

Edison Housing Authority Board Meeting

Tuesday, December 21, 2021

Julius Engel Gardens

1 Willard Dunham Drive, Edison, NJ

(In the community room)

5:00 pm

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 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.

An updated notice was submitted to the Home News Tribune on July 14, 2021 and published on July 16, 2021, informing the public that board meetings will resume in person. Said notice included dates, times, and location. 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 November 30, 2021 Regular Meeting Minutes

6. Resolutions:

- 1-12-2021 Resolution to approve vouchers for payment of invoices in the amount of \$59,107.52 for the month of December.
- 2-12-2021 Resolution Adopting the Edison Housing Authority COVID-19 Vaccination Policy
- 3-12-2021 Resolution to approve Edison Housing Authority Board Meeting Dates, Time, and Location for Calendar Year, 2022.
- 4-12-2021 Resolution of the Board of Commissioners of the Edison Housing Authority approving the Observation of Juneteenth as a Paid Holiday

7. Old Business:

a.) Financial Summary

8. New Business: Executive Director Report

Edison Housing Authority Board Meeting
Tuesday, December 21, 2021
Julius Engel Gardens
1 Willard Dunham Drive, Edison, NJ
(In the community room)
5:00 pm

9. Public Portion

10. Adjournment

EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING
November 30, 2021
6:00 PM
MINUTES

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Robert E. Holmes Gardens in the community room. The meeting was called to order at 6:04 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 Home 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.

In addition, an updated notice was submitted to the Home News Tribune on July 14, 2021, and published on July 16, 2021, informing the public that board meetings will resume in person. Said notice included dates, times, and location. 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 Louis A. Mangione, Jr., Commissioner Lennox H. Small, Deborah Hurley, Executive Director, and Terrence Corriston, Esq.,

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

Motion: Commissioner Koperwhats

Second: Commissioner Mangione, Jr.

Discussions: No discussion or amendments.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 1-11-2021 to approve vouchers for payment of invoices in the amount of \$110,027.69 for the month of November 2021.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Lennox H. Small

Discussion:

Chairman Carlos N. Sanchez opened the floor for discussion. Commissioner Telesnick requested clarification on spending allowed for uniforms, as the line item appeared to be high. Executive Director, Deborah Hurley explained the process of purchasing the uniforms for the maintenance team. As a result, a conversation ensued among all of the commissioners about the purchasing process, which led to commissioners reviewing a portion of the union contract that requires the maintenance team to purchase seasonal uniforms twice a year. It was determined that during the upcoming union negotiations, there should be an administrative approval process implemented by the executive director that will assist in monitoring inventory and expenses. Commissioner Koperwhats inquired about the landscaping bills, and the quality of service, as Robert Holmes Gardens didn't appear up to par this season. Commissioner Barry Telesnick indicated that the prices we pay for landscaping are very reasonable, since it includes both properties. Executive Director, Deborah Hurley explained that once we renewed the contract through the rfp process, a meeting was had with the owner about improving services to include seeding throughout the year. In addition, Executive Director, Deborah Hurley addressed the payments, as payments are made over an eight-month period, instead of a twelve-month period. Commissioners also questioned the \$16,500 expense for lights. Deborah Hurley, Executive Director explained that Robert Holmes Gardens property, specifically the Weston Forbes Street was very dark at night. As a safety measure, a three-quote process took place, selecting a business that could install the lights. The cost is being covered by the Capital Improvement Funds we approve each year, and with CDBG funds. A discussion about snow removal was brought to attention by Commissioner Small. Executive Director, Deborah Hurley explained that there is an internal process being done to secure a company that will assist with snow removal, as it has been difficult to secure a quote under \$17,500. Chairman N. Sanchez indicated that we will continue to recruit residents who are willing to work for an hourly rate, as long as they are over the age of 18 years.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 2-11-2021 Authorizing the Executive Director to execute an agreement with Net Connect, the lowest, responsible proposal for professional computer maintenance services, beginning December 1, 2021, and terminating November 30, 2023.

Motion: Commissioner Dale Jones

Second: Commissioner Lou Mangione, Jr.

Discussion: Commissioner Dale Jones indicated that the price did not change from last year. Executive Director, Deborah Hurley agreed and mentioned that the Edison Housing Authority monitors their invoices, as they may charge us for additional incidentals that require immediate support with computers, such as software updates or additional cables, etc. Also, applying the three-quote system is difficult for ancillaries such as software updates, since businesses don't want to perform the work for such a small amount. They prefer having a standing contract with the organization.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 3-11-2021 The Board Commissioners of Edison Housing Authority authorizing the executive director Deborah Hurley to execute an agreement with Breslin and Breslin for General Legal Services Beginning December 1, 2021, and Terminating on November 30, 2023, at an annual fee of \$29,880.00

Motion: Commissioner Vice Chairman Barry Telesnick

Second: Commissioner Lou Mangione, Jr.

Discussion:

Chairman Carlos N. Sanchez asked if there were any questions, as he mentioned that Breslin and Breslin has provided general legal services for several years, and during his time working with the housing authority has done an excellent job for us. Commissioner Koperwhats and others expressed the same satisfaction. There was no further discussion.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 4-11-2021 the commissioners of the Edison Housing Authority authorized the executive director Deborah Hurley to execute an agreement with McLaughlin Stauffer & Shaklee, PC for labor counsel services beginning December 1, 2021, and terminating on November 30, 2023, at an hourly rate of \$125.00.

Motion: Commissioner Ray Koperwhats

Second: Vice Chairman Barry Telesnick

Discussion: Chairman Carlos N. Sanchez explained the difference between general counsel and how we utilize a labor attorney's services. Commissioner Lou Mangione, Jr. wanted to know what is the most we have paid the labor attorney in a year. Deborah Hurley, Executive Director mentioned the highest amount the authority has paid for services averaged \$3,000.00, which was during the time a staff reorganization was being implemented. There was no further discussion.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 5-11-2021 Commissioners of The Edison Housing Authority Authorizing to Appoint Edison Housing Authority Employee, Deborah Hurley as Commissioner to The Public Housing Authority Joint Insurance Fund.

Motion: Commissioner Vice Chairman Barry Telesnick

Second: Commissioner Dale Jones.

Discussion: There was no discussion.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Resolution 6-11-2021 Authorizing the Approval of The Fair Market Rents for The Edison Housing Authority.

Motion: Commissioner Ray Koperwhats

Second: Commissioner Lou Mangione, Jr.

Discussion: Executive Director, Deborah Hurley, Attorney Terrence Corriston and Commissioner Dale Jones all provided insight about HUD's requirement for Housing Authorities to adopt the Fair Market Rates. Adopting the FMR's for the Edison Housing Authority supports staff when enforcing the rates, as they work with families to make rent and collect any outstanding balances.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			

Commissioner Toni Johnson	X
Commissioner Dale Jones	X
Commissioner Raymond Koperwhats	X
Commissioner Lou Mangione, Jr.	X
Commissioner Lennox H. Small	X

Resolution 7-11-2021 Resolution by The Commissioners Of The Edison Housing Authority Authorizing The Executive Director To Enter Into A Service Agreement With SMS Building Systems, LLC To Provide Video Surveillance Equipment Maintenance And Service For One Year.

Motion: Commissioner Ray Koperwhats

Second: Commissioner Lou Mangione, Jr.

Discussion: Chairman Carlos N. Sanchez asked the executive director to provide an overview of SMS services. Deborah Hurley, Executive Director indicated that the fee is for annual maintenance. Presently, if SMS comes out to service the cameras, we are incurring a cost for each visit. Three quotes were provided, and all of the quotes exceeded SMS's maintenance fee. Commissioner Dale Jones inquired if the cameras break, do we need to pay for them or are they covered under the service contract. Deborah Hurley, Executive Director explained that the new cameras are under warranty. Also, the main issue with our security cameras are with the wiring on the property, since it was installed by another company several years ago. Therefore, we will continue to run into problems with the system. Also, Deborah Hurley, Executive Director mentioned the Edison Police Department has access to the cameras.

Approved as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Carlos N. Sanchez	X			
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

Old Business:

- a.) Financial Statement: Board reviewed the financial summary.
Chairman Carlos N. Sanchez inquired about the CDBG funds. Deborah Hurley, Executive Director indicated that some funds have been used for the STEM program. However, we still have funds that we are waiting for to be used to renovate the playground. Executive Director, Deborah Hurley addressed the outstanding amount of \$117,109 in rent collections, as the property management team has worked with the families to obtain rental assistance. The process had yielded more than \$60,000.00. The team will continue to work with families to secure rental assistance.

New Business:

Deborah Hurley, Executive Director reported on the following:

- a.) Newsletter: recent newsletter in the packet is on the website.

- b.) Draft of a Covid-19 vaccination policy for employees was distributed for commissioners to review and provide suggested recommendations. The labor attorney will also be reviewing the policy which will be presented at the next board meeting for approval.
- c.) The Edison Housing Authority union contract is up for renegotiation. Chairman Sanchez would like to set up a committee. He will reach out to a few commissioners to discuss the contract.
- d.) Executive Director, Deborah Hurley provided an overview of program activities: Halloween, Fall Festive and Home Ownership program were all well attended.
- e.) A drug raid took place at Robert E. Holmes the last week in November. EHA is working closely with the police department and EHA's general counsel to begin the eviction process.

Chairman Carlos N. Sanchez indicated that the next board meeting will take place at Julius Engel Gardens at 5pm on December 21, 2021

Public Portion: 7:08 pm

Motion: Commissioner Vice Chairman Barry Telesnick

Second: Commissioner Ray Koperwhats

Meeting open for the public.

There was no discussion.

Motion: to adjourn by Commissioner Ray Koperwhats

Second by: Commissioner Vice Chairman Barry Telesnick

Adjourned Unanimously at 7:16 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: 12/1/2021 Thru: 12/21/2021, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
AB Universal Messaging 56-2554760 PO Box 195 Spring Lake NJ 07762									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	Yes
12/09/2021	3505	CHK	738012042021	answering service - dec 2021	12/21	\$143.84		\$143.84	
Totals For Vendor: AB Universal Messaging								\$143.84	
Aflac 1932 Wynnton Road Columbus GA 31999-0797									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/15/2021	3542	CHK	381980	insurance premium-nov 2021	12/21	\$125.64		\$125.64	
Totals For Vendor: Aflac								\$125.64	
Antonio Geva L1 Willard Dunham Drive Edison NJ 08837									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/09/2021	3506	CHK	11921	reimb for assisting with election	12/21	\$37.50		\$37.50	
Totals For Vendor: Antonio Geva								\$37.50	
Barry Telesnick 142 Ethel Road Edison NJ 08817									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/09/2021	3507	CHK	113021	reh board meeting attendance - 11/30/21	12/21	\$25.00		\$25.00	
Totals For Vendor: Barry Telesnick								\$25.00	
Breslin and Breslin, P.A. 41 Main Street Hackensack NJ 07601-7087									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/09/2021	3508	CHK	1121	legal services nov 2021	12/21	\$2,350.00		\$2,350.00	
Totals For Vendor: Breslin and Breslin, P.A.								\$2,350.00	
Carlos N Sanchez 3 McEvoy Road Edison NJ 08837									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/09/2021	3509	CHK	113021	reh board meeting attendance - 11/30/21	12/21	\$25.00		\$25.00	
Totals For Vendor: Carlos N Sanchez								\$25.00	
CIT 21146 Network Place Chicago IL 60673-1211									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/09/2021	3510	CHK	38903946	telephone system lease-dec 2021	12/21	\$258.78		\$258.78	
Totals For Vendor: CIT								\$258.78	
Corbett Exterminating, Inc. 284 Sheffield Street Unit: Suite 2 Mountainside NJ 07092									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/15/2021	3543	CHK	0525093	cemit treatment - dec 2021	12/21	\$126.68		\$126.68	
Totals For Vendor: Corbett Exterminating, Inc.								\$126.68	
Dale Jones 52 Portland Street Edison NJ 08820									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/09/2021	3511	CHK	113021	reh board meeting attendance 11/30/21	12/21	\$25.00		\$25.00	
Totals For Vendor: Dale Jones								\$25.00	
De Lage Landen Financial PO Box 41602 Philadelphia PA 19101-1602									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/15/2021	3544	CHK	74791759	reh copier lease 12/15/21-1/14/22	12/21	\$384.69			
			74791326	jeg copier lease 12/15/21-1/14/22	12/21	\$196.84		\$581.53	
Totals For Vendor: De Lage Landen Financial Services, Inc.								\$581.53	
Deborah Hurley 1434 Maplewood Terrace Plainfield NJ 07060									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	No
12/15/2021	3545	CHK	121521	reimb holiday event - gift wraps, aluminum foils, chips	12/21	\$170.12		\$170.12	
12/16/2021	3554	CHK	121621	staff lunch while doing the food pantry	12/21	\$83.67		\$83.67	
Totals For Vendor: Deborah Hurley								\$253.79	
Edison Plumbing 94 Woodbury Road Edison NJ 08820									
									No

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3512	CHK	111221	apt 11E replaced broken shower tub diverter, installed new hot & cold shut off valve	12/21	\$600.00		
			111721	apt M6 replaced leaking pipe & valve coming from the radiators	12/21	\$280.00		
			111521	apt K3 installed hot water shut off valve & bleeder	12/21	\$310.00		
			112021	bldg A cleaned bldg drain, pumped water from the crawl space	12/21	\$440.00		\$1,630.00
Totals For Vendor: Edison Plumbing								\$1,630.00
Elizabethtown Gas				PO Box 6031 Bellmawr NJ 08099		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3513	CHK	3922309254-111721	reh gas 10/20/21-11/17/21	12/21	\$1,063.93		\$1,063.93
12/09/2021	3514	CHK	4458334671-111721	reh gas 10/19/21-11/17/21	12/21	\$282.47		\$282.47
12/15/2021	3546	CHK	0577138900-111721	reh gas 10/19/21-11/17/21	12/21	\$10.00		\$10.00
12/15/2021	3547	CHK	3996554541-113021	reh gas 10/31/21-11/30/21	12/21	\$14,717.72		\$14,717.72
Totals For Vendor: Elizabethtown Gas								\$16,074.12
Enes Service Center LLC				247 Central Avenue Metuchen NJ 08840		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3515	CHK	1121	auto fuel - nov 2021	12/21	\$269.00		\$269.00
Totals For Vendor: Enes Service Center LLC								\$269.00
Gannet New Jersey				PO Box 677599 Dallas TX 75267-7599		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/15/2021	3548	CHK	4269968	public notice meeting schedule change 11/16/21	12/21	\$43.17		\$43.17
Totals For Vendor: Gannet New Jersey Newspapers								\$43.17
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	Amount	Void	Doc Total
12/09/2021	3516	CHK	8022071	housing fair tables, maintenance supplies	12/21	\$759.61		
			6370277	reh maintenance supplies	12/21	\$390.98		
			5323588	reh maintenance supplies	12/21	\$221.15		\$1,371.74
Totals For Vendor: Home Depot Credit Services								\$1,371.74
Lennox H Small				206 West Shirley Ave Edison NJ 08820		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3517	CHK	113021	reh board meeting attendance 11/30/21	12/21	\$25.00		\$25.00
Totals For Vendor: Lennox H Small								\$25.00
Louis A Mangione, Jr. Esq.				2 Cedar Place Gladstone NJ 07934		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3518	CHK	113021	reh board meeting attendance 11/30/21	12/21	\$25.00		\$25.00
Totals For Vendor: Louis A Mangione, Jr. Esq.								\$25.00
McLaughlin Stauffer & Shalee, PC				4814 Outlook Drive Unit: Suite 112 Wall Township NJ 07753		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/15/2021	3549	CHK	11-19062	legal services-re: general labor matters - nov 2021	12/21	\$645.01		\$645.01
Totals For Vendor: McLaughlin Stauffer & Shalee, PC								\$645.01
NetConnect, Inc.				111 Storer Avenue Unit: Suite B2 Staten Island NY 10309		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3519	CHK	N7156	remote & onsite maint of networks-dec 2021	12/21	\$792.00		\$792.00
Totals For Vendor: NetConnect, Inc.								\$792.00
New Jersey American Water				Box 371331 Pittsburgh PA 15250-7331		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3520	CHK	10182100189 67338-112421	reh water 10/28/21-11/24/21	12/21	\$778.88		

				10182100216 57798-112421	reh water 10/28/21-11/24/21	12/21	\$348.38		
				10182100216 04954-112421	reh water 10/28/21-11/24/21	12/21	\$208.66		
				10182100218 36324-112421	reh water 10/28/21-11/24/21	12/21	\$889.36		
				10182100218 37112-112421	reh water 10/28/21-11/24/21	12/21	\$179.41		
				10182100218 37815-112421	reh water 10/28/21-11/24/21	12/21	\$237.90		
				10182100218 3511-112421	reh water 10/28/21-11/24/21	12/21	\$245.21		
				10182100218 39385-112421	reh water 10/28/21-11/24/21	12/21	\$3,108.63		
				10182100218 40699-112421	reh water 10/28/21-11/24/21	12/21	\$215.96		
				10182100219 01341-112421	reh water 10/28/21-11/24/21	12/21	\$340.25		
				10182100219 01730-112421	reh water 10/28/21-11/24/21	12/21	\$179.41		
				10182100219 02436-112421	reh water 10/28/21-11/24/21	12/21	\$164.80		
				10182100216 05605-112421	reh water 10/28/21-11/24/21	12/21	\$969.77		
				10182100216 56696-112421	reh water 10/28/21-11/24/21	12/21	\$1,927.45		
				10182100219 02795-112421	reh water 10/28/21-11/24/21	12/21	\$1,195.58		\$10,989.65
Totals For Vendor: New Jersey American Water									
Optimum					PO Box 70340 Philadelphia PA 19176-0340		No		\$10,989.65
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
12/09/2021	3521	CHK	207961039-122121	jeg internet service 11/22/21-12/21/21	12/21	\$116.18		\$116.18	
12/09/2021	3522	CHK	07875453477-012-122121	reh maintenance internet service 11/22/21-12/21/21	12/21	\$81.27		\$81.27	
12/09/2021	3523	CHK	386464011-122121	reh internet service 11/22/21-12/21/21	12/21	\$146.18		\$146.18	
Totals For Vendor: Optimum									
Petty Cash - Jocelyn Silva					14 Rev Samuel Carpenter Blvd Edison NJ 08820		No		\$343.63
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
12/09/2021	3524	CHK	12821	petty cash replenishment 6/11/21-12/8/21	12/21	\$178.52		\$178.52	
Totals For Vendor: Petty Cash - Jocelyn Silva									
Pitney Bowes Global					PO Box 371887 Pittsburgh PA 15250-7887		No		\$178.52
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
12/09/2021	3525	CHK	3314694006	postage machine lease 10/21/21-1/20/22	12/21	\$325.23		\$325.23	
Totals For Vendor: Pitney Bowes Global Financial Services LLC									
Polcari & Co.					2035 Hamburg Turnpike Unit: H Wayne NJ 07470		No		\$325.23
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
12/15/2021	3550	CHK	13242	accounting services-nov 2021	12/21	\$2,900.00		\$2,900.00	
Totals For Vendor: Polcari & Co.									
PSE&G CO					PO Box 144444 New Brunswick NJ 08906-4444		No		\$2,900.00

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3526	CHK	503100095313	reh electric 10/20/21-11/18/21	12/21	\$1,982.96		\$1,982.96
Totals For Vendor: PSE&G CO								\$1,982.96
Raquel Landero 39 Madison Avenue Avenel NJ 07001 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3527	CHK	12721	reimb-Christmas decoration purchase	12/21	\$82.61		\$82.61
Totals For Vendor: Raquel Landero								\$82.61
Raymond Koperwhats 12 Deerwood Avenue Edison NJ 08817 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3528	CHK	113021	reh board meeting attendance 11/30/21	12/21	\$25.00		\$25.00
Totals For Vendor: Raymond Koperwhats								\$25.00
Reserve Account(Postage) PO Box 223648 Pittsburgh PA 15250 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/02/2021	3504	CHK	1221	postage reserve- dec 2021	12/21	\$600.00		\$600.00
12/15/2021	3551	CHK	0122	postage reserve- jan 2022	12/21	\$600.00		\$600.00
Totals For Vendor: Reserve Account(Postage)								\$1,200.00
SMS Building Systems, LLC 2020 Fairfax Avenue Suite 102 Cherry Hill NJ 08003 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3529	CHK	202579	troubleshoot non working camera damaged by rodents at 2 locations	12/21	\$750.00		\$750.00
12/09/2021	3530	CHK	202561	annual maintenance contract 12/1/21-11/30/21	12/21	\$4,200.00		\$4,200.00
Totals For Vendor: SMS Building Systems, LLC								\$4,950.00
Standard Waste Services 21 Edgeboro Road East Brunswick NJ 08816 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3531	CHK	419711	reh trash service- dec 2021	12/21	\$2,808.00		\$2,808.00
Totals For Vendor: Standard Waste Services								\$2,808.00
Staples PO Box 70242 Philadelphia PA 19176-0242 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3532	CHK	8064327605	reh office supplies	12/21	\$489.43		\$489.43
12/15/2021	3552	CHK	8064472036	office supplies -hcv dept	12/21	\$70.19		\$70.19
Totals For Vendor: Staples								\$559.62
State of New Jersey Division PO Box 295 Trenton NJ 08625-0295 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3533	CHK	1532054	Pension back deduction for Carmen Amalbert	12/21	\$1,749.86		\$1,749.86
Totals For Vendor: State of New Jersey Division of Pensions								\$1,749.86
Subcentral Catering 161 Rt 27 Edison NJ 08820 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/15/2021	3553	CHK	112321	sandwiches & drinks for STEM program	12/21	\$409.14		\$409.14
Totals For Vendor: Subcentral Catering								\$409.14
text-em-all 3803 Parkwood Blvd Unit: Suite 900 Frisco TX 75034 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3534	CHK	62979	1/1/22-3/31/22 mass calling & texting service	12/21	\$315.00		\$315.00
Totals For Vendor: text-em-all								\$315.00
The Brooke Group LLC 27-0950485 209 E. Egnor Drive Absecon NJ 08205 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3535	CHK	EHA-GN10-2021	RAD consultant - oct 2021	12/21	\$805.00		\$805.00
Totals For Vendor: The Brooke Group LLC								\$805.00
The Print Post 274 Chestnut Street Newark NJ 07105 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
12/09/2021	3536	CHK	27038	housing fair signs	12/21	\$170.00		
			26537	logo cotton t-shirt for staff + 2 logo table cloths	12/21	\$412.68		

				26690	18 mugs for commissioners, 1 tent, embroidered t-shirts, business cards	12/21	\$2,635.32		
				26976	2500 pcs #10 logo envelopes	12/21	\$265.00		\$3,483.00
Totals For Vendor: The Print Post									
Toni Johnson				B5 Willard Dunham Drive Edison NJ 08837					\$3,483.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	No Amount	Void	Doc Total
12/09/2021	3537	CHK	103021	reh board meeting attendance 10/30/21		12/21	\$25.00		\$25.00
Totals For Vendor: Toni Johnson									
Toshiba America Business				PO Box 418600 Boston MA 02241-8600					\$25.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	No Amount	Void	Doc Total
12/09/2021	3538	CHK	2629986	printer cartridge-Deborah		12/21	\$125.00		\$125.00
Totals For Vendor: Toshiba America Business Solutions									
Verizon Wireless				PO Box 408 Newark NJ 07101-0408					\$125.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	No Amount	Void	Doc Total
12/09/2021	3539	CHK	9893905399	cell phone service 10/29/21-11/28/21		12/21	\$510.63		\$510.63
Totals For Vendor: Verizon Wireless									
William Thomas				136-64-7766 35 Markham Road Edison NJ 08817					\$510.63
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	Yes Amount	Void	Doc Total
12/09/2021	3540	CHK	113021	stem program 15.75hrs@\$32.50/hr		12/21	\$511.87		\$511.87
Totals For Vendor: William Thomas									
Work 'N Gear, LLC				PO Box 174 Brattleboro VT 05302-0174					\$511.87
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	No Amount	Void	Doc Total
12/09/2021	3541	CHK	194962	uniforms - marc		12/21	\$377.95		
			194963	uniforms-nestor		12/21	\$341.05		
12/15/2021	0	ZCA	194962	uniforms - marc		12/21	\$377.95	(\$719.00)	\$0.00
			194963	uniforms-nestor		12/21	\$341.05		
			194962	uniforms - marc		12/21	(\$377.95)		
			194963	uniforms-nestor		12/21	(\$341.05)		\$0.00
Totals For Vendor: Work 'N Gear, LLC									
\$0.00									
Grand Totals:					Total Payments:		42		\$59,107.52

RESOLUTION # 1-12-2021

APPROVE VOUCHERS FOR PAYMENT OF INVOICES

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$59,107.52 for the month of December.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-12-2021 shall be approved.

MOVED: _____

SECONDED: _____

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

PASSED AND ADOPTED THE 21 day of December, 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 December 21, 2021.

Deborah M. Hurley, Secretary, Executive Director

THE EDISON HOUSING AUTHORITY COVID-19 Vaccination Policy

I. Purpose

Edison Housing Authority (EHA or the Housing Authority) is obligated by Federal and State law to provide a safe and healthy workplace that is free from recognized hazards that endanger the health, safety and welfare of its employees. With respect to the ongoing COVID-19 pandemic, the Housing Authority must implement policies that are both consistent with current public health guidance and applicable law, to protect its employees and members of the public. This Policy, is intended to protect employees and EHA's residents/clients against the continued and unnecessary spread of COVID-19.

II. General Information

According to the New Jersey Department of Health ("NJDOH") and the U.S. Centers for Disease Control and Prevention ("the CDC"), despite the significant efforts in trying to combat COVID-19, this virus continues to pose a risk to our community, especially to individuals who are not fully vaccinated, and certain health and safety measures are necessary to prevent the continued spread of COVID-19.

Governor Murphy issued Executive Orders 242 and 243 in May of 2021, which require employers to take specific measures to protect employees from COVID-19, including masking and quarantine requirements for employees who are unvaccinated or have not submitted documentation that they are fully vaccinated.

Currently, COVID-19 vaccines are available to all individuals, 12 years of age or older, who live, work and study in New Jersey. In addition, the NJDOH and CDC recommends that all eligible individuals become "fully vaccinated" against COVID-19. A person is "fully vaccinated" two weeks after receiving the second dose of a two-dose vaccine series, Moderna or Pfizer, and or two weeks after receiving a single-dose vaccine Johnson & Johnson.

III. Mandatory COVID-19 Vaccine Policy

In order to comply with the requirements of Federal and State to maintain a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm to Housing Authority employees, and volunteers, and to protect its residents, it is the Housing Authority's Policy that all Housing Authority employees, and volunteers must, as a condition of continued paid or unpaid employment, be fully vaccinated against COVID-19.

All employees and volunteers MUST adhere to the following by January __, 2022:

- a. submit proof of previous full vaccination; OR
- b. submit proof of receiving a single-dose Johnson & Johnson vaccine; OR
- c. submit proof of receiving the first shot in a two-dose vaccine series (e.g., Pfizer, Moderna), followed by proof of receiving the second shot within 30 days thereafter.

Employees are advised not to provide any medical or genetic information as part of the proof of vaccination. The Housing Authority will keep any proof of vaccination confidential and will maintain the same in a confidential medical file record separate and apart from the employee's personnel file.

IV. Accommodations/Weekly Testing

The Housing Authority will permit accommodations for employees who are not vaccinated for reasons of disabilities and/or sincerely held religious beliefs, practices or observances. If an employee requests an accommodation for a medical condition that is not obvious or already known, the Housing Authority may ask questions or request medical documentation to determine whether the employee has a disability as defined by the Americans with Disabilities Act (ADA), and how it affects the ability to be vaccinated. Those Unvaccinated employees or volunteers, however, MUST submit to weekly COVID-19 testing. The testing may not be self-administered by the employee, volunteer, or member of staff. Testing may not be done during work hours. To remain eligible for employment, the employee, volunteer, or member of staff must provide proof of a negative test taken by _____ Friday in order to report for work Monday of the following week.

Additionally, the Housing Authority will further require the wearing of masks and/or other precautionary measures to protect the health and welfare of other employees and the public as directed by management. Specific requirements will be addressed when the employee requests the accommodation from the vaccination requirement. The request for accommodation should be made by _____, so proper review and requests for verification can be made.

V. Enforcement

Housing Authority employees and volunteers who have not provided proof of vaccination by January ____, 2022, or otherwise have not requested an accommodation from that requirement because of a disability or sincerely held religious belief, practice or observance, will be deemed non-compliant with this Policy. Persons granted accommodations who are unvaccinated and fail to submit proof of negative COVID-19 test each week will also be considered non-compliant with this Policy. Due to the extreme danger of the ongoing COVID-19 pandemic, non-compliant employees and volunteers

will be prohibited from working within any Housing Authority building, facility, or in the public.

A non-compliant employee will not be paid for any time when they are not working.

The pay of a salaried non-compliant employee will be reduced in proportion to that portion of their workweek that the non-compliant employee did not work. A non-compliant employee may request to use vacation or personal leave for days that they are unable to work as a result of their non-compliance. A non-compliant employee may not, however, use accumulated sick leave for those days.

If there is a need to fill the position of a non-compliant employee, that non-compliant employee will be given fifteen (15) days' written notice that their employment is in jeopardy. **If the employee remains non-compliant, they may be terminated.**

Newly-hired employees and volunteers will be expected to provide proof of full vaccination prior to their first day at work unless granted an accommodation from that requirement because of disability or sincerely held religious belief, practice or observance.

VI. Amendments to the Policy

The Housing Authority reserves the right to suspend or amend this policy as needed, including, but not limited to, the right to change the deadlines set forth above based on the availability of the COVID-19 vaccine and/or additional public health guidance.

RESOLUTION 2-12-2021

Resolution Adopting the Edison Housing Authority COVID-19 Vaccination Policy

WHEREAS, the Edison Housing Authority (The Housing Authority) must provide a safe and healthy workplace free from recognized hazards, to protect its employees and members of the public against the ongoing COVID-19 Pandemic; and

WHEREAS, the Housing Authority is adopting a COVID-19 Vaccination policy based off current Federal and State law to provide a safe and healthy workplace during the COVID-19 pandemic; and

WHEREAS, the Housing Authority's must implement policies that are both consistent with current public health guidance and applicable law to protect its employees and members of the public.

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners that the Edison Housing Authority COVID-19 Vaccination Policy attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these policies shall apply to all Housing Authority employees and volunteers.

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for implementation of this policy.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 2-12-201 shall be approved.

MOVED: _____

SECONDED: _____

RESOLUTION 2-12-2021

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

PASSED AND ADOPTED THE 21 day of December, 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 November 30, 2021.

Deborah M. Hurley, Secretary, Executive Director



To: Board of Commissioners, Edison Housing Authority
From: Deborah M. Hurley, Executive Director
Date: December 21, 2021
Re: 2022 Board Meeting Schedule

The following is the schedule for the Edison Housing Authority Board Meetings for 2022. Board meetings are held at 6pm, every third Tuesday of the month at alternating locations.

DATE	LOCATION
January, Tuesday, 18, 2022	Robert E. Holmes Gardens (<i>community room</i>)
February, Tuesday, 15, 2022	Julius Engel Gardens (<i>community room</i>)
March, Tuesday, 15, 2022	Robert E. Holmes Gardens (<i>community room</i>)
April, Tuesday, 19, 2022	Julius Engel Gardens (<i>community room</i>)
May, Tuesday, 17, 2022	Robert E. Holmes Gardens (<i>community room</i>)
June, Tuesday, 21, 2022	Julius Engel Gardens (<i>community room</i>)
July, Tuesday, 19, 2022	Robert E. Holmes Gardens (<i>community room</i>)
August, 2022 - No Meeting	
September, Tuesday, 20, 2022	Julius Engel Gardens (<i>community room</i>)
October, Tuesday, 18, 2022	Robert E. Holmes Gardens (<i>community room</i>)
November, Tuesday, 29, 2022	Julius Engel Gardens (<i>community room</i>)
December, Tuesday, 20, 2022	Robert E. Holmes Gardens (<i>community room</i>)

**If a meeting does not occur or a change in location takes place, a special notice will be published in the Home News Tribune.*

RESOLUTION # 3-12-2021

RESOLUTION TO APPROVE EDISON HOUSING AUTHORITY BOARD MEETING DATES, TIME, AND LOCATON FOR CALENDAR YEAR, 2022.

WHEREAS, the Edison Housing Authority approves the Board Meeting schedule of dates, time, and location for calendar year, 2022; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 3-21-21 shall be approved.

MOVED: _____

SECONDED: _____

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

PASSED AND ADOPTED THE 21 day of December, 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 December 21, 2021

Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 4-12-2021

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE EDISON HOUSING AUTHORITY APPROVING THE OBSERVATION OF JUNETEENTH AS A PAID HOLIDAY

WHEREAS, Juneteenth is the oldest celebration of the emancipation of African-American slaves, also known as "Black Independence Day," and continues to be the most recognized African-American holiday observance in the United States; and,

WHEREAS, Juneteenth symbolizes freedom, celebrates the abolishment of slavery, and serves as a reminder of the significant contributions of Black citizens in our society;

WHEREAS, Juneteenth began as a Holiday in the State of Texas and is now celebrated in 46 States, including New Jersey and the District of Columbia as a special day of observance in recognition of the emancipation of all slaves in the United States; and

WHEREAS, the Edison Housing Authority wishes to observe Juneteenth as a paid holiday; and,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Edison Housing Authority that Juneteenth is observed as a paid holiday.

MOVED: _____

SECONDED: _____

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

PASSED AND ADOPTED THE 21 day of December, 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 December 21, 2021.

Deborah M. Hurley, Secretary, Executive Director

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

NOVEMBER 30, 2021 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	\$ 334,451	\$ 291,667	\$ 42,784	14.7%
Operating Subsidy	368,481	371,236	(2,755)	-0.7%
CDBG Grant Revenue	8,386	27,083	(18,697)	-69.0%
Other Revenue	36,673	45,035	(8,362)	-18.6%
Year-to-Date Operating Revenue	<u>747,991</u>	<u>735,021</u>	<u>12,970</u>	<u>1.8%</u>
OPERATING EXPENSES				
Salaries & Benefits	336,328	332,305	(4,023)	-1.2%
Utilities Expense	147,270	145,833	(1,437)	-1.0%
Maintenance Materials & Contract Costs	93,968	95,833	1,865	1.9%
Protective Services Contract	14,095	22,917	8,822	38.5%
Other Operating Expenses	124,348	136,896	12,548	9.2%
Year-to-Date Operating Expenses	<u>716,009</u>	<u>733,785</u>	<u>17,776</u>	<u>2.4%</u>
Net Operating Surplus / (Deficit)	<u>\$ 31,982</u>	<u>\$ 1,237</u>	<u>\$ 30,745</u>	<u>2486.1%</u>

NOVEMBER 30, 2021 FISCAL YTD OPERATING SUMMARY HCV PROGRAM			
	<u>Admin</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
Operating Revenue	\$ 152,166	\$ 1,435,909	\$ 1,588,075
Operating Expenses:			
Salaries & Benefits	(57,084)	-	(57,084)
Other Admin. Expense	(69,995)	-	(69,995)
Housing Assistance Payments	-	(1,435,909)	(1,435,909)
Net Operating Surplus / (Deficit)	<u>\$ 25,087</u>	<u>\$ -</u>	<u>\$ 25,087</u>

UNRESTRICTED CASH & INVESTMENTS	<u>November</u>	<u>October</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,663,896	\$ 1,650,111	\$ 13,785
Housing Choice Voucher / SPC	644,318	660,555	(16,237)
Housing Authority Total	<u>2,308,214</u>	<u>2,310,666</u>	<u>(2,452)</u>
Component Unit EHA	560,043	555,482	4,561
UNRESTRICTED CASH & INVESTMENTS	<u>\$ 2,868,257</u>	<u>\$ 2,866,148</u>	<u>\$ 2,109</u>

GRANT SUMMARY				
	<u>CFP 2018</u>	<u>CFP 2019</u>	<u>CFP 2020</u>	<u>CFP 2021</u>
Total Budget (excl. debt service)	\$ 218,108	\$ 234,240	\$ 253,968	\$ 267,529
Total Funds Obligated	218,108	118,128	-	-
Total Funds Expended	212,452	118,128	-	-
Unobligated Funds	-	116,112	253,968	267,529
Unexpended Funds	5,656	116,112	253,968	267,529

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
PRELIMINARY FINANCIAL SUMMARY NOTES
November 30, 2021

Low Rent Public Housing and COCC Programs

EHA's LRPH/COCC fiscal YTD net operating profit through November 30, 2021 (5 months of the fiscal year) is \$31,982.

Operating Revenues – YTD operating revenues are \$747,991, or \$12,970 (1.8%) better than budget.

- Tenant rental revenue is \$334,451 or \$42,784 (14.7%) better than budget. The monthly rental revenue for AMP 1 and AMP 2 is approximately \$38,000 and \$26,000, respectively. The Authority must make every effort to collect rents as the tenant accounts receivable balance is approximately \$120,000.
- Operating subsidies are \$368,481, or \$2,755 (0.7%) below budget.
- Edison HA budgeted \$65,000 of annual CDBG grant revenue. We will recognize the revenue when the Authority uses funds and requests reimbursement from the Township of Edison. The Authority requested and received \$8,386 in November for the tutorial/mentoring program.
- Other revenue is \$36,673 or \$8,362 (18.6%) below budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenues.

Operating Expenses – YTD operating expenses are \$716,009, or \$17,776 (2.4%) better than budget.

- Salaries and benefits are \$336,328, or \$4,023 (1.2%) higher than budget.
- Utilities expenses are \$147,270, or \$1,437 (1.0%) higher than budget. We expect utility expenses to continue to increase as the winter weather sets in.
- Maintenance materials/contracts expenses are \$93,968, or \$1,865 (1.9%) better than budget.
- Protective services contract expenses are \$14,095, or \$8,822 (38.5%) better than budget. Please note the Authority has decided to put a temporary hold on security services.
- Other operating expenses are \$124,348, or \$12,548 (9.2%) better than budget. These expenses include legal, staff training/travel, accounting, telephone, miscellaneous office expenses, tenant services expenses, PILOT, etc.

Housing Choice Voucher Program

EHA's Housing Choice Voucher program's fiscal YTD net operating profit through November 30, 2021 is \$25,087. The Authority's HAP expenses are covered by funding received from HUD. The administrative funding received by the Authority is \$25,087 more than the YTD actual expenses incurred.

Unrestricted Cash & Investments

The Housing Authority and the Edison Affordable Housing Corporation continue to maintain strong cash and investment balances in each of its programs. Total unrestricted cash and investments is \$2,868,257.

Grant Summary

The Authority has approximately \$640,000 of capital funds available for upcoming capital improvement projects – some upcoming projects that are included in this year's budget are heating upgrades, a maintenance truck, security cameras, lighting, a new basketball court and the RAD physical needs assessment. We drew-down and will receive approximately \$30,000 from CFP 2019 in December to help fund EHA operations and administrative costs.