

**Edison Housing Authority Board Meeting
September 15, 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 September 9, 2020 and published on September 12, 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 July 21, 2020 Regular Meeting Minutes

6. Resolutions:

1-9-2020 Resolution to approve vouchers
for payment of invoices in the
amount of \$159,909.88 for the
month of August and September.

2-9-2020 Resolution to adopt the revised
Administrative Plan for the Housing
Choice Voucher Program at the
Edison Housing Authority.

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3-9-2020 Resolution allowing the Executive Director to enter in a service agreement with Black Belt Security & Investigations, LLC in the amount of \$15,000 to provide security to residents living at Robert E. Holmes Gardens property.

4-9-2020 Resolution for Renewal of Membership in the New Jersey Public Housing Authority Joint Insurance Fund.

7. Old Business:

- a.) Financial Summary for Review
- b.) Fence update at Julius Engel Gardens
- c.) Selection of Security firm for Robert E. Holmes Gardens
- d.) Edison Township Police update by Lt. Frank Todd

8. New Business:

- a.) RAD update (see attached memorandums)

9. Public Portion

10. Adjournment

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 8/1/2020 Thru: 9/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
AB Universal Messaging			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>
08/01/2020	2585	CHK	738007182020	answering service-july 2020	08/20	answering service-july 2020	\$109.84		\$109.84
08/26/2020	2617	CHK	738008152020	answering service-august 2020	08/20	answering service-aug 2020	\$100.64		\$100.64
Totals For Vendor: AB Universal Messaging									\$210.48
Acme Windows			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>
08/01/2020	2586	CHK	45010	1 thermopane window	08/20	1 thermopane window r	\$80.00		\$80.00
09/11/2020	2653	CHK	45165	reh vacant unit windo	09/20	reh vacant unit window	\$270.00		\$270.00
Totals For Vendor: Acme Windows									\$350.00
Aflac			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>
08/26/2020	2618	CHK	929295	insurance premium-jul	08/20	insurance premium-july	\$270.48		\$270.48
09/11/2020	2654	CHK	343576	insurance premium-au	09/20	insurance premium-aug	\$180.32		\$180.32
Totals For Vendor: Aflac									\$450.80
Barry Telesnick			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>
08/01/2020	2587	CHK	72120	conference call board	08/20	conference call board m	\$25.00		\$25.00
Totals For Vendor: Barry Telesnick									\$25.00
Breslin and Breslin, P.A.			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>
08/26/2020	2619	CHK	0720	legal services - july 20	08/20	legal services - july 202	\$2,100.00		\$2,100.00
09/11/2020	2655	CHK	0820	legal services - aug 20	09/20	legal services - aug 202	\$2,100.00		\$2,100.00
Totals For Vendor: Breslin and Breslin, P.A.									\$4,200.00
Brothers Lock & Safe, Inc.			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>
09/11/2020	2656	CHK	57265	4 single cylinder dead	09/20	4 single cylinder deadb	\$520.00		\$520.00
Totals For Vendor: Brothers Lock & Safe, Inc.									\$520.00
Carlos N Sanchez			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>
08/01/2020	2588	CHK	72120	conference call board	08/20	conference call board m	\$25.00		\$25.00
Totals For Vendor: Carlos N Sanchez									\$25.00
Carrier SI, Inc.			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>
08/01/2020	2589	CHK	322046	2 addtl channel licens	08/20	2 addtl channel license f	\$413.00		\$413.00
Totals For Vendor: Carrier SI, Inc.									\$413.00
Christine Op't Hof			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>
09/11/2020	2657	CHK	2020	contact lens reimb 20	09/20	contact lens reimb 2020	\$231.88		\$231.88
Totals For Vendor: Christine Op't Hof									\$231.88

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Check Name	SSN / TIN	Check Address	Print 1099						
Christopher Mazauskas			263 Goodwin Street Perth Amboy NJ 08861						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2590	CHK	72120	conference call board	08/20	conference call board m	\$25.00		\$25.00
Totals For Vendor: Christopher Mazauskas									\$25.00
CIT			21146 Network Place Chicago IL 60673-1211						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2620	CHK	35935702	telephone system leas	08/20	(Voided) telephone syst	\$517.56		
			35559806	telephone system leas	08/20	(Voided) telephone syst	\$258.78	(\$776.34)	\$0.00
08/27/2020	0	ZCA	35935702	telephone system leas	08/20	telephone system lease	\$517.56		
			35559806	telephone system leas	08/20	telephone system lease	\$258.78		
			35935702	telephone system leas	08/20	telephone system lease	(\$517.56)		
			35559806	telephone system leas	08/20	telephone system lease	(\$258.78)		\$0.00
08/27/2020	2652	CHK	35935702.	telephone system leas	08/20	telephone system lease	\$258.78		\$258.78
09/11/2020	2658	CHK	36110783	telephone system leas	09/20	telephone system lease	\$319.08		\$319.08
Totals For Vendor: CIT									\$577.86
Corbett Exterminating, Inc.			284 Sheffield Street Unit: Suite 2 Mountainside NJ 07092						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2591	CHK	0497133	reh cemit treatment-jul	08/20	reh cemit treatment-july	\$360.00		
			0496424	apt 9A cemit treatmen	08/20	apt 9A cemit treatment	\$71.25		\$431.25
08/26/2020	2621	CHK	0497734	apt L3 cemit treatment	08/20	apt L3 cemit treatment	\$47.50		
			0498564	apt c1,c2,c3,c4,c5 & c	08/20	blgd c ant treatment 8/3	\$142.50		\$190.00
09/11/2020	2659	CHK	0498954	apt 10E bee treatment	09/20	apt 10E bee treatment 8	\$47.50		
			0499128	reh cemit treatment-a	09/20	reh cemit treatment-aug	\$360.00		\$407.50
Totals For Vendor: Corbett Exterminating, Inc.									\$1,028.75
Dale Jones			52 Portland Street Edison NJ 08820						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2592	CHK	72120	conference call board	08/20	conference call board m	\$25.00		\$25.00
Totals For Vendor: Dale Jones									\$25.00
De Lage Landen Financial Services, Inc.			PO Box 41602 Philadelphia PA 19101-1602						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2593	CHK	68889298	reh copier lease 8/15/	08/20	reh copier lease 8/15/20	\$366.37		
			68879295	jeg copier lease 8/15/	08/20	jeg copier lease 8/15/20	\$187.46		\$553.83
08/26/2020	2622	CHK	69216050	reh copier lease 9/15/	08/20	reh copier lease 9/15/20	\$366.37		
			69206214	jeg copier lease 9/15/	08/20	jeg copier lease 9/15/20	\$187.46		\$553.83
Totals For Vendor: De Lage Landen Financial Services, Inc.									\$1,107.66
D'Onofrio & Son Landscaping			433 Hillside Avenue Hillside NJ 07205						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2623	CHK	29650	reh & jeg lawn mainte	08/20	reh & jeg lawn maintena	\$2,937.50		\$2,937.50
Totals For Vendor: D'Onofrio & Son Landscaping									\$2,937.50
Edison Plumbing			94 Woodbury Road Edison NJ 08820						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2594	CHK	62920	apt 2D fixed broken w	08/20	apt 2D fixed broken wat	\$210.00		
			7820	apt 2B installed toilet	08/20	apt 2B installed toilet dr	\$260.00		
			7220	apt 8C fixed leaking s	08/20	apt 8C fixed leaking se	\$240.00		

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Check Name	SSN / TIN	Check Address	Print: 1099						
		7320 apt A6 removed toilet, 08/20 apt A6 removed toilet, re					\$410.00		
		7620 apt F3 replaced leakin 08/20 apt F3 replaced leaking					\$310.00		\$1,430.00
08/26/2020	2624	CHK	072420	apt 6A replaced leakin	08/20	apt 6A replaced leaking	\$215.00		\$215.00
09/11/2020	2660	CHK	71020	apt 3C & 3D opened c	09/20	apt 3C & 3D opened cel	\$280.00		
			7920	apt 6A & 6B replaced	09/20	apt 6A & 6B replaced s	\$270.00		
			71520	bldg E & C replaced w	09/20	bldg E & C replaced win	\$220.00		
			71420	apt J1 opened wall & r	09/20	apt J1 opened wall & rep	\$480.00		\$1,250.00
Totals For Vendor: Edison Plumbing									\$2,895.00
Edison Sewer Collector			100 Municipal Boulevard Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2625	CHK	2020-1st half	2020 - 1st half sewer	08/20	10832-1	\$22,611.46		\$22,611.46
Totals For Vendor: Edison Sewer Collector									\$22,611.46
Edison Township Recreation Department			100 Municipal Blvd. Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2595	CHK	072920	registration for summe	08/20	registration for summer	\$200.00		\$200.00
Totals For Vendor: Edison Township Recreation Department									\$200.00
Edison Township Tax Assessor			100 Municipal Blvd Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
09/11/2020	2661	CHK	pilotfye63018	PILOT fye 6/30/18	09/20	PILOT fye 6/30/18	\$22,894.00		\$22,894.00
Totals For Vendor: Edison Township Tax Assessor									\$22,894.00
Elizabethtown Gas			PO Box 6031 Bellmawr NJ 08099				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2596	CHK	3922309254-72220	reh gas 6/19/20-7/22/20	08/20	reh gas 6/19/20-7/22/20	\$692.76		
			0577138900-72220	reh gas 6/19/20-7/22/20	08/20	reh gas 6/19/20-7/22/20	\$10.00		\$702.76
08/26/2020	2626	CHK	4458334671-72220	reh gas 6/18/20-7/22/20	08/20	reh gas 6/18/20-7/22/20	\$28.87		
			3996554541-73120	reh gas 6/30/20-7/31/20	08/20	reh gas 6/30/20-7/31/20	\$4,135.48		\$4,164.35
09/11/2020	2662	CHK	0577138900-82020	reh gas 7/22/20-8/20/20	09/20	reh gas 7/22/20-8/20/20	\$10.00		
			4458334671-82020	reh gas 7/22/20-8/20/20	09/20	reh gas 7/22/20-8/20/20	\$29.79		\$39.79
Totals For Vendor: Elizabethtown Gas									\$4,906.90
Enes Service Center LLC			247 Central Avenue Metuchen NJ 08840				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2627	CHK	0720	auto fuel-july 2020	08/20	auto fuel-july 2020	\$132.02		\$132.02
Totals For Vendor: Enes Service Center LLC									\$132.02
Gannet New Jersey Newspapers			PO Box 677599 Dallas TX 75267-7599				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2597	CHK	0003419897	publication notice of 6/	08/20	publication notice of 6/1	\$43.60		\$43.60
Totals For Vendor: Gannet New Jersey Newspapers									\$43.60

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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
08/26/2020	2628	CHK	4975016	maintenance supplies	08/20	maintenance supplies &	\$950.61		
			8352578	maintenance material	08/20	maintenance materials	\$1,177.13		
			7026906	maintenance material	08/20	maintenance materials	\$46.21		
			7970272	apt 1E & reserve - 18	08/20	2 - 18 cuft refrigerators	\$1,458.00		
			3027458	maintenance supplies	08/20	maintenance supplies &	\$499.44		
			9970961	maintenance supplies	08/20	maintenance supplies &	\$793.46		
			9360412	2- folding utility carts f	08/20	2- folding utility carts for	\$164.96		\$5,089.81
09/11/2020	2663	CHK	9971421	maintenance supplies	09/20	maintenance supplies	\$736.57		
			3041013	maintenance material	09/20	maintenance materials	\$219.68		
			1023543	maintenance material	09/20	maintenance materials	\$302.00		
			6024118	maintenance supplies	09/20	maintenance supplies	\$178.35		
			8614963	folding tables for tena	09/20	folding tables for tenant	\$199.92		
			8303439	150 qt cooler for food	09/20	150 qt cooler for food p	\$112.59		\$1,749.11
Totals For Vendor: Home Depot Credit Services									\$6,838.92
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
08/26/2020	2629	CHK	202135721	telephone service - au	08/20	telephone service - aug	\$653.74		\$653.74
09/11/2020	2664	CHK	202445721	telephone service - se	09/20	telephone service - sept	\$669.58		\$669.58
Totals For Vendor: InterGlobe Communications, Inc.									\$1,323.32
Jersey Mike's - Metuchen		349 Lake Avenue Metuchen NJ 08840	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2630	CHK	1	boxed sandwiches for	08/20	(Voided) boxed sandwic	\$2,260.55	(\$2,260.55)	\$0.00
08/26/2020	2651	CHK	1	boxed sandwiches for	08/20	boxed sandwiches for t	\$2,260.55		
			1	boxed sandwiches for	08/20	boxed sandwiches for t	(\$2,260.55)		
			2	boxed sandwiches-ba	08/20	boxed sandwiches-back	\$2,170.55		\$2,170.55
Totals For Vendor: Jersey Mike's - Metuchen									\$2,170.55
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
08/21/2020	2615	CHK	82120	jeg & hcv back to scho	08/20	jeg & hcv back to schoo	\$998.49		\$998.49
Totals For Vendor: Jocelyn Silva									\$998.49
Jolanta Kubacka		40 Koyen Street Fords NJ 08863	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
09/11/2020	2665	CHK	82820	notary application fee	09/20	notary application fee	\$30.00		\$30.00
Totals For Vendor: Jolanta Kubacka									\$30.00
Macaro Iron Works		205 A Brooks Blvd Manville NJ 08835	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2631	CHK	88690	apt 6c fabricate & inst	08/20	apt 6c fabricate & install	\$980.00		\$980.00
Totals For Vendor: Macaro Iron Works									\$980.00
Madeline Cook		115 Ridgeley Avenue Iselin NJ 08830	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2632	CHK	63020	Medicare Premium Re	08/20	Medicare Premium Rei	\$2,296.80		\$2,296.80
Totals For Vendor: Madeline Cook									\$2,296.80

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Check Name	SSN / TIN	Check Address	Print 1099						
Michelle Thorne			1324 Goshen Lane Somerset NJ 08873				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/21/2020	2616	CHK	82120	reh & shelter plus bac	08/20	back to school supplies	\$1,333.99		\$1,333.99
09/11/2020	2666	CHK	82620	backpacks & school s	09/20	backpacks & school sup	\$900.32		\$900.32
Totals For Vendor: Michelle Thorne									\$2,234.31
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
08/01/2020	2598	CHK	5535300000-71520	jeg water 6/12/20-7/15/20	08/20	jeg water 6/12/20-7/15/20	\$4,010.62		\$4,010.62
09/11/2020	2667	CHK	5535300000-81420	jeg water 7/15/20-8/14/20	09/20	jeg water 7/15/20-8/14/20	\$3,908.28		\$3,908.28
Totals For Vendor: Middlesex Water Company									\$7,918.90
Nan McKay & Associates, Inc.			1810 Gillespie Way Ste 202 El Cajon CA 92020				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2633	CHK	248691	public housing annual	08/20	public housing annual	\$329.00		
			250278	digital revision service	08/20	digital revision service o	\$478.00		\$807.00
Totals For Vendor: Nan McKay & Associates, Inc.									\$807.00
NetConnect, Inc.			111 Storer Avenue Unit: Suite B2 Staten Island NY 10309				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2599	CHK	N6110	6 logitech portable we	08/20	6 logitech portable web	\$810.00		
			N6137	computer network mai	08/20	computer network maint	\$695.00		
			N6118	new desktop compute	08/20	new desktop computer-	\$2,045.75		\$3,550.75
08/26/2020	2634	CHK	N6202	remote & onsite maint	08/20	remote & onsite maint o	\$695.00		\$695.00
Totals For Vendor: NetConnect, Inc.									\$4,245.75
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
08/26/2020	2635	CHK	1018-210021901730-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$220.05		
			1018-210021902436-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$259.72		
			1018-210021840699-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$259.72		
			1018-210021605605-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$703.75		
			1018-210021837112-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$239.89		
			1018-210021836324-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$710.36		
			1018-210021604954-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$101.04		
			1018-210018967338-72820	reh water 6/26/20-7/28/20	08/20	reh water 6/26/20-7/28/20	\$510.97		

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Check Name	SSN/TIN	Check Address	Print 1099	
		1018- 2100219013 41-72820	reh water 6/26/20- 7/28/20	08/20
			reh water 6/26/20- 7/28/20	
			\$299.40	
		1018- 2100218378 15-72820	reh water 6/26/20- 7/28/20	08/20
			reh water 6/26/20- 7/28/20	
			\$226.66	
		1018- 2100216566 96-72820	reh water 6/26/20- 7/28/20	08/20
			reh water 6/26/20- 7/28/20	
			\$1,179.80	
		1018- 2100218393 85-72820	reh water 6/26/20- 7/28/20	08/20
			reh water 6/26/20- 7/28/20	
			\$958.16	
		1018- 2100219027 95-72820	reh water 6/26/20- 7/28/20	08/20
			reh water 6/26/20- 7/28/20	
			\$266.33	
		1018- 2100218385 11-72820	reh water 6/26/20- 7/28/20	08/20
			reh water 6/26/20- 7/28/20	
			\$491.14	\$6,426.99
09/11/2020	2668	CHK		
		1018- 2100218385 11-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$676.26	
		1018- 2100216049 54-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$101.04	
		1018- 2100219027 95-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$306.01	
		1018- 2100219013 41-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$372.12	
		1018- 2100216577 98-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$445.89	
		1018- 2100218378 15-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$206.83	
		1018- 2100216056 05-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$578.12	
		1018- 2100218393 85-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$1,360.58	
		1018- 2100216566 96-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$1,027.73	
		1018- 2100218363 24-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$644.24	
		1018- 2100218406 99-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$220.05	
		1018- 2100218371 12-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$266.33	
		1018- 2100219024 36-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$213.44	
		1018- 2100189673 38-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$358.90	
		1018- 2100219017 30-82720	reh water 7/29/20- 8/27/20	09/20
			reh water 7/29/20- 8/27/20	
			\$286.17	\$7,063.71

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 8/1/2020 Thru: 9/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
Totals For Vendor: New Jersey American Water									
NJ Building Laborers Statewide Welfare Fund		3218 Kennedy Blvd Jersey City NJ 07306					No	\$13,490.70	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2636	CHK	71020a	union lerof adjustment	08/20	union lerof adjustment r	\$5.94		\$5.94
Totals For Vendor: NJ Building Laborers Statewide Welfare Fund									
									\$5.94
NJ Motor Vehicle Commission		Revenue Processing Center PO Box 008 Trenton NJ 08646-0008					No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2637	CHK	NC701H-93021	jeep cherokee registration renewal e	08/20	jeep cherokee registration renewal exp	\$46.50		\$46.50
Totals For Vendor: NJ Motor Vehicle Commission									
									\$46.50
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
08/26/2020	2638	CHK	NJ5507008	reh-background check	08/20	reh-background check f	\$234.00		\$234.00
Totals For Vendor: NTN-Philadelphia									
									\$234.00
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
08/01/2020	2600	CHK	453477012-921/20	maintenance shop internet svc 8/22/20-9/	08/20	maintenance shop internet svc 8/22/20-9/2	\$18.78		\$18.78
08/01/2020	2608	CHK	386464011-92120	reh internet service 8/22/20-9/21/20	08/20	reh internet service 8/21/20-9/22/20	\$136.18		\$136.18
08/01/2020	2609	CHK	207961039-92120	jeg internet service 8/22/20-9/21/20	08/20	jeg internet service 8/22/20-9/21/20	\$52.32		\$52.32
09/11/2020	2669	CHK	453477012-102120	maintenance shop internet svc 9/22/20-1	09/20	maintenance shop internet svc 9/22/20-10/	\$81.27		
			386464011-102120	reh internet service 9/22/20-10/21/20	09/20	reh internet service 9/22/20-10/21/20	\$136.18		
			207961039-102120	jeg internet service 9/22/20-10/21/20	09/20	jeg internet service 9/22/20-10/21/20	\$101.18		\$318.63
Totals For Vendor: Optimum									
									\$525.91
P & P Custom Renovation		103 Pennington Street Newark NJ 07105					No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2639	CHK	072020	jeg bldg A,B,C,E,F br	08/20	jeg bldg A,B,C,E,F bre	\$12,000.00		\$12,000.00
Totals For Vendor: P & P Custom Renovation									
									\$12,000.00
Palmer Heating, LLC		265 Central Avenue (Rear) Clark NJ 07066					No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
09/11/2020	2670	CHK	11429	clean out & safety che	09/20	clean out & safety chec	\$1,216.00		
			11428	jeg clean out & safety	09/20	jeg clean out & safety c	\$811.00		\$2,027.00
Totals For Vendor: Palmer Heating, LLC									
									\$2,027.00
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
08/26/2020	2640	CHK	81420	petty cash replenishm	08/20	petty cash replenishme	\$115.22		\$115.22
Totals For Vendor: Petty Cash - Jocelyn Silva									
									\$115.22

Edison Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 8/1/2020 Thru: 9/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
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
09/11/2020	2671	CHK	3311833265	postage meter lease 7	09/20	postage meter lease 7/2	\$325.23		\$325.23
Totals For Vendor: Pitney Bowes Global Financial Services LLC									\$325.23
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
08/01/2020	2601	CHK	12184	accounting services-ju	08/20	accounting services-jun	\$2,800.00		\$2,800.00
08/26/2020	2641	CHK	12268	accounting services-ju	08/20	accounting services-july	\$2,800.00		\$2,800.00
09/11/2020	2672	CHK	12304	accounting services-a	09/20	accounting services-au	\$2,800.00		\$2,800.00
Totals For Vendor: Polcari & Co.									\$8,400.00
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
08/01/2020	2602	CHK	605504803071	jeg gas & electric 6/17/20-7/17/20	08/20	jeg gas & electric 6/17/20-7/17/20	\$1,937.82		\$1,937.82
08/26/2020	2642	CHK	503100075368	reh electric usage 6/22/20-7/22/20	08/20	reh electric usage 6/22/20-7/22/20	\$1,762.80		\$1,762.80
			6691572106-81820	jeg gas & electric 7/18/20-8/18/20	08/20	jeg gas & electric 7/18/20-8/18/20	\$1,737.46		\$3,500.26
09/11/2020	2673	CHK	503100076740	reh electric usage 7/22/20-8/20/20	09/20	reh electric usage 7/22/20-8/20/20	\$1,963.53		\$1,963.53
Totals For Vendor: PSE&G CO									\$7,401.61
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
08/26/2020	2643	CHK	078895	apt 6A & 6B sanding &	08/20	apt 6A & 6B sanding & r	\$906.31		\$906.31
Totals For Vendor: Raul Bylander									\$906.31
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
08/01/2020	2603	CHK	72120	conference call board	08/20	conference call board m	\$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
08/03/2020	2610	CHK	0820	postage reserve-aug 2	08/20	postage reserve-aug 20	\$800.00		\$800.00
Totals For Vendor: Reserve Account(Postage)									\$800.00
Rutgers, The State University of New Jersey			Rutgers Center for Government Services Unit: 3rd Floor 3 Rutgers Plaza New Brunswick NJ 08901			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
09/11/2020	2674	CHK	920	course registration-Da	09/20	course registration- Dal	\$995.00		\$995.00
Totals For Vendor: Rutgers, The State University of New Jersey									\$995.00
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
08/01/2020	2604	CHK	382162	reh trash service-aug	08/20	reh trash service-aug 2	\$2,808.00		\$2,808.00
			381625	30 yd roll off/waste ton	08/20	30 yd roll off/waste tons	\$359.50		\$3,445.10
			381578	30 yd roll/tons disposa	08/20	30 yd roll/tons disposal	\$277.60		\$3,445.10
08/26/2020	2644	CHK	383717	30 yd roll off/waste ton	08/20	30 yd roll off/waste tons	\$354.10		\$354.10
			384110	30 yard roll off+tons di	08/20	30 yard roll off+tons dis	\$269.50		\$623.60

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 8/1/2020 Thru: 9/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
09/11/2020	2675	CHK	384584	reh trash service-sept	09/20	reh trash service-sept 2	\$2,808.00		
			385857	30 yd roll off+tons disp	09/20	30 yd roll off+tons dispo	\$238.90		
			383270	30 yd roll off & tons di	09/20	30 yd roll off & tons disp	\$503.50		
Totals For Vendor: Standard Waste Services									\$3,550.40
									\$7,619.10
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
08/01/2020	2605	CHK	8058963884	office supplies	08/20	office supplies	\$51.89		\$51.89
08/26/2020	2645	CHK	8059184012	ziplock bags for food p	08/20	ziplock bags for food pa	\$179.03		\$179.03
09/11/2020	2676	CHK	8059486401	reh & hcv office suppli	09/20	reh & hcv office supplie	\$119.96		
			8059336091	reh & hcv office suppli	09/20	reh & hcv office supplie	\$46.98		
			8059409851	hcv-legal sized paper,	09/20	hcv-legal sized paper, 1	\$147.24		
Totals For Vendor: Staples									\$314.18
									\$545.10
Starlite Services LLC			PO Box 487 Perth Amboy NJ 08862				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2606	CHK	0002	apt 7E cleaning/sanitiz	08/20	apt 7E cleaning/sanitizi	\$210.00		
			0003	apt 6C cleaning/saniti	08/20	apt 6C cleaning/sanitizi	\$245.00		
			0004	apt L5 cleaning/sanitiz	08/20	apt L5 cleaning/sanitizin	\$315.00		\$770.00
08/26/2020	2646	CHK	0005	apt 6A 2 bedroom(vac	08/20	apt 6A(vacant) cleaning	\$310.00		
			0006	apt 6B 2 bedroom(vac	08/20	apt 6B(vacant) cleaning	\$310.00		\$620.00
Totals For Vendor: Starlite Services LLC									\$1,390.00
State of New Jersey Dept of Labor			PO Box 929 Trenton NJ 08646-0929				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
09/11/2020	2677	CHK	226015626-2019	deficit, rating assessment, catastroph	09/20	deficit, rating assessment, catastroph	\$100.52		\$100.52
Totals For Vendor: State of New Jersey Dept of Labor									\$100.52
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
08/26/2020	2647	CHK	42846	apt 1E refrigerator gas	08/20	apt 1E refrigerator gask	\$79.50		
			42807	apt 17c bake ignition k	08/20	apt 17c bake ignition kit	\$184.50		
			41559	apt 11c bake ignition k	08/20	apt 11c bake ignition kit	\$184.50		
			41509	apt 2d installed gasket	08/20	apt 2d installed gasket/r	\$271.30		
			41548	apt 1a installed bake i	08/20	apt 1a installed bake ig	\$184.50		
			41538	apt c4 refrigerator co	08/20	apt c4 refrigerator comp	\$79.50		\$983.80
09/11/2020	2678	CHK	41773	apt 7C bake ignition ki	09/20	apt 7C bake ignition kit i	\$185.00		
			41771	apt 15E refrigerator w	09/20	apt 15E refrigerator wat	\$129.50		
			42511	apt H6 refrigerator rep	09/20	apt H6 refrigerator repai	\$209.20		
			41675	apt 9F oven glass doo	09/20	apt 9F oven glass door	\$326.50		
			41661	apt M6 checked refrig	09/20	apt M6 checked refriger	\$79.50		\$929.70
Totals For Vendor: Steve's Appliance Doctor, Inc.									\$1,913.50
The Print Post			274 Chestnut Street Newark NJ 07105				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
09/11/2020	2679	CHK	25332	flyer design for the the	09/20	flyer design for the the b	\$45.00		\$45.00
Totals For Vendor: The Print Post									\$45.00

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 8/1/2020 Thru: 9/30/2020, 3) Program: Public Housing

Check Name	SSN/TIN	Check Address	Print: 1099						
Toni Johnson			B5 Willard Dunham Drive Edison NJ 08837				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/01/2020	2607	CHK	72120	conference call board	08/20	conference call board m	\$25.00		\$25.00
Totals For Vendor: Toni Johnson									\$25.00
Triad Security Systems			971 Lehigh Avenue Union NJ 07083				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2648	CHK	P30180	semi-annual fire alarm	08/20	semi-annual fire alarm i	\$875.00		\$875.00
Totals For Vendor: Triad Security Systems									\$875.00
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
08/26/2020	2649	CHK	9859688472	cell phone service-6/2	08/20	cell phone service 6/29/	\$668.77		\$668.77
09/11/2020	2680	CHK	9861751586	cell phone service-7/2	09/20	cell phone service-7/29/	\$632.85		\$632.85
Totals For Vendor: Verizon Wireless									\$1,301.62
Walmart			2220 NJ-27 Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/19/2020	2613	CHK	2020-3	back to school supplie	08/20	(Voided) back to school	\$413.71	(\$413.71)	\$0.00
08/19/2020	0	ZCA	2020-3	back to school supplie	08/20	back to school supplies	\$413.71		
			2020-3	back to school supplie	08/20	back to school supplies	(\$413.71)		\$0.00
08/19/2020	2614	CHK	2020-4	back to school supplie	08/20	(Voided) back to school	\$388.00	(\$388.00)	\$0.00
08/19/2020	2611	CHK	2020-1	back to school supplie	08/20	(Voided) back to school	\$945.99	(\$945.99)	\$0.00
08/19/2020	2612	CHK	2020-2	back to school supplie	08/20	(Voided) back to school	\$998.49	(\$998.49)	\$0.00
08/26/2020	0	ZCA	2020-2	back to school supplie	08/20	back to school supplies	\$998.49		
			2020-4	back to school supplie	08/20	back to school supplies	\$388.00		
			2020-4	back to school supplie	08/20	back to school supplies	(\$388.00)		
			2020-2	back to school supplie	08/20	back to school supplies	(\$998.49)		
			2020-1	back to school supplie	08/20	back to school supplies	\$945.99		
			2020-1	back to school supplie	08/20	back to school supplies	(\$945.99)		\$0.00
Totals For Vendor: Walmart									\$0.00
William A Elias			19 Rock Road West Milford NJ 07480				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
08/26/2020	2650	CHK	81920	consulting services 7/	08/20	consulting services 7/11	\$3,141.67		\$3,141.67
Totals For Vendor: William A Elias									\$3,141.67
Grand Totals:			Total Payments:				59		\$159,909.88

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

July 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 July 5, 2020 and published on July 8, 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 N. Sanchez, Vice Chairman Commissioner Barry Telesnick, Commissioner Toni Johnson, Commissioner Dale Jones, Commissioner Raymond Koperwhats, Commissioner Christopher Mazauskas, Executive Director Deborah Hurley, Attorney Terrence Corrison, Township of Edison, EHA Liaison, Council President Joyce Ship-Freeman, Ralph Polcari, Accountant, Polcari and Polcari.

Absent: Commissioner Lou Mangione, Jr.

Motion to approve the minutes of June 16, 2020, Board Meeting

Motion: Commissioner Ray Koperwhats

Second: Commissioner Toni Johnson

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

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Chairman N. Sanchez	x			
Vice Chairman Telesnick	x			
Comm. Johnson	x			
Comm. Jones	x			

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mangione, Jr.			x	
Comm. Mazauskas	x			

Resolution 1-7-2020 to authorize and approve vouchers for payment of invoices in the amount \$78,532.31 for the month of July.

Motion: Commissioner Barry Telesnick
Second: Commissioner Ray Koperwhats

Discussion

Chairman Carlos N. Sanchez asked if there were any questions. Deborah M. Hurley, Executive Director provided a response to Commissioner Koperwhats' inquiry pertaining to line item 5. It was determined that the gas increase at a specific building is where the boiler room is located. There were no further questions.

Motion to approve Resolution 1-7-2020 for \$78,532.31:

Approved as follows:

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

Resolution 2-7-2020 to adopt the Capital Fund Program Five-Year Action Plan for Federal Fiscal Years (FFs) 2020-2024.

Motion: Commissioner Dale Jones
Second: Commissioner Ray Koperwhats

Discussion

Chairman Carlos N. Sanchez asked Ralph Polcari and Deborah Hurley, Executive Director to provide an overview of the Capital Fund Program. Ralph Polcari presented the plan and explained how the funds were distributed. Deborah M. Hurley, Executive Director indicated that the funds were based on feedback from staff, residents, and property needs. Key areas for improvements: railings, fence, hot water system, roof repair, unit repairs, and landscaping improvements. Commissioner Dale Jones, asked what year are we in within the five-year plan. Chairman Sanchez and Ralph Polcari responded that we are in year 2020. Chairman Sanchez expanded on the need to approve the plan as it is crucial to keeping the property maintained. Commissioner Koperwhats and Commissioner Dale Jones posed similar questions to ensure there is an opportunity to make changes to the plan, if necessary. Ralph Polcari assured everyone

that the plan can always be amended.

Approved Resolution 2-7-2020 as follows:

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

Resolution 3-7-2020 Resolution allowing the Executive Director to enter into an agreement with EB Fence, LLC to remove and replace fence at Julius Engel Gardens and use funds from the Capital Fund Project to support the removal and replacement of the fence at Julius Engel Gardens.

Motion: Commissioner Toni Johnson

Second: Commissioner Ray Koperwhats

Discussion

Chairman Carlos N. Sanchez asked for comments from the board. Commissioner Telesnick inquired about the time of fence and the dimensions. Deborah M. Hurley, Executive Director indicated the fence is made of cedar wood which will last a long time, the specs for the fence are 6ft in height and 1,280 linear ft. Chairman Carlos N. Sanchez inquired about the time-line for installation. Deborah Hurley, Executive Director indicated that the goal is to have the fence installed by September. There was no further discussion.

Approved Resolution 3-6-2020 as follows:

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

Old Business

- a.) **Financial Summary:** Deborah Hurley, Executive Director indicated that the financial summary prepared by Polcari and Polcari has been presented and allowed for Q&A. Both Chairman Carlos N. Sanchez and Ralph Polcari, accountant expressed that we are in strong financial standing. Commissioner Koperwhats indicated that he continues to be impressed with the accounting firm's presentation.

New Business:

Executive Director Report:

Security: Deborah Hurley, Executive Director provided an overview of a meeting that took place with the Township of Edison Police Department after a shooting occurred at Robert Holmes Gardens. Commissioner Ray Koperwhats and Commissioner Lou Mangione, Jr. accompanied Deborah Hurley, Executive Director during the discussions. As a result, increased presence has taken place at Robert G. Holmes Gardens. Commissioner Ray Koperwhats asked the executive director to expand on the topic regarding license plate readers. Deborah Hurley, Executive Director mentioned that the police department will be purchasing license plate readers for the township and the Edison Housing Authority will be included when they acquire the cameras. Commissioner Barry Telesnick wanted to know how the readers work. Deborah Hurley, Executive Director and Chairman Carlos N. Sanchez described how they work and where they will be placed on the property. Council President, Joyce Ship-Freeman mentioned that the ordinance to prohibit trailer trucks from parking on Rev. Carpenter Blvd., should be in affect by September.

Programming: Deborah Hurley, Executive Director indicated that the food program has resumed and the staff has noticed an increase in families taking advantage of the food program. Also, there will be COIVD-19 testing taking place at both properties in August.

Chairman Carlos N. Sanchez provided closing remarks that included efforts to revisit publishing a newsletter that will highlight the new commissioners and family success stories during the pandemic.

Motion to open the public portion made by Commissioner Barry Telesnick, Seconded by Commissioner Ray Koperwhats

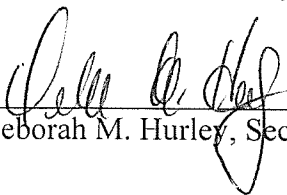
Public: No discussion.

Public Portion closed: 7:20 PM

Motion to adjourn by Commissioner Barry Telesnick.

Second by Commissioner Ray Koperwhats

Adjourned Unanimously at 7:21 PM



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 1-9-2020

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 \$159,909.88 for the months of August and September.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-9-2020 shall be approved.

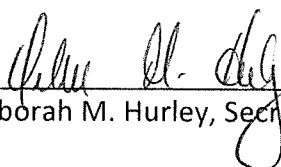
MOVED: Commissioner Dale Jones

SECONDED: Commissioner Toni Johnson

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

PASSED AND ADOPTED THE 15 day of September, 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 September 15, 2020



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 2-9-2020

A RESOLUTION TO ADOPT THE REVISED ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM AT THE EDISON HOUSING AUTHORITY

WHEREAS, the Administrative Plan for the Housing Choice Voucher Program for the Edison Housing Authority must be revised to comply with changes from HUD, and

WHEREAS, the Administrative Plan has been revised to comply with regulations.

NOW, THEREFORE, Be It Resolved, by the Board of Commissioners of the Edison Housing Authority that the revised Edison Housing Authority Administrative Plan is in compliance with HUD regulations and is hereby adopted.

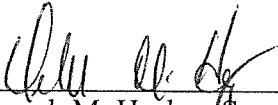
MOVED: Commissioner Ray Koperwhats

SECONDED: Commissioner Barry Telesnick

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

PASSED AND ADOPTED THE 15 day of September, 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 September 15, 2020



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 3-9-2020

A RESOLUTION ALLOWING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH BLACK BELT SECURITY & INVESTIGATIONS, LLC IN THE AMOUNT OF \$15,000 TO PROVIDE SECURITY TO RESIDENTS LIVING AT ROBERT E. HOLMES GARDENS

WHEREAS, the Commissioners of the Edison Housing Authority is allowing the Executive Director to enter into a service agreement with Black Belt Security & Investigations, LLC, and

WHEREAS, the Authority has recently experienced several life-threatening incidents on the property of Robert E. Holmes Gardens; and

WHEREAS, the residents' safety is a main priority of the Edison Housing Authority, and

WHEREAS, the Edison Housing Authority has identified a security firm to patrol Robert E. Holmes Gardens property for a period of five days a week for five weeks, and

WHEREAS, the following security firms submitted quotes:

VENDOR	PRICE PER HOUR
BLACK BELT SECURITY & INVESTIGATIONS Orange, New Jersey	\$25.00
PROCOP Newark, New Jersey	\$20.00
TRI-TEC SECURITY Manasquan, NJ	\$58.52

NOW THEREFORE, be it resolved that the Executive Director, shall execute a contract with Black Belt Security & Investigations, LLC for a period of five weeks starting September 18, 12020 to October 23, 2020 at a cost not to exceed \$15,000.00.

Moved: Commissioner Lou Mangione, Jr.

Second: Commissioner Ray Koperwhats

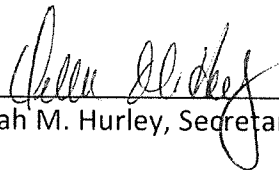
<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman N. Sanchez	x			
Vice Chairman Telesnick	x			
Commissioner Johnson	x			
Commissioner Jones	x			
Commissioner Koperwhats	x			
Commissioner Mangione, Jr.	x			
Commissioner Mazauskas	x			

RESOLUTION # 3-9-2020

A RESOLUTION ALLOWING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH BLACK BELT SECURITY & INVESTIGATIONS, LLC IN THE AMOUNT OF \$15,000 TO PROVIDE SECURITY TO RESIDENTS LIVING AT ROBERT E. HOLMES GARDENS

PASSED AND ADOPTED THE 15 day of September, 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
September 15, 2020



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION# 4-9-2020

RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

WHEREAS, **Edison Housing Authority** is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Edison Housing Authority agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

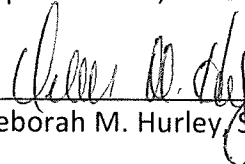
MOVED: Commissioner Barry Telesnick

SECONDED: Commissioner Toni Johnson

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

PASSED AND ADOPTED THE 15 day of September, 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
September 15, 2020



Deborah M. Hurley, Secretary, Executive Director

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

AUGUST 31, 2020 FISCAL 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 Revenue	\$ 120,397	\$ 108,000	\$ 12,397	11.5%
Operating Subsidies	114,062	137,352	(23,290)	-17.0%
Other Revenue	16,173	17,182	(1,009)	-5.9%
CARES Act Revenue	38,421	-	38,421	100.0%
Year-to-Date Operating Revenue	<u>289,053</u>	<u>262,534</u>	<u>26,519</u>	<u>10.1%</u>
OPERATING EXPENSES				
Salaries & Benefits	129,541	117,518	(12,023)	-10.2%
Utilities Expense	49,225	55,500	6,275	11.3%
Maintenance Materials & Contract Costs	38,451	34,883	(3,568)	-10.2%
Other Operating Expenses	53,842	51,325	(2,517)	-4.9%
Year-to-Date Operating Expenses	<u>271,059</u>	<u>259,226</u>	<u>(11,833)</u>	<u>-4.6%</u>
Net Operating Surplus / (Deficit)	<u>\$ 17,994</u>	<u>\$ 3,308</u>	<u>\$ 14,687</u>	<u>444.0%</u>

AUGUST 31, 2020 FISCAL YTD OPERATING SUMMARY HCV PROGRAM

	<u>Admin</u>	<u>CARES Act</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
Operating Revenue	\$ 56,891	\$ 21,120	\$ 554,490	\$ 632,501
Operating Expenses:				
Salaries & Benefits	(30,148)	-	-	(30,148)
Other Admin. Expense	(21,399)	(21,120)	-	(42,519)
Housing Assistance Payments	-	-	(554,490)	(554,490)
Net Operating Surplus / (Deficit)	<u>\$ 5,344</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,344</u>

UNRESTRICTED CASH & INVESTMENTS

	<u>August</u>	<u>July</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,551,530	\$ 1,492,129	\$ 59,401
Housing Choice Voucher / SPC	383,666	392,729	(9,063)
Housing Authority Total	<u>1,935,196</u>	<u>1,884,858</u>	<u>50,338</u>
Component Unit EHA	515,623	509,138	6,485
UNRESTRICTED CASH & INVESTMENTS	<u>\$ 2,450,819</u>	<u>\$ 2,393,996</u>	<u>\$ 56,823</u>

GRANT SUMMARY

	<u>CFP 2018</u>	<u>CFP 2019</u>	<u>CFP 2020</u>	<u>LRPH CARES</u>	<u>HCV CARES</u>
Total Budget (excl. debt service)	\$ 218,108	\$ 234,240	\$ 252,136	\$ 126,550	\$ 142,284
Total Funds Obligated	218,108	18,020	-	44,335	21,120
Total Funds Expended	147,951	18,020	-	44,335	21,120
Unobligated Funds	-	216,220	252,136	82,215	121,164
Unexpended Funds	70,157	216,220	252,136	82,215	121,164

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
PRELIMINARY FINANCIAL SUMMARY NOTES
August 31, 2020

Low Rent Public Housing and COCC Programs

The Authority's LRPH/COCC fiscal YTD net operating profit through August 2020 is \$17,994, or \$14,687 better than budget. Please note the Edison HA fiscal year end is June 30, therefore this analysis is for the first two months of the current fiscal year.

Operating Revenues – YTD operating revenues are \$289,053, or \$26,519 (10.1%) better than budget.

- Tenant rental revenue is \$120,397, or \$12,397 (11.5%) better than budget. When the budget was prepared in April, the Authority was very conservative when estimating future rental revenue due to Covid-19. The Authority budgeted the following amounts for monthly rental revenue: AMP 1 \$30,000 and AMP 2 \$24,000. The actual average monthly rental revenue for July and August is as follows: AMP 1 \$36,712 and AMP2 \$23,486.
- Operating subsidies are \$114,062, or \$23,290 (17.0%) below budget, due to HUD's allocation methodology. When the budget was prepared, the Authority was receiving approximately \$12,000 more of monthly operating subsidy than they are receiving now. We hope and anticipate HUD will increase the funding level in the next few months.
- Other revenue is \$16,173 or \$1,009 (5.9%) below budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenue.
- CARES Act revenue was not budgeted as the program was not yet finalized when the budget was prepared. The Authority was awarded \$126,550 and has used \$38,421 during July and August. These funds can and are being used to pay for normal operating expenses of the Authority.

Operating Expenses – YTD operating expenses are \$271,059, or \$11,833 (4.6%) above budget.

- Salaries and benefits are \$129,541 or \$12,023 (10.2%) higher than budget. Please note the reason for this unfavorable budget variance is there were three pay periods in July. If not for this third pay period, salaries and benefits would be in line with budget.
- Utilities expenses are \$49,225 or \$6,275 (11.3%) better than budget.
- Maintenance materials and contracts expenses are \$38,451 or \$3,568 (10.2%) above budget. The Authority has completed a lot of apartment repairs during the previous two months.
- Other operating expenses are \$53,842, or \$2,517 (4.9%) above budget. These expenses include legal, staff training/travel, accounting, telephone, miscellaneous office expenses, tenant services expenses, PILOT, etc.

Housing Choice Voucher Program

The HCV program has a YTD profit of \$5,344 as the program's administrative revenue received from HUD slightly exceeds its expenses. Please note the HCV program has used \$21,120 of CARES Act funding during July and August. We spoke with PHADA and they explained the HCV CARES Act funds can now be used for normal operating expenses in addition to the prevention/protection of COVID related expenses. These expenses include, but are not limited to, gloves, masks, cleaning supplies, mailing of safety notices, computer and remote work setup costs, home office supplies, etc. These funds must be returned to HUD if they are not used by June 30, 2021.

Unrestricted Cash & Investments

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



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MEMORANDUM

ATTORNEY-CLIENT CONFIDENTIAL AND WORK PRODUCT PRIVILEGED

To: Executive Director Deborah M. Hurley, C-PHM

From: Vaughn L. McKoy, Esq.; Joao F. Magalhaes, Esq.

Date: September 9, 2020

Re: Strategy to Reconstitute Board of Trustees of Edison Affordable Housing, Inc.

This memorandum analyzes whether the Edison Affordable Housing, Inc. (“EAH”) is operating in accordance with its corporate charter and governing documents generally and as it prepares for the September 15, 2020 Board meeting in which the Board may take action to approve a Request for Proposal for a Rental Assistance Demonstration (“RAD”) Consultant in connection with an EAH RAD Conversion initiative. EAH is out of compliance with its governing documents and must take corrective action to achieve compliance. As set forth more fully below, EAH must do one of the following to govern and act with valid corporate authority: (a) appoint three (3) additional Trustees according to the Certificate of Incorporation (“Charter”) dated September 25, 2000 so that there are six (6) total Trustees, and fill the positions of secretary and treasurer; or (b) appoint two (2) additional Trustees pursuant to the By-Laws (“By-Laws”) dated March 11, 2014 and conclusively determine that the By-laws (which require five (5)), not the Charter (which

requires six (6)) governs the Board. Another alternative for EAH to consider is reducing the number of Trustees required through an amendment of the Charter and/or By-Laws.

Regardless of the path chosen, EAH must duly notice and call for a special or regular meeting to fill the vacancies or amend the governing documents. It appears that New Jersey law and the By-Laws empower the current EAH Board to act so long as a sufficient quorum exists among the presently-serving Trustees.

BRIEF ANALYSIS

EAH Executive Director Hurley sought counsel regarding declining trustee involvement and how to remedy corporate governance defects to achieve compliance.¹ The present issues involve a review of EAH's Charter, By-Laws and current Trustees to determine what actions, if any, are necessary to remedy any deficiencies.

EAH currently has three (3) Trustees: Carlos N. Sanchez, President and Chairman; Chris Mazaukas, and Executive Director Hurley. Messrs. Sanchez and Mazauskas and Executive Director Hurley are also commissioners of the Edison Housing Authority (the "Authority"), a separate but related entity to EAH.

A. What governance structure for EAH is required, and is EAH presently in compliance?

As per the Charter, six (6) Trustees are required, subject to modification pursuant to a duly-called motion:

ARTICLE VI

The powers of this corporation will be exercised, its property controlled, and its affairs conducted by a board of trustees. The

¹ Previously, Executive Director Hurley and counsel engaged in due diligence analysis to determine the operative status of both EAH and Edison Affordable Housing Development Corporation ("EAH Development"); it was determined that only EAH was operative and relevant for present purposes.

number of trustees of the corporation will be six (6); provided, however, that such number may be changed by a motion duly adopted pursuant to the bylaws of this corporation. The method of election of such trustees shall be as set forth in the bylaws of the corporation.

In addition, the Charter also requires that the positions of president, treasurer and secretary be filled. *See* Charter, Article VIII (stating that “The board of trustees will elect the following officers: president, treasurer, and secretary . . .”).

As per the By-Laws, however, five (5) Trustees are required:

Section 2. **Number.** The number of trustees of the corporation will be five (5); provided, however, that such number may be changed by a motion duly adopted pursuant to the By-Laws of the corporation. Notwithstanding anything contained herein to the contrary, a Trustee’s term may not be shortened by a reduction in the size of the Board. Moreover, the following provisions shall apply to the governing Board of the Corporation.

Section 2 of the By-Laws further states that at least three (3) EAH Trustees must be commissioners of the Authority, and suggests that the EAH Executive Director also serves as a Trustee:

- A. At least three (3) Trustees of the Corporation shall be active Commissioners at the Edison Housing Authority.
- B. The Managing Director shall be the individual who is currently serving as an Executive Director of the Edison Housing Authority. Additionally, the Managing Director shall serve as the Secretary / Treasurer of the Corporation.

Based upon the foregoing, EAH is presently **not** operating in conformance with either its Charter or the By-Laws. Whether five (5) or six (6) Trustees are required, presently there are, at most three (3), assuming the Executive Director doubles as a Trustee (and thus two (2) if the Executive Director is excluded).

B. What process must be followed to fill a vacancy?

Part 1: Must properly call a meeting.

New Jersey law provides that by-laws shall govern the process for filling any a vacancy on a nonprofit board.² Under EAH's By-Laws, vacancies are governed by Section 5:

Section 5. **Vacancies.** Vacancies in the Board, however arising, shall be filled by a majority vote of all Trustees then serving in office at any regular meeting of the Board or at a special meeting of the Board called for the said purpose. Persons shall be nominated for Trusteeship by the Nominating Committee and the list of any such nominees shall be included with the notice of the meeting at which election is proposed.

Pursuant to Section 5, vacancies may be addressed at any regular or special meeting. The process for calling a special meeting is governed by Section 3 of the By-Laws:

Section 3. **Special Meetings.** Special meetings of the Board of Trustees may be called by the President or Vice President of the Board or shall be called at the request of any three voting Trustees of the Board.

With regard to the contents of notice for meetings, Sections 4 and 5 of the By-Laws provide as follows:

Section 4. **Place of Meetings.** Meetings of the Board may be held at the principal offices of the Corporation or at any other place within the State of New Jersey. The notice of the meeting shall include the place and time of the meeting, and the Agenda to the extent known.

Section 5. **Notice of Meetings.** Written notice of the time and place of the annual, regular meetings, and any special meetings shall be sent to each Trustee to the last known place of business or residence of the Trustee at least two days, prior to the date of such meeting. Notice of a meeting may be waived, in writing. Additionally, the presence of a Trustee at a meeting shall constitute de-facto notice of such meeting.

² N.J.S.A. 15A:6-16(c) provides: "Any vacancy occurring among the officers, however caused, shall be filled in the manner provided in the bylaws. In the absence of such a provision, any vacancy shall be filled by the board."

Part 2: Voting to fill the vacancy.

Section 7 allows for a simple majority of “Trustees then serving in office.” This language provides the flexibility necessary for EAH to act regardless of the existing conflict between the Charter and By-Laws regarding the number of Trustees required for voting purposes. Section 7 also appears to negate any potential concerns caused by finally determining whether the Executive Director also functions as a trustee:

Section 7. **Quorum.** Unless provided for differently elsewhere in this By-Laws, a majority of the Trustees then serving in office shall constitute a quorum for all meetings of the Board of Trustees.

New Jersey law also provides guidance by allowing a majority vote by the remaining Trustees in situations where there is a lack of quorum as originally intended. N.J.S.A. 15A:6-5(a) provides:

Unless otherwise provided in the certificate of incorporation or the bylaws, any trusteeship not filled at the annual or biennial meeting and any vacancy, however caused, occurring in the board may be filled by the affirmative vote of a majority of the remaining trustees even though less than a quorum of the board, or by a sole remaining trustee. A trustee so elected by the board shall hold office until the next succeeding annual or biennial meeting and until a successor is elected and qualified.

C. Conclusion

There are a few pathways forward. Current EAH Trustees must notice and call for a regular or special meeting to fill vacancies, or take action by a majority vote of the presently-serving Trustees, as follows:

- Current EAH Trustees appoint three (3) additional Trustees so that there are six (6) total Trustees, assuming the Executive Director serves as a Trustee.

- Current EAH Trustees appoint two (2) additional Trustees (assuming the Executive Director serves as a Trustee) and declare conclusively that the By-Laws govern the number of Trustees, not the Charter.
- Current EAH Trustees could amend the Charter and By-Laws to revise-downward the number of Trustees required. Arguably, this is the least desirable option.

In addition, the positions of treasurer and secretary must be filled given that the Charter so requires, and that presently only the position of president appears to be filled.