

Edison Housing Authority Board Meeting
May 19, 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

Call to Order

Pledge of Allegiance

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 May 7, 2020 and published on May 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 April 21, 2020 Regular Meeting Minutes

6. Resolutions:

1-5-2020 Resolution to approve vouchers for payment of invoices in the amount of \$58,929.55 for the month of May.

2-5-2020 Resolution to Adopt the Edison Housing Authority Fiscal Year 2020-2021 Approved budget by the New Jersey, Department of Community Affairs, Presented by Accountant, Tony Polcari, Polcari & Polcari.

3-5-2020 Resolution requesting support from the Capital Fund Project to purchase additional security cameras for Robert Holmes

Edison Housing Authority Board Meeting
May 19, 2020
6:00 PM

Gardens property in
the amount of \$17,411.40

4-5-2020 Resolution by the Board of
Commissioners of the Edison
Housing Authority Approving the
implementation of the Program
Waivers Establishing Alternative
Statutory and/or Regulatory
Requirements under the
Coronavirus aid, relief and
economic security (CARES) ACT for
Programs Administered by the
Edison Housing Authority.

5-5-2020 Resolution to Award a Contract
for waste management services to
Standard Waste Services at
Robert Holmes Gardens for a
three-year term.

7. Old Business:

Financial Summary for Review

8. New Business:

9. Public Portion

10. Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

April 21, 2020

**6:00 pm
MINUTES**

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held via-conference call due to meeting restrictions surrounding the coronavirus. 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 December 27, 2019, a notice providing the date, time, and location for the meeting was submitted to the Home News Tribune and published 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 the 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.

Roll call

In attendance: Chairman Carlos Sanchez, Commissioner Barry Telesnick, Commissioner Lou Mangione, Jr., Commissioner Raymond Koperwhats, Commissioner Walter Szoludko, Commissioner Christopher Mazauskas, Executive Director Deborah Hurley, Attorney, Terrence Corriston, Accountants, Tony Polcari and Ralph Polcari, Auditor, Tony Giampaolo, Township of Edison, EHA Liaison, Council President, Joyce Ship-Freeman.

Motion to approve the minutes of February 15, 2020 Board Meeting

Motion: Commissioner Barry Telesnick

Second: Commissioner Raymond Koperwhats

Discussion: Chairman N. Sanchez asked if there were any questions. There was no discussion.

Approved as follows:

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

Resolution 1-4-2020 to authorize and approve vouchers for payment of invoices in the amount \$79,460.12 for the month of March.

Motion: Commissioner Walter Szoludko

Second: Commissioner Barry Telesnick

Discussion

Chairman N. Sanchez allowed for discussion. Commissioner Koperwhats inquired if there was a tracking system for appliance inventory and an account of how many appliances are being replaced. Deborah Hurley, Executive Director indicated that the Finance Department and Maintenance team has a tracking system. Commissioner Koperwhats also questioned the line item for staff lunch. Expressing that it was a significant expense. Deborah Hurley, Executive Director indicated that the line item displays reimbursement for additional lunch meetings had with township personnel, but it doesn't display additional specifics and would be willing to circle back with those details. Commissioner Mangione, Jr. asked the Executive Director about the dynamics of the staff lunches and how helpful are they. Deborah Hurley, Executive Director indicated that staff lunches are always helpful as it helps to build morale and often the time is used for team building exercises. Commissioner Barry Telesnick, questioned the expense for Pitney Bowes service and wanted to know how frequently do we pay for the service. Deborah Hurley, Executive Director expressed that we lease the machine and pay the bill quarterly. Tony Polcari, accountant expanded that having a postage machine is a necessary expense, since housing authorities generate large volume of mail. Commissioner Lou Mangione, Jr. inquired about the line item for the auditor and how the pricing was determined. Tony Polcari, accountant and Tony Giampoalo, auditor responses provided a detail of the process, as a rfp is published requesting proposals for service and the board then approves and awards the contract at a fixed price. Commissioner Lou Mangione, Jr. asked the auditor if it were possible for the board to receive a breakdown of the billing for the auditing service. Tony Giampoalo, auditor indicated that a breakdown would be provided. Commissioner Chris Mazauskas inquired about the water bill. Council President, Joyce Ship-Freeman asked if Julius Engel and Robert Holmes properties are located in two water districts. Tony Polcari, accountant indicated that the Edison Housing Authority indeed has two water districts and provided an overview of the water bills and the authorities' pricing trends. Chairman N. Sanchez requested that Deborah Hurley, Executive Director review the billing for water and provide a breakdown to the board. Deborah Hurley, Executive expressed that a breakdown of the water bill and other expense items discussed will be provided to the board later in the week.

Motion to approve **Resolution 1-4-2020 for \$79,460.12:**

Approved as follows:

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

Resolution 2-4-2020 to authorize and approve vouchers for payment of invoices in the amount of \$85,086.98 for the month of April.

Motion: Commissioner Walter Szoludko

Second: Commissioner Raymond Koperwhats

Discussion

Chairman N. Sanchez asked if there were any questions. Commissioner Raymond Koperwhats inquired about the line item for truck service, as it reflects a significant amount for an oil change. Executive Director, Deborah Hurley expressed that the line items do not reflect the entire description, as it appears additional language was cut off in the description column. The bill reflects payment for additional services for the two trucks, i.e. brakes.

Approved Resolution 2-4-2020 as follows:

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

Resolution 3-4-20 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 the respect to the same.

Motion: Commissioner Barry Telesnick

Second: Commissioner Walter Szoludko

Discussion

Chairman N. Sanchez requested that the Executive Director provide an overview of the policy. Deborah Hurley, Executive Director indicated that the state of New Jersey has required public agencies and organizations to adopt the Domestic Violence Policy and since the housing authority is a public entity our public employees experiencing domestic violence on the job or at home can take comfort in knowing there is a policy in place at work to support preventive measures, as well as, required steps for reporting when an event has occurred. Deborah Hurley, Executive Director met with all employees to review the policy and had them sign a form acknowledging the review of the policy.

Approved Resolution 3-4-2020 as follows:

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

Resolution 4-4-2020 Resolution by the Commissioner of the Edison Housing Authority Adopting the Protection and Safe Treatment of Minors Policy.

Motion: Commissioner Barry Telesnick

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Carlos Sanchez asked for a brief presentation by the Executive Director. Deborah Hurley, Executive indicated this is a required policy by our insurance carrier (JIF), and the policy has been reviewed by the entire staff. It was also expressed by Deborah Hurley, Executive Director that during the staff meeting, there was an extensive conversation about best practices for volunteers involved with our youth programs and activities. A form was signed by all staff indicating that the policy has been reviewed. Commissioner Koperwhats wanted to know who would be the point of contact when an incident needs to be reported and would the families be made aware that such policy exists. Deborah Hurley, Executive Director indicated that the point of contact will be the Executive Director. Attorney, Terrence Corrison indicated that the board will need to do training and the policy can be made available to the public on the website. Council President Joyce Ship-Freeman indicated that it is a strong policy and commended us on adopting the policy. Commissioner Koperwhats expressed again his concern and wanted to know about the ability for the public to have access to the policy and who would be the point of contact. It was strongly expressed by attorney Terrence Corrison that the policy can be made public and that this policy is something that teachers have been trained on for years. Executive Director, Deborah Hurley brought attention to page (15) of the policy that indicates how personnel should address all concerns.

Approved Resolution 4-4-2020 as follows:

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

Resolution 5-4-2020 A Resolution to award a contract to the D'Onofrio Son Inc, Landscaping for landscaping services at Robert Holmes Gardens and Julius Engel Gardens.

Motion: Commissioner Walter Szoludko

Second: Commissioner Lou Mangione, Jr.

Discussion

Commissioner Koperwhats wanted to know how the rfp was written and did it include a breakdown of specific services that is required for the year. Executive Director, Deborah Hurley explained that the last contract did not include a second fall clean-up and this rfp and contract indicated that two fall clean-ups were required. Chairman N. Sanchez asked if the service includes frequent lawn care, treatment, removal of branches and hedging of bushes. Executive Director, Deborah Hurley indicated that the service did outline all areas mentioned. Service requiring cutting of trees would be an additional fee and would require the process of securing three quotes for the service. In addition, Deborah Hurley, Executive Director indicated that a conference call with Commissioner Barry Telesnick was had to discuss and review the landscaping rfp to assure that all necessary and routine landscape services were included.

Approved Resolution 5-4-2020 as follows:

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

Resolution 6-4-2020 (*Amended Resolution to reflect*) 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.

Motion: Commissioner Barry Telesnick

Second: Commissioner Walter Szoludko

Discussion

Chairman N. Sanchez expressed that the climate of how we conduct business has changed and it is important that we consider an alternate process when signing checks that allows the staff to operate in an efficient manner. The present situation has the staff meeting up with commissioners to sign checks, which presently places them at risk with COVID-19. In addition, the electronic signature process provides for a more secure way of executing checks, since there is always a possibility of a check getting lost in travel, etc. Commissioner Chris Mazauskas asked if the commissioners will be able to review the checks before signatures are applied to the checks. Chairman N. Sanchez indicated that a thorough discussion was had with the Executive Director about the process. It was determined that the bill list will be forwarded to the authorized

signatory for approval, before the electronic signatures are applied. Commissioner Chris Mazauskas expressed reservation about the process and the safety measures moving forward with electronic signature. Tony Polcari, accountant indicated that the PHA-Web software provides a code that only the executive director has access to in order to run the checks. Commissioner Barry Telesnick shared that his landscaping business utilizes the electronic signature feature and there has been no issues. He also expressed that it is a wise decision to use the electronic signature feature. Chairman N. Sanchez took a moment to review the routine payments processed by the Edison Housing Authority which include: the section 8, Shelter Care Plus programs and general operating bills. Commissioner Koperwhats indicated that the initial resolution only mentions the chairman, treasurer, and executive director as the authorized signators. Deborah Hurley, Executive Director indicated that the commissioners were identified as a way to streamline the process. Chairman N. Sanchez requested that the resolution be amended to reflect that authorized signators be included as well.

Approved Resolution 6-4-2020 as follows:

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

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

Motion: Commissioner Walter Szoludko

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Sanchez requested the auditor provide a brief overview of the audit report. Tony Giampaolo, auditor indicated that the Housing Authority has a clean report. Programs audited this year included Public Housing and Shelter Care Plus. The authority has a clean report and is heading in the right direction. Chairman N, Sanchez asked if the comments from the state were addressed. Tony Polcari, accountant indicated that the comments that were posed by the state were addressed and both the executive director and the chairman were copied on the response. Commissioner Mazauskas inquired about staff accrued time. Terrence Corrison, attorney stressed that we are not allowed to discuss a specific employee, when the Executive Director, Deborah Hurley attempted to address the commissioner who referenced a specific employee accrued time. Tony Polcari, accountant and Tony Giampaolo, auditor provided an overview about the standard practices applied when addressing employee accrued vacation, sick, and comp time.

Approved Resolution 7-4-2020 as follows:

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

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

Motion: Commissioner Ray Koperwhats

Second: Commissioner Walter Szoludko

Discussion

Chairman N. Sanchez requested accountants from Polcari & Polcari to present a brief overview of the budget. Ralph Polcari, accountant reviewed and summarized the budget by referencing N-1 financial section and F-4 expenses. Areas in the budget that reflects an increase detail the following: consulting fee for streamline conversion, conferences, staff trainings, maintenance repairs, and salary increases. There will be expenses made to purchase a new truck in the near future. Commissioner Lou Mangione, Jr. referenced a line item reflecting an increase for consulting services and wondered if that is a result of anticipated costs to administer the RAD program. Tony Polcari, accountant agreed that the commissioner is correct. Funds have been included for the next fiscal year to tackle the RAD conversion. Commissioner Lou Mangione, Jr. inquired about funding received by DCA. Tony Polcari, accountant indicated that we do not receive funding from DCA and that this process for DCA is a way for the state to ensure all housing authorities in the state of New Jersey are being fiscal responsible. He further explained how housing authorities are funded, as HUD is the only funding source for housing authorities. Chairman Carlos N. Sanchez asked if there were any additional questions, since there was no further discussion a motion was made to approve resolution 8-4-2020.

Approved Resolution 8-4-2020 as follows:

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

Old Business

- a.) Condo update: Executive Director, Deborah Hurley indicated that both units are now occupied and receiving rents on time. Chairman Carlos N. Sanchez reminded

commissioners that although the two units are now occupied, down the road there will be a need for a discussion with the township to either provide the housing authority with additional units to manage or consider taking back the units. Presently, the two units managed by our affordable housing development corp. has been losing funds. If the township happens to increase the number of units to manage, it will then become more of a profitable and worthwhile investment for the Edison Housing Authority Development Corp.

- b.) Financial Summary: Chairman N. Sanchez, Executive Director indicated that the financial summary prepared by Polcari and Polcari has been presented and allowed for Q&A. There was no further discussion.

New Business:

- (a) Audit Review presented by Anthony Giampaolo, Hymanson, Parnes & Giampaolo
- (b) Budget Review for fiscal year 2020-2021, presented by Tony Polcari, Polcari & Polcari.
- (c) Executive Director update:

-Resident Commissioner: A selection process was implemented that involved the following: a letter to all residents requesting candidates to apply for the position and an interview process with the executive director and Commissioner Chris Mazauskas. After all interviews were conducted, it was determined that Toni Johnson, resident at Julius Engel would be the best candidate to present to the board of commissioners for approval. Chairman N. Sanchez expressed the importance of the resident position and provided direction for next steps that include submission of Toni Johnson's resume and application to council of Edison Township. Council President Joyce Ship-Freeman indicated that it will be important for the commissioners whose terms are up to provide resumes and applications to the township at their earliest convenience.

-COVID-19: The Edison Housing Authority has been updating residents frequently about preventive measures surrounding the virus. Notices have been translated into spanish and are uploaded to the website. EHA's website has created a link that provided information and resources. In addition, a lunch program has been coordinated with the assistance of the Township of Edison and MCFoods program to provide breakfast and lunch daily at both Julius Engel and Robert Holmes properties. Our families in the Section 8 program have also been invited to participate in the food program. The office has implemented an alternating work schedule; NetConnect has implemented software that allows employees to work remotely; cell phones have been purchased so that staff can conduct business; the maintenance team sanitizes the admin offices every morning; and PPE (personal protective equipment) have been purchased for staff, i.e. masks, gloves, and hazardous disposable suits. Chairman N. Sanchez took the opportunity to express appreciation for the direction taken by the Executive Director to ensure staff and residents remain safe during this pandemic.

-Security cameras: Executive Director indicated that since the beginning of the year, a decision has been made to go another direction, as there is an immediate need to repair several cameras at Robert Holmes Gardens. After the repairs are complete, price quotes

for additional cameras will be secured for the Robert Holmes Garden property.

-Fence: A rfp has been prepared for a fence replacement at the Julius Engel Gardens property. Once the attorney approves the rfp, it will be submitted for legal publication.

-Paint: Price quotes for painting and power washing of buildings at the Julius Engel property have been secured and a company will be select within the week to begin work.

Motion to open to the public made by Commissioner Ray Koperwhats
Second by Commissioner Barry Telesnick

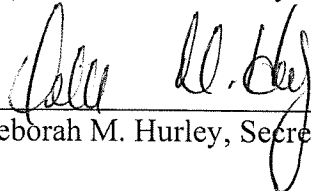
Public: No discussion.

Motion to close the public portion made by Commissioner Barry Telesnick. Seconded by Commissioner Walter Szoludko.

Public Portion closed 7:42 PM

Motion to adjourn by Commissioner Barry Telesnick
Second by Commissioner Raymond Koperwhats

Adjourned Unanimously at 7:43 PM



Deborah M. Hurley, Secretary, Executive Director

Edison Housing Authority

General Ledger Account Check Register Report

Filter Criteria Includes: 1) Bank Name: Provident Bank, 2) Bank Account: General Operating Account 987402823, 3) Check Numbers From: All, 4) Date From: 5/1/2020 to 5/31/2020

Check No.	Check Date	Recipient	Check Description	Voided	Cleared	Amount
2434	05/01/2020	AB Universal Messaging	answering service-4/20	No	No	114.67
2435	05/01/2020	call-em-all	calling & texting svc 4/29/20-6/30/20	No	No	217.00
2436	05/01/2020	CIT	telephone system lease-05/20	No	No	258.78
2437	05/01/2020	De Lage Landen Financial Services, Inc.	reh copier lease 5/15/20-6/14/20	No	No	553.83
2438	05/01/2020	Elizabethtown Gas	reh gas 3/20/20-4/21/20	No	No	948.42
2439	05/01/2020	Gannet New Jersey Newspapers	publications for mar 2020 - ground maint rfp & a	No	No	221.79
2440	05/01/2020	KYOCERA Document Solutions New York	copier overage 1/3/20-4/2/20	No	No	932.16
2441	05/01/2020	Middlesex Water Company	jeg water 3/13/20-4/15/20	No	No	2,612.77
2442	05/01/2020	Optimum	jeg internet svc 5/22/20-6/21/20	No	No	101.18
2443	05/01/2020	Palmer Heating, LLC	JEG boiler-replaced motor 3/30/20	No	No	15,150.30
2444	05/01/2020	PSE&G CO	jeg gas & electric 3/19/20-4/21/20	No	No	6,264.23
2445	05/01/2020	Standard Waste Services	trash service-5/20	No	No	2,598.75
2446	05/01/2020	Staples	reh office supplies	No	No	188.32
2447	05/01/2020	Toshiba America Business Solutions	kathy's printer toner	No	No	149.99
2448	05/01/2020	Optimum	reh internet svc 5/22/20-6/21/20	No	No	136.18
2449	05/01/2020	Optimum	maint internet svc 5/22/20-6/21/20	No	No	81.27
2450	05/15/2020	Aflac	insurance premium-4/20	No	No	180.32
2451	05/15/2020	Barry Telesnick	conference call board meeting 4/21/20	No	No	25.00
2452	05/15/2020	Breslin and Breslin, P.A.	legal services - April 2020	No	No	2,100.00
2453	05/15/2020	Carlos N Sanchez	conference call board meeting 4/21/20	No	No	25.00
2454	05/15/2020	Christopher Mazauskas	conference call board meeting 4/21/20	No	No	25.00
2455	05/15/2020	Deborah Hurley	50 pcs face mask reimbursement	No	No	50.00
2456	05/15/2020	D'Onofrio & Son Landscaping	reh/jeg lawn maintenance-4/20	No	No	2,937.50
2457	05/15/2020	EAW Security	reh 2 cameras	No	No	727.88
2458	05/15/2020	Edison Plumbing	bldg 5 basement heating pipe leak 4/20/20	No	No	1,910.00
2459	05/15/2020	Enes Service Center LLC	auto gas fuel-04/20	No	No	189.76
2460	05/15/2020	Gannet New Jersey Newspapers	rfp trash & lawn maint publication, board meetin	No	No	329.89
2461	05/15/2020	Home Depot Credit Services	deposit for machine rental 4/27/20	No	No	144.25
2462	05/15/2020	InterGlobe Communications, Inc.	telephone service - 05/20	No	No	672.91
2463	05/15/2020	Louis A Mangione, Jr. Esq.	conference call board meeting 4/21/20	No	No	25.00
2464	05/15/2020	Management Computer Services, Inc.	hcv training-04/20	No	No	200.00
2465	05/15/2020	NetConnect, Inc.	lenovo lcd monitor-kathy's office	No	No	328.95
2466	05/15/2020	New Jersey American Water	reh water 3/27/20-4/28/20	No	No	5,347.86
2467	05/15/2020	Palmer Heating, LLC	reh boiler room low on pressure 2/11/20	No	No	937.75
2468	05/15/2020	PSE&G CO	reh electric 3/23/20-4/22/20	No	No	2,476.85
2469	05/15/2020	Raymond Koperwhats	conference call board meeting 4/21/20	No	No	25.00
2470	05/15/2020	Reserve Account(Postage)	postage reserve-5/20	No	No	600.00
2471	05/15/2020	See-More TV & Appliance	apt 6a refrigerator	No	No	4,814.00
2472	05/15/2020	Standard Waste Services	30 yd roll off+tons disposal charge 4/22/20	No	No	220.40
2473	05/15/2020	Toshiba America Business Solutions	printer toner cartridge-kathy	No	No	484.99
2474	05/15/2020	Triad Security Systems	alarm monitoring & scheduled svc contract 6/1/	No	No	1,101.60
2475	05/15/2020	Unison Services, Inc.	reh & jeg office cleaning-5/12/20-5/13/20	No	No	2,495.00
2476	05/15/2020	Walter Szoludko	conference call board meeting 4/21/20	No	No	25.00
Cleared: 0						0.00
Uncleared: 43						58,929.55
Total Payments: 43						\$58,929.55

Total Number of Checks: 43

RESOLUTION # 1-5-2020

A RESOLUTION TO APPROVE VOUCHERS FOR PAYMENT OF INVOICES

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$58,929.55 for the month of May.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-5-2020 shall be approved.

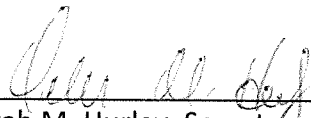
MOVED: Commissioner Carlos N. Sanchez

SECONDED: Commissioner Lou Mangione, Jr.

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Mazauskas	x			
Commissioner Koperwhats	x			
Commissioner Johnson	x			
Commissioner Telesnick	x			
Commissioner Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 19 day of May, 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 May 19, 2020



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 2-5-2020

RESOLUTION TO ADOPT THE EDISON HOUSING AUTHORITY FISCAL YEAR 2020-2021 APPROVED BUDGET BY THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS, PRESENTED BY ACCOUNTANT TONY POLCARI, POLCARI & POLCARI

WHEREAS, the Edison Housing Authority board of commissioners has reviewed the Edison Housing Authority Fiscal Year 2020-2021 approved budget by the New Jersey Department of Community Affairs; and

WHEREAS, the approved Edison Housing Authority Fiscal Year 2020-2021 approved budget has been presented by Accountant, Tony Polcari, Polcari & Polcari; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioner of the Edison Housing Authority, that Resolution 2-5-2020 to adopt the Edison Housing Authority Fiscal Year 2020-2021 approved budget by the New Jersey, Department of Community Affairs is hereby approved.

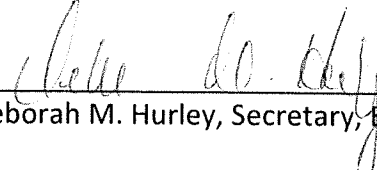
MOVED: Commissioner Koperwhats

SECONDED: Commissioner Mangione, Jr.

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Mazauskas	x			
Commissioner Koperwhats	x			
Commissioner Johnson	x			
Commissioner Telesnick	x			
Commissioner Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 19 day of May, 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 May 19, 2020



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 3-5-2020

RESOLUTION REQUESTING SUPPORT FROM THE CAPITAL FUND PROJECT TO PURCHASE ADDITIONAL SECURITY CAMERAS FOR ROBERT HOLMES GARDENS PROPERTY IN THE AMOUNT OF \$17,411.40

WHEREAS, the Edison Housing Authority desires to secure funds from the Capital Fund Project to make security improvements to the Robert E. Holmes Garden property; and

WHEREAS, the Authority accountant has determined that sufficient funding is available in the Capital Fund Project to support the security improvement at Robert E. Holmes Gardens property; and

WHEREAS, expenditure from the Capital Fund Project shall not exceed \$17,411.40.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Edison Housing Authority, that Resolution 3-5-2020 shall be approved.

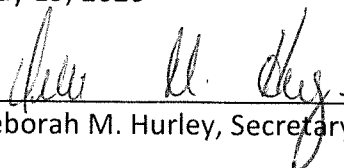
MOVED: Commissioner Carlos N. Sanchez

SECONDED: Commissioner Raymond Koperwhats

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Mazauskas	x			
Commissioner Koperwhats	x			
Commissioner Johnson	x			
Commissioner Telesnick	x			
Commissioner Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 19 day of May, 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 May 19, 2020


Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 4-5-2020

**RESOLUTION BY THE BOARD OF COMMISSIONER OF THE EDISON HOUSING AUTHORITY
APPROVING THE IMPLEMENTATION OF THE PROGRAM WAIVERS ESTABLISHING
ALTERNATIVE STATUTORY AND/OR REGULATORY REQUIREMENTS UNDER THE CORONAVIURS
AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT FOR PROGRAM ADMINISTERED BY THE
EDION HOUSING AUTHORITY.**

WHEREAS, the Edison Housing Authority administers programs funded by the United States Department of Housing and Urban Development all which require the Authority to adopt a written plan establishing local policy for administering these programs; and

WHEREAS, the Coronavirus Aid, Relief and Economic Security (CARES) Act establishes alternatives and waives numerous statutory and/or regulatory requirements for these programs, any revisions to procedure should be formally adopted by the Authority's Board of Commissioners; and

WHEREAS, the Executive Director has reviewed the permitted waivers and alternative requirements and determined they provide relief to participants and provide the Authority the ability to provide the highest quality public service and relief to program participants; and

WHEREAS, the Board of Commissioners authorizes any waiver, alternative statutory and/or regulatory requirement the Executive Director deems appropriate.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioner of the Edison Housing Authority hereby authorizes the implementation of permitted program waivers, alternative statutory and/or regulatory requirements deemed appropriate for the programs administered by the Authority under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

MOVED: Commissioner Carlos N. Sanchez

SECONDED: Commissioner Lou Mangione, Jr.

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Mazauskas	x			
Commissioner Koperwhats	x			
Commissioner Johnson	x			
Commissioner Telesnick	x			
Commissioner Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 19 day of May, 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
May 19, 2020


Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 5-5-2020

RESOLUTION TO AWARD A CONTRACT FOR WASTE MANAGEMENT SERVICES TO STANDARD WASTE SERVICES AT ROBERT HOLMES GARDENS FOR A THREE-YEAR TERM.

WHEREAS, the Edison Housing Authority manages Public Housing Development, Robert E. Holmes Gardens; and

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

WHEREAS, the property disposal of waste must be removed timely and appropriately, the Authority advertised for waste management services on April 22, 2020 in the Home News Tribune; and

WHEREAS, the following vendors submitted bids:

VENDOR	PRICE	TERM
Republic Services	\$45,600.00	3 year
Standard Waste Services	\$33,696.00	3 year

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director, shall execute a contract with Standard Waste Services for the period of June 1, 2020 to May 30, 2023 at a cost not to exceed THIRTY-THREE THOUSAND, SIX HUNDRED AND NINTY SIX (\$33,696.00) DOLLARS for the years required in the contract for three years.

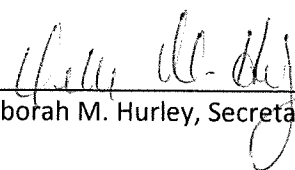
MOVED: Commissioner Raymond Koperwhats

SECONDED: Commissioner Lou Mangione, Jr.

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Mazauskas	x			
Commissioner Koperwhats	x			
Commissioner Johnson	x			
Commissioner Telesnick	x			
Commissioner Louis Mangione, Jr.	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 19 day of May, 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
May 19, 2020



Deborah M. Hurley, Secretary, Executive Director

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

APRIL 30, 2020 YTD OPERATING SUMMARY PUBLIC HOUSING AND COCC

	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>% Var</u>
OPERATING REVENUE				
Tenant Rental Income	\$ 577,949	\$ 564,347	\$ 13,602	2.4%
Operating Subsidy	680,966	687,443	(6,477)	-0.9%
Other Revenue	75,313	52,333	22,980	43.9%
Year-to-Date Revenue	<u>1,334,228</u>	<u>1,304,123</u>	<u>30,105</u>	<u>2.3%</u>
OPERATING EXPENSES				
Salaries & Benefits	586,154	595,874	9,720	1.6%
Utilities Expense	312,987	304,167	(8,820)	-2.9%
Maintenance Materials & Contract Costs	184,605	175,000	(9,605)	-5.5%
Other Operating Expenses	203,458	189,910	(13,548)	-7.1%
Year-to-Date Expenses	<u>1,287,204</u>	<u>1,264,951</u>	<u>(22,253)</u>	<u>-1.8%</u>
Net Operating Surplus / (Deficit)	<u>\$ 47,024</u>	<u>\$ 39,173</u>	<u>\$ 7,852</u>	<u>20.0%</u>

APRIL 30, 2020 YTD OPERATING SUMMARY HCV PROGRAM

	<u>Admin. Fee</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
OPERATING INCOME	\$ 334,072	\$ 2,748,045	\$ 3,082,117
OPERATING EXPENSES			
Salaries & Benefits	(123,730)	-	(123,730)
Other Admin. Expense	(155,546)	-	(155,546)
Housing Assistance Payments	-	(2,748,045)	(2,748,045)
Net Operating Surplus / (Deficit)	<u>\$ 54,796</u>	<u>\$ -</u>	<u>\$ 54,796</u>

UNRESTRICTED CASH & INVESTMENTS

	<u>April</u>	<u>March</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,432,412	\$ 1,440,146	\$ (7,734)
Housing Choice Voucher / SPC	349,167	338,886	10,281
Housing Authority Total	<u>1,781,579</u>	<u>1,779,032</u>	<u>2,547</u>
Component Unit EHA	500,396	491,107	9,289
UNRESTRICTED CASH & INVESTMENTS	<u>\$ 2,281,975</u>	<u>\$ 2,270,139</u>	<u>\$ 11,836</u>

CAPITAL FUND GRANT SUMMARY

	<u>CFP 2017</u>	<u>CFP 2018</u>	<u>CFP 2019</u>	<u>CFP 2020</u>	<u>Cares</u>
Total Budget (excl. debt service)	\$ 115,591	\$ 218,108	\$ 234,240	\$ 252,136	\$ 126,550
Total Funds Obligated	115,591	218,108	-	-	-
Total Funds Expended	115,591	103,390	-	-	-
Unobligated Funds	-	-	234,240	252,136	126,550
Unexpended Funds	-	114,718	234,240	252,136	126,550

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
FINANCIAL SUMMARY NOTES
April 30, 2020

Low Rent Public Housing and COCC Programs

The Authority's LRPH/COCC YTD net operating profit through April 2020 is \$47,024 or \$7,852 (20.0%) better than budget.

Operating Revenues – YTD operating revenues are \$1,334,228, or \$30,105 (2.3%) better than budget.

- Tenant rental income is \$577,949 or \$13,602 (2.4%) better than budget. Rental revenue for the month of April was \$51,635, or \$4,800 below the monthly budget. Please remember the rental revenue may continue to decrease due to COVID-19 potential unemployment for housing authority tenants.
- LRPH operating subsidy is \$680,966 or \$6,477 (0.9%) below budget. The first few months of the calendar year operating subsidy grant was front-loaded, so this month's subsidy was lower than January through March.
- Other revenue is \$75,313 or \$22,980 (43.9%) better than budget. The Authority continues to earn higher than budgeted management fees from the HCV program.

Operating Expenses – YTD operating expenses are \$1,287,204, or \$22,253 (1.8%) worse than budget.

- Salaries and benefits are \$586,154 or \$9,720 (1.6%) better than budget. Please note the Authority paid its annual pension contribution of \$61,777 during April. This expense had already been accrued in our financial analysis.
- Utilities expenses are \$312,987 or \$8,820 (2.9%) worse than budget. As previously mentioned, Authority utility costs usually improve in the next few months as the weather gets warmer.
- Maintenance materials and contracts expenses are \$184,605 or \$9,605 (5.5%) above budget as the authority continues to maintain its tenant living conditions.
- Other operating expenses are \$203,458, or \$13,548 (7.1%) above budget. As previously mentioned, these expenses include legal, staff training/travel, accounting, telephone, miscellaneous office expenses, tenant services expenses, etc. The primary reason for this unfavorable budget variance is the Authority incurred \$16,000 of unbudgeted PHA Web training expense earlier in the fiscal year.

Housing Choice Voucher Program

The HCV program has a YTD profit of \$54,796 due to increased administrative revenue received from HUD. In April, the Authority received its usual \$28,056 plus an additional \$9,056 in HCV administrative fees.

Unrestricted Cash & Investments

The Housing Authority and the Edison Affordable Housing Corporation continue to maintain strong cash balances in each its programs.

Additional CARES Act Funding

Please note the Authority was recently awarded \$126,550 for the Cares Act grant. These funds must be used for the preparation, prevention and response to COVID-19 related disbursements. These disbursements include, but are not limited to, gloves, masks, cleaning supplies, mailing of safety notices, computer and remote work setup costs, home office supplies, etc. Please see PIH notice 2020-07 for more details.