brunswick NJ 08906-4444				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2358	CHK	6691572106-21920	JEG gas & electric 1/22/20-2/19/20	03/20	JEG gas & electric 1/22/20-2/19/20	\$8,374.30		\$8,374.30
03/12/2020	2382	CHK	5031000691-73	REH electric 1/23/20-2/21/20	03/20	REH electric 1/23/20-2/21/20	\$2,541.68		\$2,541.68
Totals For Vendor: PSE&G CO									\$10,915.98
Raul Bylander		083-46-9572	706 Sixth Avenue Asbury Park NJ 07712				Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2383	CHK	477638	apt 1B repair floor	03/20	Apt 1B repair floor	\$462.50		
			477641	apt 6C sanding & refin	03/20	Apt 6C sanding & refin	\$500.00		\$962.50
Totals For Vendor: Raul Bylander									\$962.50
Raymond Koperwhats			12 Deerwood Avenue Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2384	CHK	21820	REH board meeting tr	03/20	REH board meeting trav	\$25.00		\$25.00
Totals For Vendor: Raymond Koperwhats									\$25.00
Reserve Account(Postage)			PO Box 223648 Pittsburgh PA 15250				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/01/2020	2359	CHK	0320	Postage reserve - Mar	03/20	Postage reserve - Marc	\$400.00		\$400.00
03/12/2020	2385	CHK	420	reserve postage - Apri	03/20	Reserve postage - Marc	\$450.00		\$450.00
Totals For Vendor: Reserve Account(Postage)									\$850.00
Sherwin Williams Co.			226 Talmadge Road Edison NJ 08817-2824				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2386	CHK	4514-7	50 gallons paint	03/20	50 gallons paint	\$996.00		\$996.00
Totals For Vendor: Sherwin Williams Co.									\$996.00
Standard Waste Services			21 Edgeboro Road East Brunswick NJ 08816				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2387	CHK	371968	dumpster 30 yd roll off	03/20	dumpster 30 yd roll off	\$456.24		
			370752	trash removal service-	03/20	Trash removal service-	\$2,598.75		\$3,054.99
Totals For Vendor: Standard Waste Services									\$3,054.99
Staples			PO Box 70242 Philadelphia PA 19176-0242				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2388	CHK	8057567587	office supplies	03/20	office supplies	\$258.10		\$258.10
Totals For Vendor: Staples									\$258.10

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 3/1/2020 Thru: 3/31/2020, 3) Program: Public Housing

Check Name		SSN / TIN	Check Address				Print 1099		
Steve's Appliance Doctor, Inc.			6 Eardley Road Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2389	CHK	40333	apt 15G refrigerator re	03/20	Apt 15G refrigerator rep	\$322.50		
			40308	apt 6D stove repair	03/20	Apt 6D stove repair	\$168.50		
			40207	apt 3D stove ignition k	03/20	Apt 3D stove ignition kit	\$168.50		
			40307	apt 12E Stove thermo	03/20	Apt 12E Stove thermost	\$248.50		
			40332	apt 7B oven checked	03/20	Apt 7B oven checked n	\$69.50		
			40309	apt 3B oven thermostat	03/20	Apt 3B oven thermostat	\$292.50		
			40423	apt G5 refrigerator che	03/20	Apt G5 refrigerator chec	\$69.50		
			40443	apt H6 stove burner re	03/20	Apt H6 stove burner rep	\$199.50		\$1,539.00
Totals For Vendor: Steve's Appliance Doctor, Inc.									\$1,539.00
Verizon Wireless			PO Box 408 Newark NJ 07101-0408				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2390	CHK	9849378548	maintenance cell phon	03/20	Maintenance cell phone	\$220.00		\$220.00
Totals For Vendor: Verizon Wireless									\$220.00
Walter Szoludko			100 Beaman Blvd Unit: Apt 4444 Atlantic Highlands NJ 07716				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2020	2391	CHK	21820	REH board meeting tr	03/20	REH board meeting trav	\$25.00		\$25.00
Totals For Vendor: Walter Szoludko									\$25.00
Grand Totals:			Total Payments:				39		\$79,460.12

RESOLUTION # 1-4-2020

A RESOLUTION TO APPROVE VOUCHERS FOR PAYMENT OF INVOICES FOR THE MONTH OF MARCH

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$79,460.12 for the month of March and;

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-4-20 shall be approved.

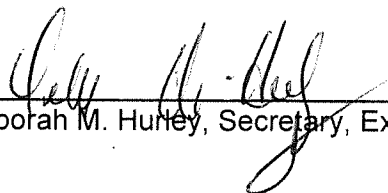
MOVED: Commissioner Walter Szoludko

SECONDED Commissioner Barry 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 April, 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 April 21, 2020



Deborah M. Hurley, Secretary, Executive Director

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 4/1/2020 Thru: 4/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
AB Universal Messaging			PO Box 195 Spring Lake NJ 07762						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2405	CHK	7380032820	Answering Service-Mar 2020	04/20	Answering Service-Mar 2020	\$90.64		\$90.64
Totals For Vendor: AB Universal Messaging									\$90.64
Acuity Specialty Products Inc. Zep Sales & Service			PO Box 3338 Boston MA 02241-3338						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/01/2020	2395	CHK	9004970777	REH maintenance sup	04/20	REH maintenance suppl	\$357.73		
			9004970778	JEG maintenance sup	04/20	JEG maintenance suppl	\$320.64		\$678.37
Totals For Vendor: Acuity Specialty Products Inc. Zep Sales & Service									\$678.37
Aflac			1932 Wynnton Road Columbus GA 31999-0797						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2406	CHK	256159	Insurance Premium-F	04/20	Insurance Premium-Feb	\$180.32		\$180.32
Totals For Vendor: Aflac									\$180.32
Breslin and Breslin, P.A.			41 Main Street Hackensack NJ 07601-7087						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2407	CHK	0320	legal services - Feb 2	04/20	legal services - Feb 202	\$2,100.00		\$2,100.00
Totals For Vendor: Breslin and Breslin, P.A.									\$2,100.00
Carrier SI, Inc.			PO Box 1560 Draper UT 84020						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/01/2020	2396	CHK	321795	telephone system onsi	04/20	telephone system onsite	\$297.50		\$297.50
Totals For Vendor: Carrier SI, Inc.									\$297.50
CIT			21146 Network Place Chicago IL 60673-1211						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2408	CHK	35149068	telephone system leas	04/20	Telephone system leas	\$258.78		\$258.78
Totals For Vendor: CIT									\$258.78
Corbett Exterminating, Inc.			284 Sheffield Street Unit: Suite 2 Mountainside NJ 07092						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2409	CHK	0486122	monthly cemit treatme	04/20	monthly cemit treatment	\$360.00		
			0488285	Apt 9F visual bed bug	04/20	Apt 9F visual bed bug i	\$65.00		
			0488494	monthly cemit treatme	04/20	monthly cemit treatment	\$856.00		\$1,281.00
Totals For Vendor: Corbett Exterminating, Inc.									\$1,281.00
CQI Water Treatment			PO Box 1140 Oakhurst NJ 07755						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2410	CHK	3213	REH & JEG Boiler wat	04/20	REH & JEG Boiler wate	\$1,150.00		\$1,150.00
Totals For Vendor: CQI Water Treatment									\$1,150.00
De Lage Landen Financial Services, Inc.			PO Box 41602 Philadelphia PA 19101-1602						
							No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/01/2020	2394	CHK	67420223	REH Copier Lease 4/1	04/20	REH Copier Lease 4/15	\$366.37		
			67409075	JEG copier lease 4/15	04/20	JEG copier lease 4/15/2	\$187.46		\$553.83
Totals For Vendor: De Lage Landen Financial Services, Inc.									\$553.83

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 4/1/2020 Thru: 4/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
Deborah Hurley			1434 Maplewood Terrace Plainfield NJ 07060						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2411	CHK	41620	reimb for order of mai	04/20	reimb for order of maint	\$363.45		\$363.45
Totals For Vendor: Deborah Hurley									\$363.45
Edison Plumbing			94 Woodbury Road Edison NJ 08820						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/01/2020	2397	CHK	3220	Apt 3A removed toilet	04/20	Apt 3A removed toilet &	\$330.00		
			22920a	bldg 3 cleaned sewer l	04/20	bldg 3 cleaned sewer lin	\$310.00		
			22920	Apt C1 removed leaki	04/20	Apt c1 removed leaking	\$290.00		\$930.00
04/16/2020	2412	CHK	3620	Apt 2B replaced broke	04/20	Apt 2B replaced broken	\$215.00		
			31120	bldg 3 sewer line clog	04/20	bldg 3 sewer line clogge	\$320.00		
			31920	Apt 8C opened ceiling	04/20	Apt 8C opened ceiling &	\$310.00		\$845.00
Totals For Vendor: Edison Plumbing									\$1,775.00
Elizabethtown Gas			PO Box 5412 Carol Stream IL 60197-5412						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2413	CHK	4458334671-32020	reh gas 2/18/20-3/20/20	04/20	reh gas 2/18/20-3/20/20	\$217.72		
			3922309254-32020	reh gas 2/18/20-3/20/20	04/20	reh gas 2/18/20-3/20/20	\$486.56		
			0577138900-32020	reh gas 2/18/20-3/20/20	04/20	reh gas 2/18/20-3/20/20	\$10.00		\$714.28
04/17/2020	2432	CHK	3996554541-33120	reh gas 2/29/20-3/31/20	04/20	reh gas 2/29/20-3/31/20	\$3,702.18		\$3,702.18
04/17/2020	2433	CHK	3996554541-33120	reh gas 2/29/20-3/31/20	04/20	reh gas 2/29/20-3/31/20	\$4,822.18		\$4,822.18
Totals For Vendor: Elizabethtown Gas									\$9,238.64
Enes Service Center LLC			247 Central Avenue Metuchen NJ 08840						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2414	CHK	0320	auto gas fuel-Mar 202	04/20	auto gas fuel-Mar 2020	\$93.06		\$93.06
Totals For Vendor: Enes Service Center LLC									\$93.06
Gurney Electric LLC			93 Spruce Street Port Reading NJ 07064						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2415	CHK	15392	reh troubleshoot 23 ou	04/20	reh troubleshoot 23 out	\$1,985.95		\$1,985.95
Totals For Vendor: Gurney Electric LLC									\$1,985.95
Home Depot Credit Services			Dept 32 - 2531888992 PO Box 78047 Phoenix AZ 85062-8047						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2416	CHK	350859	reh maintenance mate	04/20	reh maintenance materi	\$1,368.35		
			3029205	auger for jeg & reh	04/20	auger for jeg & reh	\$67.96		\$1,436.31
Totals For Vendor: Home Depot Credit Services									\$1,436.31
InterGlobe Communications, Inc.			101 Tyrellan Avenue Staten Island NY 10309-2651						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2417	CHK	200915721	telephone service - Ap	04/20	Telephone service - Apr	\$632.53		\$632.53
Totals For Vendor: InterGlobe Communications, Inc.									\$632.53

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 4/1/2020 Thru: 4/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
Management Computer Services, Inc.		810 Monitor Street PO Box 2045 La Crosse WI 54602-2045	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2418	CHK	0320	pha web training marc	04/20	pha web training march	\$400.00		\$400.00
Totals For Vendor: Management Computer Services, Inc.									\$400.00
Marczak's		247 Central Avenue Metuchen NJ 08840	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/01/2020	2398	CHK	0306	GMC truck oil change,	04/20	GMC truck oil change,b	\$1,396.00		\$1,396.00
04/16/2020	2419	CHK	0320	jeep cherokee towing,f	04/20	GMC truck oil change,b	\$1,376.00		\$1,376.00
Totals For Vendor: Marczak's									\$2,772.00
MRI Software, LLC		29596 Network Place Chicago IL 60673-1295	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2420	CHK	789077	annual tenmast subsc	04/20	annual tenmast subscri	\$9,748.52		\$9,748.52
Totals For Vendor: MRI Software, LLC									\$9,748.52
NetConnect, Inc.		111 Storer Avenue Unit: Suite B2 Staten Island NY 10309	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2421	CHK	N5848	Remote & On-Site Net	04/20	Remote & On-Site Netw	\$695.00		
			N5891	REH computer server	04/20	REH computer server h	\$8,097.95		
			N5907	Remote & On-Site Net	04/20	Remote & On-Site Netw	\$695.00		
			N5949	staff remote access se	04/20	staff remote access ser	\$336.00		
			N5839	desktop computer for	04/20	desktop computer for Jo	\$1,147.75		\$10,971.70
Totals For Vendor: NetConnect, Inc.									\$10,971.70
New Jersey American Water		Box 371331 Pittsburgh PA 15250-7331	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
04/16/2020	2422	CHK	1018-210021901730-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$1,319.86		
			1018-210021840699-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$162.25		
			1018-210021901341-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$201.93		
			1018-210021656696-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$1,132.69		
			1018-210018967338-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$241.62		
			1018-210021605605-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$365.35		
			1018-210021604954-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$96.09		
			1018-210021839385-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$2,454.53		
			1018-210021837112-32620	reh water 2/27/20-3/26/20	04/20	reh water 2/27/20-3/26/20	\$188.70		

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 4/1/2020 Thru: 4/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
		1018- 2100219024 36-32620	reh water 2/27/20- 3/26/20	04/20	reh water 2/27/20- 3/26/20		\$195.32		
		1018- 2100218363 24-32620	reh water 2/27/20- 3/26/20	04/20	reh water 2/27/20- 3/26/20		\$431.50		
		1018- 2100219027 95-32620	reh water 2/27/20- 3/26/20	04/20	reh water 2/27/20- 3/26/20		\$182.09		
		1018- 2100218385 11-32620	reh water 2/27/20- 3/26/20	04/20	reh water 2/27/20- 3/26/20		\$175.47		
		1018- 2100218378 15	reh water 2/27/20- 3/26/20	04/20	reh water 2/27/20- 3/26/20		\$175.47		
		1018- 2100216577 98-32620	reh water 2/27/20- 3/26/20	04/20	reh water 2/27/20- 3/26/20		\$319.04		\$7,641.91

Totals For Vendor: New Jersey American Water

\$7,641.91

Optimum			PO Box 70340 Philadelphia PA 19176-0340				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/01/2020	2399	CHK	0787538646 4011-52120	REH Internet Service 4/22/20-5/21/20	04/20	REH Internet Service 4/22/20-5/21/20	\$123.04		
			0787545347 7012-52120	REH Maintenance Shop Internet Service	04/20	REH Maintenance Shop Internet Service 4/22/20	\$78.14		
			0787520796 1039-4/21/20	JEG Internet Service 4/22/20-5/21/20	04/20	JEG Internet Service 4/22/20-5/21/20	\$88.10		\$289.28
04/16/2020	2423	CHK	386464011- 42120	reh Internet service 3/21/20-4/21/20	04/20	reh internet service- 3/21/20-4/21/20	\$136.18		\$136.18

Totals For Vendor: Optimum

\$425.46

Phoenix Specialties, LLC			650-C South Avenue Garwood NJ 07027				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/01/2020	2400	CHK	32617	JEG range hoods	04/20	JEG range hoods	\$385.50		\$385.50
04/16/2020	2424	CHK	32741	maintenance cleaning	04/20	maintenance cleaning s	\$284.10		
			32653	apt L5 wood cabinets	04/20	apt L5 wood cabinets &	\$938.25		\$1,222.35

Totals For Vendor: Phoenix Specialties, LLC

\$1,607.85

Polcari & Co.			2035 Hamburg Turnpike Unit: H Wayne NJ 07470				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/01/2020	2401	CHK	11749	Accounting services+a	04/20	Accounting services - J	\$5,775.00		\$5,775.00
04/16/2020	2425	CHK	11956	Accounting services -	04/20	Accounting services - M	\$2,800.00		\$2,800.00

Totals For Vendor: Polcari & Co.

\$8,575.00

PSE&G CO			PO Box 144444 New Brunswick NJ 08906-4444				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/16/2020	2426	CHK	1300007818- 32320	REH electric 2/21/20- 3/23/20	04/20	(Voided) REH electric 11/19/19-12/20/19	\$5,145.80		
			6691572106- 31920	jeg gas & electric 2/19/20-3/19/20	04/20	(Voided) jeg gas & electric 2/19/20-3/19/20	\$7,633.83	(\$12,779.63)	\$0.00
04/17/2020	2431	CHK	1300007818- 32320	REH electric 2/21/20- 3/23/20	04/20	REH electric 11/19/19- 12/20/19	\$5,145.80		
			1300007818- 122019	11/19/20-12/20/19	04/20	11/19/20-12/20/19	(\$2,535.33)		

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 4/1/2020 Thru: 4/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
		6691572106- jeg gas & electric 31920 2/19/20-3/19/20	04/20	jeg gas & electric 2/19/20-3/19/20			\$7,633.83		\$10,244.30
Totals For Vendor: PSE&G CO									\$10,244.30
Raul Bylander	083-46-9572	706 Sixth Avenue Asbury Park NJ 07712	Yes						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/01/2020	2402	CHK	087216	apt 1B refinish living r	04/20	apt 1B refinish living roo	\$160.00		\$160.00
Totals For Vendor: Raul Bylander									\$160.00
See-More TV & Appliance		551 Middlesex Avenue Metuchen NJ 08840	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/16/2020	2427	CHK	1296681	jeg 2-14 cuft refrigerat	04/20	jeg 2-14 cuft refrigerator	\$1,425.00		
			1296282	apt E4 15cuft refrigera	04/20	apt E4 15cuft refrigerato	\$475.00		
			1296279	apt G5-12 cuft refriger	04/20	apt G5-12 cuft refrigerat	\$575.00		\$2,475.00
Totals For Vendor: See-More TV & Appliance									\$2,475.00
Standard Waste Services		21 Edgeboro Road East Brunswick NJ 08816	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/01/2020	2403	CHK	374295	30 yd roll off+tons disp	04/20	30 yd roll off+tons dispo	\$451.84		
			373090	Waste service-April 20	04/20	Waste service-April 202	\$2,598.75		\$3,050.59
Totals For Vendor: Standard Waste Services									\$3,050.59
Staples		PO Box 70242 Philadelphia PA 19176-0242	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/01/2020	2404	CHK	8057830041	office supplies	04/20	office supplies	\$65.76		
			8057745040	JEG/REH office suppli	04/20	office supplies	\$237.45		\$303.21
Totals For Vendor: Staples									\$303.21
Stateside Affairs		120 Polk Drive Brick NJ 08724	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/16/2020	2428	CHK	425	Monthly services for g	04/20	Monthly services for ge	\$2,900.00		\$2,900.00
Totals For Vendor: Stateside Affairs									\$2,900.00
Steve's Appliance Doctor, Inc.		6 Eardley Road Edison NJ 08817	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/16/2020	2429	CHK	40738	apt 9B refrigerator doo	04/20	apt 9B refrigerator door	\$269.30		
			40524	apt 9D stove bake igni	04/20	apt 9D stove bake igniti	\$218.50		
			40531	apt 8E stove burner cl	04/20	apt 8E stove burner cle	\$149.50		
			41500	apt 12E bake ignition	04/20	apt 12E bake ignition kit	\$99.00		
			40569	apt 7D bake ignition ki	04/20	apt 7D bake ignition kit i	\$168.50		
			40592	apt L4 refrigerator ev	04/20	Apt 7B oven checked n	\$250.50		
			40693	jeg office refrigerator e	04/20	jeg office refrigerator ev	\$252.60		
			40553	apt J6 refrigerator ch	04/20	apt J6 refrigerator chec	\$69.50		\$1,477.40
Totals For Vendor: Steve's Appliance Doctor, Inc.									\$1,477.40
Verizon Wireless		PO Box 408 Newark NJ 07101-0408	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
04/16/2020	2430	CHK	9851479992	maintenance cell phon	04/20	maintenance cell phone	\$218.66		\$218.66
Totals For Vendor: Verizon Wireless									\$218.66
Grand Totals:							32		\$85,086.98

RESOLUTION # 2-4-2020

A RESOLUTION TO APPROVE VOUCHERS FOR PAYMENT OF INVOICES FOR THE MONTH OF APRIL

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$85,086.98 for the month of April and;

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 2-4-2020 shall be approved.

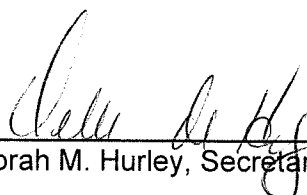
MOVED: Commissioner Walter Szoludko

SECONDED Commissioner Raymond 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 Telesnick	x			
Commissioner Louis Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of April, 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 April 21, 2020



Deborah M. Hurley, Secretary, Executive Director



STATE OF NEW JERSEY
DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

I. PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

II. DEFINITIONS

The following terms are defined solely for the purpose of this policy:

- 1) Domestic Violence – Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.
- 2) Abuser/Perpetrator – An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

- 3) Human Resources Officer (HRO) – An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.
- 4) Intimate Partner – Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.
- 5) Temporary Restraining Order (TRO) – A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.
- 6) Victim – A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.
- 7) Workplace-Related Incidents – Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

III. PERSONS COVERED BY THIS POLICY

All New Jersey public employees are covered under this policy. A State of New Jersey public employer is any state, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers and temporary employees of any public employer at any workplace location are also covered under this policy.

IV. RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER

All public employers shall designate an HRO to assist employees who are victims of domestic violence.

The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

V. DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition

to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section VIII of this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between state employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, as appropriate.
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team.
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (See Section VI).
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

VI. CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

VII. CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

VIII. THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

The full text of the New Jersey SAFE Act is provided in the Appendix to this policy.

IX. PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to Sections IV and V of this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.

- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

X. RESOURCES

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

XI. DISTRIBUTION OF POLICY

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute this policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to this policy, as changes occur.

XII. OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO and the public employer's appointing authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy

Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

XIII. POLICY MODIFICATIONS AND REVIEW

A public employer may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

The Civil Service Commission will review and modify this policy periodically and as needed.

XIV. POLICY ENFORCEABILITY

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

XV. POLICY INQUIRIES & EFFECTIVE DATE

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on this policy.

October 15, 2019

Deirdre L. Webster Cobb

Deirdre L. Webster Cobb, Esq.
Chair/Chief Executive Officer
State of New Jersey
Civil Service Commission
P.O. Box 317
Trenton, NJ 08625
609-292-4145
<https://www.state.nj.us/csc/>

RESOLUTION # 3-4-2020

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE EDISON HOUSING AUTHORITY ADOPTING A DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS AND DESIGNATING HUMAN RESOURCE OFFICERS WITH RESPECT TO SAME

WHEREAS, in accordance with NJSA 11A:2-6a all public employers are required to adopt a policy to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their employer and provide a standard for employers to follow when responding to said employees; and

WHEREAS, the state has issued a uniform policy known as the “New Jersey Domestic Violence Policy for Public Employers” (hereinafter referred to as the “Policy”) in the form attached hereto; and

WHEREAS, it is in the best interest of the Edison Housing Authority (the “Authority”) to adopt the attached Policy; and

WHEREAS, the Policy requires that the Authority designate a Human Resource Officer and a Secondary Human Resource Officer, who shall receive training on responding to and assisting employees who are victims of domestic violence and who be available to assist such employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Edison Housing Authority does hereby adopt the “Domestic Violence Policy for Public Employees” attached hereto; and

BE IT FURTHER RESOLVED THAT for the purposes of this policy Executive Director , Deborah Hurley shall be designated as Human Resource Officer and Jocelyn Silva, Administrative Personnel shall be designated as Secondary Human Resource Officer and that they shall both take the training provided by the State of New Jersey with respect to same.

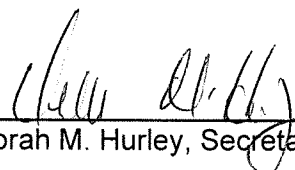
OFFERED BY: Commissioner Telesnick

SECONDED BY: Commissioner Walter 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 Telesnick	x			
Commissioner Louis Mangione, Jr.	x			
Chairman N. Sanchez	x			

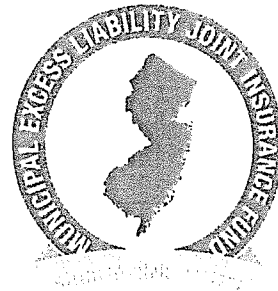
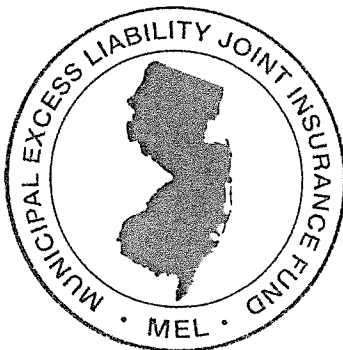
PASSED AND ADOPTED THE 21 day of April, 2020

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
April 21, 2020



Deborah M. Hurley, Secretary, Executive Director

Edison Housing Authority Policy Addressing the Protection and Safe Treatment of Minors



Policy Addressing the Protection and Safe Treatment of Minors

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Edison Housing Authority Policy Addressing the Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.

- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are

often known and respected in their communities for dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations

intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Edison Housing Authority (hereinafter the "Authority") is committed to the safety of all individuals in its community, however, the Authority has particular concern for those who are potentially vulnerable, including minor children. The Authority regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Authority is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Authority to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Authority or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Authority or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- Authorized Adult- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- Child or Minor - A person under the age of eighteen (18).
- Department Heads- Appointed department heads of the Authority, including the chief administrative officer, and any assistants.
- Direct Contact - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

- Dual Reporting – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the Authority to report all possible cases of abuse.
- Employees, Staff, or Counselors – persons working for the Authority on a full-time or part-time basis, and compensated by the Authority.
- Facilities - Facilities owned by, under the control of, or rented or leased to the Authority.
- Grooming - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- NJMEL JIF-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- Officials – Authority Commissioners
- One-On-One Contact - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- Programs - Programs and activities offered or sponsored by the Authority.
- Volunteers-Individuals volunteering their time to provide services to the Authority who are not on the payroll and receive no compensation.

III. Policy:

The Authority is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Authority is firmly committed to protecting children under the care and supervision of the Authority from all forms of physical, mental, sexual and emotional abuse. The Authority is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Authority. The procedures outlined below shall apply to all officials, employees, and volunteers of the Authority.

IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees and volunteers shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. The background check for applicants for employment shall be processed in accordance with N.J.S.A. 40A:12A-22.2, Criminal history background checks on applicants for employment with local housing authorities. ***Written documentation of the background check shall be maintained by the Authority in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Authority ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the Authority ***PRIOR TO*** starting employment or volunteer service. ***In addition to completing the training course adopted by the Authority,*** any volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.)
- iv. The Authority shall ***annually*** re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative, or in the absence of a designated representative, the Executive Director of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Authority. Most importantly, recent changes in the law in New Jersey extended the statute of

limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Authority.

➤ Officials of the Authority are required to :

- i. Complete the initial training course adopted by the Authority, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the Authority adhere to all policies and procedures as adopted.
- ii. Meet **annually** with the Executive Director and any Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. *If the policy is not being adhered to, it is the legal obligation of the officials of the Authority to implement whatever changes are necessary as soon as possible to make certain the policy is followed.*
- iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Authority.

VI. Program Procedures:

All Authority programs operated by, sponsored by, or affiliated with the Authority shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Authority. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Authority shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the Authority shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a ***Medical Treatment Authorization form*** to the Authority.
- c. Implement and adopt a "***Code of Conduct***" for volunteer and paid staff members which, ***at a minimum***, will include the following:

<i>Code of Conduct</i>

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.

- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Authority shall set forth rules and procedures governing when and under what circumstances participants may leave the Authority property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of Authority property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Authority to be

shared on any social media platform without the expressed written consent of a parent or legal guardian.

- The Authority shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- The Authority shall take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- The Authority shall develop and make available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17
- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Training Requirements:

Individual training courses have been designed for each of the following categories and all officials, employees, and volunteers of the Authority are required to complete training (and refresher course training) adopted by the Authority. ALL employees of the Authority shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Authority and individual trainees also keep copies of their own training records.

a. Officials

Complete the initial training course adopted by the Authority, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the Authority adhere to all policies and procedures as adopted.

b. Department Heads

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

c. Volunteers and Employees of the Authority

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

IX. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Authority shall also train officials, department heads, employees and volunteers in the concept of **"dual reporting"** as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support.** Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not "investigate" an abuse situation. Do not interrogate the child.** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For employees or volunteers of programs conducted by the Authority:

- Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Authority.

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.

- d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
 - After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

➤ For ***Law Enforcement Officers:***

- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

X. **Important Information Regarding Reporting Suspected Abuse Under NJ Law:**

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Authority encourages all officials, employees, and volunteers in programs operated by the Authority or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- iii. When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XI. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgement form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Authority. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators

Unexplained bruises and welts:

- On face, lips, mouth
- On torso, back, buttocks, thighs
- In various stages of healing
- Cluster, forming regular patterns
- Reflecting shape of article used to inflict (electric cord, belt buckle)
- On several different surface areas
- Regularly appear after absence, weekend or vacation

Unexplained burns:

- Cigar, cigarette burns, especially on soles, palms, back or buttocks
- Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)
- Patterned like electric burner, iron, etc.
- Rope burns on arms, legs, neck or torso

Unexplained fractures:

- To skull, nose, facial structure
- In various stages of healing
- Multiple or spiral fractures

Unexplained laceration or abrasions:

- To mouth, lips, gums, eyes
- To external genitalia

Behavioral Indicators

Wary of adult contacts

Apprehensive when other children cry

Behavioral extremes:

- Aggressiveness
- Withdrawal

Frightened of parents

Afraid to go home

Reports injury by parents

Physical Neglect

Physical Indicators

Consistent hunger, poor hygiene, inappropriate dress
Consistent lack of supervision, especially in dangerous activities or long periods
Constant fatigue or listlessness
Unattended physical problems or medical needs
Abandonment

Behavioral Indicators

Begging, stealing food
Extended stays at school (early arrival and late departure)
Constantly falling asleep in class
Alcohol or drug abuse
Delinquency (e.g. thefts)
States there is no caregiver

Sexual Abuse

Physical Indicators

Difficulty in walking or sitting
Torn, stained or bloody underclothing
Pain or itching in genital area
Bruises or bleeding in external genitalia, vaginal or anal areas
Venereal disease, especially in pre-teens
Pregnancy

Behavioral Indicators

Unwilling to change for gym or participate in PE
Withdrawn, fantasy or infantile behavior
Bizarre, sophisticated or unusual sexual behavior or knowledge
Poor peer relationships
Delinquent or run away
Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators

Habit disorders (sucking, biting, rocking, etc.)
Conduct disorders (antisocial, destructive, etc.)
Neurotic traits (sleep disorders, speech disorders, inhibition of play)

Behavioral Indicators

Behavior extremes:
• Compliant, passive
• Aggressive, demanding
Overly adoptive behavior:
• Inappropriately adult
• Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

RESOLUTION # 4-4-2020

BOARD OF COMMISSIONERS OF THE EDISON HOUSING AUTHORITY ADOPTING A PROTECTION AND SAFE TREATMENT FOR MINORS POLICY FOR THE EDISON HOUSING AUTHORITY

WHEREAS, the board of commissioners of the Edison Housing Authority shall adopt a Protection and Safe Treatment for Minors policy; and

WHEREAS, the NJ Joint Insurance Fund (JIF) has issued a uniform policy known as the Protection and Safe Treatment of Minor Policy; and

WHEREAS, it is in the best interest of the Edison Housing Authority (the "Authority") to adopt the attached Policy; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Edison Housing Authority does hereby adopt the "Protection and Safe Treatment of Minors Policy".

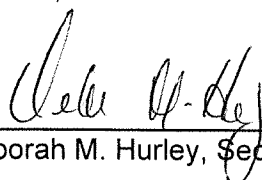
OFFERED BY: Commissioner Barry Telesnick

SECONDED BY: 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 Telesnick	x			
Commissioner Louis Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of April, 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
April 21, 2020



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 5-4-2020
A RESOLUTION TO AWARD A CONTRACT FOR LANDSCAPING SERVICES AT
ROBERT HOLMES GARDENS AND JULIUS ENGEL GARDENS

WHEREAS, the Edison Housing Authority manages two Public Housing Developments, Robert E. Holmes Gardens and Julius Engel Gardens, and;

WHEREAS, the Authority must maintain the housing in a decent, safe and sanitary manner, and

WHEREAS, the property must be maintained appropriately, the Authority advertised for landscape services on April 11, 2020 in the Home News Tribune and,

WHEREAS, the following vendors submitted bids:

VENDOR	PRICE	TERM
D'Onofrio & Son Inc. Landscaping Maplewood, New Jersey 07040	\$23,500	1 year
New Beginning's Landscaping Piscataway, New Jersey 08854	\$58,800	1 year

NOW THEREFORE, be it resolved that the Executive Director, shall execute a contract with D'Onofrio & Son Inc. Landscaping services for the period of April 22, 2020 to March 31, 2021 at a cost not to exceed TWENTY-THREE THOUSAND, FIVE HUNDRED (\$23,500) DOLLARS for the year required in the contract for one year.

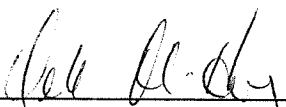
Moved: Commissioner Walter Szoludko

Second: Commissioner Lou Mangione, Jr.

	AYES	NAYS	ABTAIN	ABSENT
Commissioner Mazauskas	x			
Commissioner Koperwhats	x			
Commissioner Telesnick			x	
Commissioner Szoludko	x			
Commissioner Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of April, 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 April 21, 2020.



Deborah M. Hurley, Secretary

RESOLUTION # 6-4-2020

RESOLUTION OF THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY, AUTHORIZING THE USE OF ELECTRONIC SIGNATURES OF THE CHAIRMAN, TREASURER, EXECUTIVE DIRECTOR, AND AUTHORIZED DESIGNATED COMMISSIONERS ON CHECKS

WHEREAS, the Edison Housing Authority pays invoices and issues housing choice voucher payments monthly and;

WHEREAS, the Edison Housing Authority requires the signature of authorized signatories and;

WHEREAS, converting to electronic signatures from manual signatures will allow for the payment process to operate efficiently;

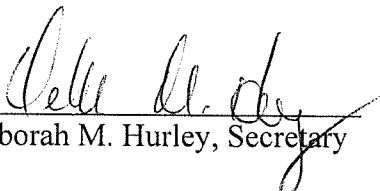
NOW THEREFORE, be it resolved that that the Board of Commissioners of the Edison Housing Authority does hereby authorize the use of electronic signatures of the Chairman, Treasurer, and Executive Director on checks.

Moved: Commissioner Barry Telesnick
Second: Commissioner Walter Szoludko

	AYES	NAYS	ABTAIN	ABSENT
Commissioner Mazauskas	x			
Commissioner Koperwhats	x			
Commissioner Telesnick	x			
Commissioner Szoludko	x			
Commissioner Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 21 day of April, 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 April 21, 2020.


Deborah M. Hurley, Secretary

Resolution # 7-4-2020
HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
TRANSMITTAL FORM

LOCAL AUTHORITIES
BOARD RESOLUTION

PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **June 30, 2019** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, the Annual Report of Audit for the year ending June 30, 2019 has been filed by a Certified Public Accountant with the pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Housing Authority of the Township of Edison** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **June 30, 2019**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION
PASSED AT THE MEETING HELD ON April 21, 2020

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
TRANSMITTAL FORM

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM

PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of Housing Authority of the Township of Edison being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of Housing Authority of the Township of Edison.
2. In performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of our Annual Housing Authority Audit report with the Clerk pursuant to N.J.S.A. 40A:5.6 for the year ending June 30, 2019.
3. We certify, that we have each reviewed the annual report for the fiscal year ended June 30, 2019 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and General Comments and Recommendations".

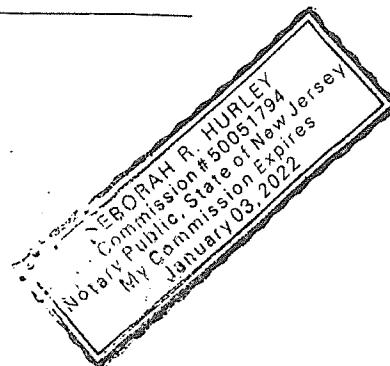
NAME

SIGNATURE

<u>[Signature]</u>	<u>[Signature]</u>
<u>[Signature]</u>	<u>[Signature]</u>
<u>[Signature]</u>	<u>[Signature]</u>
<u>Louis A. Mangione Jr.</u>	<u>[Signature]</u>
<u>Roy Kopevich</u>	<u>[Signature]</u>
<u>Christopher Fozzard</u>	<u>Christopher Fozzard</u>
<u>[Signature]</u>	<u>[Signature]</u>

Sworn to and subscribed before me
this 22 day of April 2020

[Signature]
Notary Public of New Jersey



2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION

Edison Housing Authority

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

WHEREAS, the Annual Budget and Capital Budget for the Edison Housing Authority for the fiscal year beginning, July 1, 2020 and ending, June 30, 2021, has been presented before the governing body of the Edison Housing Authority at its open public meeting of April 21, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,167,752, Total Appropriations, including any Accumulated Deficit if any, of \$6,151,876, and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$170,000, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

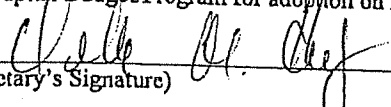
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Edison Housing Authority, at an open public meeting held on April 21, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Edison Housing Authority for the fiscal year beginning, July 1, 2020 and ending, June 30, 2021 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Edison Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on May 19, 2020.


(Secretary's Signature)

4/21/20
(Date)

Governing Body Member:	Recorded Vote	Aye	Nay	Abstain	Absent
Carlos Sanchez		X			
Louis Mangione		X			
Raymond Koperwhats		X			
Barry Telesnick		X			
Walter Szoludko		X			
Christopher Mazauskas		X			

Note Fill in the name of Each Commissioner and indicate their recorded Vote