

**Edison Housing Authority Board Meeting  
Tuesday, March 16, 2021  
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/97564320749?pwd=cXE3bVltcklvNUd2ZXpLU0lqbzUrZz09>

**Meeting ID: 975 6432 0749  
Passcode: 850500  
+1 646 558 8656 US (New York)**

**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 Homes News Tribune on December 29, 2020 and a copy of the notice was published in the Home News Tribune on December 31, 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.

Also, due to meeting restrictions surrounding the Coronavirus, the Edison Housing Authority Board Meeting will conduct meetings via-zoom video conference until further notice. 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 February 16, 2021 Regular Meeting Minutes

6. Resolutions:

1-3-2021	Resolution to approve vouchers for payment of invoices in the amount of \$74,037.56 for the month of March.
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**Edison Housing Authority Board Meeting**  
**Tuesday, March 16, 2021**  
**at**  
**6:00 pm**

- 2-3-2021 Resolution by the Commissioner of the Edison Housing Authority to adopt and approve the audit for fiscal year ending June 30, 2020.
- 3-3-2021 Resolution Authorizing the Executive Director to partner with the Edison Township Police Department in purchasing a license reader in the amount of \$9,888.20.
- 4-3-2021 Resolution to award a contract for landscaping services at Robert Holmes Gardens and Julius Engel Gardens.
- 5-3-2021 Resolution by the Commissioners of the Edison Housing Authority to adopt the Revised tenant lease agreement for residents living at Robert Holmes Gardens and Julius Engel Gardens properties.
- 6-3-2021 Resolution Authorizing the Salary Adjustments for Certain Employees.
- 7-3-2021 Resolution Authorizing the Position of Housing Choice Voucher Manager and Food Program Coordinator.

7. Old Business:

- a.) Financial Summary

8. New Business:

- a.) Presentation by Tony Giampaolo, Auditor, Hymanson, Parnes & Giampaolo
- b.) Presentation by Lt. Dudash, Edison Township Police Department
- c.) Executive Director Report

9. Public Portion

10. Adjournment

**EDISON HOUSING AUTHORITY  
REGULAR BOARD MEETING  
February 16, 2021  
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 6:11 pm.

Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by notice and sent to the Homes News Tribune on December 29, 2020 and a copy of the notice was published in the Home News Tribune on December 31, 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.

Also, due to meeting restrictions surrounding the Coronavirus, the Edison Housing Authority Board Meeting will conduct meetings via-zoom video conference until further notice. 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.

**Roll call**

**In attendance:** Chairman Carlos N. Sanchez, Vice Chairman Barry Telesnick, Commissioner Toni Johnson, Commissioner Dale Jones, Commissioner Raymond Koperwhats, Commissioner Lou Mangione, Jr., Commissioner Lennox Small, Executive Director Deborah Hurley, Attorney Terrence Corriston, Township of Edison Liaison, Councilwoman Joyce Ship-Freeman.

**Guest:** Michelle Thorne, Director of Property Management  
Marc Webb, Director of Maintenance

Motion to approve the minutes of January 19, 2021, Board Meeting

**Motion:** Commissioner Ray Koperwhats

**Second:** Commissioner Barry Telesnick

**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
Comm. Koperwhats	x
Comm. Mangione, Jr.	x
Comm. Small	x

**Resolution 1-2-2021 to authorize and approve vouchers for payment of invoices in the amount of \$94,098.71 for the month of February.**

**Motion:** Commissioner Dale Jones

**Second:** Commissioner Ray Koperwhats

### **Discussion**

Chairman Carlos N. Sanchez asked if there were any questions. Commissioner Koperwhats inquired about line items regarding costs for materials. Executive Director, Deborah Hurley explained that there were two adjacent units requiring floor repairs due to water damage. Marc Webb, Director of Maintenance, also was present to explain the scope of the work. Chairman Sanchez inquired about the need to have a contractor to execute the work vs. having the existing maintenance team perform the service. Marc Webb, Director of Maintenance explained that the work involved additional manpower, especially since there are multiple vacant units undergoing repairs. Marc Webb, Dir. of Maintenance, again described the type of work that also required a licensed plumber. Questions surrounding the extermination service were presented by commissioners. Executive Director detailed the units that required treatment, as several buildings are infested with bedbugs and roaches. There was no further discussion.

### **Motion to approve Resolution 1-2-2021 for \$94,098.71**

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. Small	x			

### **Resolution 2-2-2021**

**Motion:** Commissioner Toni Johnson

**Second:** Commissioner Dale Jones

**Discussion:** Chairman Carlos N. Sanchez mentioned that rice notices were served to employees who are in attendance. Chairman Sanchez expressed that he wanted the resolution to be tabled. Commissioner Dale Jones inquired about the necessity to table the resolution, as evaluations have been conducted. Chairman Sanchez indicated that it was his opinion that other staff members would need to be considered. The conversation ensued with the Executive Director explaining the process of how the evaluations were conducted this fiscal year, as there remains two evaluations to be administered. One employee has not completed a year of employment and the other employee would be evaluated and presented with an increase at the beginning of the new fiscal year. Commissioner Koperwhats indicated that he had spoken with the Exec. Director, and expressed he would like to see the Dir. of Maintenance receive more of an increase, but understood the Exec. Dir. was working within a budget. Commissioner's Jones, Johnson, and Small expressed shared sentiments that still questioned the need to delay the vote for the next board meeting, if the goal would be to include the same employees in the process to grant raises, which would be made retroactive. Chairman Sanchez expressed that he would like to see the total percentages of increases before moving forward. Commissioner Jones expressed his concern that perhaps we are not trusting the judgment of the executive director to assess employee's performances. Chairman Sanchez and Commissioner Lou Mangione, Jr. shared the same sentiment that there was no concern about the executive director's "decision making" or lack of support, as it was more the intention to review the overall increases. A motion was then made to table the resolution.

**Motion to table Resolution 2-2-2021 Authorizing the salary adjustments for certain employees:**

Motion: Commissioner Barry Telesnick

Second: Commissioner Lou Mangione, Jr.

**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. Small		x		

*(Commissioner Ray Koperwhats asked Attorney Terrence Corriston about the rule for tabling a resolution. Attorney Terrence Corriston indicated that the process was acceptable and would call the commissioner after the meeting to discuss in detail the rules for tabling a resolution.)*

**Resolution 2-3-2021 Resolution to secure Direct Deposit system that will allow House Choice Voucher Program to issue voucher payments through the method of Direct Deposit.**

**Motion:** Commissioner Barry Telesnick

**Second:** Commissioner Toni Johnson

**Discussion**

Chairman Carlos N. Sanchez asked the executive director to provide an overview. Executive Director, Deborah Hurley indicated that the direct deposit feature for the housing choice voucher program would allow for landlords to receive their payments electronically. The present system involves processing checks that are mailed at the end of every month. Presently, we spend \$152.65 dollars each month in postage. The direct deposit feature would cost \$53.05 a month, which would provide a savings of \$99.60. Chairman Sanchez also noted that this feature would assist the team in working more efficiently. There was no further discussion.

**Motion to approve Resolution 2-3-2021 to secure Direct Deposit system that will allow House Choice Voucher Program to issue voucher payments through the method of Direct Deposit.**

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. Small	x			

**Old Business:**

- a.) **Financial Summary:** Chairman Carlos N. Sanchez presented an overview. There was no further discussion. In addition, Tony Polcari, Polcari & Polcari was under the weather and was not able to present the 5 yr. financial overview. The presentation will take place in the future at another board meeting.

**New Business:**

- a.) **Weather Conditions:** The winter weather conditions have tested our team's manpower, which has determined it will be necessary to issue a rfp in the fall to contract with a service, when necessary to assist with snow removal. In addition, a new truck will need to be purchased this year that is equipped to remove heavy snow. Commissioner Barry Telesnick indicated that he would be able to assist when it came time to select a truck.
- b.) **RFP's:** several service providers have been identified that require rfp's, as they have been part of EHA for years. The following rfp's will be published before the end of this fiscal year: Exterminating Service, Home State Inspections, and Triad Protective Services.

**Executive Director's Report:**

Deborah M. Hurley, Executive Director provided an update on EHA activity:

- *Snow removal was challenging at Robert Holmes property, which required outreach to the Township for support.*
- *RAD Consultant rfp has been made public and deadline for submission is April 1<sup>st</sup>*
- *EHA will be hosting a Drive-Thru Job Fair on April 15<sup>th</sup> at Robert E. Holmes Gardens and April 22<sup>nd</sup> at Julius Engel Gardens, 10 am to 2 pm.*
- *Tony Giampaolo, auditor will be conducting our audit this month.*
- *Presently, we are reducing the security firm's hours as a cost saving measure, so we can increase services during the spring and summer months.*
- *Mentoring Program for EHA youth will begin in April with the support from MLK elementary school, William Thomas, Dept. of Public Works, Jay Elliot, Dept. of Health, the YMCA, and TATA Consulting.*
- *All policies have been updated with the exception of the Procurement policy, which will be updated in 2021.*

**Public Portion:**

**Motion:** Commissioner Raymond Koperwhats

**Seconded:** Commissioner Toni Johnson

**Councilwoman Ship-Freeman mentioned the following:**

- *A grant is being worked on to support EHA's mentoring program.*
- *The snow removal was a challenge throughout the entire Township. However, efforts will be made to ensure Rev. Carpenter Blvd. is placed on the Townships grid.*
- *Remarks were made expressing disappointment surrounding the tabling of resolution 2-2-2021. Commissioner Lou Mangione, Jr. and Chairman Sanchez expressed that there is strong support for the executive director and they would be analyzing the overall increases for the staff, before moving forward.*

**Motion to close public portion:** 7:30 PM

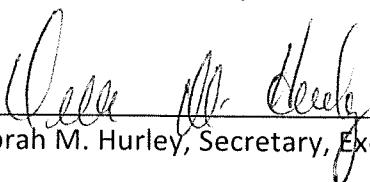
**Moved:** Commissioner Ray Koperwhats

**Seconded:** Commissioner Barry Telesnick

**Motion:** to adjourn by Commissioner Barry Telesnick

**Second by:** Commissioner Ray Koperwhats

Adjourned Unanimously at 7:32 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: 2/17/2021 Thru: 3/15/2022, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
AB Universal Messaging	56-2554760	PO Box 195 Spring Lake NJ 07762	Yes						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	2997	CHK	738002272021	answering service-mar 2021	03/21	answering service-mar 2021	\$102.24		\$102.24
<b>Totals For Vendor: AB Universal Messaging</b>									<b>\$102.24</b>
Acuity Specialty Products Inc. Zep Sales & Service		PO Box 3338 Boston MA 02241-3338	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	2998	CHK	9005999673	reh snow melt(2 pallet	03/21	reh snow melt(2 pallets)	\$2,028.14		
			9006002988	jeg snow melt(1 pallet)	03/21	jeg snow melt(1 pallet)	\$1,048.82		\$3,076.96
<b>Totals For Vendor: Acuity Specialty Products Inc. Zep Sales &amp; Service</b>									<b>\$3,076.96</b>
Barry Telesnick		142 Ethel Road Edison NJ 08817	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3003	CHK	021621	conference call board	03/21	conference call board m	\$25.00		\$25.00
<b>Totals For Vendor: Barry Telesnick</b>									<b>\$25.00</b>
Breslin and Breslin, P.A.		41 Main Street Hackensack NJ 07601-7087	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	2999	CHK	0221	legal services feb 202	03/21	legal services - feb 202	\$2,350.00		\$2,350.00
<b>Totals For Vendor: Breslin and Breslin, P.A.</b>									<b>\$2,350.00</b>
Brothers Lock & Safe, Inc.		2161 Woodbridge Avenue Edison NJ 08817	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3000	CHK	57788	16 cylinder keyed & d	03/21	16 cylinder keyed & dup	\$443.50		\$443.50
<b>Totals For Vendor: Brothers Lock &amp; Safe, Inc.</b>									<b>\$443.50</b>
Carlos N Sanchez		3 McEvoy Road Edison NJ 08837	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3004	CHK	21621	conference call board	03/21	conference call board m	\$25.00		\$25.00
<b>Totals For Vendor: Carlos N Sanchez</b>									<b>\$25.00</b>
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
02/26/2021	2990	CHK	37255749	telephone system leas	02/21	telephone system lease	\$258.78		\$258.78
<b>Totals For Vendor: CIT</b>									<b>\$258.78</b>
Commissioner of LWD		PO Box 392 Trenton NJ 08625-0392	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2970	CHK	2024	3 yr boiler operator lic	02/21	3 yr boiler operator licen	\$160.00		\$160.00
<b>Totals For Vendor: Commissioner of LWD</b>									<b>\$160.00</b>
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
02/26/2021	2971	CHK	0511443	apt 1C,7D,10D & 12F	02/21	apt 1C,7D,10D & 12F c	\$166.25		
			0505207	apt L5 drain fly treatm	02/21	apt L5 drain fly treatme	\$95.00		\$261.25
03/12/2021	3001	CHK	0512275	reh cemit treatment-m	03/21	reh cemit treatment-mar	\$360.00		\$360.00
<b>Totals For Vendor: Corbett Exterminating, Inc.</b>									<b>\$621.25</b>
CQI Water Treatment	20-2048691	PO Box 1140 Oakhurst NJ 07755	Yes						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3002	CHK	010-8	boiler water treatment	03/21	boiler water treatment s	\$575.00		\$575.00



# Edison Housing Authority

## Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 2/17/2021 Thru: 3/15/2022, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
03/12/2021	3005	CHK	13-101	boiler water treatment(	03/21	boiler water treatment(2	\$575.00		\$575.00
<b>Totals For Vendor: CQI Water Treatment</b>									<b>\$1,150.00</b>
Dale Jones									No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3006	CHK	021621	conference call board	03/21	conference call board m	\$25.00		\$25.00
<b>Totals For Vendor: Dale Jones</b>									<b>\$25.00</b>
Deborah Hurley									No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3007	CHK	3921	reimb- staff lunch	03/21	reimb- staff lunch	\$98.04		\$98.04
<b>Totals For Vendor: Deborah Hurley</b>									<b>\$98.04</b>
Edison Plumbing									No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3008	CHK	21221	apt 12B cleaned bldg	03/21	apt 12B cleaned bldg se	\$310.00		
			21121	apt B6 replaced broke	03/21	apt B6 replaced broken	\$320.00		
			2621	apt 9E opened wall & i	03/21	apt 9E opened wall & in	\$560.00		
			2421	apt 9F pumped sewer	03/21	apt 9F pumped sewer li	\$290.00		\$1,480.00
<b>Totals For Vendor: Edison Plumbing</b>									<b>\$1,480.00</b>
Elizabethtown Gas									No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2972	CHK	3996554541-13121	reh gas 12/31/20-1/31/21	02/21	reh gas 12/31/20-1/31/21	\$11,533.45		\$11,533.45
02/26/2021	2991	CHK	4458334671-21721	reh gas 1/20/21-2/17/21	02/21	reh gas 1/20/21-2/17/21	\$690.13		
			3922309254-21721	reh gas 1/21/21-2/17/21	02/21	reh gas 1/21/21-2/17/21	\$920.12		
			0577138900-21721	reh gas 1/20/21-2/17/21	02/21	reh gas 1/20/21-2/17/21	\$20.00		\$1,630.25
<b>Totals For Vendor: Elizabethtown Gas</b>									<b>\$13,163.70</b>
Enes Service Center LLC									No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2973	CHK	0121	gas fuel for auto-jan 2	02/21	gas fuel for auto-jan 20	\$164.85		\$164.85
03/12/2021	3009	CHK	0221	gas fuel for auto-feb 2	03/21	gas fuel for auto-feb 20	\$171.07		\$171.07
<b>Totals For Vendor: Enes Service Center LLC</b>									<b>\$335.92</b>
Evolve, Inc.									No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3010	CHK	1621	12 evo educator entry	03/21	12 evo educator entry ki	\$1,089.00		\$1,089.00
<b>Totals For Vendor: Evolve, Inc.</b>									<b>\$1,089.00</b>
Grainger									No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2974	CHK	836223800	2 broadcast salt sprea	02/21	2 broadcast salt spread	\$618.74		\$618.74
<b>Totals For Vendor: Grainger</b>									<b>\$618.74</b>

# Edison Housing Authority

## Vendor Payment History Report

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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
03/12/2021	3011	CHK	4021694	reh maintenance supp	03/21	reh maintenance suppli	\$161.19		
			4901657	floor stripper rental for	03/21	floor stripper rental for r	\$66.81		
			6033875	delta cartridge(plumbi	03/21	delta cartridge(plumbing	\$50.61		
			5024224	reh maint supplies	03/21	reh maint supplies	\$83.18		
			1022838	jeg maintenance suppl	03/21	jeg maintenance suppli	\$135.22		
<b>Totals For Vendor: Home Depot Credit Services</b>									<b>\$497.01</b>
Hymanson, Parnes & Giampaolo		467 Middletown-Lincroft Road Lincroft NJ 07738	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3012	CHK	31221	independent audit of fi	03/21	Independent audit of fin	\$10,739.74		\$10,739.74
<b>Totals For Vendor: Hymanson, Parnes &amp; Giampaolo</b>									<b>\$10,739.74</b>
InterGlobe Communications, Inc.		101 Tyrellan Avenue Staten Island NY 10309-2651	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3013	CHK	210595721	telephone service - fe	03/21	telephone service - feb	\$683.56		\$683.56
<b>Totals For Vendor: InterGlobe Communications, Inc.</b>									<b>\$683.56</b>
Jersey Sharks Football Organization	823-49-5412	10 Battalion Drive Basking Ridge NJ 07920	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2975	CHK	2	snow removal help - f	02/21	snow removal help - feb	\$792.00		\$792.00
<b>Totals For Vendor: Jersey Sharks Football Organization</b>									<b>\$792.00</b>
LEGO Education	06-1596353	13569 Collection Center Dr Chicago IL 60693	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3014	CHK	11632932	12 Lego education kit	03/21	12 Lego education kit fo	\$1,254.40		\$1,254.40
<b>Totals For Vendor: LEGO Education</b>									<b>\$1,254.40</b>
Lennox H Small		206 West Shirley Ave Edison NJ 08820	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3015	CHK	021621	conference call board	03/21	conference call board m	\$25.00		\$25.00
<b>Totals For Vendor: Lennox H Small</b>									<b>\$25.00</b>
Louis A Mangione, Jr. Esq.		59 DeMott Lane Somerset NJ 08876	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3016	CHK	021621	conference call board	03/21	conference call board m	\$25.00		\$25.00
<b>Totals For Vendor: Louis A Mangione, Jr. Esq.</b>									<b>\$25.00</b>
Management Computer Services, Inc.		810 Monitor Street PO Box 2045 La Crosse WI 54602-2045	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3017	CHK	0221	ordered HCV & gen o	03/21	ordered HCV & gen ope	\$1,171.20		\$1,171.20
<b>Totals For Vendor: Management Computer Services, Inc.</b>									<b>\$1,171.20</b>
Marczak's		247 Central Avenue Metuchen NJ 08840	No						
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2976	CHK	0125-2	96 Jeep disc brake rot	02/21	96 Jeep disc brake rotor	\$1,162.00		\$1,162.00
<b>Totals For Vendor: Marczak's</b>									<b>\$1,162.00</b>

# Edison Housing Authority

## Vendor Payment History Report

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Check Name		SSN / TIN	Check Address				Print 1099		
McLaughlin Stauffer & Shaklee, PC			4814 Outlook Drive Unit: Suite 112 Wall Township NJ 07753				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3018	CHK	02-18446	legal services(general	03/21	legal services(general I	\$62.50		\$62.50
<b>Totals For Vendor: McLaughlin Stauffer &amp; Shaklee, PC</b>									<b>\$62.50</b>
NAHRO			630 Eye Street NW Washington DC 20001				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2977	CHK	859-53122	membership dues 6/1/	02/21	membership dues 6/1/2	\$973.90		\$973.90
<b>Totals For Vendor: NAHRO</b>									<b>\$973.90</b>
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
03/12/2021	3019	CHK	N6636	remote & onsite maint	03/21	remote & onsite maint o	\$792.00		\$792.00
<b>Totals For Vendor: NetConnect, Inc.</b>									<b>\$792.00</b>
New Jersey American Water			Box 371331 Pittsburgh PA 15250-7331				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3020	CHK	1018-2100218371 12-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$188.85		
			1018-2100216566 96-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$1,352.79		
			1018-2100219024 36-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$159.24		
			1018-2100218393 85-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$1,651.03		
			1018-2100216056 05-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$331.64		
			1018-2100218378 15-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$174.05		
			1018-2100218406 99-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$181.45		
			1018-2100218385 11-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$181.45		
			1018-2100216577 98-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$302.03		
			1018-2100189673 38-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$240.64		
			1018-2100216049 54-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$77.85		
			1018-2100219027 95-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$655.03		
			1018-2100219017 30-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21	\$174.05		

# Edison Housing Authority

## Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 2/17/2021 Thru: 3/15/2022, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
		1018-2100219013 41-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21		\$166.65		
		1018-2100218363 24-22421	reh water 1/28/21-2/24/21	03/21	reh water 1/28/21-2/24/21		\$427.82		\$6,264.57
<b>Totals For Vendor: New Jersey American Water</b>									<b>\$6,264.57</b>
NJ Motor Vehicle Commission			Revenue Processing Center PO Box 008 Trenton NJ 08646-0008				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>
02/26/2021	2978	CHK	XGBD71-33122	2013 GMC pick up registration renewal 3/	02/21	2013 GMC pick up registration renewal 3/3	\$105.00		\$105.00
<b>Totals For Vendor: NJ Motor Vehicle Commission</b>									<b>\$105.00</b>
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>
02/26/2021	2992	CHK	207961039-52121	jeg internet service	02/21	jeg internet service	\$101.18		\$101.18
02/26/2021	2993	CHK	453477012-52121	maintenance shop internet svc	02/21	maintenance shop internet svc	\$81.27		\$81.27
02/26/2021	2994	CHK	386464011-52121	reh internet service	02/21	reh internet service	\$136.18		\$136.18
<b>Totals For Vendor: Optimum</b>									<b>\$318.63</b>
Palmer Heating, LLC			265 Central Avenue (Rear) Clark NJ 07066				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>
02/26/2021	2979	CHK	11563	bldg 15 emergency ca	02/21	bldg 15 emergency call	\$405.00		\$405.00
<b>Totals For Vendor: Palmer Heating, LLC</b>									<b>\$405.00</b>
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>
02/26/2021	2980	CHK	22521	petty cash replenishm	02/21	petty cash replenishme	\$135.04		\$135.04
<b>Totals For Vendor: Petty Cash - Jocelyn Silva</b>									<b>\$135.04</b>
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>
02/26/2021	2981	CHK	34088	apt 17G counter top, b	02/21	apt 17G counter top, ba	\$691.00		\$691.00
<b>Totals For Vendor: Phoenix Specialties, LLC</b>									<b>\$691.00</b>
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>
02/26/2021	2982	CHK	3313024516	postage meter lease 1	02/21	postage meter lease 1/2	\$325.23		\$325.23
<b>Totals For Vendor: Pitney Bowes Global Financial Services LLC</b>									<b>\$325.23</b>
Polcari & Co.			2035 Hamburg Turnpike Unit: H Wayne NJ 07470				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>
02/26/2021	2983	CHK	12502	Fee for Accounting Se	02/21	Fee for Accounting Serv	\$3,150.00		\$3,150.00
<b>Totals For Vendor: Polcari &amp; Co.</b>									<b>\$3,150.00</b>
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>
02/26/2021	2995	CHK	6691572106-21821	jeg gas & electric 1/21/21-2/17/21	02/21	jeg gas & electric 1/21/21-2/17/21	\$9,354.70		\$9,354.70

# Edison Housing Authority

## Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 2/17/2021 Thru: 3/15/2022, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
03/12/2021	3021	CHK	5031000844	reh electric 1/22/21-2/23/21	03/21	reh electric 1/22/21-2/23/21	\$2,554.26		\$2,554.26
<b>Totals For Vendor: PSE&amp;G CO</b>									<b>\$11,908.96</b>
Raymond Koperwhats			12 Deerwood Avenue Edison NJ 08817				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
03/12/2021	3022	CHK	021621	conference call board	03/21	conference call board m	\$25.00		\$25.00
<b>Totals For Vendor: Raymond Koperwhats</b>									<b>\$25.00</b>
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
02/26/2021	2984	CHK	0221	postage reserve- feb 2	02/21	postage reserve-feb 20	\$400.00		\$400.00
03/12/2021	3023	CHK	0321	postage reserve- mar	03/21	postage reserve-mar 20	\$400.00		\$400.00
<b>Totals For Vendor: Reserve Account(Postage)</b>									<b>\$800.00</b>
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
02/26/2021	2985	CHK	22421	3 course registration	02/21	3 course registration Mi	\$615.00		\$615.00
03/12/2021	3024	CHK	57769	class registration Lenn	03/21	class registration Lenno	\$380.00		\$380.00
<b>Totals For Vendor: Rutgers, The State University of New Jersey</b>									<b>\$995.00</b>
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
02/26/2021	2986	CHK	398542	reh trash service-marc	02/21	reh trash service-march	\$2,808.00		\$2,808.00
<b>Totals For Vendor: Standard Waste Services</b>									<b>\$2,808.00</b>
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
02/26/2021	2987	CHK	8061289878	office supplies	02/21	office supplies	\$242.97		\$242.97
03/12/2021	3025	CHK	cr806135318	credit for returned item 7	03/21	credit for returned item	(\$0.92)		
			8061426779	hcv office supply	03/21	hcv office supply	\$19.99		\$19.07
<b>Totals For Vendor: Staples</b>									<b>\$262.04</b>
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
02/26/2021	2988	CHK	42104	apt 17H bake ignition	02/21	apt 17H bake ignition kit	\$178.50		
			42073	apt 12F no problem fo	02/21	apt 12F no problem fou	\$99.50		
			42138	apt 1B bake ignition ki	02/21	apt 1B bake ignition kit i	\$178.50		
			42041	apt 12E bake ignition	02/21	apt 12E bake ignition kit	\$178.50		
			41881	apt 11D bake ignition	02/21	apt 11D bake ignition kit	\$178.50		
			42085	apt L4 installed 2 swit	02/21	apt L4 installed 2 switch	\$274.70		\$1,088.20
<b>Totals For Vendor: Steve's Appliance Doctor, Inc.</b>									<b>\$1,088.20</b>
Terrel Bradley			1045 Grove Avenue Unit: 7A Edison NJ 08820				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total
02/26/2021	2989	CHK	21821	emergency snow help	02/21	emergency snow help 2	\$84.00		\$84.00
<b>Totals For Vendor: Terrel Bradley</b>									<b>\$84.00</b>

## Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 2/17/2021 Thru: 3/15/2022, 3) Program: Public Housing

Check Name		SSN / TIN	Check Address				Print 1099		
text-em-all			3803 Parkwood Blvd Unit: Suite 900 Frisco TX 75034				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/12/2021	3026	CHK	52745	4/1/21-6/30/21 mass	03/21	4/1/21-6/30/21 mass ca	\$315.00		\$315.00
<b>Totals For Vendor: text-em-all</b>									<b>\$315.00</b>
The Print Post			274 Chestnut Street Newark NJ 07105				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>
02/26/2021	2996	CHK	25871	170 - 19 page lease c	02/21	170 - 19 page lease co	\$646.00		\$646.00
<b>Totals For Vendor: The Print Post</b>									<b>\$646.00</b>
Toni Johnson			B5 Willard Dunham Drive Edison NJ 08837				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/12/2021	3027	CHK	021621	conference call board	03/21	conference call board m	\$25.00		\$25.00
<b>Totals For Vendor: Toni Johnson</b>									<b>\$25.00</b>
Verizon Wireless			PO Box 408 Newark NJ 07101-0408				No		
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
03/12/2021	3028	CHK	9874383580	cell phone service 1/2	03/21	cell phone service 1/29/	\$484.45		\$484.45
<b>Totals For Vendor: Verizon Wireless</b>									<b>\$484.45</b>
<b>Grand Totals:</b>			<b>Total Payments:</b>				<b>49</b>		<b>\$74,037.56</b>

## RESOLUTION # 1-3-2021

### APPROVE VOUCHERS FOR PAYMENT OF INVOICES

**WHEREAS**, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$74,037.56 for the month of March.

**NOW, THEREFORE, Be It Resolved** by the Board of Commissioner of the Edison Housing Authority that Resolution 1-3-2021 shall be approved.

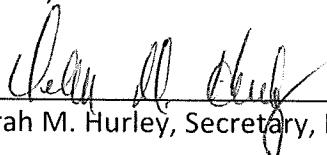
**MOVED:** Commissioner Telesnick

**SECONDED:** Commissioner Mangione, Jr.

<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 Lennox Small	x			

PASSED AND ADOPTED THE 16 day of March, 2021

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 March 16, 2021

  
Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 2-3-2021  
**HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON**  
**TRANSMITTAL FORM**

**LOCAL AUTHORITIES**  
**BOARD RESOLUTION**

**PRESCRIBED BY**  
**THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **June 30, 2020** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, the Annual Report of Audit for the year ending June 30, 2020 has been filed by a Certified Public Accountant with the pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

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

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

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Housing Authority of the Township of Edison** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **June 30, 2020**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

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

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION  
PASSED AT THE MEETING HELD ON March 16, 2021



## RESOLUTION # 2-3-2021

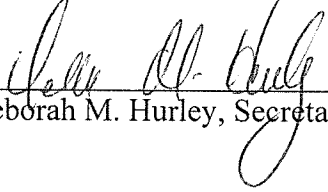
**MOVED:** Commissioner Telesnick

**SECONDED:** Commissioner 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 Lennox Small	x			

PASSED AND ADOPTED THE 16 day of March, 2021

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  
March 16, 2021

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary, Executive Director

## RESOLUTION # 3-3-2021

### A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PARTNER WITH THE EDISON TOWNSHIP POLICE DEPARTMENT IN PURCHASING A LICENSE READER IN THE AMOUNT OF \$9,888.20.

**WHEREAS**, the Edison Housing Authority is responsible for ensuring the safety of its residents living within the Edison Housing Authority community; and

**WHEREAS**, after recent criminal activity that has jeopardized the safety of residents living at the Robert E. Holmes Gardens property, the Executive Director has partnered with the Edison Township Police Department to purchase license readers; and

**WHEREAS**, the Executive Director has agreed to invest in the purchase of (1) license reader that will improve the safety conditions at Robert E. Holmes Gardens property and aid in continued investigations at Robert E. Holmes Gardens; and

**WHEREAS**, expenditure for the license reader and accessories will not exceed \$9,888.20.

**NOW THEREFORE**, be it resolved that the commissioners of the Edison Housing Authority, hereby authorize the Executive Director to purchase a license reader and accessories to improve safety conditions at Robert E. Holmes Gardens for the sum of \$9,888.20.

**MOVED:** Commissioner Telesnick

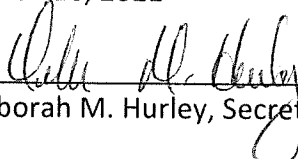
**SECONDED:** Commissioner Johnson

<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 Lennox Small	x			

PASSED AND ADOPTED THE 16 day of March, 2021

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  
March 16, 2021

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary, Executive Director

**RESOLUTION# 4-3-2021**  
**A RESOLUTION TO AWARD A CONTRACT FOR LANDSCAPING SERVICES AT**  
**ROBERT HOLMES GARDENS AND JULIUS ENGEL GARDENS**

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

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

**WHEREAS**, the property must be maintained appropriately, the Authority advertised for landscape services on February 27, 2021 in the Home News Tribune and posted to Bidnet Direct on March 2, 2021.

**WHEREAS**, the following vendors submitted bids:

<b>VENDOR</b>	<b>PRICE</b>	<b>TERM</b>
<b>Blue Pine Snow Landscaping</b> 23 Pehle Ave. Saddle Brook, NJ	<b>\$93,232.36</b>	<b>1 yr.</b>
<b>D'Onofrio Son Inc. Landscaping</b> 47 Van Ness Ter. Maplewood, NJ	<b>\$24,500.00</b>	<b>1 yr.</b>
<b>Patrick's Landscaping</b> 7241 Elm Court Monmouth Junction, NJ	<b>\$73,315.36</b>	<b>1yr.</b>

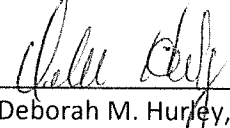
**NOW THEREFORE**, be it resolved that the Executive Director, shall execute a contract with D'Onofrio Son Inc. Landscaping services for the period of April 1, 2021 to March 31, 2022 at a cost not to exceed \$24,500.00 for the year required in the contract for one year.

**Moved:** Commissioner Koperwhats  
**Second:** Commissioner Johnson

	<b>AYES</b>	<b>NAYS</b>	<b>ABTAIN</b>	<b>ABSENT</b>
Commissioner Johnson	x			
Commissioner Jones	x			
Commissioner Koperwhats	x			
Commissioner Lennox Small	x			
Commissioner Mangione, Jr.	x			
Vice Chairman Telesnick	x			
Chairman N. Sanchez	x			

PASSED AND ADOPTED THE 16 day of March, 2021

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 March 16, 2021.

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary

## RESOLUTION # 5-3-2021

### RESOLUTION BY THE COMMISSIONERS OF THE EDISON AUTHORITY TO ADOPT THE REVISED TENANT LEASE AGREEMENT FOR RESIDENTS LIVING AT ROBERT HOLMES GARDENS AND JULIUS ENGEL GARDEN PROPERTIES

**WHEREAS**, the Edison Housing Authority tenant lease agreement for the Edison Housing Authority has been revised; and

**WHEREAS**, the Edison Housing Authority has provided residents at Robert E. Holmes Gardens and Julius Engel Gardens adequate notice to review and provide comment pertaining to changes made to the lease; and

**WHEREAS**, comments from residents were reviewed by the Edison Housing Authority and determined that the revised lease shall be made affective immediately, upon approval by the Edison Housing Authority Board of Commissioners; and

**NOW, THEREFORE, Be It Resolved**, by the Board of Commissioners of the Edison Housing Authority that the revised Edison Housing Authority Tenant Lease Agreement is hereby adopted.

**MOVED:** Commissioner Telesnick

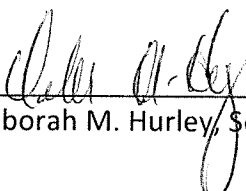
**SECONDED:** Commissioner Mangione, Jr.

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

PASSED AND ADOPTED THE 16 day of March, 2021

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 March 16, 2021

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary, Executive Director

## RESOLUTION # 6-3-2021

### RESOLUTION TO APPROVE THE SALARY ADJUSTMENTS FOR CERTAIN EMPLOYEES

**WHEREAS**, the Executive Director has performed evaluations for The Director of Property Management, and Director of Maintenance, that took place in December 2020, and in accordance with the Edison Housing Authority's budget, has approved salary increases of \$3,500 to the Director of Property Management, \$2,500.00 to the Director of Maintenance, both of which are retroactive to July 1, 2020, which is the beginning of the fiscal year and the date upon which evaluations and any resulting increases are traditionally made; and

**WHEREAS**, the NJ Division of Pensions requires that to process the retroactive salary adjustments it is necessary to submit approved board minutes or a resolution approving the salary increase; and

**WHEREAS**, it is appropriate to approve the aforesaid retroactive salary increases;

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Edison Housing Authority hereby approves salary increase of \$3,500 to the Director of Property Management, and an increase of \$2,500 to Director of Maintenance made retroactive to July 1, 2020.

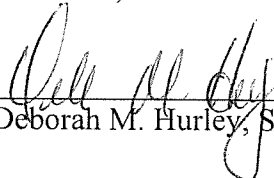
**MOVED:** Commissioner Mangione, Jr.

**SECONDED:** Commissioner 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 Lennox Small	x			

PASSED AND ADOPTED THE 16 day of March, 2021

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  
March 16, 2021

  
Deborah M. Hurley, Secretary, Executive Director

## RESOLUTION # 7-3-2021

### RESOLUTION AUTHORIZING THE POSTION OF HOUSING CHOICE VOUCHER MANAGER AND FOOD PROGRAM COORDINATOR

**WHEREAS**, the Executive Director has assessed overall staff responsibilities and has determined the need to establish the position of Housing Choice Voucher Manager and Food Program Coordinator; and

**WHEREAS**, the Housing Choice Voucher Manager and Food Program Coordinator involves existing responsibilities for the section 8 voucher program and oversight and expansion of the existing food pantry program; and

**WHEREAS**, the Executive Director has completed personnel evaluations of the Housing Choice Voucher Coordinator in July 2020, and has promoted staff member to carry out the responsibilities of the Housing Choice Voucher Manager and Food Program Coordinator position; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Edison Housing Authority hereby approves the position of Housing Choice Voucher Manager and Food Program Coordinator.

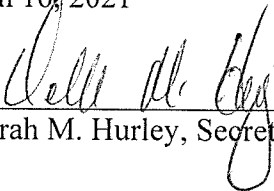
**MOVED:** Commissioner Telesnick

**SECONDED:** Commissioner 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 Lennox Small	x			

PASSED AND ADOPTED THE 16 day of March, 2021

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  
March 16, 2021

  
\_\_\_\_\_  
Deborah M. Hurley, Secretary, Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON  
PRELIMINARY FINANCIAL SUMMARY NOTES  
February 28, 2021

Low Rent Public Housing and COCC Programs

EHA's LRPH/COCC fiscal YTD net operating profit through February 28, 2021 is \$3,092, or \$10,138 below budget. Including unbudgeted CARES Act revenue of \$106,106, the Authority has a \$109,168 profit.

Operating Revenues – YTD operating revenues are \$1,104,394, or \$54,259 (5.2%) better than budget.

- o Tenant rental revenue is \$486,648, or \$54,648 (12.7%) better than budget. EHA was very conservative when preparing the budget and estimating future rental revenue due to the pandemic. EHA budgeted the following amounts for monthly rental revenue: AMP 1 \$30,000 and AMP 2 \$24,000. In February, AMP1 and AMP2 had approximately \$36,600 and \$23,900 of rental revenue, respectively. AMP 1 had 85 of 90 units occupied and AMP 2 had 69 of 70 units occupied this month. EHA must continue to improve its rent collections as the tenant accounts receivable balances are higher than normal. Although part of this is due to Covid-19, the Authority should always make its strongest effort to collect overdue rents. The current tenant accounts receivable balance is approximately \$110,000.
- o Operating subsidies are \$554,412, or \$5,006 (0.9%) better than budget.
- o Other revenue is \$63,334 or \$5,395 (7.8%) below budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenues.

Operating Expenses – YTD operating expenses are \$1,101,302, or \$64,397 (6.2%) higher than budget.

- o Salaries and benefits are \$491,018 or \$20,947 (4.5%) higher than budget. This unfavorable budget variance is primarily due to approximately \$15,000 of overtime paid to EHA employees during the current fiscal year.
- o Utilities expenses are \$245,130, or \$23,130 (10.4%) higher than budget. As always, EHA utility expenses are highest during the cold winter months.
- o Maintenance materials/contracts expenses are \$157,633, or \$18,100 (13.0%) higher than budget. EHA's biggest maintenance expenses continue to be heating/plumbing repairs, trash removal, and landscaping.
- o Other operating expenses are \$207,521, or \$2,221 (1.1%) higher 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 \$106,106 during the current fiscal year. These funds can and are being used to pay for normal operating expenses of the Authority. EHA did not use any LRPH CARES funds during the current month.

Housing Choice Voucher Program

The HCV program has a YTD profit of \$102,598 as the program's administrative revenue received from HUD exceeds its expenses. The HCV program has used \$93,938 of its \$142,284 CARES Act funding during the current fiscal year. Excluding CARES funding, the HCV program has a YTD profit of \$8,660. Please note that in previous years, the Authority struggled to reconcile and correctly apply its portability receipts. We are currently working with EHA to resolve this issue.

Unrestricted Cash & Investments

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

Grant Summary

The Authority has approximately \$450,000 of capital funds available for upcoming capital improvement projects. Please see above for the public housing and HCV program CARES grant comments.

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

<b>FEBRUARY 28, 2021 FISCAL YTD OPERATING SUMMARY PUBLIC HOUSING AND COCC</b>				
	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>% Var</u>
OPERATING REVENUE				
Tenant Rental Revenue	\$ 486,648	\$ 432,000	\$ 54,648	12.7%
Operating Subsidies	554,412	549,406	5,006	0.9%
Other Revenue	63,334	68,729	(5,395)	-7.8%
Year-to-Date Operating Revenue	1,104,394	1,050,135	54,259	5.2%
OPERATING EXPENSES				
Salaries & Benefits	491,018	470,071	(20,947)	-4.5%
Utilities Expense	245,130	222,000	(23,130)	-10.4%
Maintenance Materials & Contract Costs	157,633	139,533	(18,100)	-13.0%
Other Operating Expenses	207,521	205,300	(2,221)	-1.1%
Year-to-Date Operating Expenses	1,101,302	1,036,905	(64,397)	-6.2%
Net Operating Surplus / (Deficit)	\$ 3,092	\$ 13,230	\$ (10,138)	-76.6%
CARES Act Revenue	106,106	-	106,106	100.0%
Net Surplus Including CARES Act Revenue	\$ 109,198	\$ 13,230	\$ 95,968	725.4%

<b>JANUARY 31, 2021 FISCAL YTD OPERATING SUMMARY HCV PROGRAM</b>				
	<u>Admin</u>	<u>CARES Act</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
Operating Revenue	\$ 221,627	\$ 93,938	\$ 2,229,681	\$ 2,545,246
Operating Expenses:				
Salaries & Benefits	(33,436)	(63,872)	-	(97,308)
Other Admin. Expense	(85,593)	(30,066)	-	(115,659)
Housing Assistance Payments	-	-	(2,229,681)	(2,229,681)
Net Operating Surplus / (Deficit)	\$ 102,598	\$ -	\$ -	\$ 102,598

<b>UNRESTRICTED CASH &amp; INVESTMENTS</b>	<u>February</u>	<u>January</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,591,404	\$ 1,582,873	\$ 8,531
Housing Choice Voucher / SPC	434,473	406,631	27,842
Housing Authority Total	2,025,877	1,989,504	36,373
Component Unit EHA	530,012	528,560	1,452
UNRESTRICTED CASH & INVESTMENTS	\$ 2,555,889	\$ 2,518,064	\$ 37,825

<b>GRANT SUMMARY</b>					
	<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	42,436	-	112,020	93,938
Total Funds Expended	212,452	42,436	-	112,020	93,938
Unobligated Funds	-	191,804	253,968	14,530	48,346
Unexpended Funds	5,656	191,804	253,968	14,530	48,346