

**Edison Housing Authority Board Meeting**  
**Tuesday, March 15, 2022**  
**6:00 pm**

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85467036694?pwd=WWVaZGpGVTC0NXVoQUdocEdoeEsrZz09>

**Meeting ID: 854 6703 6694**

**Passcode: 614696**

**Phone: +1 646 558 8656 US (New York)**

**AGENDA**

Call to Order

Pledge of Allegiance

Please note that adequate notice of this meeting, as required by the Open Public Meetings Act of 1975, has been provided by notice and sent to the Homes News Tribune on December 30, 2021 and a copy of the notice was published in the Home News Tribune on January 4, 2022. 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.

4. Roll Call

5. Approval of February 15, 2022, Regular Meeting Minutes

6. Resolutions:

- |          |   |
|----------|---|
| 1-3-2022 | Resolution to approve vouchers for payment of invoices in the amount of \$102,857.19 for the month of March.  |
| 2-3-2022 | Resolution Acknowledging the Authority's Conflict of Interest Policy and NJ Local Government Ethics Code of Conduct.  |
| 3-3-2022 | Resolution Authorizing Commissioners and Staff of the Edison Housing Authority to Attend the 2022 NJNAHRO/MARO NAHRO Spring Training Conference in Atlantic City, NJ. |

**Edison Housing Authority Board Meeting  
Tuesday, March 15, 2022  
6:00 pm**

4-3-2022 Resolution to Award a contract for Preliminary Architectural Assessment for Edison Housing Authority Properties at Robert Holmes Gardens and Julius Engel Gardens.

5-3-2022 Resolution Approving and Adopting A Revised Procurement Policy of the Edison Housing Authority.

6-3-2022 Resolution Approving and Adopting a Revised Continuum of Care Policy.

7. Old Business:

a.) Financial Summary for Review

8. New Business:

a.) Executive Director Report

9. Public Portion

10. Adjournment

# EDISON HOUSING AUTHORITY

## REGULAR BOARD MEETING

February 15, 2022

6:00 PM

## MINUTES

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held via-video conference zoom. The meeting was called to order at 6:03 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 30, 2021 and a copy of the notice was published in the Home News Tribune on January 4, 2022. 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.

### Roll Call

**In attendance:** Vice Chairman Barry Telesnick, Commissioner Toni Johnson, Commissioner Dale Jones, Commissioner Raymond Koperwhats, Commissioner Lennox H. Small, Deborah Hurley, Executive Director, Terrence Corriston, Esq., and Councilwoman Joyce Ship-Freeman, Edison Township Liaison.

**Absent:** Chairman Carlos N. Sanchez  
Commissioner Louis A. Mangione, Jr.

**Guest:** Christine Opt'Hof, Director of HCV & COC Program

Motion to approve the minutes of February 15, 2022.

**Motion:** Commissioner Dale Jones

**Second:** Commissioner Raymond Koperwhats

**Discussions:** 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 1-2-2022 to approve vouchers for payment of invoices in the amount of \$92,615.10 for the month of February, 2022.**

**Motion:** Commissioner Raymond Koperwhats

**Second:** Commissioner Lennox Small

**Discussion:** Commissioner Koperwhats requested clarification on the football team payment for snow removal. Deborah Hurley, Executive Director explained that for several years, we have recruited several youths that participate in a non-profit community sports league to assist with snow removal. Commissioner Koperwhats also suggested that we consider purchasing a new truck and plow. Executive Director, Deborah Hurley confirmed that there have been funds allocated in the Capital Fund to secure a vehicle. Vice Chairman, Telesnick advised not to purchase a vehicle now and wait until March or later. Commissioner Koperwhats inquired about the cost of \$600 to repair the snowblowers. Depending on how long the housing authority has had the snowblower, it might be more cost effective to purchase a new snowblower. Executive Director, Deborah Hurley indicated that she would address the concern with the maintenance team and review the inventory and finances to assess.

**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:**

**Financial Statement:** The financial summary was not available due to the administration being affected by COVID-19. A summary will be provided at the next meeting.

**New Business:**

**Presentation:** Christine Opt'hof, Director of Housing Choice Voucher and COC Programs provided an overview of the program and the present status of the vouchers administered by the department. The board expressed appreciation for providing a thorough presentation. Both Deborah Hurley, Executive Director and Christine Opt'hof mentioned that the COC Program was audited last year and there were several findings that needed to be addressed. One of which requires the housing authority to appoint a homeless person to serve on the board. As a result, Deborah Hurley, Executive Director provided a copy of the policy for the commissioners to review, as a resolution may be presented at the next board meeting. Commissioner Barry Telesnick and others mentioned that we may be in compliance, since one of our commissioners, Toni Johnson works for a homeless organization. Deborah Hurley, Executive Director mentioned that perhaps this may be accepted and would confer with HUD and provide the board with an update on how best to proceed.

Deborah Hurley, Executive Director reported on the following:

*STEM and goIT mentoring programs* are ending on February 24<sup>th</sup> and February 28<sup>th</sup>, 2022. The programs will restart in April, 2022.

*RAD Program* will be presented to the RAD Committee in the month of February. Also, a meeting with mayor has been scheduled to present the RAD Program.



*Vacant position* – Christine Opt’hof, Director of HCV and COC has resigned and will be with the organization for one more week. As a result, a decision has been made by the executive director to secure a consultant for six weeks. Thus, allowing the executive director time to secure a qualified person for the position, as the RAD program will be taken into consideration when selecting a person to oversee HCV and COC program. The position is presently posted on Indeed.com. Commissioner Dale Jones mentioned that it was a good decision to consider outsourcing and not rush the process. Commissioner Dale asked about the number of vouchers our program issues. Christine Opt’hof and Deborah Hurley mentioned that we are able to administer 350+ vouchers and presently are numbers reflect that we could plausibly issue more. Executive Director, Deborah Hurley and the candidate selected to oversee the HCV program will revisit the existing vouchers and explore the number of vouchers we could safely issue to families.

**Public Portion:** 6:34 pm

**Motion:** Commissioner Lennox Small

**Second:** Commissioner Dale Jones

**Meeting open for the public.**

Councilwoman Joyce Ship-Freeman mentioned that there is an engineer in the community that would like to volunteer and tutor the youth at the authority. Deborah Hurley, Executive Director indicated that Commissioner Small and his fraternity would like to be involved as well, and perhaps we could coordinate efforts. Commissioner Small agreed that it would be a good idea. Commissioner Barry Telesnick thanked the councilwoman for supporting the housing authority community.

**Close Public Portion:** 6:37 pm

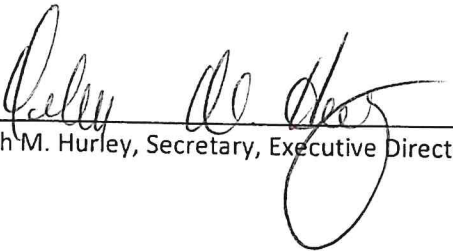
**Motion:** Commissioner Ray Koperwhats

**Second:** Commissioner Lennox H. Small

**Motion:** to adjourn by Commissioner Dale Jones

**Second by:** Commissioner Ray Koperwhats

**Adjourned Unanimously at** 6:39 pm

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

## Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 2/16/2022 Thru: 3/15/2022, 3) Program: Public Housing

Check Name: SSN/TIN: Check Address:

AB Universal Messaging 56-2554760 PO Box 195 Spring Lake NJ 07762

Print: 1099

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Yes Amount	Void	Doc Total
03/04/2022	3684	CHK	73800226202 2	answering service - mar 2022	03/22	\$90.64		\$90.64

Totals For Vendor: AB Universal Messaging

Aflac 1932 Wynnton Road Columbus GA 31999-0797								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
03/04/2022	3685	CHK	813070	insurance premium-feb 2021	03/22	\$180.32		\$180.32
03/11/2022	3726	CHK	542327	insurance premium-feb 2022	03/22	\$125.64		\$125.64

Totals For Vendor: Aflac

AFSCME NJ Council 63 2653-A Whitehorse-Hamilton Sq Road Nottingham Village Square								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
03/04/2022	3686	CHK	0322	union dues- 10/21-3/33 for 3 members	03/22	\$747.18		\$747.18

Totals For Vendor: AFSCME NJ Council 63

Barry Telesnick 142 Ethel Road Edison NJ 08817								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
03/04/2022	3687	CHK	21522	zoom board meeting attendance- 2/15/22	03/22	\$25.00		\$25.00

Totals For Vendor: Barry Telesnick

Breslin and Breslin, P.A. 41 Main Street Hackensack NJ 07601-7087								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
03/11/2022	3727	CHK	0222	legal services feb 2022	03/22	\$2,350.00		\$2,350.00

Totals For Vendor: Breslin and Breslin, P.A.

Brianna Gonzales 2C Weston Forbes Ct Edison NJ 08820								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
02/28/2022	3678	CHK	22822	award for attending the Go IT program 10/19/21-2/28/22	02/22	\$100.00		\$100.00

Totals For Vendor: Brianna Gonzales

Carmen Amalbert 11 Vermeer Drive South Amboy NJ 08879								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
03/11/2022	3728	CHK	22822	stipend STEM & Go IT mentoring program 10/19/21-2/28/22	03/22	\$500.00		\$500.00
			31022	reimb for notary public registration	03/22	\$30.00		\$30.00

Totals For Vendor: Carmen Amalbert

Cilla Manzo PR Marketing 3400 Avenue of the Arts G221 Costa Mesa CA 92626								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
03/04/2022	3688	CHK	ED-FEB-2022	website maintenance-feb 2022	03/22	\$150.00		\$150.00

Totals For Vendor: Cilla Manzo PR Marketing

CIT 21146 Network Place Chicago IL 60673-1211								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
03/04/2022	3689	CHK	39470958	telephone system lease - march 2022	03/22	\$258.78		\$258.78

Totals For Vendor: CIT

Corbett Exterminating, Inc. 284 Sheffield Street Unit: Suite 2 Mountainside NJ 07092								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No Amount	Void	Doc Total
								\$258.78



Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3690	CHK	0528347	apt 12A bed bug treatment	03/22	\$350.00		\$350.00
03/11/2022	3729	CHK	0529339	reh monthly cemit treatment - mar 2021	03/22	\$360.00		
			0529307	apt A2,A3 & B6 ant treatment	03/22	\$71.25		\$431.25
<b>Totals For Vendor: Corbett Exterminating, Inc.</b>								\$781.25
Dale Jones 52 Portland Street Edison NJ 08820						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3691	CHK	21522	zoom board meeting attendance 2/15/22	03/22	\$25.00		\$25.00
<b>Totals For Vendor: Dale Jones</b>								\$25.00
De Lage Landen Financial PO Box 41602 Philadelphia PA 19101-1602						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3692	CHK	75435554	reh copier lease 2/15/22-3/14/22	03/22	\$366.37		
			75435502	jeg copier lease 2/15/22-3/14/22	03/22	\$187.46		\$553.83
<b>Totals For Vendor: De Lage Landen Financial Services, Inc.</b>								\$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
03/04/2022	3693	CHK	3422	food for children attending the stem program 2/4/22, 2/7/22, 2/14/22	03/22	\$298.06		
			22422	purchase of cake for Christine farewell lunch	03/22	\$37.45		\$335.51
<b>Totals For Vendor: Deborah Hurley</b>								\$335.51
Edison Plumbing 94 Woodbury Road Edison NJ 08820						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3694	CHK	11922	bldg 11 fixed drain pipe in the crawl space	03/22	\$210.00		
			1122	apt 3E replaced bathtub, broken tub waste trap	03/22	\$430.00		
			13122	bldg C cleaned main drain line in the crawl space	03/22	\$340.00		\$980.00
<b>Totals For Vendor: Edison Plumbing</b>								\$980.00
Elijah Gonzales 2C Weston Forbes Ct Edison NJ 08820						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
02/28/2022	3679	CHK	22822	award for attending the Go IT program 10/19/21-2/28/22	02/22	\$100.00		\$100.00
<b>Totals For Vendor: Elijah Gonzales</b>								\$100.00
Elizabethtown Gas PO Box 6031 Bellmawr NJ 08099						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3695	CHK	3996554541-13122	reh gas 12/31/21-1/31/22	03/22	\$19,248.37		\$19,248.37
03/04/2022	3696	CHK	3922309254-21622	reh gas 1/20/22-2/16/22	03/22	\$1,274.94		\$1,274.94
03/04/2022	3697	CHK	4458334671-21622	reh gas 1/20/22-2/16/22	03/22	\$874.18		\$874.18
03/04/2022	3698	CHK	0577138900-21622	reh gas 1/20/22-2/16/22	03/22	\$10.00		\$10.00
<b>Totals For Vendor: Elizabethtown Gas</b>								\$21,407.49
Enes Service Center LLC 247 Central Avenue Meluchen NJ 08840						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3730	CHK	0222	auto fuel - feb 2022	03/22	\$341.56		\$341.56
<b>Totals For Vendor: Enes Service Center LLC</b>								\$341.56
General Security 971 Lehigh Avenue Union NJ 07083						No		
								\$341.56

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3699	CHK	1553292	burglar & fire alarm monitoring & service contract 3/1/22-5/31/22	03/22	\$275.40		\$275.40
<b>Totals For Vendor: General Security</b>								
<b>Gurney Electric LLC</b>								
				93 Spruce Street Port Reading NJ 07064		No		\$275.40
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3700	CHK	16196	bldg c breezeway led light fixture replaced	03/22	\$386.25		\$386.25
<b>Totals For Vendor: Gurney Electric LLC</b>								
<b>Home Depot Credit Services</b>								
				Dept 32 - 2531888992 PO Box 78047 Phoenix AZ 85062-8047		No		\$386.25
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3731	CHK	8903199	returned maint supply	03/22	(\$5.54)		
			8974261	maint supplies for vacancy prep	03/22	\$1,544.33		
			5974503	reh - maint materials for vacancies	03/22	\$2,438.84		
			8020625	reh maint materials for vacancies	03/22	\$210.36		
			3970193	reh maint materials for vacancies	03/22	\$2,080.34		
			1010885	maintenance materials	03/22	\$563.45		
<b>Totals For Vendor: Home Depot Credit Services</b>								
<b>InterGlobe Communications,</b>								
				101 Tyrellan Avenue Staten Island NY 10309-2651		No		\$6,831.78
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3732	CHK	220595721	telephone service - mar 2022	03/22	\$787.21		\$787.21
<b>Totals For Vendor: InterGlobe Communications, Inc.</b>								
<b>Jamal Rawles</b>								
				179 Brighton Ave Perth Amboy NJ 08861		No		\$787.21
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3701	CHK	3222	reimb for purchase of Playstation 5 for Xavier Senior- Go IT student incentive award	03/22	\$499.00		\$499.00
03/11/2022	3733	CHK	22822	stipend ofr STEM & Go IT program 10/19/21-2/28/22	03/22	\$150.00		\$150.00
<b>Totals For Vendor: Jamal Rawles</b>								
<b>Jocelyn Silva</b>								
				1132 Raritan Avenue Highland Park NJ 08904		No		\$649.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3734	CHK	2022	2022 prescription eyeglasses reimb	03/22	\$250.00		\$250.00
<b>Totals For Vendor: Jocelyn Silva</b>								
<b>Jocelyn Sirett</b>								
				1E Graham Ave Edison NJ 08820		No		\$250.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
02/28/2022	3680	CHK	22822	award for attending the Go IT program 10/19/21-2/28/22	02/22	\$100.00		\$100.00
<b>Totals For Vendor: Jocelyn Sirett</b>								
<b>Jolanta Kubacka</b>								
				40 Koyen Street Fords NJ 08863		No		\$100.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3702	CHK	21622	mileage reimb for trips to the food pantry 46m @.585¢	03/22	\$26.91		\$26.91
<b>Totals For Vendor: Jolanta Kubacka</b>								
<b>Kamira Davis</b>								
				1045 Grove Ave Apt 5C Edison NJ 08820		No		\$26.91
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
02/28/2022	3681	CHK	22822	award for attending the Go IT program 10/19/21-2/28/22	02/22	\$100.00		\$100.00
<b>Totals For Vendor: Kamira Davis</b>								
<b>\$100.00</b>								



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	
03/04/2022	3703	CHK	21522	zoom board meeting attendance - 2/15/22	03/22	\$25.00		\$25.00	
Totals For Vendor: Lennox H Small								\$25.00	
LouCás		9 Lincoln Hwy Edison NJ 08820		No					
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
02/24/2022	3676	CHK	022422	farewell lunch for Christine 2/24/22	02/22	\$170.00		\$170.00	
Totals For Vendor: LouCás								\$170.00	
Management Computer		810 Monitor Street PO Box 2045 La Crosse WI 54602-2045		No					
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
03/04/2022	3704	CHK	0222	pha-web annual support fee, document imaging fee, pro-rated tenant fee 1/1/22-12/31/22, portal setup	03/22	\$8,932.00		\$8,932.00	
Totals For Vendor: Management Computer Services, Inc.								\$8,932.00	
Marczak's		247 Central Avenue Metuchen NJ 08840		No					
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
03/04/2022	3705	CHK	0215	towed 96 Jeep, installed new battery, replaced terminal ends	03/22	\$473.00		\$473.00	
Totals For Vendor: Marczak's								\$473.00	
McLaughlin Stauffer & Shaklee, PC		4814 Outlook Drive Unit: Suite 112 Wall Township NJ 07753		No					
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
03/11/2022	3735	CHK	02-19243	Legal services-gen labor matters feb 2022	03/22	\$858.35		\$858.35	
Totals For Vendor: McLaughlin Stauffer & Shaklee, PC								\$858.35	
Mialli Wilson		136-11-3493 17D Beaver Avenue Edison NJ 08820		Yes					
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total	
03/11/2022	3736	CHK	22522	stem program temp help 2/7/22-2/25/22	03/22	\$193.50		\$193.50	
Totals For Vendor: Mialli Wilson								\$193.50	
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	
03/04/2022	3706	CHK	5535300000-21422	jeg water 1/14/22-2/14/22	03/22	\$4,805.90		\$4,805.90	
Totals For Vendor: Middlesex Water Company								\$4,805.90	
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	
03/04/2022	3707	CHK	N7345	remote & onsite maint of networks-feb 2022	03/22	\$792.00		\$792.00	
03/11/2022	3737	CHK	N7288	remote & onsite maint of networks-feb 2022	03/22	\$792.00			
			N7252	microsoft licenses,remote access service,go daddy web,domain,word press renewal	03/22	\$3,374.22		\$4,166.22	
Totals For Vendor: NetConnect, Inc.								\$4,958.22	
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	
03/04/2022	3708	CHK	1018-21002165779 8-22422	reh water 1/28/22-2/24/22	03/22	\$321.06			
			1018-21002183938 5-22422	reh water 1/28/22-2/24/22	03/22	\$3,323.39			

			1018-21002183711 2-22422	reh water 1/28/22-2/24/22	03/22	\$141.32		
			1018-21002160495 4-22422	reh water 1/28/22-2/24/22	03/22	\$126.71		
			1018-21002183781 5-22422	reh water 1/28/22-2/24/22	03/22	\$229.05		
			1018-21002184069 9-22422	reh water 1/28/22-2/24/22	03/22	\$170.57		
			1018-21002183851 1-22422	reh water 1/28/22-2/24/22	03/22	\$207.12		
			1018-21002190173 0-22422	reh water 1/28/22-2/24/22	03/22	\$177.87		
			1018-21002190243 6-22422	reh water 1/28/22-2/24/22	03/22	\$185.18		
			1018-21002160560 5-22422	reh water 1/28/22-2/24/22	03/22	\$496.51		
			1018-21002165669 6-22422	reh water 1/28/22-2/24/22	03/22	\$1,958.61		
			1018-21002190279 5-22422	reh water 1/28/22-2/24/22	03/22	\$1,011.27		
			1018-21002183632 4-22422	reh water 1/28/22-2/24/22	03/22	\$474.58		
			1018-21001896733 8-22422	reh water 1/28/22-2/24/22	03/22	\$762.72		\$9,585.96
03/11/2022	3738	CHK	1018-21002190134 1-22422	reh water 1/28/22-2/24/22	03/22	\$214.43		\$214.43
<b>Totals For Vendor: New Jersey American Water</b>								
New Jersey Family Support PO Box 4880 Trenton NJ 08650						No		\$9,800.39
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3739	CHK	CS34725666B-31122	child support garnishment Carlos Cortez	03/22	\$274.00		\$274.00
<b>Totals For Vendor: New Jersey Family Support Payment Center</b>								
New Jersey NAHRO c/o William Katchen, CPA 596 Anderson Avenue Suite 303 Cliffside						No		\$274.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3709	CHK	2022	2022 membership dues	03/22	\$175.00		\$175.00
<b>Totals For Vendor: New Jersey NAHRO</b>								
NJ Building Laborers 3218 Kennedy Blvd Jersey City NJ 07306						No		\$175.00
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3710	CHK	21822	union dues for skilled laborers for 232.50 hrs work 2/9/22-2/18/22	03/22	\$1,676.36		\$1,676.36
03/11/2022	3740	CHK	3422	dues for 270 hrs of union labor	03/22	\$1,946.70		\$1,946.70
<b>Totals For Vendor: NJ Building Laborers Statewide Welfare Fund</b>								
NJ/NAHRO c/o Carteret Housing Authority 96 Roosevelt Ave Carteret NJ 07008						No		\$3,623.06
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3741	CHK	5122	conference registration 5/1/22-5/4/22 Telesnick, Hurley	03/22	\$850.00		\$850.00
<b>Totals For Vendor: NJ/NAHRO</b>								
NTN-Philadelphia LB#2127 PO BOX 95000 Philadelphia PA 19195-0001						No		\$850.00



Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
02/16/2022	3674	CHK	NJ5508112	background check-Caressa Stanley	02/22	\$63.00		\$63.00
<b>Totals For Vendor: NTN-Philadelphia</b>								\$63.00
<b>Optimum</b>								\$63.00
PO Box 70340 Philadelphia PA 19176-0340						No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3711	CHK	07875386464 011-42122	reh internet service 3/22/22-4/21/22	03/22	\$15.55		\$15.55
03/04/2022	3712	CHK	07875453477 012-42122	maintenance internet service 3/22/22-4/21/22	03/22	\$80.48		\$80.48
03/04/2022	3713	CHK	07875207961 039-42122	jeg internet service 3/22/22-4/21/22	03/22	\$15.55		\$15.55
<b>Totals For Vendor: Optimum</b>								\$111.58
<b>Our Place Pizza</b>						No		
938 Inman Avenue Edison NJ 08820								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
02/28/2022	3677	CHK	22822	stem program refreshments 2/28/22	02/22	\$92.80		\$92.80
<b>Totals For Vendor: Our Place Pizza</b>								\$92.80
<b>Picture-It, Inc.</b>						No		
1703 Route 27 Edison NJ 08817								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3714	CHK	11356	29 medals for mentoring program	03/22	\$116.00		\$116.00
<b>Totals For Vendor: Picture-It, Inc.</b>								\$116.00
<b>Pitney Bowes Global Financial</b>						No		
PO Box 371887 Pittsburgh PA 15250-7887								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3715	CHK	3315240096	postage machine lease 1/21/22- 4/20/22	03/22	\$325.23		\$325.23
<b>Totals For Vendor: Pitney Bowes Global Financial Services LLC</b>								\$325.23
<b>Polcari &amp; Co.</b>						No		
2035 Hamburg Turnpike Unit: H Wayne NJ 07470								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3742	CHK	13404	accounting fee feb 2022+svcs outside the scope of contract, 2022 oper subsidy & P/R analysis	03/22	\$5,305.00		\$5,305.00
<b>Totals For Vendor: Polcari &amp; Co.</b>								\$5,305.00
<b>PSE&amp;G CO</b>						No		
PO Box 144444 New Brunswick NJ 08906-4444								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3716	CHK	6691572106- 21722	jeg gas & electric 11/16/21-2/16/22	03/22	\$12,368.78		\$12,368.78
03/11/2022	3743	CHK	1300007818- 22222	reh electric 1/22/22-2/22/22	03/22	\$2,318.15		\$2,318.15
<b>Totals For Vendor: PSE&amp;G CO</b>								\$14,686.93
<b>Raquel Landero</b>						No		
39 Madison Avenue Avenel NJ 07001								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/11/2022	3744	CHK	2022	2022 prescription eyeglasses reimb	03/22	\$250.00		\$250.00
<b>Totals For Vendor: Raquel Landero</b>								\$250.00
<b>Raymond Koperwhats</b>						No		
12 Deerwood Avenue Edison NJ 08817								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total
03/04/2022	3717	CHK	21522	zoom board meeting attendance - 2/15/22	03/22	\$25.00		\$25.00
<b>Totals For Vendor: Raymond Koperwhats</b>								\$25.00
<b>Regina Paparsenos</b>						Yes		
140-62-5062 6 Hunt Court Tinton Falls NJ 07753								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Void	Doc Total

03/11/2022	3745	CHK	21822	stipend STEM & Go IT program 10/19/21-2/28/22	03/22	\$500.00		\$500.00
<b>Totals For Vendor: Regina Paparsenos</b>								
Reserve Account(Postage) PO Box 223648 Pittsburgh PA 15250								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3718	CHK	0322	postage reserve- mar 2022	03/22		\$600.00	\$600.00
<b>Totals For Vendor: Reserve Account(Postage)</b>								
Rutgers, The State University Rutgers Center for Government Services Unit: 3rd Floor 3 Rutgers Plaza								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/11/2022	3746	CHK	31222	registration principles of redevelopment-Lennox Small	03/22		\$205.00	\$205.00
<b>Totals For Vendor: Rutgers, The State University of New Jersey</b>								
Sanal Wells 9F Lyle Place Edison NJ 08820								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
02/28/2022	3682	CHK	22822	award for attending the Go IT program 10/19/21-2/28/22	02/22		\$100.00	\$100.00
<b>Totals For Vendor: Sanal Wells</b>								
Sherwin Williams Co. 226 Talmadge Road Edison NJ 08817-2824								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3719	CHK	8464-1	50 gals antique white paint	03/22		\$1,241.50	\$1,241.50
<b>Totals For Vendor: Sherwin Williams Co.</b>								
Standard Waste Services 21 Edgeboro Road East Brunswick NJ 08816								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3720	CHK	428254	reh trash service- mar 2022	03/22		\$2,808.00	\$2,808.00
<b>Totals For Vendor: Standard Waste Services</b>								
Steve's Appliance Doctor, Inc. 6 Eardley Road Edison NJ 08817								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3721	CHK	43034	apt 12D bake Ignition kit installed	03/22		\$188.50	\$188.50
<b>Totals For Vendor: Steve's Appliance Doctor, Inc.</b>								
text-em-all 3803 Parkwood Blvd Unit: Suite 900 Frisco TX 75034								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3722	CHK	66722	4/1/22-6/30/22 mass calling & texting service	03/22		\$315.00	\$315.00
<b>Totals For Vendor: text-em-all</b>								
The Brooke Group LLC 27-0950485 209 E. Egnor Drive Absecon NJ 08205								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3723	CHK	EHA-GN01- 2022	RAD consultant - jan 2022	03/22		\$1,190.00	\$1,190.00
<b>Totals For Vendor: The Brooke Group LLC</b>								
The Print Post 274 Chestnut Street Newark NJ 07105								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3724	CHK	CR26976	to CR double pymt of inv 26976	12/21		(\$265.00)	
			27139	Christmas flyers design and printing	01/22		\$123.00	
			27336	1000 maintenance door hangers	03/22		\$335.00	
			27315	500 business cards for April	03/22		\$60.00	\$253.00
<b>Totals For Vendor: The Print Post</b>								
Toni Johnson B5 Willard Dunham Drive Edison NJ 08837								
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void Doc Total
03/04/2022	3725	CHK	21522	zoom board meeting attendance- 2/15/22	03/22		\$25.00	\$25.00



Totals For Vendor: Toni Johnson									\$25.00
Toshiba America Business Solutions									
PO Box 418600 Boston MA 02241-8600									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void	Doc Total
03/11/2022	3747	CHK	2651668	hcv dept printer toner cartridge	03/22		\$128.00		\$128.00
Totals For Vendor: Toshiba America Business Solutions									\$128.00
Verizon Wireless									
PO Box 408 Newark NJ 07101-0408									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void	Doc Total
03/11/2022	3748	CHK	9900638070	cell phone service 1/29/22-2/28/22	03/22		\$600.48		\$600.48
Totals For Vendor: Verizon Wireless									\$600.48
Xavier Senior									
8D Weston Forbes Ct Edlson NJ 08820									
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	No	Amount	Void	Doc Total
02/28/2022	3683	CHK	22822	award for attending the Go IT program 10/19/21-2/28/22	02/22		\$100.00		\$100.00
Totals For Vendor: Xavier Senior									\$100.00
Grand Totals:									
Total Payments:							62		\$102,857.19

## RESOLUTION # 1-3-2022

### APPROVE VOUCHERS FOR PAYMENT OF INVOICES

**WHEREAS**, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$102,857.19 for the month of March.

**NOW, THEREFORE, Be It Resolved** by the Board of Commissioner of the Edison Housing Authority that Resolution 1-3-2022 shall be approved.

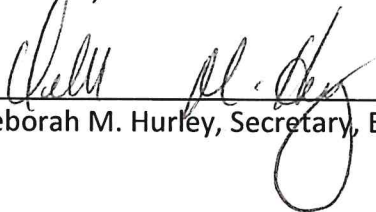
**MOVED:** Commissioner Koperwhats

**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 15 day of March, 2022

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting March 15, 2022

  
Deborah M. Hurley, Secretary, Executive Director

### **N.J. Local Government Ethics Code of Ethics**

40A:9-22.5 Code of ethics for local government officers or employees under jurisdiction of Local Finance Board

Local government officers or employees under the jurisdiction of the Local Finance Board shall comply with the following provisions:

- a. No local government officer or employee or member of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;
- b. No independent local authority shall, for a period of one year next subsequent to the termination of office of a member of that authority:
  - (1) award any contract which is not publicly bid to a former member of that authority;
  - (2) allow a former member of that authority to represent, appear for or negotiate on behalf of any other party before that authority; or
  - (3) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.The restrictions contained in this subsection shall also apply to any business organization in which the former authority member holds an interest.
- c. No local government officer or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others;
- d. No local government officer or employee shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment;
- e. No local government officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;
- f. No local government officer or employee, member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an

announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government officer in the discharge of his official duties;

g. No local government officer or employee shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;

h. No local government officer or employee or business organization in which he has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he serves. This provision shall not be deemed to prohibit one local government employee from representing another local government employee where the local government agency is the employer and the representation is within the context of official labor union or similar representational responsibilities;

i. No local government officer shall be deemed in conflict with these provisions if, by reason of his participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group;

j. No elected local government officer shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the officer or a member of his immediate family, whether directly or indirectly, in return therefor; and

k. Nothing shall prohibit any local government officer or employee, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests.

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Commissioner:

## RESOLUTION # 2-3-2022

### RESOLUTION ACKNOWLEDGING THE AUTHORITY'S CONFLICT OF INTEREST POLICY AND NJ LOCAL GOVERNMENT ETHICS CODE OF CONDUCT

**WHEREAS**, the Board of Commissioners is subject to the NJ Local Government Ethics Law (N.J.S.A 40A: 9-1.et.seq) and the Code of Conduct Contained therein and attached hereto; and

**WHEREAS**, it is appropriate to distribute a copy of the Code of Conduct to the Board of Commissioners; and

**WHEREAS**, EHA has adopted a personnel policy on October 10, 2021 which includes a Conflict of Interest Policy for staff; and

**WHEREAS**, the auditor has suggested that said policy be re-adopted for the purpose of making the commissioners aware that they are subject to said policy; and

**WHEREAS**, the Executive Director will have each staff member and each Commissioner of the Edison Housing Authority sign the attached Conflict of Interest Policy and Ethics Code of Conduct; and.

**NOW, THEREFORE, BE IT RESOLVED**, that the attached Conflict of Interest Policy and Code of Conduct are hereby acknowledged by the Board of Commissioners of the Edison Housing Authority.

**MOVED:** Commissioner Lennox H. Small

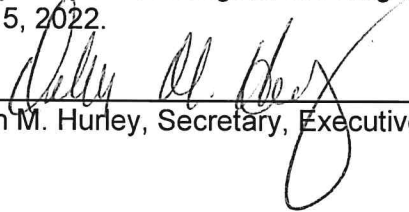
**SECONDED:** Commissioner Raymond Koperwhats

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</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 # 2-3-2022

PASSED AND ADOPTED THE 15 day of March, 2022

I, Deborah M. Hurley, Secretary of the  
Housing Authority of the Township of  
Edison, hereby certify that the foregoing  
Is a true copy of a resolution of the  
Authority adopted at a regular meeting  
March 15, 2022.

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

## RESOLUTION # 3-3-2022

### A RESOLUTION AUTHORIZING COMMISSIONERS AND STAFF OF THE EDISON HOUSING AUTHORITY TO ATTEND THE 2022 NJNAHRO/MARC NAHRO SPRING TRAINING CONFERENCE IN ATLANTIC CITY, NJ

**WHEREAS**, the Edison Housing Authority has determined that it is in the Authority's best interest to provide continuing education for its Commissioners and Staff; and

**WHEREAS**, Authority Commissioners and Staff desire to attend the 2022 NJNAHRO/MARC NAHRO Spring Training Conference to be held in Atlantic City from May 1, 2022 through May 4, 2022; and

**WHEREAS**, the Executive Director have determined that budgeted funds are available to pay the expenses of attendance; and

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Edison Housing Authority, that Resolution 3-3-2022; authorizing commissioners and staff to attend the NJNAHRO/MARC NAHRO Spring Training Conference is hereby approved.

**MOVED:** Commissioner Raymond Koperwhats

**SECONDED:** Vice Chairman Barry Telesnick

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</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			

PASSED AND ADOPTED THE 15 day of March, 2022

I, Deborah M. Hurley, Secretary of the Housing Authority of the Township of Edison, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted at a regular meeting March 15, 2022.

  
Deborah M. Hurley, Secretary, Executive Director





January 26, 2022

**Rick Ginnetti**  
**Brooke Group LLC**  
**209 East Egnor Drive**  
**Galloway, NJ 08205**  
**rickg@brookegroupllc.com**

**Re: ARCHITECTURAL SERVICES PROPOSAL for**  
**JULIUS C. ENGELS GARDEN APARTMENTS AND ROBERT**  
**HOLMES GARDEN APARTMENTS REDEVELOPMENT**  
EDISON, NJ  
HD Project 21-044

Dear Rick:

Thank you for providing us the opportunity to submit this proposal for architectural services.

#### **PROGRAM**

**Julius C. Engels Garden Apartments** and **Robert Holmes Garden Apartments** are existing residential communities located in Edison, NJ. The Edison Housing Authority will pursue tax-credits for the renovation of the existing buildings.

The Julius C. Engels Garden Apartments contains 70-units of family housing.

The apartment distribution is as follows:

**70 apartments total**

48 one-bedroom apartments

10 two-bedroom apartments

12 three-bedroom apartments

The Robert Holmes Garden Apartments contains 90-units of family housing.

The apartment distribution is as follows:

**90 apartments total**

6 one-bedroom apartments

22 two-bedroom apartments

38 three-bedroom apartments

**donovan**  
a r c h i t e c t s

9 TANNER ST. | SUITE 201  
HADDONFIELD NJ 08033  
donovanarchitects.com





18 four-bedroom apartments  
6 five-bedroom apartments

An evaluation of each community is required to determine the extent and scope for the renovations to develop preliminary design concepts.

## **SCHEDULE OF SERVICES**

### **PHASE I: PRELIMINARY DESIGN**

- Review available background information: site plans, zoning and land development code, site photography, etc.
- Site visit and building investigation.
- Existing building survey and documentation.
- Preliminary building code analysis.
- Review all pertinent and applicable requirements (state building code, federal and state accessibility requirements, funding source requirements, etc.).
- Prepare conceptual drawings and renderings of building exteriors and of interior unit layouts.
- Assist in the selection of new mechanical systems.
- Attend meetings with ownership representatives to review design variations.
- Attend meetings with professional team members to review design.
- Complete all necessary modifications necessary to finalize package for submission to funding agencies.
- Modify all basic design documents to include: apartment floor plans, composite building elevations, and illustrative renderings, as required.
- Assist in the preparation of application to pursue State funding.

### **FEE SCHEDULE**

### **Site Development / Approvals**

#### **Base Contract**

Phase I: Preliminary Design	\$ 14,500
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#### **Base Contract Total**

**\$ 14,500**

## **OTHER CONSIDERATIONS**

**INVOICING:** Invoices will be provided upon completion of Phase I. In the event of termination of services, or cancellation of project, all completed work and incurred expenses to date will be billed for payment.



**ADDITIONAL SERVICES:** Any services beyond the scope of this agreement, if required, will be billed hourly at the following rates:

Principal	\$175.00 / hour
Architect	\$140.00 / hour
Draftsperson	\$110.00 / hour

**REIMBURSABLE SERVICES:** Included with this proposal are three sets of original documents, and reports for each phase, delivered to you. All other reproduction, delivery, telecommunications, or other miscellaneous expenses will be billed at cost x 1.15. Fedex Kinkos rates will be referenced as basis for costs.

If you find this proposal acceptable, please sign (as indicated below) and return one copy. If you have any questions or comments or would like to discuss the proposal in further detail, I am available immediately. Again, we thank you for the opportunity and we look forward to working together.

Sincerely,

Michael Donovan, AIA

Principal

**donovan.architects**

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**Rick Ginnetti, Brooke Group, LLC**

**Date**

**donovan**  
a r c h i t e c t s

9 TANNER ST. | SUITE 201  
HADDONFIELD NJ 08033  
donovanarchitects.com

## RESOLUTION # 4-3-2022

### A RESOLUTION TO AWARD A CONTRACT FOR PRELIMINARY ARCHITECTURAL ASSESMENT FOR EDISON HOUSING AUTHORITY PROPERTIES AT ROBERT HOLMES GARDENS AND JULIUS ENGEL GARDENS

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

**WHEREAS**, the Authority has engaged the Brooke Group to implement the RAD (Rental Assistance Demonstration) Program at the Edison Housing Authority; and

**WHEREAS**, the Brooke Group has recommended that the Edison Housing Authority secure an architectural firm for the purpose of securing a preliminary financial needs assessment of Robert Holmes Gardens and Julius Engel Gardens; and

**WHEREAS**, the Edison Housing Authority secured three quotes from architectural firms with the assistance of the Brooke Group, and

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

<b>VENDOR</b>	<b>PRICE</b>
Donovan Architects Haddonfield, New Jersey	\$14,500.00
Clarke, Caton, Hintz Trenton, New Jersey	\$49,900.00
Kitchen and Associates Collingswood, New Jersey	\$49,400.00

**NOW THEREFORE**, be it resolved that the Executive Director, shall execute a contract with Donovan Architects services for the RAD Program architectural preliminary assessments of the Edison Housing Authority properties at a cost not to exceed \$15,000.00.

**MOVED:** Commissioner Toni Johnson

**SECONDED:** Commissioner Dale Jones

<b><u>Member Recorded Vote</u></b>	<b><u>Ayes</u></b>	<b><u>Nays</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Chairman Carlos N. Sanchez				X
Vice Chairman Barry Telesnick	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Raymond Koperwhats	X			

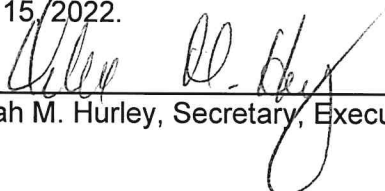
RESOLUTION # 4-3-2022

A RESOLUTION TO AWARD A CONTRACT FOR PRELIMINARY ARCHITECTURAL  
ASSESSMENT FOR EDISON HOUSING AUTHORITY PROPERTIES AT  
ROBERT HOLMES GARDENS AND JULIUS ENGEL GARDENS

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Lou Mangione, Jr.	X			
Commissioner Lennox H. Small	X			

PASSED AND ADOPTED THE 15 day of March, 2022

I, Deborah M. Hurley, Secretary of the  
Housing Authority of the Township of  
Edison, hereby certify that the foregoing  
Is a true copy of a resolution of the  
Authority adopted at a regular meeting  
March 15, 2022.

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



## RESOLUTION # 5-3-2022

### A RESOLUTION APPROVING AND ADOPTING A REVISED PROCUREMENT POLICY OF THE EDISON HOUSING AUTHORITY

**WHEREAS**, the Edison Housing Authority adopted a procurement policy in 2002; and

**WHEREAS**, revisions are needed to the Housing Authority's Procurement Policy to include all new State and Federal regulations, changes and updates to the CFP and HUD regulations, and requirements relating to procurement activities and actions; and

**NOW THEREFORE**, be it resolved that the Board of Commissioners of the Edison Housing Authority hereby Approves and Adopts the revised Procurement Policy of the Edison Housing Authority.

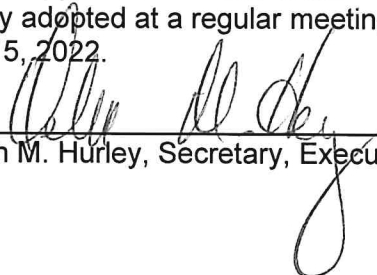
**MOVED:** Commissioner Raymond Koperwhats

**SECONDED:** Vice Chairman Barry Telesnick

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</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			

PASSED AND ADOPTED THE 15 day of March, 2022

I, Deborah M. Hurley, Secretary of the  
Housing Authority of the Township of  
Edison, hereby certify that the foregoing  
Is a true copy of a resolution of the  
Authority adopted at a regular meeting  
March 15, 2022.

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

## RESOLUTION # 6-3-2022

### A RESOLUTION APPROVING AND ADOPTING A REVISED CONTINUUM OF CARE POLICY

**WHEREAS**, the Edison Housing Authority adopted a Continuum of Care Policy formerly known as the Shelter Care Plus Program in August, 2012; and

**WHEREAS**, revisions are needed to the Continuum of Care Policy to include HUD regulations, and requirements relating to the Continuum of Care program; and

**NOW THEREFORE**, be it resolved that the Board of Commissioners of the Edison Housing Authority hereby Approves and Adopts the revised Continuum of Care Policy.

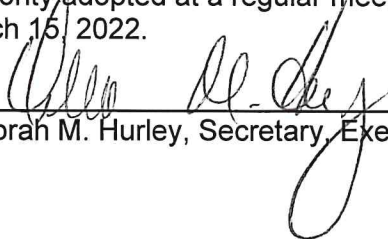
**MOVED:** Commissioner Toni Johnson

**SECONDED:** Commissioner Lennox H. Small

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</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			

PASSED AND ADOPTED THE 15 day of March, 2022

I, Deborah M. Hurley, Secretary of the  
Housing Authority of the Township of  
Edison, hereby certify that the foregoing  
Is a true copy of a resolution of the  
Authority adopted at a regular meeting  
March 15, 2022.

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

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON  
PRELIMINARY FINANCIAL SUMMARY

FEBRUARY 28, 2022 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	\$ 521,324	\$ 466,667	\$ 54,657	11.7%
Operating Subsidy	599,856	593,977	5,879	1.0%
CDBG Grant Revenue	8,386	43,333	(34,947)	-80.6%
Other Revenue	59,025	72,057	(13,032)	-18.1%
Year-to-Date Operating Revenue	1,188,591	1,176,034	12,557	1.1%
OPERATING EXPENSES				
Salaries & Benefits	558,078	531,689	(26,389)	-5.0%
Utilities Expense	279,605	233,333	(46,272)	-19.8%
Maintenance Materials & Contract Costs	140,707	153,333	12,626	8.2%
Protective Services Contract	18,215	36,667	18,452	50.3%
Other Operating Expenses	186,245	219,033	32,788	15.0%
Year-to-Date Operating Expenses	1,182,850	1,174,055	(8,795)	-0.7%
Net Operating Surplus / (Deficit)	\$ 5,741	\$ 1,979	\$ 3,762	190.1%

FEBRUARY 28, 2022 FISCAL YTD OPERATING SUMMARY HCV PROGRAM			
	<u>Admin</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
Operating Revenue	\$ 243,087	\$ 2,307,270	\$ 2,550,357
Operating Expenses:			
Salaries & Benefits	(90,152)	-	(90,152)
Other Admin. Expense	(109,509)	-	(109,509)
Housing Assistance Payments	-	(2,307,270)	(2,307,270)
Net Operating Surplus / (Deficit)	\$ 43,426	\$ -	\$ 43,426

UNRESTRICTED CASH & INVESTMENTS			
	<u>February</u>	<u>January</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,668,418	\$ 1,594,983	\$ 73,435
Housing Choice Voucher / SPC	637,157	661,616	(24,459)
Housing Authority Total	2,305,575	2,256,599	48,976
Component Unit EHA	588,269	584,238	4,031
UNRESTRICTED CASH & INVESTMENTS	\$ 2,893,844	\$ 2,840,837	\$ 53,007

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  
February 28, 2022

Low Rent Public Housing and COCC Programs

EHA's LRP/COCC fiscal YTD net operating profit through February 28, 2022 (8 months of the fiscal year) is \$5,741.

Operating Revenues – YTD operating revenues are \$1,188,591, or \$12,557 (1.1%) better than budget.

- Tenant rental revenue is \$521,324 or \$54,657 (11.7%) better than budget. The monthly rental revenue for AMP 1 and AMP 2 is approximately \$43,000 and \$25,000, respectively. The Authority must make every effort to collect rents as the tenant accounts receivable balance is approximately \$127,000.
- Operating subsidies are \$599,856, or \$5,879 (1.0%) above 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 \$59,025 or \$13,032 (18.1%) below budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenues.

Operating Expenses – YTD operating expenses are \$1,182,850, or \$8,795 (0.7%) higher than budget.

- Salaries and benefits are \$558,078, or \$26,389 (5.0%) higher than budget due to the following: Overtime, unbudgeted new hires in the maintenance department, and unbudgeted bonus and salary increases throughout the fiscal year.
- Utilities expenses are \$279,605, or \$46,272 (19.8%) higher than budget. As expected, the EHA utility costs have significantly increased during the winter. Utility costs usually improve (decrease) during the spring.
- Maintenance materials/contracts expenses are \$140,707, or \$12,626 (8.2%) better than budget.
- Protective services contract expenses are \$18,215, or \$18,452 (50.3%) better than budget. Please note the Authority has decided to put a temporary hold on security services.
- Other operating expenses are \$186,245, or \$32,788 (15.0%) 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 February 28, 2022 is \$43,426. The Authority's HAP expenses are covered by funding received from HUD. The administrative funding received by the Authority is \$43,426 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 \$2,893,844.

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 received approximately \$30,000 from CFP 2019 in December to help fund EHA operations and administrative costs.