

Edison Housing Authority Board Meeting

Tuesday, November 30, 2021

Robert G. Holmes Gardens
14 Rev. Carpenter Blvd., Edison, NJ
(In the community room)

6:00 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 October 19, 2021 Regular Meeting Minutes

6. Resolutions:

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

2-11-2021 Resolution by the commissioners of the Edison Housing
Authority Authorizing the Executive Director to Execute
An Agreement with NetConnect, the lowest, responsible
proposal for professional computer maintenance
services, Beginning December 1, 2021 and Terminating
November 30, 2023.

3-11-2021 Resolution by the commissioners of the Edison Housing
Authority Authorizing the Executive Director to Execute
An Agreement with Breslin and Breslin for General Legal
Services Beginning December 1, 2021 and Terminating on
November 30, 2023, at an annual Fee of \$29,880.00.

Edison Housing Authority Board Meeting

Tuesday, November 30, 2021

Robert G. Holmes Gardens
14 Rev. Carpenter Blvd., Edison, NJ
(In the community room)

6:00 pm

- 4-11-2021 Resolution by the Commissioners of the Edison Housing Authority Authorizing the Executive Director 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.
- 5-11-2021 Resolution by the 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.
- 6-11-2021 Resolution by the Commissioners of the Edison Housing Authority Authorizing the Approval of the Fair Market Rents for the Edison Housing Authority.
- 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.

7. Old Business:

a.) Financial Summary

8. New Business: Executive Director Report

9. Public Portion

10. Adjournment

EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING
October 19, 2021
6:00 PM
MINUTES

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Julius Engel Gardens in the community room. The meeting was called to order at 6:02 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.

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, Commissioner Toni Johnson, Commissioner Dale Jones, Commissioner Raymond Koperwhats, Commissioner Louis A. Mangione, Jr., Commissioner Lennox H. Small, Deborah Hurley, Executive Director, Terrence Corrison, Esq., and Councilwoman Joyce Ship-Freeman, Township Liaison.

Absent: Vice Chairman Barry Telesnick

Guest: Raquel Landero, Director of Property Management

Motion to approve the minutes of September 21, 2021, Board Meeting

Motion: Commissioner Toni Johnson

Second: Commissioner Louis A. 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 1-10-2021 to approve vouchers for payment of invoices in the amount of \$50,359.10 for the month of October, 2021.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Toni Johnson

Discussion: 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 2-10-2021 Adopting the Municipal Excess Liability Joint Insurance Fund Model Personnel Policies and Procedures Manual 2021.

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Lou Mangione, Jr.

Discussion: Chairman Carlos N. Sanchez asked for the Executive Director, Deborah Hurley to provide an overview. Deborah Hurley, Executive Director indicated the Personnel Policies and Procedures Manual 2021 will need to be approved to the board and submitted to our insurance carrier JIF. The updates made to the policy have been recommended by JIF and has been reviewed by our labor counsel. The subjects where changes have been made are highlighted in yellow: Equal Opportunity, Sick Leave, Family and Medical Leave Act, NJ Family Leave, and Domestic Violence Needs. Commissioner Koperwhats referenced page 69, which did not mention, what steps should be made, if someone made a complaint against the Executive Director. Terry Corriston, General Counsel recommended that a complaint should be directed to the boards counsel. Counsel will then inform the board. Deborah Hurley, Executive Director mentioned that our labor counsel drafted policy to address "Employment Reimbursement", which was suggested by Commissioner Dale Jones earlier in the year. Presently, we are waiting for feedback from our fee accountant. Once the policy is complete it will be presented to the board for approval. Carlos N. Sanchez, Chairman, reminded the board of its role, which is to establish policies and procedures, as members should not be involved in the day-to-day operation. Chairman Sanchez encouraged everyone to review the policy and return with suggestions. Chairman N. Sanchez indicated that one policy to consider a COVID-19 requirement for staff. Commissioner Dale Jones mentioned that their housing authority just implemented a similar policy. 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 3-10-2021 Adopting the Municipal Excess Liability Joint Insurance Fund Cyber Risk Management 2021 Program.

Motion: Commissioner Dale Jones
Second: Commissioner Toni Johnson

Discussion:

Deborah Hurley, Executive Director provided an overview of the Cyber Risk Management Program and explained how our present computer management service provider Net Connect was included in the process to ensure EHA controls were in place, as the policy must be approved by November to receive a promotional discount from JIF, Insurance Provider.

Chairman N. Sanchez inquired about how EHA's information is backed up. Deborah Hurley, Executive Director confirmed that all content is backed up and saved in the cloud. A question was raised by Commissioner Dale Jones surrounding passwords and who has access. Deborah Hurley, Executive Director indicated that Net-Connect only has access. It was suggested by the board that the Executive Director received access to EHA's passwords. This will be beneficial in the event we decide to change tech-support. Also, to have control and even check on what has been saved. Commissioner Jones explained the length to find something in the backup system could be time consuming. Having an idea on how backups are done is beneficial. It was also suggested to request a book of all users ID and passwords be secured. Ms. Hurley confirmed that EHA has a solid working relationship with Net Connect and will work on securing all suggested information from Net Connect.

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 4-10-2021 to approve staff and commissioners to travel to the NJNAHRO Annual Fall Conference Nov. 15, 2021 - Nov. 18, 2021, Tropicana Casino & Resort, Atlantic City, NJ

Motion: Commissioner Ray Koperwhats
Second: Commissioner Dale Jones

Discussion: Chairman N. Sanchez explained the process of board members attending conferences, as conference is held annually and encouraged commissioners to attend. If a conference is out of state, the chairman and 2 commissioners are allowed to attend and are required to rotate. Thus, allowing everyone a turn at attending an out of state conference.

Chairman N. Sanchez indicated that the date of the conference conflicts with the scheduled November board meeting and suggested the date be changed. The board agreed to November 30, 2021. Also, it was suggested by Chairman N. Sanchez that the December board meeting be changed to 5:00 pm, due to the holidays. Executive Director, Deborah Hurley mentioned that the notice will be posted in the Home News Tribune and other appropriate venues. Everyone is encouraged to attend the conference. Those interested should notifying the Executive Director or Jocelyne Silva

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 statement. There was no further discussion.

New Business:

Deborah Hurley, Executive Director reported on the following:

- a.) Presentation by Raquel Landero, Director of Property Management: As the new Director of Property Management, Ms. Landero has begun to make organizational changes within the department that include how inspections and re-certifications are administered. Within her department a team has been formed to assist families apply for rental assistance. To date the team has recovered about \$50,000 and is expecting more. In addition, Ms. Landero presented a SWAT analysis that provided extensive insight on how the department has functioned and outlined what improvements will be made. A conversation between board members, the Executive Director and Ms. Landero took place after the presentation.
- b.) Homeownership Program: November 20, 2021, the Edison Housing Authority will be hosting a Home Ownership Program in partnership with the Township of Edison.
- c.) Upcoming events: *Halloween:* Robert Holmes Gardens on Friday, October, 29th
Fall Festive: Julius Engel Gardens on Thursday, October, 28th.
Holiday Celebration: Robert E. Holmes and Julius Engel, Friday, December 17th
- d.) Amazon: Appreciation was extended to Councilwoman, Joyce Ship-Freeman for introducing Amazon to the Edison Housing Authority. Their donation will help support our STEM Mentoring program.

Public Portion: 7:30 pm

Motion: Commissioner Lou Mangione, Jr.

Second: Commissioner Ray Koperwhats

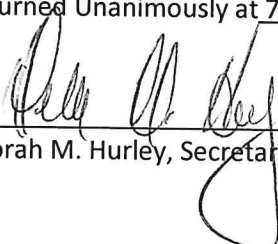
Meeting open for the public.

a.) Councilwoman Joyce Ship-Freeman wanted to hear from Commissioner Toni Johnson about her experience living within the Edison Housing Authority community, as it related to the presentation made by Raquel Landero. Commissioner Toni Johnson mentioned that she has experienced positive changes, since there has been a change within the administration. Councilwoman Joyce Ship-Freeman, also made a brief presentation about the Township of Edison's Veterans Memorial Park project. There was no further discussion.

Motion: to adjourn by Commissioner Raymond Koperwhats

Second by: Commissioner Toni Johnson

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: 10/20/2021 Thru: 11/30/2021, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address			Print 1099				
AB Universal Messaging		56-2554760	PO Box 195 Spring Lake NJ 07762			Yes			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3451	CHK	738011062021	answering service - nov 2021	11/21	\$121.44		\$121.44	
Totals For Vendor: AB Universal Messaging								\$121.44	
Acme Windows			36 Somerset Street Plainfield NJ 07060			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3452	CHK	47046	reh - 2 thermopane windows & 1 frame	11/21	\$270.00		\$270.00	
Totals For Vendor: Acme Windows								\$270.00	
Aflac			1932 Wynnton Road Columbus GA 31999-0797			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3453	CHK	994314	insurance premium-oct 2021	11/21	\$125.64		\$125.64	
Totals For Vendor: Aflac								\$125.64	
Atlantic Fire Protection			53 Blevins Ave Middletown NJ 07748			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3450	CHK	10656443	jeg annual fire extinguisher inspection 10/8/21	10/21	\$122.62			
			10655996	reh annual fire extinguisher inspection 10/8/21	10/21	\$175.93		\$298.55	
Totals For Vendor: Atlantic Fire Protection								\$298.55	
Black Belt Security & Investigations, LLC			60 Evergreen Place Unit: 510 East Orange NJ 07018			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/22/2021	3480	CHK	720	45.25 hrs guard service 39.25 hrs vehicle 8/27/21-9/18/21	11/21	\$3,136.74		\$3,136.74	
Totals For Vendor: Black Belt Security & Investigations, LLC								\$3,136.74	
Breslin and Breslin, P.A.			41 Main Street Hackensack NJ 07601-7087			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/22/2021	3481	CHK	1021	legal services oct 2021	11/21	\$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			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/01/2021	3427	CHK	101921	jeg board meeting attendance - 10/19/21	10/21	\$25.00			
			1	stipend & mileage for NJNAHRO fall conf. 11/16/21	10/21	\$307.00		\$332.00	
Totals For Vendor: Carlos N Sanchez								\$332.00	
Christine Op't Hof			175 Ridge Rd Apt K8 Cedar Grove NJ 07009			No			
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	

	11/01/2021	3428	CHK	2021	2021 prescription contact lenses reimb	10/21	\$250.00		\$250.00
Totals For Vendor: Christine Op't Hof									\$250.00
CIT	21146 Network Place Chicago IL 60673-1211						No		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/01/2021	3429	CHK	38742898	telephone system lease-nov 2021	10/21	\$271.72		\$271.72
Totals For Vendor: CIT									\$271.72
Corbett Exterminating, Inc.	284 Sheffield Street Unit: Suite 2 Mountainside NJ 07092						No		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/15/2021	3454	CHK	0522389	reh monthly cemit treatment - oct 2021	11/21	\$165.00		\$165.00
	11/22/2021	3482	CHK	0523873	monthly cemit treatment 11/10/21	11/21	\$216.50		\$216.50
Totals For Vendor: Corbett Exterminating, Inc.									\$381.50
CQI Water Treatment	20-2048691 PO Box 1140 Oakhurst NJ 07755						Yes		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/15/2021	3455	CHK	10-2100	qtrly boiler water treatment - 1st of 4	11/21	\$575.00		\$575.00
Totals For Vendor: CQI Water Treatment									\$575.00
Dale Jones	52 Portland Street Edison NJ 08820						No		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/01/2021	3430	CHK	101921	jeg board meeting attendance 10/19/21	10/21	\$25.00		\$25.00
Totals For Vendor: Dale Jones									\$25.00
De Lage Landen Financial Services, Inc.	PO Box 41602 Philadelphia PA 19101-1602						No		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/22/2021	3483	CHK	74463285	reh copier lease 11/15/21-12/14/21	11/21	\$366.37		
				74463262	jeg copier lease 11/15/21-12/14/21	11/21	\$187.46		\$553.83
Totals For Vendor: De Lage Landen Financial Services, Inc.									\$553.83
Deborah Hurley	1434 Maplewood Terrace Plainfield NJ 07060						No		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/15/2021	3456	CHK	11921	reimb for STEM program meal 11/9/21	11/21	\$61.02		\$61.02
	11/22/2021	3484	CHK	112021	additional turkeys & chickens	11/21	\$394.56		
				1120210	donuts & coffee for the housing fair event	11/21	\$45.72		\$440.28
Totals For Vendor: Deborah Hurley									\$501.30
D'Onofrio & Son Landscaping	433 Hillside Avenue Hillside NJ 07205						No		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/15/2021	3457	CHK	31309	reh & jeg lawn maintenance-oct 2021	11/21	\$3,062.50		\$3,062.50
Totals For Vendor: D'Onofrio & Son Landscaping									\$3,062.50
Edison Plumbing	94 Woodbury Road Edison NJ 08820						No		
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/15/2021	3458	CHK	101821	apt 3A replaced broken shut-off valves in the bathroom	11/21	\$260.00		

				10521	bldg 15 fixed leak & cleaned sewer line	11/21	\$530.00		
				101121	apt M1 replaced leaking radiator valve & pipe in the living room	11/21	\$320.00		\$1,110.00
Totals For Vendor: Edison Plumbing									\$1,110.00
Elizabethtown Gas				PO Box 6031 Bellmawr NJ 08099		No			
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/15/2021	3459	CHK	4458334671-101921	reh gas 9/20/21-10/19/21	11/21	\$29.91		
				3922309254-101921	reh gas 9/20/21-10/19/21	11/21	\$898.25		
				0577138900-101921	reh gas 9/20/21-10/19/21	11/21	\$10.00		\$938.16
	11/22/2021	3485	CHK	3996554541-103121	reh gas 9/30/21-10/31/21	11/21	\$5,374.48		\$5,374.48
Totals For Vendor: Elizabethtown Gas									\$6,312.64
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
	11/22/2021	3486	CHK	1021	auto fuel - oct 2021	11/21	\$157.00		\$157.00
Totals For Vendor: Enes Service Center LLC									\$157.00
Evolve, Inc.				45-5328827 129 W Torrance Blvd Redondo Beach CA 90277		No			
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/01/2021	3431	CHK	34067	12 educator entry kit for STEM program	10/21	\$2,196.00		\$2,196.00
Totals For Vendor: Evolve, Inc.									\$2,196.00
FedEx				PO Box 371461 Pittsburgh PA 15250-7461		No			
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/15/2021	3460	CHK	754984605	express mail service to pennrose	11/21	\$29.23		\$29.23
Totals For Vendor: FedEx									\$29.23
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
	11/22/2021	3487	CHK	4205718	rfp publication-labor counsel, legal, computer maint 10/21/22-10/22/21	11/21	\$189.80		\$189.80
Totals For Vendor: Gannet New Jersey Newspapers									\$189.80
General Security				971 Lehigh Avenue Union NJ 07083		No			
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/01/2021	3432	CHK	1456079	alarm monitoring & service contract 6/1/21-8/31/21	10/21	\$275.40		\$275.40
	11/22/2021	3488	CHK	1509655	burglar & fire alarm monitoring & service contract 12/1/21-2/28/21	11/21	\$275.40		\$275.40
Totals For Vendor: General Security									\$550.80
Gurney Electric LLC				93 Spruce Street Port Reading NJ 07064		No			
	Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
	11/01/2021	3433	CHK	15990	Installed lights in bldg 2,4,6,8 & 12	10/21	\$16,500.00		\$16,500.00
	11/22/2021	3489	CHK	16065	Bldg B breezeway light fixture replaced	11/21	\$460.00		\$460.00

Totals For Vendor: Gurney Electric LLC									\$16,960.00
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	
11/15/2021	3461	CHK	1903502	2- chrome shelves for food pantry supplies	11/21	\$318.00			
			8285444	reh maintenance materials	11/21	\$404.30			
			5022978	reh REAC inspection supplies	11/21	\$871.87			
			2023358	reh reac maint supplies	11/21	\$795.98			
			1323876	reh - portable heaters for families	11/21	\$249.70			
			3325020	apt 3A vacancy prep supplies	11/21	\$740.56			
			7292485	jeg fall event supplies	11/21	\$192.66			
			5323391	jeg maint supplies	11/21	\$194.42			\$3,767.49
Totals For Vendor: Home Depot Credit Services									\$3,767.49
InterGlobe Communications, 101 Tyrellan Avenue Staten Island NY 10309-2651							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/22/2021	3490	CHK	213045721	telephone service - nov 2021	11/21	\$723.46			\$723.46
Totals For Vendor: InterGlobe Communications, Inc.									\$723.46
Jocelyn Silva 1132 Raritan Avenue Highland Park NJ 08904							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/01/2021	3434	CHK	102421	500 pcs brown bags for food pantry	10/21	\$45.48			\$45.48
Totals For Vendor: Jocelyn Silva									\$45.48
Jolanta Kubacka 40 Koyen Street Fords NJ 08863							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/01/2021	3435	CHK	102921	food pantry mileage reimb 10/19/21-10/29/21	10/21	\$42.00			
			1021	supplies for halloween	10/21	\$32.69			\$74.69
Totals For Vendor: Jolanta Kubacka									\$74.69
KYOCERA Document Solutions New York Metro, Inc 225 Sand Road Unit: Suite 100 Fairfield NJ 07004							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/22/2021	3491	CHK	55K1601575	reh copier overage charge 7/3/21-10/2/21	11/21	\$1,139.01			\$1,139.01
Totals For Vendor: KYOCERA Document Solutions New York Metro, Inc									\$1,139.01
LEGO Education 06-1596353 13569 Collection Center Dr Chicago IL 60693							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/01/2021	3436	CHK	1190486299	3 Lego education kit for STEM program	10/21	\$354.85			\$354.85
Totals For Vendor: LEGO Education									\$354.85
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	
11/01/2021	3437	CHK	101921	jeg board meeting attendance 10/19/21	10/21	\$25.00			
			111521	stipend & mileage NJNAHRO fall conf 11/15/21	10/21	\$177.00			\$202.00

Totals For Vendor: Lennox H Small									\$202.00
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	
11/01/2021	3438	CHK	101921	jeg board meeting attendance 10/19/21	10/21	\$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 07752							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3462	CHK	10-19006	legal services-re: general labor matters - oct 2021	11/21	\$1,198.10		\$1,198.10	
Totals For Vendor: McLaughlin Stauffer & Shalee, PC									\$1,198.10
Middlesex Water Company PO Box 826538 Philadelphia PA 19182-6538							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3463	CHK	5535300000-101421	jeg water 9/15/21-10/14/21	11/21	\$3,640.19		\$3,640.19	
11/22/2021	3492	CHK	5535300000-111521	jeg water 10/14/21-11/15/21	11/21	\$3,682.30		\$3,682.30	
Totals For Vendor: Middlesex Water Company									\$7,322.49
National Seating & Mobility 160 Algonquin Pkwy Unit: Suite 2 Whippany NJ 07981-1677							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3464	CHK	2840	apt 3C stairlift - 50% down	11/21	\$3,250.00		\$3,250.00	
11/22/2021	3493	CHK	2840a	apt 3C stairlift - 2nd half	11/21	\$3,250.00		\$3,250.00	
Totals For Vendor: National Seating & Mobility NE									\$6,500.00
NetConnect, Inc. 111 Storer Avenue Unit: Suite B2 Staten Island NY 10309							No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3465	CHK	N7099	remote & onsite maint of networks-nov 2021	11/21	\$792.00			
			N7031	remote & onsite maint of networks-oct 2021	11/21	\$792.00		\$1,584.00	
Totals For Vendor: NetConnect, Inc.									\$1,584.00
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	
11/01/2021	3439	CHK	1018-21002190173 0-92821	reh water 8/27/21-9/28/21	10/21	\$213.73		\$213.73	
11/15/2021	3466	CHK	1018-21002183851 1-102721	reh water 9/29/21-10/27/21	11/21	\$252.52			
			1018-21002190134 1-102721	reh water 8/27/21-10/27/21	11/21	\$405.40			
			1018-21002190279 5-102721	reh water 9/29/21-10/27/21	11/21	\$1,275.99			
			1018-21002183938 5-102721	reh water 9/29/21-10/27/21	11/21	\$2,370.42			
			1018-21002190173 0-102721	reh water 9/29/21-10/27/21	11/21	\$186.73			
			1018-21002183711 2-102721	reh water 9/29/21-10/27/21	11/21	\$172.10			

			1018-21002165779 8-102721	reh water 9/29/21-10/27/21	11/21	\$721.22		
			1018-21002190243 6-102721	reh water 9/29/21-10/27/21	11/21	\$172.10		
			1018-21002165669 6-102721	reh water 9/29/21-10/27/21	11/21	\$3,104.45		
			1018-21001896733 8-102721	reh water 9/29/21-10/27/21	11/21	\$837.36		
			1018-21002160495 4-102721	reh water 9/29/21-10/27/21	11/21	\$267.14		
			1018-21002160560 5-102721	reh water 9/29/21-10/27/21	11/21	\$896.67		
			1018-21002184069 9-102721	reh water 9/29/21-10/27/21	11/21	\$296.39		
			1018-21002183781 5-102721	reh water 9/29/21-10/27/21	11/21	\$230.59		
			1018-21002183632 4-102721	reh water 9/29/21-10/27/21	11/21	\$633.50		\$11,822.58
Totals For Vendor: New Jersey American Water								\$12,036.31

NJ/NAHRO		C/O W. Snyder 20 Marin Lane Manahawkin NJ 08050				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/01/2021	3440	CHK	1	Sanchez- fall conference general registration	10/21	\$350.00		
			2	1 day registration + ethic class for Lennox Small 11/16/21	10/21	\$550.00		\$900.00
Totals For Vendor: NJ/NAHRO								\$900.00

NTN-Philadelphia		PO Box 1023 Blackwood NJ 08012				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/15/2021	3467	CHK	NJ5508111	background check for public housing prospective tenants	11/21	\$374.00		\$374.00
Totals For Vendor: NTN-Philadelphia								\$374.00

Optimum		PO Box 70340 Philadelphia PA 19176-0340				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/01/2021	3441	CHK	207961039-112121	jeg internet service 10/22/21-11/21/21	10/21	\$116.18		\$116.18
11/01/2021	3442	CHK	386464011-112121	reh internet service 10/22/21-11/21/21	10/21	\$146.18		\$146.18
11/01/2021	3443	CHK	07875453477 012-112121	reh maintenance internet service 10/22/21-11/21/21	10/21	\$81.27		\$81.27
Totals For Vendor: Optimum								\$343.63

Polcari & Co.		2035 Hamburg Turnpike Unit: H Wayne NJ 07470				No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/15/2021	3468	CHK	13151	accounting services-sept 2021	11/21	\$2,900.00		
			13200	accounting services-oct 2021	11/21	\$2,900.00		\$5,800.00

Totals For Vendor: Polcari & Co.									\$5,800.00
PSE&G CO PO Box 144444 New Brunswick NJ 08906-4444 No									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3469	CHK	6691572106-101821	jeg gas & electric 9/18/21-10/18/21	11/21	\$2,173.59		\$2,173.59	
11/15/2021	3470	CHK	503100094153	reh electric 9/21/21-10/20/21	11/21	\$1,541.83		\$1,541.83	
11/22/2021	3494	CHK	6691572106-111621	reh gas & electric 10/19/21-11/16/21	11/21	\$8,347.24		\$8,347.24	
Totals For Vendor: PSE&G CO									\$12,062.66
Raquel Landero 39 Madison Avenue Avenel NJ 07001 No									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/15/2021	3471	CHK	102821	event supplies	11/21	\$14.93			
			101821	food pantry meeting snacks	11/21	\$12.67		\$27.60	
11/22/2021	3495	CHK	112021	housing fair snacks	11/21	\$55.35		\$55.35	
Totals For Vendor: Raquel Landero									\$82.95
Raymond Koperwhats 12 Deerwood Avenue Edison NJ 08817 No									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/01/2021	3444	CHK	101921	jeg board meeting attendance 10/19/21	10/21	\$25.00		\$25.00	
Totals For Vendor: Raymond Koperwhats									\$25.00
See-More TV & Appliance 551 Middlesex Avenue Metuchen NJ 08840 No									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/22/2021	3496	CHK	1304011	Apt H6 & 12H electric & gas stove	11/21	\$1,205.00		\$1,205.00	
Totals For Vendor: See-More TV & Appliance									\$1,205.00
Shoprite 3600 Park Avenue South Plainfield NJ 07080 No									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
11/17/2021	3478	CHK	2021	Thanksgiving 50 chicken roasters & 100 turkeys for distribution to families	11/21	\$1,800.86		\$1,800.86	
11/18/2021	3479	CHK	2021a	50 turkeys for the thanksgiving event	11/21	\$1,208.68		\$1,208.68	
Totals For Vendor: Shoprite									\$3,009.54
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	
11/22/2021	3497	CHK	202556	replaced outdoor cable for camera at bldg 10	11/21	\$1,300.00		\$1,300.00	
Totals For Vendor: SMS Building Systems, LLC									\$1,300.00
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	
11/15/2021	3472	CHK	417355	reh trash service- nov 2021	11/21	\$2,808.00			
			416769	30 yd roll off + tons disposal charge 10/18/21	11/21	\$280.30		\$3,088.30	
11/22/2021	3498	CHK	418807	30 yd roll off + tons disposal charge 11/05/21	11/21	\$297.40		\$297.40	
Totals For Vendor: Standard Waste Services									\$3,385.70
Staples PO Box 70242 Philadelphia PA 19176-0242 No									

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/01/2021	3445	CHK	8063858472	office supplies	10/21	\$427.19		\$427.19
11/15/2021	3473	CHK	8063932069	20 ft CAT cable for Deborah & Carmen	11/21	\$21.98		
			8064005859	credit for return	11/21	(\$7.01)		
			8064086226	reh office supplies	11/21	\$243.13		\$258.10
11/22/2021	3499	CHK	8064176422	reh office supplies	11/21	\$18.00		\$18.00
Totals For Vendor: Staples								\$703.29
Starlite Services LLC 27-4731063 PO Box 487 Perth Amboy NJ 08862 Yes								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/15/2021	3474	CHK	0024	apt 3A vacancy prep cleaning	11/21	\$415.00		\$415.00
Totals For Vendor: Starlite Services LLC								\$415.00
State of New Jersey Dept of PO Box 929 Trenton NJ 08646-0929 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/01/2021	3446	CHK	226015626-2020	deficit, rating assessment, catastrophic illness fund	10/21	\$118.92		\$118.92
Totals For Vendor: State of New Jersey Dept of Labor								\$118.92
Stateside Affairs, LLC 47-4456642 120 Polk Drive Brick NJ 08724 Yes								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/22/2021	3500	CHK	582	fall 2021 newsletter (300 pcs)	11/21	\$1,705.00		\$1,705.00
Totals For Vendor: Stateside Affairs, LLC								\$1,705.00
Steve's Appliance Doctor, Inc. 6 Eardley Road Edison NJ 08817 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/15/2021	3475	CHK	40095	apt 10A bake ignition kit installed	11/21	\$182.50		
			40153	apt 7F installed freezer gasket	11/21	\$316.40		
			41279	apt E2 adjusted socket & changed bulb	11/21	\$104.50		\$603.40
Totals For Vendor: Steve's Appliance Doctor, Inc.								\$603.40
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
11/15/2021	3476	CHK	EHA-GN08-2021	RAD consultant - aug 2021	11/21	\$385.00		\$385.00
11/22/2021	3501	CHK	EHA-GN09-2021	RAD consultant - sept 2021	11/21	\$210.00		\$210.00
Totals For Vendor: The Brooke Group LLC								\$595.00
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
11/22/2021	3502	CHK	26979	2500 pcs #10 size logo envelopes	11/21	\$265.00		\$265.00
Totals For Vendor: The Print Post								\$265.00
Toni Johnson B5 Willard Dunham Drive Edison NJ 08837 No								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/01/2021	3447	CHK	101921	jeg board meeting attendance 10/19/21	10/21	\$25.00		\$25.00
Totals For Vendor: Toni Johnson								\$25.00
Tropicana Resort and Casino 2831 Boardwalk Atlantic City NJ 08401 No								

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/01/2021	3448	CHK	VBHTD	Sanchez reservation 11/16/21-11/19/21 NJNAHRO	10/21	\$375.00		
			2843	Small reservation 11/15/21-11/17/21 NJNAHRO	10/21	\$265.00	(\$640.00)	\$0.00
11/01/2021	3449	CHK	VBHTD	Sanchez reservation 11/16/21-11/19/21 NJNAHRO	10/21	\$375.00		
			2843	Small reservation 11/15/21-11/17/21 NJNAHRO	10/21	\$265.00		
			CR2843	adjust tourism fee for Lennox reservation	10/21	(\$15.00)		\$625.00
Totals For Vendor: Tropicana Resort and Casino								\$625.00
Verizon Wireless PO Box 408 Newark NJ 07101-0408						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/15/2021	3477	CHK	9891686194	cell phone service 9/29/21-10/28/21	11/21	\$496.40		\$496.40
Totals For Vendor: Verizon Wireless								\$496.40
Work 'N Gear, LLC PO Box 174 Brattleboro VT 05302-0174						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
11/22/2021	3503	CHK	HA150938	maintenance uniform-Marc	11/21	\$377.95		
			HA150939	maintenance uniforms-nestor	11/21	\$341.05		
			HA151148	maintenance uniforms - nestor	11/21	\$78.39		
			HA151146	maintenance uniforms - nestor	11/21	\$456.24		\$1,253.63
Totals For Vendor: Work 'N Gear, LLC								\$1,253.63
Grand Totals:						58		\$110,027.69
Total Payments:								

RESOLUTION # 1-11-2021

APPROVE VOUCHERS FOR PAYMENT OF INVOICES

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$110,027.69 for the months of November.

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-11-2021 shall be approved.

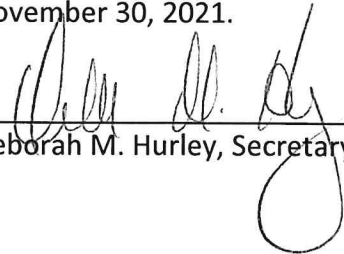
MOVED: Commissioner Koperwhats

SECONDED: Commissioner Small

<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 Small	X			

PASSED AND ADOPTED THE 30 day of November, 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

RESOLUTION # 2-11-2021

A RESOLUTION BY THE COMMISSIONER OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH NET CONNECT, THE LOWEST, RESPONSIBLE PROPOSAL FOR PROFESSIONAL COMPUTER MAINTENANCE SERVICES, BEGINNING DECEMBER 1, 2021 AND TERMINATING NOVEMBER 30, 2023

WHEREAS, the Edison Housing Authority existing computer system and computer work stations at both Julius Engel and Robert E. Holmes properties require routine computer maintenance and monitoring; and

WHEREAS, by legal notice published in the Home News and Tribune on October 22, 2021 a request for proposals was issued for computer maintenance services for said routine computer maintenance and monitoring services with a proposals' deadline of November 16, 2021 at 10:00 am; and

WHEREAS, (1) proposal was received for the aforementioned professional services; and

WHEREAS, based upon the evaluation of the factors identified in the Request for Proposals, Net Connect has satisfactory performed similar work for other public and private sector entities;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY, hereby authorize the Executive Director to execute an Agreement with Net Connect, the lowest responsible proposer, for computer maintenance services for the sum of \$9,504.00.

MOVED: Commissioner Jones

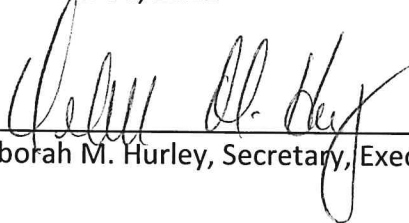
SECONDED: Commissioner Mangione, Jr.

<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 Small	X			

RESOLUTION # 2-11-2021

PASSED AND ADOPTED THE 30 day of November, 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

RESOLUTION # 3-11-2021

A RESOLUTION BY THE COMMISSIONER OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR 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.

WHEREAS, the Edison Housing Authority desire to retain and employ a duly qualified attorney to act as General Counsel for the Authority in all legal matters which may arise in connection with the business and management of its various housing programs; and

WHEREAS, in accordance with its procurement policy, the Authority sought competitive proposals for the services and a Public Notice was placed in the Home News and Tribune on October 22, 2021 a request for proposals was issued for general legal services with proposals' deadline of November 16, 2021; and

WHEREAS, (1) proposal was received for the aforementioned professional services; and

WHEREAS, the Commissioners of the Authority have reviewed the said Proposal;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY as follows:

- 1.) Breslin and Breslin (Legal) is hereby selected and appointed as General Counsel to the Authority.
- 2.) That the annexed Contract, Exhibit A(Contract), is hereby awarded to the said Legal as being a responsible firm whose Proposal is most advantageous to the Projects and this Authority with qualifications, price, and other factors considered.
- 3.) That the appointment of the Legal Service shall be for a term of two (2) years beginning December 1, 2021 and terminating on November 30, 2023.
- 4.) That the Legal shall be paid an annual fee of \$29,880.00 payable in equal monthly installments of \$2,490.00.
- 5.) If the Legal selected is a firm (i.e. Partnership, Professional Corporation), then the Contract, Exhibit "A", shall be amended to include the name of the lead Legal who will be personally charged with and have the primary obligation to perform the services under the Contract together with, if any, the name of the other Legal(s) in the firm who will assist the Lead Legal; all as required to be submitted in the Legal Proposal by Section III, A. of the Request for Proposals.
- 6.) That the appropriate officers of the Authority are hereby authorized and directed to execute the Contract between this Authority and the Legal
- 7.) That the Contract is being awarded in accordance with the Authority's Procurement Policy.

RESOLUTION # 3-11-2021

- 8.) That the Contract is also awarded as a "Professional Service" under the local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq) as legal services and that a Notice of this Action shall be published once in an appropriate newspaper of general circulation.
- 9.) That this Resolution and Contract shall be and remain on file and available for public inspection at the office of the Edison Housing Authority, 14 Rev. Samuel Carpenter Blvd., Edison, NJ 08820.
- 10.) That this Resolution shall take effect immediately.

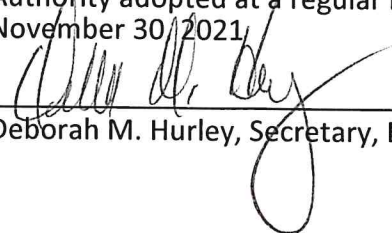
MOVED: Vice Chairman Telesnick

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 Small	X			

PASSED AND ADOPTED THE 30 day of November, 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

RESOLUTION # 4-11-21

THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR 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.

WHEREAS, the Edison Housing Authority desire to retain and employ a duly qualified attorney to act as Labor Counsel for the Authority in all legal matters pertaining to employee, union contracts and negotiations which may arise in connection with the business and management of its various housing programs; and

WHEREAS, in accordance with its procurement policy, the Authority sought competitive proposals for the services and a Public Notice was placed in the Home News and Tribune on October 21, 2021 a request for proposals was issued for general legal services with proposals' deadline of November 16, 2021; and

WHEREAS, (2) proposals were received for the aforementioned professional services; and

WHEREAS, the Commissioners of the Authority have reviewed the said Proposal;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY as follows:

- 1.) McLaughlin Stauffer & Shaklee (Legal) is hereby selected and appointed as Labor Counsel to the Authority.
- 2.) That the annexed Contract, Exhibit A(Contract), is hereby awarded to the said Legal as being a responsible firm whose Proposal is most advantageous to the Projects and this Authority with qualifications, price, and other factors considered.
- 3.) That the appointment of the Legal Service shall be for a term of two (2) years beginning December 1, 2021 and terminating on November 30, 2023.
- 4.) That the Legal shall be paid on an as needed basis at an hourly rate of \$125.00 an hour.
- 5.) That the appropriate officers of the Authority are hereby authorized and directed to execute the Contract between this Authority and the Legal
- 6.) That the Contract is being awarded in accordance with the Authority's Procurement Policy.
- 7.) That the Contract is also awarded as a "Professional Service" under the local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq) as legal services and that a Notice of this Action shall be published once in an appropriate newspaper of general circulation.
- 8.) That this Resolution and Contract shall be and remain on file and available for public inspection at the office of the Edison Housing Authority, 14 Rev. Samuel Carpenter Blvd., Edison, NJ 08820.

RESOLUTION # 4-11-2021

9.) That this Resolution shall take effect immediately.

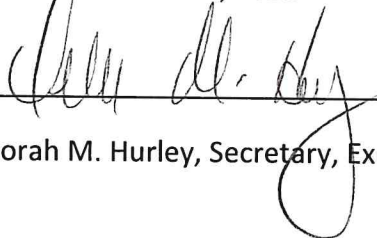
MOVED: Commissioner Koperwhats

SECONDED: Vice Chairman Telesnick

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

PASSED AND ADOPTED THE 30 day of November, 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

RESOLUTION # 5-11-2021

**RESOLUTION BY THE 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.**

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

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, Be It Resolved that the Board of Commissioners of the Edison Housing Authority does hereby appoint Edison Housing Authority employee, Deborah Hurley as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2022.

MOVED: Vice Chairman Telesnick

SECONDED: Commissioner Jones

<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 Small	X			

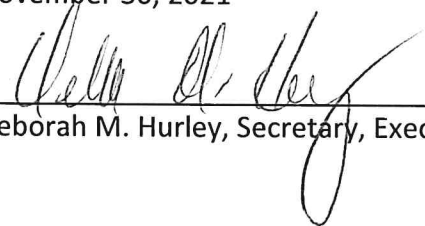
PASSED AND ADOPTED THE 30 day of November, 2021

I, Deborah M. Hurley, Secretary of the
Housing Authority of the Township of
Edison, hereby certify that the foregoing

RESOLUTION # 5-11-2021

**RESOLUTION BY THE 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.**

Is a true copy of a resolution of the
Authority adopted at a regular meeting
November 30, 2021



Deborah M. Hurley, Secretary, Executive Director



EDISON
HOUSING AUTHORITY
Creating a Community Where Everyone Thrives

Voucher Payment Standards

Voucher Payment Standards (VPS) Schedule is the maximum amount of subsidy Edison Housing Authority (EHA) will pay to owner on behalf of a Housing Choice Section 8 voucher holder. EHA payment standard schedule is based on the Fair Market Rent (FMR) for each unit size established by HUD.

Voucher Payment Standards effective January 1, 2022 for new rentals, transfers and annual re-certifications:

BEDROOM SIZE	PAYMENT STANDARD
Efficiency	\$1,275
One Bedroom	\$1,455
Two Bedroom	\$1,851
Three Bedroom	\$2,288
Four Bedroom	\$2,547
Five Bedroom	\$2,866
Six Bedroom	\$3,240

Payment standards are set at 100% of FMR's published by HUD.

*NOTE: The utility allowances are applicable to Section 8 tenants who are responsible for paying their own HEAT, HOT WATER, GAS, ELECTRIC & WATER. It should be noted that the above figures do not include utility allowance.

RESOLUTION # 6-11-2021

RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE APPROVAL OF FAIR MARKET RENTS FOR THE EDISON HOUSING AUTHORITY.

WHEREAS, the Commissioners of the Edison Housing Authority authorizes the approval of the fair market rents for the Edison Housing Authority; and

WHEREAS, the fee accountant of the Edison Housing Authority established payment standards that are set at 100% of FMR's published by HUD; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 6-11-21 shall be approved.

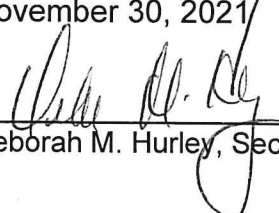
MOVED: Commissioner Koperwhats

SECONDED: Commissioner Mangione, Jr.

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

PASSED AND ADOPTED THE 30 day of November, 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

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.

WHEREAS, the Commissioners of the Edison Housing Authority authorizes the Executive Director to enter into a service agreement with SMS Building Systems, LLC to provide video surveillance equipment maintenance service; and

WHEREAS, the Edison Housing Authority is responsible for providing a safe environment for residents living within the housing authority community at Robert E. Holmes Gardens; and

WHEREAS, the video surveillance equipment maintenance service provided will be for one year in the amount of \$4200.00

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 7-11-21 shall be approved.

MOVED: Commissioner Koperwhats

SECONDED: Commissioner Mangione, Jr.

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

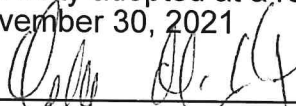
PASSED AND ADOPTED THE 30 day of November, 2021

I, Deborah M. Hurley, Secretary of the
Housing Authority of the Township of
Edison, hereby certify that the foregoing

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.**

Is a true copy of a resolution of the
Authority adopted at a regular meeting
November 30, 2021



Deborah M. Hurley, Secretary, Executive Director

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

OCTOBER 31, 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	\$ 270,141	\$ 233,333	\$ 36,808	15.8%
Operating Subsidy	294,620	296,989	(2,369)	-0.8%
CDBG Grant Revenue	-	21,667	(21,667)	-100.0%
Other Revenue	30,686	36,028	(5,342)	-14.8%
Year-to-Date Operating Revenue	595,447	588,017	7,430	1.3%
OPERATING EXPENSES				
Salaries & Benefits	278,713	265,844	(12,869)	-4.8%
Utilities Expense	108,190	116,667	8,477	7.3%
Maintenance Materials & Contract Costs	73,005	76,667	3,662	4.8%
Protective Services Contract	14,095	18,333	4,238	23.1%
Other Operating Expenses	100,006	109,517	9,511	8.7%
Year-to-Date Operating Expenses	574,009	587,028	13,019	2.2%
Net Operating Surplus / (Deficit)	\$ 21,438	\$ 989	\$ 20,449	2066.9%

OCTOBER 31, 2021 FISCAL YTD OPERATING SUMMARY HCV PROGRAM			
	<u>Admin</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
Operating Revenue	\$ 127,681	\$ 1,145,871	\$ 1,273,552
Operating Expenses:			
Salaries & Benefits	(41,938)	-	(41,938)
Other Admin. Expense	(61,952)	-	(61,952)
Housing Assistance Payments	-	(1,145,871)	(1,145,871)
Net Operating Surplus / (Deficit)	\$ 23,791	\$ -	\$ 23,791

UNRESTRICTED CASH & INVESTMENTS	<u>October</u>	<u>September</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,650,111	\$ 1,634,789	\$ 15,322
Housing Choice Voucher / SPC	660,555	682,185	(21,630)
Housing Authority Total	2,310,666	2,316,974	(6,308)
Component Unit EHA	555,482	553,733	1,749
UNRESTRICTED CASH & INVESTMENTS	\$ 2,866,148	\$ 2,870,707	\$ (4,559)

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	91,097	-	-
Total Funds Expended	212,452	91,097	-	-
Unobligated Funds	-	143,143	253,968	267,529
Unexpended Funds	5,656	143,143	253,968	267,529

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
PRELIMINARY FINANCIAL SUMMARY NOTES
October 31, 2021

Low Rent Public Housing and COCC Programs

EHA's LRPH/COCC fiscal YTD net operating profit through October 31, 2021 (3 months of the fiscal year) is \$21,438.

Operating Revenues – YTD operating revenues are \$595,447, or \$7,430 (1.3%) better than budget.

- Tenant rental revenue is \$270,141, or \$36,808 (15.8%) better than budget. The monthly rental revenue for AMP 1 and AMP 2 is approximately \$38,000 and \$27,000, respectively. The Authority must make every effort to collect rents as the tenant accounts receivable balance is approximately \$120,000.
- Operating subsidies are \$294,620, or \$2,369 (0.8%) 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 received \$10,000 in August, however that was for expense reimbursements related to the prior fiscal year.
- Other revenue is \$30,686 or \$5,342 (14.8%) below budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenues.

Operating Expenses – YTD operating expenses are \$574,009, or \$13,019 (2.2%) better than budget.

- Salaries and benefits are \$278,713, or \$12,869 (4.8%) higher than budget. This unfavorable budget variance is primarily because of unbudgeted bonuses that were paid in October.
- Utilities expenses are \$108,190, or \$8,477 (7.3%) better than budget. We expect utility expenses to increase as the winter weather sets in.
- Maintenance materials/contracts expenses are \$73,005, or \$3,662 (4.8%) better than budget.
- Protective services contract expenses are \$14,095, or \$4,238 (23.1%) better than budget. Please note the Authority has decided to put a temporary hold on security services.
- Other operating expenses are \$100,006, or \$9,511 (8.7%) 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 October 31, 2021 is \$23,791. The Authority's HAP expenses are covered by funding received from HUD. The administrative funding received by the Authority is \$23,791 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 \$2,866,148.

Grant Summary

The Authority has approximately \$670,000 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. All of the required documents for Capital Fund 2021 were submitted and approved, therefore these funds are now available.

