

**Edison Housing Authority Board Meeting
Tuesday, November 10, 2020
at
6:00 pm**

*In light of meeting restrictions due to the coronavirus,
this meeting will take place via- zoom video conference*

Join Zoom Meeting

<https://zoom.us/j/93856502934?pwd=OFJCTHFzVGtvaEpPaVFkZVh2dGxDUT09>

Meeting ID: 938 5650 2934

Passcode: 3FDHAA

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 November 2, 2020 and published on November 4, 2020 indicating the Edison Housing Authority Board Meeting will be held via-zoom video conference due to meeting restrictions surrounding the Coronavirus. The meeting is open to the public. Said notice included the zoom video conference password, code and conference number. Notice was also submitted to the Township of Edison, and has been posted onto the Edison Housing Authority website.

4. Roll Call

5. Approval of September 15, 2020 Regular Meeting Minutes

6. Resolutions:

1-11-2020

Resolution to approve
vouchers for payment of invoices
in the amount of \$47,277.08 for
the month of November.

7. Old Business:

a.) Financial Summary for Review

Edison Housing Authority Board Meeting
Tuesday, November 10, 2020
at
6:00 pm

b.) Fence Update

8. New Business

9. Public Portion

10. Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING
October 20, 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 6:07 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 September 9, 2020 and published on September 12, 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, Commissioner Toni Johnson, Commissioner Dale Jones, Commissioner Raymond Koperwhats, Commissioner Lou Mangione, Jr., Commissioner Christopher Mazauskas, Executive Director Deborah Hurley, Attorney Terrence Corrison, Township of Edison Liaison, Labor Attorney Richard Shaklee, Council President Joyce Ship-Freeman.

Absent: Vice Chairman, Barry Telesnick

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

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Lou Mangione, Jr.

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 1-10-2020 to authorize and approve vouchers for payment of invoices in the amount of amount of \$69,631.00 for the month of October.

Motion: Commissioner Dale Jones
Second: Commissioner Toni Johnson

Discussion

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

Motion to approve Resolution 1-10-2020 for \$69,631.00:

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 2-10-2020 by the Commissioners of the Edison Housing Authority Authorizing the Executive Director to execute a contract with Polcari & Co., for Accounting Services for the Period Beginning November 1, 2020, and Terminating on October 30, 2022 at An Annual Fee of \$34,800.00.

Motion: Commissioner Raymond Koperwhats
Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Carlos N. Sanchez opened the floor for discussion. Commissioner Dale Jones inquired about the process when there is only one proposal submitted and if the rfp process should be redone. Both Attorney Corrison and Chairman Carlos N. Sanchez indicated that there would not be a need to redo the process, as long as we are satisfied with the proposal submitted. Commissioner Jones asked the Executive Director, Deborah Hurley if she was pleased with their services. Deborah Hurley, Executive Director expressed satisfaction with their services. There was no further discussion.

Approved Resolution 2-10-2020 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 3-10-2020 by the Edison Housing Authority Authorizing the Executive Director to execute an agreement with Net Connect, the lowest, responsible proposal for professional computer maintenance services, beginning November 1, 2020 and Terminating October 30, 2021.

Motion: Commissioner Toni Johnson

Second: Commissioner Dale Jones

Discussion

Chairman Carlos N. Sanchez provided an overview of the work that has been done by NetConnect and asked if there were any questions. There was no discussion.

Approved Resolution 3-10-2020 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 4-10-2020 by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute a Contract with Hymanson, Parnes and Giampaolo for auditing Services for the period beginning November 1, 2020 and terminating on October 30, 2022 at an Annual Fee of \$10,245.00.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Carlos N. Sanchez asked for comments from the board. Commissioner Jones inquired about having some contracts are multi-year and others are annual. Deborah Hurley, Executive Director indicated that they process was inherited and thus continued. Chairman Carlos N. Sanchez, Terrence Corrison, Esq., and Deborah Hurley, Executive Director agreed that moving

forward contracts would be considered for multi-year. Thus, providing the Executive Director the opportunity to focus on other business matters, since the rfp process is a time -consuming process, stated by Commissioner Jones. There was no further discussion.

Approved Resolution 4-10-2020 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 5-10-2020 by the Commissioners of the Edison Housing Authority Authorizing the Executive Director to execute an Agreement with Breslin and Breslin for General legal Services beginning November 1, 2020 and Terminating on October 30, 2021 at an annual fee of \$28,200.00.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Carlos N. Sanchez provided an overview of the work that has been performed by Terrence Corrison, Esq., Breslin and Breslin., which included a number of successful evictions that were challenging. There was no further discussion.

Approved Resolution 5-10-2020 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 6-10-2020 by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute an agreement with McLaughlin Staufer and Shaklee, PC for Labor Counsel services beginning November 1,2020 and Terminating on October 30, 2021 at an hourly rate of \$125.00.

Motion: Commissioner Lou Mangione, Jr.

Second: Commissioner Toni Johnson

Discussion

Chairman Carlos N. Sanchez asked for comments from the board. There was no discussion.

Approved Resolution 6-10-2020 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 7-10-2020 allowing the Executive Director to enter into a service agreement with Black Belt Security at an hourly rate of \$25.95 to Provide Security to residents living at Robert E. Holmes Gardens.

Motion: Commissioner Toni Johnson

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Carlos N. Sanchez provided an overview of the criminal activity that took place during the summer and reinforced the need to continue having security on the property. Commissioner Raymond Koperwhats provided an overview of the process in selecting the firm the first round and how the committee was impressed with their presentation and work thus far.

Approved Resolution 7-10-2020 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 8-10-2020 by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute an agreement with SMS Building Systems, LLC to provide video surveillance equipment maintenance for Robert Holmes Gardens beginning November 1, 2020 and terminating October 30, 2021.

Motion: Commissioner Dale Jones

Second: Commissioner Lou Mangione, Jr.

Discussion

Chairman Carlos N. Sanchez asked for comments from the board. Deborah Hurley, Executive Director indicated that the old service EAW used SMS Building Systems as their subcontractor during the summer to perform work, since they were located closer to the Edison Housing

Authority. As a result, it made sense to secure a service provider that is more local and provides good service.

Approved Resolution 8-10-2020 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 9-10-2020 to Allow the Executive Director to Create a Non-Union Administrative Assistant position to Perform Work for the Executive Director.

Motion: Commissioner Toni Johnson

Second: Commissioner Dale Jones

Discussion

Chairman Carlos N. Sanchez provided an overview of the work that has been performed by the Executive Director and described how the work level of activity has increased at the housing authority, which requires additional assistance. Deborah Hurley, Executive Director echoed the same and mentioned that since we are about to explore RAD, there is a need for an assistant. Commissioner Dale Jones inquired if the position was discussed with the union. Deborah Hurley, Executive Director indicated that the position was not presented to the union. Labor Attorney, Rich Shaklee provided advice on how best to proceed, as the resolution will reflect that it will be a non-union, confidential position, since the person will have access to personnel records. Commissioner Koperwhats inquired about the salary range, as there was no range presented. Attorney Richard Shaklee provided advice. Thus, the resolution will reflect the salary is not to exceed \$45,000.00. There was no further discussion.

Approved Resolution 9-10-2020 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 10-10-2020 to adopt the revised Admissions and Continued Occupancy Policy at the Edison Housing Authority.

Motion: Commissioner Raymond Koperwhats
Second: Commissioner Tonie Johnson

Discussion

Chairman Carlos N. Sanchez asked if there were any questions or comments. Deborah Hurley, Executive Director indicated that this updated policy will be used for the Public Housing program and will assist when necessary to enforce policy and procedures at the Edison Housing Authority. There was no further discussion.

Approved Resolution 10-10-2020 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 10-11-2020 to allow the Board of Commissioners of the Edison Housing Authority to go into closed session to discuss the terms of employment of the Executive Director.

Motion: Commissioner Lou Mangione, Jr.
Second: Commissioner Raymond Koperwhats

Discussion

Chairman Carlos N. Sanchez asked for comments from the board. There was no discussion.

Approved Resolution 10-11-2020 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			

Motion to move back into regular session: Commissioner Ray Koperwhats
Commissioner Toni Johnson

Old Business

- a.) **Financial Summary:** Chairman Carlos N. Sanchez indicated that the financial summary prepared by Polcari and Polcari has been presented and allowed for Q&A. There was no further discussion.
- b.) Council President Joyce Ship-Freeman mentioned that the zoning for Rev. Carpenter Blvd. is in affect and trailers and cars are not allowed to park on the streets any longer.

And at any time, there is a parked trailer or vehicle, it will be ticketed.

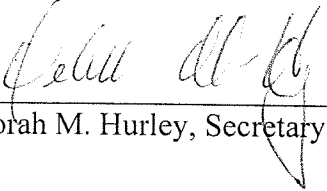
New Business: No discussion

Public: No discussion.

Public Portion closed: 8:04 PM

Motion to adjourn by Commissioner Raymond Koperwhats
Second by Commissioner Toni Johnson

Adjourned Unanimously at 8:05 PM



Deborah M. Hurley, Secretary, Executive Director

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 11/1/2020 Thru: 11/30/2020, 3) Program: Public Housing

Check Name	SSN/ TIN	Check Address	Print: 1099						
Aflac			1932 Wynnnton Road Columbus GA 31999-0797				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/06/2020	2766	CHK	173290	insurance premium-oc	11/20	insurance premium-oc	\$180.32		\$180.32
Totals For Vendor: Aflac									\$180.32
CIT			21146 Network Place Chicago IL 60673-1211				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/01/2020	2746	CHK	36504841	telephone system leas	11/20	telephone system lease	\$258.78		\$258.78
Totals For Vendor: CIT									\$258.78
Corbett Exterminating, Inc.			284 Sheffield Street Unit: Suite 2 Mountainside NJ 07092				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/06/2020	2767	CHK	0502421	reh cemit treatment-oc	11/20	reh cemit treatment-oc	\$360.00		\$360.00
Totals For Vendor: Corbett Exterminating, Inc.									\$360.00
De Lage Landen Financial Services, Inc.			PO Box 41602 Philadelphia PA 19101-1602				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/01/2020	2747	CHK	69966875	reh copier lease 11/15	11/20	reh copier lease 11/15/2	\$366.37		
			69958234	jeg copier lease 11/15	11/20	jeg copier lease 11/15/2	\$187.46		\$553.83
Totals For Vendor: De Lage Landen Financial Services, Inc.									\$553.83
Deborah Hurley			1434 Maplewood Terrace Plainfield NJ 07060				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/01/2020	2748	CHK	102820	tacos for halloween ev	11/20	tacos for halloween eve	\$290.70		
			102320	reimb for purchase of	11/20	reimb for purchase of d	\$36.46		\$327.16
11/06/2020	2768	CHK	102920	chips for halloween ev	11/20	chips for halloween eve	\$35.97		\$35.97
Totals For Vendor: Deborah Hurley									\$363.13
D'Onofrio & Son Landscaping			433 Hillside Avenue Hillside NJ 07205				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/06/2020	2769	CHK	30051	reh & jeg lawn mainte	11/20	reh & jeg lawn maintena	\$2,937.50		\$2,937.50
Totals For Vendor: D'Onofrio & Son Landscaping									\$2,937.50
Dunford Heating, A/C & Refrigeration, LLC			160 Liberty Street Metuchen NJ 08840				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/01/2020	2749	CHK	13779	reh office freezer chec	11/20	reh office freezer check	\$145.00		\$145.00
Totals For Vendor: Dunford Heating, A/C & Refrigeration, LLC									\$145.00
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
11/01/2020	2750	CHK	0577138900-102020	reh gas 9/21/20-10/20/20	11/20	reh gas 9/21/20-10/20/20	\$10.00		
			3922309254-102020	reh gas 9/21/20-10/20/20	11/20	reh gas 9/21/20-10/20/20	\$668.77		
			4458334671-10/20/20	reh gas 9/21/20-10/20/20	11/20	reh gas 9/21/20-10/20/20	\$68.49		\$747.26
Totals For Vendor: Elizabethtown Gas									\$747.26

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 11/1/2020 Thru: 11/30/2020, 3) Program: Public Housing

Check Name	SSN/ TIN	Check Address	Print: 10/29						
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
11/01/2020	2751	CHK	4416173	notice of special board	11/20	notice of special board	\$55.21		\$55.21
Totals For Vendor: Gannet New Jersey Newspapers									\$55.21
Gurney Electric LLC			93 Spruce Street Port Reading NJ 07064			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/06/2020	2770	CHK	15637	apt F6 troubleshoot no	11/20	apt F6 troubleshoot no	\$175.00		\$175.00
Totals For Vendor: Gurney Electric LLC									\$175.00
Highlights Group Sales			Attention: Group Sales Payments PO Box 18360 Columbus OH 43218			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/01/2020	2752	CHK	HGS-1020-02346	68 - 12 month educational magazine	11/20	68 - 12 month educational magazine s	\$1,387.60		\$1,387.60
Totals For Vendor: Highlights Group Sales									\$1,387.60
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
11/06/2020	2771	CHK	9025474	maintenance supplies-	11/20	maintenance supplies	\$420.12		
			9044425	maintenance supplies	11/20	maintenance supplies	\$632.10		
			1280680	halloween decors, pla	11/20	halloween decors, plant	\$194.56		
			7460573	floor buffer pad	11/20	floor buffer pad	\$13.94		
			7904448	equipment rental depo	11/20	equipment rental deposi	\$1.00		
			7904464	equipment rental fees	11/20	equipment rental fees	\$35.00		
			8182339	CR for returned items	11/20	CR for returned items	(\$139.00)		\$1,157.72
Totals For Vendor: Home Depot Credit Services									\$1,157.72
JCR Tree Service		46-2546469	306 Lyman Pl Plainfield NJ 07060			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/06/2020	2772	CHK	102720	reh tree removal & pru	11/20	reh tree removal & pruni	\$7,500.00		
			102820	jeg removed & prune t	11/20	jeg removed & prune tre	\$6,700.00		\$14,200.00
Totals For Vendor: JCR Tree Service									\$14,200.00
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
11/06/2020	2773	CHK	11420	purchase of postage	11/20	purchase of postage wh	\$75.65		\$75.65
Totals For Vendor: Jocelyn Silva									\$75.65
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
11/01/2020	2753	CHK	112820	juice & supplies for hal	11/20	juice & supplies for hall	\$71.35		\$71.35
Totals For Vendor: Jolanta Kubacka									\$71.35
KYOCERA Document Solutions New York Metro, Inc			225 Sand Road Unit: Suite 100 Fairfield NJ 07004			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/06/2020	2774	CHK	55K1554983	ups/fuel surcharge for copier overage	11/20	ups/fuel surcharge for copier overage	\$29.43		\$29.43
Totals For Vendor: KYOCERA Document Solutions New York Metro, Inc									\$29.43

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 11/1/2020 Thru: 11/30/2020, 3) Program: Public Housing

Check Name	SSN/ TIN	Check Address	Print: 1099						
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
11/01/2020	2754	CHK	5535300000-101420	jeg water 9/15/20-10/14/20	11/20	jeg water 9/15/20-10/14/20	\$3,866.38		\$3,866.38
Totals For Vendor: Middlesex Water Company									\$3,866.38
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
11/01/2020	2755	CHK	N6383	laptop for hcv dept	11/20	laptop for hcv dept	\$1,261.35		\$1,261.35
Totals For Vendor: NetConnect, Inc.									\$1,261.35
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
11/01/2020	2756	CHK	1018-2100216049 54-82820	reh water 8/28/20-9/28/20	11/20	reh water 8/28/20-9/28/20	\$101.04		\$101.04
11/06/2020	2775	CHK	1018-2100216049 54-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$101.04		
			1018-2100219017 30-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$187.00		
			1018-2100216577 98-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$366.55		
			1018-2100216056 05-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$426.05		
			1018-2100218378 15-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$167.16		
			1018-2100218363 24-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$591.34		
			1018-2100219024 36-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$193.61		
			1018-2100218371 12-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$319.23		
			1018-2100216566 96-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$1,173.19		
			1018-2100218385 11-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$180.39		
			1018-2100219027 95-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$510.97		
			1018-2100218406 99-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$246.50		
			1018-2100218393 85-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$1,553.46		
			1018-2100219013 41-102720	reh water 9/29/20-10/27/20	11/20	reh water 9/29/20-10/27/20	\$411.79		

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 11/1/2020 Thru: 11/30/2020, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print: 1099						
		1018- reh water 9/29/20- 11/20 reh water 9/29/20- 10/27/20					\$372.12		\$6,800.40
		2100189673 10/27/20							
		38-102720							
Totals For Vendor: New Jersey American Water									\$6,901.44
NTN-Philadelphia			PO Box 1023 Blackwood NJ 08012		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>
11/06/2020	2776	CHK	NJ5507011	reh background check	11/20	reh background check	\$182.00		\$182.00
Totals For Vendor: NTN-Philadelphia									\$182.00
Optimum			PO Box 70340 Philadelphia PA 19176-0340		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>
11/01/2020	2757	CHK	207961039-122120	jeg internet service 11/22/20-12/21/20	11/20	jeg internet service 11/22/20-12/21/20	\$101.18		\$101.18
11/01/2020	0	ZCA	453477012-122120	maintenance shop internet svc 11/22/20-	11/20	maintenance shop internet svc 11/22/20-12	\$81.27		
			453477012-122120	maintenance shop internet svc 11/22/20-	11/20	maintenance shop internet svc 11/22/20-12	(\$81.27)		\$0.00
11/04/2020	2765	CHK	453477012-122120	maintenance shop internet svc 11/22/20-	11/20	maintenance shop internet svc 11/22/20-12	\$81.27		\$81.27
Totals For Vendor: Optimum									\$182.45
Petty Cash - Jocelyn Silva			14 Rev Samuel Carpenter Blvd Edison NJ 08820		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>
11/06/2020	2777	CHK	11420	petty cash replenishm	11/20	petty cash replenishme	\$188.65		\$188.65
Totals For Vendor: Petty Cash - Jocelyn Silva									\$188.65
Phoenix Specialties, LLC			650-C South Avenue Garwood NJ 07027		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>
11/01/2020	2758	CHK	33624	apt 2E kitchen cabinet	11/20	apt 2E kitchen cabinets	\$1,821.00		
			33632	apt1C kitchen cabinet	11/20	apt1C kitchen cabinets,	\$1,217.50		
			33623	reh community room k	11/20	reh community room kit	\$229.25		\$3,267.75
11/06/2020	2778	CHK	33770	8 cases c-fold towels	11/20	8 cases c-fold towels	\$323.80		\$323.80
Totals For Vendor: Phoenix Specialties, LLC									\$3,591.55
Pitney Bowes Global Financial Services LLC			PO Box 371887 Pittsburgh PA 15250-7887		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>
11/06/2020	2779	CHK	12817533	postage machine ink c	11/20	postage machine ink ca	\$118.88		\$118.88
Totals For Vendor: Pitney Bowes Global Financial Services LLC									\$118.88
PSE&G CO			PO Box 144444 New Brunswick NJ 08906-4444		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>
11/01/2020	2759	CHK	6691572106-101620	jeg gas & electric 9/17/20-10/16/20	11/20	jeg gas & electric 9/17/20-10/16/20	\$2,285.21		\$2,285.21
Totals For Vendor: PSE&G CO									\$2,285.21
Raquel Landero			39 Madison Avenue Avenel NJ 07001		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>
11/01/2020	2760	CHK	102620	reimb for purchase of	11/20	reimb for purchase of H	\$69.31		\$69.31
Totals For Vendor: Raquel Landero									\$69.31

Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 11/1/2020 Thru: 11/30/2020, 3) Program: Public Housing

Check Name	SSN/ TIN	Check Address	Print 1099						
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
11/01/2020	2761	CHK	CR2737	credit for payment on	11/20	credit for payment on ck	(\$58.25)		
			388734	30 yd roll off + tons dis	11/20	30 yd roll off + tons disp	\$301.90		
			389337	reh trash service-nov	11/20	reh trash service-nov 20	\$2,808.00		\$3,051.65
Totals For Vendor: Standard Waste Services									\$3,051.65
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
11/01/2020	2762	CHK	8059947271	office supplies	11/20	office supplies	\$92.00		
			8059781431	plastic containers for u	11/20	plastic containers for us	\$58.25		\$150.25
11/06/2020	2780	CHK	8060093981	office supplies	11/20	office supplies	\$97.19		\$97.19
Totals For Vendor: Staples									\$247.44
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
11/06/2020	2781	CHK	0009	reh office & communit	11/20	reh office & community	\$860.00		
			0011	apt 4E cleaning/sanitiz	11/20	apt 4E cleaning/sanitizi	\$395.00		
			0010	apt B2 cleaning/sanitiz	11/20	apt B2 cleaning/sanitizi	\$255.00		\$1,510.00
Totals For Vendor: Starlite Services LLC									\$1,510.00
Steve's Appliance Doctor, Inc.			6 Eardley Road Edison NJ 08817		No				
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/01/2020	2763	CHK	41858	apt 3B unclogged refri	11/20	apt 3B unclogged refrig	\$187.80		
			41859	apt12D refrigerator ne	11/20	apt12D refrigerator nee	\$79.50		
			41910	apt 17F oven sparker	11/20	apt 17F oven sparker m	\$212.60		
			41896	apt 12B 2 burners not	11/20	apt 12B 2 burners not w	\$79.50		
			41593	apt G1 refrigerator lea	11/20	apt G1 refrigerator leaki	\$176.60		\$736.00
Totals For Vendor: Steve's Appliance Doctor, Inc.									\$736.00
Work 'N Gear, LLC			PO Box 174 Brattleboro VT 05302-0174		No				
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
11/01/2020	2764	CHK	HA134676	maintenance uniforms	11/20	maintenance uniforms	\$386.99		\$386.99
Totals For Vendor: Work 'N Gear, LLC									\$386.99
Grand Totals:			Total Payments:				31		\$47,277.08

RESOLUTION # 1-11-2020

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 \$47,277.08 for the month of November.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-11-2020 shall be approved.

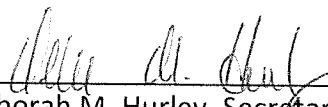
MOVED: Commissioner Koperwhats

SECONDED: Commissioner Telesnick

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
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 10 day of November, 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 November 10, 2020



Deborah M. Hurley, Secretary, Executive Director

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

OCTOBER 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	\$ 243,917	\$ 216,000	\$ 27,917	12.9%
Operating Subsidies	260,767	274,703	(13,936)	-5.1%
Other Revenue	31,791	34,364	(2,573)	-7.5%
Year-to-Date Operating Revenue	536,475	525,067	11,408	2.2%
OPERATING EXPENSES				
Salaries & Benefits	230,339	235,036	4,697	2.0%
Utilities Expense	104,334	111,000	6,666	6.0%
Maintenance Materials & Contract Costs	69,148	69,767	619	0.9%
Other Operating Expenses	105,340	102,650	(2,690)	-2.6%
Year-to-Date Operating Expenses	509,161	518,452	9,291	1.8%
Net Operating Surplus / (Deficit)	\$ 27,314	\$ 6,615	\$ 20,699	312.9%
CARES Act Revenue	69,921	-	69,921	100.0%
Net Surplus Including CARES Act Revenue	\$ 97,235	\$ 6,615	\$ 90,620	1369.9%

OCTOBER 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	\$ 113,783	\$ 35,843	\$ 1,117,315	\$ 1,266,941
Operating Expenses:				
Salaries & Benefits	(29,756)	(22,469)	-	(52,225)
Other Admin. Expense	(42,446)	(13,374)	-	(55,820)
Housing Assistance Payments	-	-	(1,117,315)	(1,117,315)
Net Operating Surplus / (Deficit)	\$ 41,581	\$ -	\$ -	\$ 41,581

UNRESTRICTED CASH & INVESTMENTS	<u>October</u>	<u>September</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,589,824	\$ 1,560,089	\$ 29,735
Housing Choice Voucher / SPC	389,291	386,582	2,709
Housing Authority Total	1,979,115	1,946,671	32,444
Component Unit EHA	517,243	516,886	357
UNRESTRICTED CASH & INVESTMENTS	\$ 2,496,358	\$ 2,463,557	\$ 32,801

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	\$ 253,968	\$ 126,550	\$ 142,284
Total Funds Obligated	218,108	27,031	-	75,835	35,843
Total Funds Expended	147,951	27,031	-	75,835	35,843
Unobligated Funds	-	207,209	253,968	50,715	106,441
Unexpended Funds	70,157	207,209	253,968	50,715	106,441

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

Low Rent Public Housing and COCC Programs

The Authority's LRP/COCC fiscal YTD net operating profit through October 2020 is \$27,314, or \$20,699 better than budget. Including unbudgeted CARES Act revenue, the Authority has a \$97,124 profit.

Operating Revenues – YTD operating revenues are \$536,475, or \$11,408 (2.2%) better than budget.

- Tenant rental revenue is \$243,917, or \$27,917 (12.9%) 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. In October, AMP1 and AMP2 had approximately \$37,500 and \$25,200 of rental revenue, respectively. AMP 1 had 84 of 90 units occupied and AMP 2 had 68 of 70 units occupied in September.
- Operating subsidies are \$260,767, or \$13,936 (5.1%) below budget, due to HUD's allocation methodology. HUD recently increased its LRP/COCC operating subsidy allocation, and the Authority has seen an improvement in its funding level.
- Other revenue is \$31,791 or \$2,573 (7.5%) below budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenue.

Operating Expenses – YTD operating expenses are \$509,161, or \$9,291 (1.8%) better than budget.

- Salaries and benefits are \$230,339 or \$4,697 (2.0%) better than budget.
- Utilities expenses are \$104,334, or \$6,666 (6.0%) better than budget. We expect utility expenses to increase in the next few months as the colder weather sets in.
- Maintenance materials and contracts expenses are \$69,148, or \$619 (0.9%) better than budget.
- Other operating expenses are \$105,340, or \$2,690 (2.6%) worse than budget. These expenses include legal, staff training/travel, accounting, telephone, miscellaneous office expenses, tenant services expenses, PILOT, etc.

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 \$69,921 during the current fiscal year. These funds can and are being used to pay for normal operating expenses of the Authority.

Housing Choice Voucher Program

The HCV program has a YTD profit of \$41,581 as the program's administrative revenue received from HUD exceeds its expenses. Please note the HCV program has used \$35,843 of its \$142,284 CARES Act funding during the current fiscal year. If the HCV program excluded the CARES funding, there would still be a YTD profit of \$5,783. Please note that in previous years, the Authority struggled to reconcile and correctly apply its portability receipts. The authority has addressed this issue and has now established a process to reconcile portability receipts on a monthly basis. Although the Authority must retroactively apply numerous payments received, the reconciliation should be completed soon.

Unrestricted Cash & Investments

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

Grant Summary

The Authority still has approximately \$530,000 capital funds available for upcoming capital improvement projects. Please see above for the public housing and HCV program CARES grant comments.