

**Edison Housing Authority Board Meeting  
Tuesday, April 19, 2022**

**Robert E. Holmes Gardens (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 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 March 15, 2022, Regular Meeting Minutes

6. Resolutions:

- |          |   |
|----------|---|
| 1-4-2022 | Resolution to approve vouchers for payment of invoices in the amount of \$99,169.31 for the month of April.   |
| 2-4-2022 | Resolution to award contract for Landscaping Services at Robert E. Holmes Gardens and Julius Engel Gardens.   |
| 3-4-2022 | Resolution to adopt schedule/list of charges that will be applied to Edison Housing Authority residents for repairs, replacements, as a result of damages caused by resident and or tenant member of the household. |

**Edison Housing Authority Board Meeting  
Tuesday, April 19, 2022**

**Robert E. Holmes Gardens (Community Room)**

**6:00 pm**

**7. Old Business:**

a.) Financial Summary for Review

**8. New Business:**

a.) RAD Update, Presented by Rick Ginetti, The Brooke Group

b.) Executive Director Report

**9. Public Portion**

**10. Adjournment**

# EDISON HOUSING AUTHORITY

## REGULAR BOARD MEETING

March 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 6:02 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 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 Louis A. Mangione, Jr., Commissioner Lennox H. Small, Deborah Hurley, Executive Director, Terrence Corriston, Esq., and Councilwoman Joyce Ship-Freeman, Edison Township Liaison.

**Absent:** Chairman Carlos N. Sanchez

Motion to approve the minutes of February 15, 2022.

**Motion:** Commissioner Toni Johnson

**Second:** Commissioner Dale Jones

**Discussions:** Vice Chairman Telesnick asked if there were any questions. There was no discussion.

### Approved as follows:

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

**Resolution 1-3-2022** to approve vouchers for payment of invoices in the amount of \$102,857.19 for the month of March 2022.

**Motion:** Commissioner Raymond Koperwhats

**Second:** Commissioner Lou Mangione, Jr.

**Discussion:** Vice Chairman Barry Telesnick asked if there were any questions. There was no discussion.

**Approved as follows:**

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

**Resolution 2-3-2022** acknowledging the Authority's Conflict of Interest Policy and NJ Local Government Ethics Code of Conduct.

**Motion:** Commissioner Lennox H. Small

**Second:** Commissioner Raymond Koperwhats

**Discussion:** Vice Chairman Barry Telesnick requested Executive Director, Deborah Hurley to provide an overview of the resolution. Deborah Hurley, Executive Director directed the commissioners to review the Code of Ethics Policy, as it is required by HUD that staff and commissioners sign a code of ethics policy to ensure there are no conflicts of interests, while serving on the board or working for the Edison Housing Authority. This has been initiated as a result of our recent audit. Later in the week, EHA's administrative assistant will follow up with each board member to secure your signed Code of Ethics policy, which will be placed in your file. 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 3-3-2022** authorizing commissioners and staff of the Edison Housing Authority to attend the 2022 NJNAHRO/MARC NAHRO spring training conference in Atlantic City, NJ.

**Motion:** Commissioner Raymond Koperwhats

**Second:** Vice Chairman Barry Telesnick

**Discussion:** Executive Director, Deborah Hurley mentioned that this will be one of the largest conferences for NJNAHRO as other states in the North East area have been invited. It will be a great networking opportunity. Vice Chairman Barry Telesnick will be attending and encourages others to attend.



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 4-3-2022 to award a contract for preliminary architectural assessment for Edison Housing Authority Properties at Robert Holmes Gardens and Julius Engel Gardens.**

**Motion:** Commissioner Toni Johnson

**Second:** Commissioner Dale Jones

**Discussion:** Deborah Hurley, Executive Director provided an RAD update. Presently, our RAD consultants have recommended that an architect be secured to conduct a preliminary financial assessment. The RAD Committee consisting of Commissioner Raymond Koperwhats, Commissioner Dale Jones, Chairman Carlos N. Sanchez, Jocelyn Silva and Deborah Hurley, Executive Director, recently met and received an update from the consultants. During the committee meeting, the process of selecting an architect to conduct the initial assessment was presented. Commissioner Raymond Koperwhats inquired about the disparity between the quotes from the three architects that responded. Deborah Hurley, Executive Director mentioned that the architects factored in the process of taking on the entire project verses focusing on the preliminary process that was requested, as a result Donovan Architects were the lowest bid. Once the architects are engaged, a tour will be scheduled later in the month to start the process.

Approved as follows:

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

**Resolution 5-3-2022 to approve and adopt a revised procurement policy of the Edison Housing Authority.**

**Motion:** Commissioner Lou Mangione, Jr.

**Second:** Commissioner Raymond Koperwhats

**Discussion:** Deborah Hurley, Executive Director explained the importance of maintaining a current procurement policy. Recently, Edison Housing Authority completed an audit, which flagged the last policy was updated in 2002. After consulting with Edison Housing Authority counsel, Terrence Corrison, Esq. provided a revised and current copy of the procurement policy for the Edison Housing Authority. Executive Director, Deborah Hurley asked counsel for clarification on page 57, referencing the number

of days allowed for a vendor to protest the award of a contract. It was suggested by counsel that a protest against the award of a contract, must be received within 10 calendar days after opening of the sealed bids or within 7 days of notice of selection of a competitive proposal, or proposal will not be considered.

**Motion:** Commissioner Koperwhats made motion to amend changes to the policy, recommended by Edison Housing Authority Counsel, Terrence Corriston, Esq.

**Second:** Commissioner Barry Telesnick

**Vote:** All Ayes

Approved as follows:

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

**Resolution 6-3-2022 to approve and adopt a revised Continuum of Care policy of the Edison Housing Authority.**

**Motion:** Commissioner Toni Johnson

**Second:** Commissioner Lennox H. Small

**Discussion:** Deborah Hurley, Executive Director provided an overview of the COC (Continuum of Care) Program, which has been traditionally known as the Shelter Care Plus Program. The CoC program was audited in 2021. There were no concerns but there were several findings. One finding requested us to change our documents, audits, and budget where mentioned "Shelter Care Plus" to Continuum of Care. This finding has been rectified. The second finding is to provide an updated Continuum of Care Policy for the Edison Housing Authority. The last policy was updated in 2012. We have been working our COC consultants, Monarch to assist us with the updates to ensure we are consistent with HUD requirements. The third finding is a need to secure a person on the board to represent the homeless population. Presently, we are working with HUD and consultants to complete the finding. Commissioner Jones made the following comment: "Continuum of Care" is one of the most regulated HUD programs. And that you must be very skilled to manage this program. This program pays very little to the housing authority, but it offers a lot to the community." Director Hurley, Executive Director explained further that we do not just allocate and administer vouchers, as we often become caseworkers, as we try to help families keep their vouchers to prevent a family from becoming homeless. 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			

**Old Business:**

- a.) Financial Statement: Board has the financial summary available for review.

**New Business:**

- a.) Executive Director
  - a. Audit completed -The auditor will be invited to attend a meeting to review the audit with the board.
  - b. RAD – The Rad consultants have suggested we start the process of educating our residents. We anticipate holding a meeting within the next 30 days with the community to allow for Q &A.
  - c. RFP for ground maintenance has been published in the Home News Tribune.
  - d. RFP for basketball and tennis courts is being worked on for the month of April/May.

Public Portion: 6:40pm

Motion: Commissioner Raymond Koperwhats

Second: Commissioner Louis Mangione

**Meeting open for the public.**

Councilwoman Joyce Ship-Freeman mentioned former Councilman Lenny Sendelsky would be willing to facilitate a mentoring program. Commissioner Small also indicated that he would be willing to join forces to help start the program. Executive Director, Deborah Hurley mentioned that a program during the summer for the youth would be a welcomed. Commissioner Telesnick thanked the councilwoman for the continued support.

Closed Public Portion: 6:43 pm

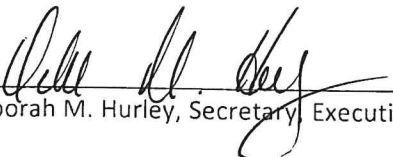
Motion: Commissioner Ray Koperwhats

Second: Commissioner Dale Jones

Motion: to adjourn by Commissioner Ray Koperwhats

Second by: Commissioner Louis Mangione

Adjourned Unanimously at 6:44 pm

  
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Deborah M. Hurley, Secretary, Executive Director

## Edison Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 3/16/2022 Thru: 4/19/2022, 3) Program: Public Housing

Check Name		SSN / TIN	Check Address		Print 1099		
AB Universal Messaging		56-2554760	PO Box 195 Spring Lake NJ 07762		Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3786	CHK	738003262022	answering service - apr 2022	04/22	\$123.44	\$123.44
<b>Totals For Vendor: AB Universal Messaging</b>							<b>\$123.44</b>
Acme Windows			36 Somerset Street Plainfield NJ 07060		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3787	CHK	46886	reh-24 window screens & 12 re-screens	04/22	\$1,380.00	\$1,380.00
<b>Totals For Vendor: Acme Windows</b>							<b>\$1,380.00</b>
Aflac			1932 Wynnton Road Columbus GA 31999-0797		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3788	CHK	920991	insurance premium-mar 2022	04/22	\$125.64	\$125.64
<b>Totals For Vendor: Aflac</b>							<b>\$125.64</b>
Ashley Young-Cerchio		158-94-8193	41 Trafalgar Dr Colonia NJ 07067		Yes		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3750	CHK	32522	stipend for STEM teacher	04/22	\$200.00	\$200.00
<b>Totals For Vendor: Ashley Young-Cerchio</b>							<b>\$200.00</b>
Barry Telesnick			142 Ethel Road Edison NJ 08817		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3751	CHK	31522	zoom board meeting attendance 3/15/22	04/22	\$25.00	\$25.00
04/13/2022	3789	CHK	5222	mileage & stipend for MARC/NAHRO conference @Hard Rock AC	04/22	\$312.00	\$312.00
<b>Totals For Vendor: Barry Telesnick</b>							<b>\$337.00</b>
Carmen Amalbert			11 Vermeer Drive South Amboy NJ 08879		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3752	CHK	31522	mileage reimb 2/15/22-3/15/22	04/22	\$34.23	\$34.23
<b>Totals For Vendor: Carmen Amalbert</b>							<b>\$34.23</b>
Cilla Manzo PR Marketing			3400 Avenue of the Arts G221 Costa Mesa CA 92626		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3753	CHK	ED-MAR-2022	website maintenance - march 2022	04/22	\$150.00	\$150.00
<b>Totals For Vendor: Cilla Manzo PR Marketing</b>							<b>\$150.00</b>
CIT			21146 Network Place Chicago IL 60673-1211		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3754	CHK	39679219	telephone system lease - apr 2022	04/22	\$258.78	\$258.78
<b>Totals For Vendor: CIT</b>							<b>\$258.78</b>
Commissioner of LWD			PO Box 392 Trenton NJ 08625-0392		No		
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total



04/13/2022	3790	CHK	2025	3 yr boiler operator license renewal for Antonio	04/22	\$160.00	\$160.00
<b>Totals For Vendor: Commissioner of LWD</b>							<b>\$160.00</b>
Corbett Exterminating, Inc. 284 Sheffield Street Unit: Suite 2 Mountainside NJ 07092						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3755	CHK	0530003	apt C4 ant treatment 3/23/22	04/22	\$47.50	\$47.50
04/13/2022	3791	CHK	0526523	reh monthly cemit treatment - jan 2021	04/22	\$360.00	
			0526523-cm	CR for cemit treatment for jan 2022	04/22	(\$225.00)	\$135.00
<b>Totals For Vendor: Corbett Exterminating, Inc.</b>							<b>\$182.50</b>
Dale Jones 52 Portland Street Edison NJ 08820						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3756	CHK	31522	zoom board meeting attendance 3/15/22	04/22	\$25.00	\$25.00
<b>Totals For Vendor: Dale Jones</b>							<b>\$25.00</b>
De Lage Landen Financial PO Box 41602 Philadelphia PA 19101-1602						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/28/2022	3749	CHK	75753775	reh copier lease 3/15/22-4/14/22	03/22	\$385.14	
			75753736	jeg copier lease 3/15/22-4/14/22	03/22	\$195.24	\$580.38
04/13/2022	3792	CHK	76058052	reh copier lease 4/15/22-5/14/22	04/22	\$355.61	
			76057385	jeg copier lease 4/15/22-5/14/22	04/22	\$196.84	\$552.45
<b>Totals For Vendor: De Lage Landen Financial Services, Inc.</b>							<b>\$1,132.83</b>
Deborah Hurley 1434 Maplewood Terrace Plainfield NJ 07060						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3793	CHK	2022	2022 prescription eyeglasses reimb + donuts & coffee during food distribution	04/22	\$300.71	
			5222	mileage & stipend for the MARC/NAHRO conference @Hard Rock AC	04/22	\$247.00	\$547.71
<b>Totals For Vendor: Deborah Hurley</b>							<b>\$547.71</b>
Edison Plumbing 94 Woodbury Road Edison NJ 08820						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3794	CHK	3122	apt 6A replaced leaking water line inside wall	04/22	\$320.00	
			3822	apt 12A fixed leaking pipe under kitchen sink(inside wall)	04/22	\$310.00	
			31122	apt 5D fixed leaks & installed necessary pipes	04/22	\$290.00	
			22522	apt G2 bldg drain cleanout in the crawl space	04/22	\$340.00	
			31822	apt B6 replaced leaking pipe & installed shut off valve	04/22	\$270.00	

				31422	apt A6 cleaned bldg sewer line in the crawl space	04/22	\$310.00	\$1,840.00
Totals For Vendor: Edison Plumbing								\$1,840.00
Elizabethtown Gas				PO Box 6031 Bellmawr NJ 08099			No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	Amount	Doc Total
03/30/2022	3757	CHK	3996554541-22822	reh gas 1/31/22-2/28/22		04/22	\$18,545.32	\$18,545.32
03/30/2022	3758	CHK	4458334671-32122	reh gas 2/16/22-3/21/22		04/22	\$465.96	\$465.96
03/30/2022	3759	CHK	3922309254-32122	reh gas 2/16/22-3/21/22		04/22	\$1,414.61	\$1,414.61
03/30/2022	3760	CHK	0577138900-32122	reh gas 2/16/22-3/21/22		04/22	\$10.00	\$10.00
Totals For Vendor: Elizabethtown Gas								\$20,435.89
Enes Service Center LLC				247 Central Avenue Metuchen NJ 08840			No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	Amount	Doc Total
04/13/2022	3795	CHK	0322	auto fuel - mar 2022		04/22	\$336.00	\$336.00
Totals For Vendor: Enes Service Center LLC								\$336.00
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	Doc Total
04/13/2022	3796	CHK	8313936	maint materials		04/22	\$458.48	
			8324069	maint materials		04/22	\$526.69	
			4970805	maint materials		04/22	\$1,853.96	
			9314285	maint materials		04/22	\$211.29	
			5971971	maint materials		04/22	\$1,073.69	
			4023974	maint materials		04/22	\$94.40	
			4972020	maint materials		04/22	\$770.43	
			3972096	maint materials		04/22	\$329.30	\$5,318.24
Totals For Vendor: Home Depot Credit Services								\$5,318.24
InterGlobe Communications,				101 Tyrellan Avenue Staten Island NY 10309-2651			No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	Amount	Doc Total
04/13/2022	3797	CHK	220905721	telephone service - mar 2022		04/22	\$831.34	\$831.34
Totals For Vendor: InterGlobe Communications, Inc.								\$831.34
Jamal Rawles				179 Brighton Ave Perth Amboy NJ 08861			No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	Amount	Doc Total
03/30/2022	3761	CHK	32522	stipend for STEM teacher		04/22	\$150.00	\$150.00
Totals For Vendor: Jamal Rawles								\$150.00
Jennifer Thompson				091-58-0481	9 Kester Drive Edison NJ 08817		Yes	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	Amount	Doc Total
03/30/2022	3762	CHK	32522	stipend for STEM teacher		04/22	\$500.00	\$500.00
Totals For Vendor: Jennifer Thompson								\$500.00
Jolanta Kubacka				40 Koyen Street Fords NJ 08863			No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description		Period	Amount	Doc Total
04/13/2022	3798	CHK	4122	reh office kitchen supplies		04/22	\$238.12	
			31622	mileage reimb for trips to the food pantry 48 mi @ .585¢		04/22	\$28.08	\$266.20



<b>Totals For Vendor: Jolanta Kubacka</b>								<b>\$266.20</b>
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	Doc Total	
04/13/2022	3799	CHK	55K1625862	reh copies contract overage 1/3/22-4/2/22	04/22	\$1,213.24	\$1,213.24	
<b>Totals For Vendor: KYOCERA Document Solutions New York Metro, Inc</b>								<b>\$1,213.24</b>
Lennox H Small 206 West Shirley Ave Edison NJ 08820							No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3763	CHK	31522	zoom board meeting attendance - 3/15/22	04/22	\$25.00	\$25.00	
<b>Totals For Vendor: Lennox H Small</b>								<b>\$25.00</b>
Leon Pooran 149-04-5673 39 Carriage Place Edison NJ 08820							Yes	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3764	CHK	32522	stipend for STEM teacher	04/22	\$250.00	\$250.00	
<b>Totals For Vendor: Leon Pooran</b>								<b>\$250.00</b>
Lisa Dettelbach 147-92-5302 307 Orange Avenue Cranford NJ 07016							Yes	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3765	CHK	32522	stipend for STEM teacher	04/22	\$500.00	\$500.00	
<b>Totals For Vendor: Lisa Dettelbach</b>								<b>\$500.00</b>
LouCás 9 Lincoln Hwy Edison NJ 08820							No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
04/01/2022	3784	CHK	4122	food for farewell party & baby shower for Raquel	04/22	\$675.00	\$675.00	
<b>Totals For Vendor: LouCás</b>								<b>\$675.00</b>
Louis A Mangione, Jr., Esq. 2 Cedar Place Gladstone NJ 07934							No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3766	CHK	31522	zoom board meeting attendance 3/15/22	04/22	\$25.00	\$25.00	
<b>Totals For Vendor: Louis A Mangione, Jr. Esq.</b>								<b>\$25.00</b>
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	Doc Total	
04/13/2022	3800	CHK	03-19312	legal services re: gen labor matters -mar 2022	04/22	\$1,486.82	\$1,486.82	
<b>Totals For Vendor: McLaughlin Stauffer &amp; Shaklee, PC</b>								<b>\$1,486.82</b>
Miaili Wilson 136-11-3493 17D Beaver Avenue Edison NJ 08820							Yes	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
04/13/2022	3801	CHK	33122	food pantry part-time help 3/4/22-3/31/22 7.96 hours@\$10/hr	04/22	\$79.60	\$79.60	
<b>Totals For Vendor: Miaili Wilson</b>								<b>\$79.60</b>
Middlesex Water Company PO Box 826538 Philadelphia PA 19182-6538							No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3767	CHK	5535300000-31422	jeg water 2/14/22-3/14/22	04/22	\$4,171.15	\$4,171.15	
04/11/2022	3785	CHK	5535300000-111521	jeg water 10/14/21-11/15/21	11/21	\$3,682.30	\$3,682.30	
<b>Totals For Vendor: Middlesex Water Company</b>								<b>\$7,853.45</b>
New Jersey American Water Box 371331 Pittsburgh PA 15250-7331							No	

Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3802	CHK	1018- 21002165669 6-32922	reh water 2/25/22-3/29/22	04/22	\$2,119.44	
			1018- 21002190173 0-32922	reh water 2/25/22-3/29/22	04/22	\$207.12	
			1018- 21002183938 5-32922	reh water 2/25/22-3/29/22	04/22	\$1,983.67	
			1018- 21002190134 1-32922	reh water 2/25/22-3/29/22	04/22	\$214.43	
			1018- 21002160495 4-32922	reh water 2/25/22-3/29/33	04/22	\$250.98	
			1018- 21002184069 9-32922	reh water 2/25/22-3/29/22	04/22	\$177.87	
			1018- 21002160560 5-32922	reh water 2/25/22-3/29/22	04/22	\$584.24	
			1018- 21002183632 4-32922	reh water 2/25/22-3/29/22	04/22	\$467.27	
			1018- 21002190279 5-32922	reh water 2/25/22-3/29/22	04/22	\$1,179.41	
			1018- 21002190243 6-32922	reh water 2/25/22-3/29/22	04/22	\$199.81	
			1018- 21002165779 8-32922	reh water 2/25/22-3/29/22	04/22	\$335.68	
			1018- 21001896733 8-32922	reh water 2/25/22-3/29/22	04/22	\$879.68	
			1018- 21002183851 1-32922	reh water 2/25/22-3/29/22	04/22	\$236.36	
			1018- 21002183711 2-32922	reh water 2/25/22-3/29/22	04/22	\$155.94	
			1018- 21002183781 5-32922	reh water 2/25/22-3/29/22	04/22	\$258.29	\$9,250.19
<b>Totals For Vendor: New Jersey American Water</b>							\$9,250.19
New Jersey Family Support      PO Box 4880 Trenton NJ 08650						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3768	CHK	32522	CS34725666B child support garnishment for Carlos Cortez	04/22	\$274.00	\$274.00
04/13/2022	3803	CHK	4822	CS34725666B child support garnishment for Carlos Cortez	04/22	\$274.00	\$274.00
<b>Totals For Vendor: New Jersey Family Support Payment Center</b>							\$548.00
NJ Building Laborers      3218 Kennedy Blvd Jersey City NJ 07306						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3769	CHK	31822	dues for 296 hours union laborers	04/22	\$2,134.16	\$2,134.16
<b>Totals For Vendor: NJ Building Laborers Statewide Welfare Fund</b>							\$2,134.16
NTN-Philadelphia      LB#2127 PO BOX 95000 Philadelphia PA 19195-0001						No	



Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3804	CHK	NJ5508204	background check- 3 prospective tenants	04/22	\$234.00	\$234.00
<b>Totals For Vendor: NTN-Philadelphia</b>							<b>\$234.00</b>
Optimum PO Box 70340 Philadelphia PA 19176-0340							No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3770	CHK	07875207961 039-42122.	jeg internet service 3/22/22-4/21/22	04/22	\$131.73	\$131.73
03/30/2022	3771	CHK	07875386464 011-42122.	reh internet service 3/22/22-4/21/22	04/22	\$161.73	\$161.73
03/30/2022	3772	CHK	07875453477 012-42122.	short pymt maintenance internet service 3/22/22-4/21/22	04/22	\$0.79	\$0.79
<b>Totals For Vendor: Optimum</b>							<b>\$294.25</b>
Phoenix Specialties, LLC 650-C South Avenue Garwood NJ 07027							No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3773	CHK	35947	apt 5D - all wood cabinets & counter top	04/22	\$1,421.00	
			35948	apt 3D all wood cabinets & counter tops	04/22	\$1,421.00	\$2,842.00
<b>Totals For Vendor: Phoenix Specialties, LLC</b>							<b>\$2,842.00</b>
Picture-It, Inc. 1703 Route 27 Edison NJ 08817							No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3774	CHK	11456	2 medals for the STEM program	04/22	\$8.00	\$8.00
<b>Totals For Vendor: Picture-It, Inc.</b>							<b>\$8.00</b>
Polcari & Co. 2035 Hamburg Turnpike Unit: H Wayne NJ 07470							No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3805	CHK	13617	accounting services-mar 2022	04/22	\$2,900.00	\$2,900.00
<b>Totals For Vendor: Polcari &amp; Co.</b>							<b>\$2,900.00</b>
PSE&G CO PO Box 144444 New Brunswick NJ 08906-4444							No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3775	CHK	6691572106- 32122	jeg gas & electric 2/17/22-3/21/22	04/22	\$10,805.76	\$10,805.76
04/13/2022	3806	CHK	1300007818- 32322	reh electric 2/22/22-3/23/22	04/22	\$2,281.65	\$2,281.65
<b>Totals For Vendor: PSE&amp;G CO</b>							<b>\$13,087.41</b>
Raymond Koperwhats 12 Deerwood Avenue Edison NJ 08817							No
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3776	CHK	31522	zoom board meeting attendance -3/15/22	04/22	\$25.00	\$25.00
<b>Totals For Vendor: Raymond Koperwhats</b>							<b>\$25.00</b>
Regina Paparsenos 140-62-5062 6 Hunt Court Tinton Falls NJ 07753							Yes
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3777	CHK	32522	stipend for STEM teacher	04/22	\$500.00	\$0.00
04/11/2022	0	ZCA	32522	stipend for STEM teacher	04/22	\$500.00	
			32522	stipend for STEM teacher	03/22	(\$500.00)	\$0.00
<b>Totals For Vendor: Regina Paparsenos</b>							<b>\$0.00</b>

Rutgers, The State University			Rutgers Center for Government Services Unit: 3rd Floor 3 Rutgers Plaza New				No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3778	CHK	32822	registration financial issues & procedures-L.Small	04/22	\$205.00	\$205.00	
Totals For Vendor: Rutgers, The State University of New Jersey							\$205.00	
See-More TV & Appliance			551 Middlesex Avenue Metuchen NJ 08840				No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3779	CHK	1305282	refrigerators-apt 9H,9D,1F gas range-9H,9D,1F,12E	04/22	\$4,410.00		
			1305368	electric stove-K6, gas stove-12A,refrigerator-15A	04/22	\$1,949.00		
			1305430	gas range-apt 15C,3D,5D refrigerator-3D,5D	04/22	\$3,043.00	\$9,402.00	
Totals For Vendor: See-More TV & Appliance							\$9,402.00	
Standard Waste Services			21 Edgeboro Road East Brunswick NJ 08816				No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3780	CHK	429955	30 yd roll off, tons disposal charge + surcharge 3/8/22	04/22	\$515.15		
			431972	30 yd roll off + tons disposal charge + fuel surcharge 3/23/22	04/22	\$273.85	\$789.00	
04/13/2022	3807	CHK	430829	reh trash service- apr 2022	04/22	\$2,808.00		
			432326	30 yd roll off + tons disposal charge + fuel surcharge 4/1/22	04/22	\$296.65	\$3,104.65	
Totals For Vendor: Standard Waste Services							\$3,893.65	
Staples			PO Box 70242 Philadelphia PA 19176-0242				No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
03/30/2022	3781	CHK	8065460856	reh office supplies	04/22	\$69.93		
			8065537404	envelopes	04/22	\$54.60	\$124.53	
Totals For Vendor: Staples							\$124.53	
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	Doc Total	
04/13/2022	3808	CHK	26	9H vacant apt cleaning	04/22	\$465.00		
			27	5D-vacant apt cleaning	04/22	\$345.00		
			25	H3 vacant apt cleaning	04/22	\$270.00		
			28	K6 vacant apt cleaning	04/22	\$270.00	\$1,350.00	
Totals For Vendor: Starlite Services LLC							\$1,350.00	
Stateside Affairs, LLC			47-4456642 120 Polk Drive Brick NJ 08724				Yes	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total	
04/13/2022	3809	CHK	622	winter 2021-22 newsletter (300 pcs)	04/22	\$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	Doc Total
04/13/2022	3810	CHK	43361	apt 6E bake ignition kit installed	04/22	\$188.50	
			43360	apt 17C ignition kit installed	04/22	\$192.50	
			42803	15B bake ignition kit installed	04/22	\$193.50	
			43250	6F flushed refrigerator drain hose	04/22	\$139.50	
			43211	9A oven kept clicking, unit has gotten wet.	04/22	\$79.50	\$793.50
<b>Totals For Vendor: Steve's Appliance Doctor, Inc.</b>							<b>\$793.50</b>
Subcentral Catering 161 Rt 27 Edison NJ 08820						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3811	CHK	1422	sandwiches & drinks for STEM program	04/22	\$100.90	\$100.90
<b>Totals For Vendor: Subcentral Catering</b>							<b>\$100.90</b>
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	Doc Total
04/13/2022	3812	CHK	EHA-GN02-2022	RAD consultant - Feb 2022	04/22	\$3,115.00	\$3,115.00
<b>Totals For Vendor: The Brooke Group LLC</b>							<b>\$3,115.00</b>
The Print Post 274 Chestnut Street Newark NJ 07105						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3782	CHK	27458	31 stem program completion certificate	04/22	\$122.50	\$122.50
<b>Totals For Vendor: The Print Post</b>							<b>\$122.50</b>
Toni Johnson B5 Willard Dunham Drive Edison NJ 08837						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
03/30/2022	3783	CHK	31522	zoom board meeting attendance-3/15/22	04/22	\$25.00	\$25.00
<b>Totals For Vendor: Toni Johnson</b>							<b>\$25.00</b>
Verizon Wireless PO Box 408 Newark NJ 07101-0408						No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Amount	Doc Total
04/13/2022	3813	CHK	9902948072	cell phone service 3/1/22-3/28/22	04/22	\$566.31	\$566.31
<b>Totals For Vendor: Verizon Wireless</b>							<b>\$566.31</b>
<b>Grand Totals:</b>						<b>53</b>	<b>\$99,169.31</b>



## RESOLUTION # 1-4-2022

### APPROVE VOUCHERS FOR PAYMENT OF INVOICES

**WHEREAS**, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$99,169.31 for the month of April.

**NOW, THEREFORE, Be It Resolved** by the Board of Commissioner of the Edison Housing Authority that Resolution 1-4-2022 shall be approved.

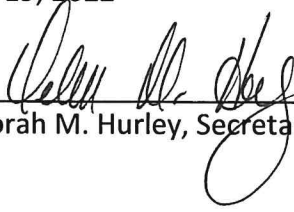
**MOVED:** Commissioner Jones

**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 Small	X			

PASSED AND ADOPTED THE 19 day of April, 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 April 19, 2022

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

**RESOLUTION# 2-4-2022**  
**A RESOLUTION TO AWARD A CONTRACT FOR LANDSCAPING SERVICES AT**  
**ROBERT HOLMES GARDENS AND JULIUS ENGEL GARDENS**

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

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

**WHEREAS**, the property must be maintained appropriately, the Authority advertised for landscape services on March 15, 2022.

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

<b>VENDOR</b>	<b>PRICE</b>	<b>TERM</b>
<b>D'Onofrio Son Inc. Landscaping</b> 47 Van Ness Ter. Maplewood, NJ	<b>\$28,100.00</b>	<b>1 yr.</b>

**NOW THEREFORE**, be it resolved that the Executive Director, shall execute a contract with D'Onofrio Son Inc. Landscaping services for the period of April 25, 2022 to March 31, 2023 at a cost not to exceed \$28,100.00 for the year required in the contract for one year.

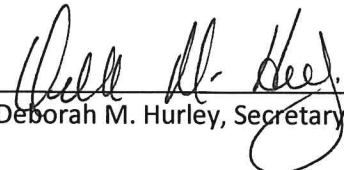
**Moved:** Commissioner Koperwhats

**Second:** 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 Small	X			

PASSED AND ADOPTED THE 19 day of April, 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 April 19, 2022.

  
Deborah M. Hurley, Secretary

# Edison Housing Authority Chart of Maintenance Charges to Residents

Effective 1/1/2022

		Prices
Storm Door	(Screen)	\$ 85.00
Storm Door	(Push Button Door Latch)	\$ 65.00
Storm Door	(Pump)	\$ 60.00
Storm Door	(Replacement w/New Door )	\$ 325.00
Apartment	(Mailbox Lock Replacement) JEG	\$ 35.00
Apartment	(Main Window Screen)	\$ 40.00
Apartment	(Double Insulated Window Glass)	\$ 105.00
Apartment	(Storm Window Frames)	As Billed
Apartment	(Storm Window Unit)	As Billed
Apartment	(Main Window Unit)	As Billed
Apartment	(Replacement w/New Main Door )	\$ 350.00
Apartment	(Interior Doors)	\$ 75.00
Apartment	(Interior Door Knobs)	\$ 35.00
Apartment	(Interior Sliding Doors rs)	\$ 75.00
Apartment	(Main Door Locks/ 2 Door , 2 entry/locks)	\$ 210.00
Apartment	(Re-Key Door Main door Locks)	\$ 77.50
Apartment	(Key Made /Per Key)	\$ 30.00
Apartment	(Medicine Cabinet)	\$ 30.00
Apartment	(Replace / Repair Kitchen Cabinets)	As Billed
Apartment	(Replace Formica Counter Top)	As Billed
Apartment	(Repair / Replace Livingroom / Bedroom Fl. Tiles)	As Billed
Apartment	(Damage to Hardwood / Tiles Floors From Carpet Tacks)	As Billed
Apartment	(Replace Missing / Damaged Hand Rail)	\$ 35.00
Apartment	(Replace Missing / Damaged Closet / Pantry Shelves)	\$ 25.00
Apartment	(Remove Wood Paneling, Wall Objects, Mirrors, etc.)	As Billed
Apartment	(Repair of Plaster Walls / Ceiling)	As Billed
Apartment	(Repair Bathtub Wall Tiles)	As Billed
Apartment	(Replacement of Bathroom Floor Tiles)	As Billed
Apartment	(Replacement of Bathroom Floor Plywood)	As Billed
Apartment	(Fixtures / Hallway / Livingroom / Bedroom)	As Billed
Electrical		As Billed

# Edison Housing Authority Chart of Maintenance Charges to Residents

Effective 1/1/2023

		Prices
Electrical	(Fixtures - Kitchen - Fluorescent)	As Billed
Electrical	(Fixtures - Bathroom - Fluorescent)	As Billed
Electrical	(Replace Fluorescent Light Bulbs)	\$ 31.00
Electrical	(GFI Outlet)	\$ 60.00
Electrical	(Replace / Repair damaged Outdoor Lights)	As Billed
Electrical	(Replace thermostat)	As Billed
Plumbing	(Toilet Stoppage)	\$ 50.00
Plumbing	(Toilet Removal From Floor to Unclog)	\$ 75.00
Plumbing	(Replace Toilet and Tank)	\$190 + \$25 per Hr.
Plumbing	(Replace of Sink)	\$70 + \$25 per Hr.
Plumbing	(Replace Toilet Seat)	\$ 45.00
Plumbing	(Replace Faucet - Kitchen sink)	\$ 100.00
Plumbing	(Replace Faucet - Bathroom)	\$ 95.00
Plumbing	(Replace Faucet - Tub)	\$119 + \$25 per Hr.
Plumbing	(Rehang Sink)	\$ 50.00
Plumbing	(Kitchen Sink Sprayer)	\$ 35.00
Plumbing	(Kitchen Sink Replacement)	\$ 120.00
Plumbing	(Sink Stopper, Rubber)	\$ 27.00
Plumbing	(Shower Head)	\$ 30.00
Plumbing	(Shower Curtain Rod)	\$ 40.00
Plumbing	(Tub Soap Dish)	\$ 35.00
Plumbing	(Toothbrush Holder)	\$ 35.00
Plumbing	(Towel Holder)	\$ 50.00
Plumbing	(Toilet Paper Holder)	\$ 50.00
Appliances	(Replace Stove)	As Billed
Appliances	(Replace Refrigerator)	As Billed
Appliances	(Repair Stove Parts Damaged By Tenant)	As Billed
Appliances	(Repair Refrigerator Parts Damaged By Tenant)	As Billed
Safety Items	(Replace smoke detectors)	\$ 35.00
Outside	(Cleaning Tenant's Entire Yard / Remove Debris)	\$25 / Hr
Cleaning	(Removal of Tenant's Property, Clean-Out / Move-Out)	\$25 / Hr
Cleaning	(Cleaning Tenant's Stove / Move-Out)	\$25 / Hr

# Edison Housing Authority Chart of Maintenance Charges to Residents

Effective 1/1/2023

		Prices
Cleaning	(Cleaning Tenant's Refrigerator / Move-Out)	\$25 / Hr
Miscellaneous	(Garbage Can )	\$ 35.00
Miscellaneous	(Light Switch)	\$ 25.00
Miscellaneous	(Switch Cover)	\$ 25.00
Miscellaneous	(Outlet)	\$ 25.00
Miscellaneous	(Outlet Cover)	\$ 25.00

Repairs that are required as the result of damages or neglect becomes chargeable to the tenant and due upon presentation of the bill.

If not paid in the month that the bill is presented, the charges will be added to the rental amount due for the following month.

*Items and Materials that are broken or damaged through negligence on the part of the tenant or neighbor's child or children will be charged to the tenant occupying the dwelling unit where the damage occurs.*

*Items not specifically referred to will be billed, if damaged or lost, at the prevailing rate for materials and labor.*



## RESOLUTION # 3-4-2022

### RESOLUTION TO ADOPT SCHEDULE/LIST OF CHARGES THAT WILL BE APPLIED TO EDISON HOUSING AUTHORITY RESIDENTS FOR REPAIRS, REPLACEMENTS, AS A RESULT OF DAMAGES CAUSED BY RESIDENT AND OR TENANT MEMBER OF THE HOUSEHOLD.

**WHEREAS**, the Commissioners of the Edison Housing Authority adopts the schedule of charges that will be applied to residents for repairs and or replacements, as a result of damages caused by resident or family members of the household; and

**WHEREAS**, residents living within the Edison Housing Authority community have a responsibility to maintaining units where they reside; and

**WHEREAS**, the Edison Housing Authority has provided 30 day notices to residents informing them of the new schedule/fee list that will become effective on May 1, 2022; and

**WHEREAS**, the Edison Housing Authority will require that the schedule/list of charges accompany the housing authority's lease; and

**NOW, THEREFORE, Be It Resolved** by the Board of Commissioners of the Edison Housing Authority approve and adopt the schedule/list of charges for the Edison Housing Authority.

**MOVED:** Commissioner Jones

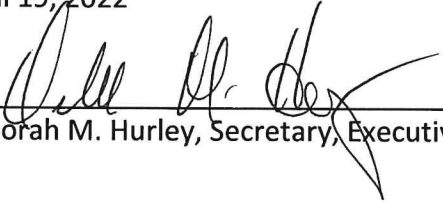
**SECONDED:** Commissioner Small

<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 Small	X			

## RESOLUTION # 3-4-2022

PASSED AND ADOPTED THE 19 day of April, 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  
April 19, 2022

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

HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON  
PRELIMINARY FINANCIAL SUMMARY

MARCH 31, 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	\$ 586,573	\$ 525,000	\$ 61,573	11.7%
Operating Subsidy	674,456	668,225	6,232	0.9%
CDBG Grant Revenue	15,497	48,750	(33,253)	-68.2%
Other Revenue	82,131	81,064	1,067	1.3%
Year-to-Date Operating Revenue	1,358,657	1,323,038	35,619	2.7%
OPERATING EXPENSES				
Salaries & Benefits	641,215	598,150	(43,065)	-7.2%
Utilities Expense	323,028	262,500	(60,528)	-23.1%
Maintenance Materials & Contract Costs	155,350	172,500	17,150	9.9%
Protective Services Contract	18,215	41,250	23,035	55.8%
Other Operating Expenses	216,944	246,413	29,469	12.0%
Year-to-Date Operating Expenses	1,354,752	1,320,812	(33,940)	-2.6%
Net Operating Surplus / (Deficit)	\$ 3,905	\$ 2,226	\$ 1,679	75.4%

MARCH 31, 2022 FISCAL YTD OPERATING SUMMARY HCV PROGRAM			
	<u>Admin</u>	<u>HAP Subsidy</u>	<u>Total Program</u>
Operating Revenue	\$ 277,637	\$ 2,591,086	\$ 2,868,723
Operating Expenses:			
Salaries & Benefits	(101,750)	-	(101,750)
Other Admin. Expense	(131,932)	-	(131,932)
Housing Assistance Payments	-	(2,591,086)	(2,591,086)
Net Operating Surplus / (Deficit)	\$ 43,955	\$ -	\$ 43,955

UNRESTRICTED CASH & INVESTMENTS			
	<u>March</u>	<u>February</u>	<u>Variance</u>
Public Housing & Business Activities	\$ 1,592,953	\$ 1,668,418	\$ (75,465)
Housing Choice Voucher / SPC	542,911	637,157	(94,246)
Housing Authority Total	2,135,864	2,305,575	(169,711)
Component Unit EHA	592,252	588,269	3,983
UNRESTRICTED CASH & INVESTMENTS	\$ 2,728,116	\$ 2,893,844	\$ (165,728)

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  
March 31, 2022

Low Rent Public Housing and COCC Programs

EHA's LRP/COCC fiscal YTD net operating profit through March 31, 2022 (9 months of the fiscal year) is \$3,905.

Operating Revenues – YTD operating revenues are \$1,358,657, or \$35,619 (2.7%) better than budget.

- Tenant rental revenue is \$586,573 or \$61,573 (11.7%) better than budget. The Authority must make every effort to collect rents as the tenant accounts receivable balance is now above \$140,000.
- Operating subsidies are \$674,456, or \$6,232 (0.9%) 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. The Authority requested and received \$7,111 this month to improve security lighting at the Authority.
- Other revenue is \$82,131 or \$1,067 (1.3%) above budget. Other revenue includes management fees from the HCV program, interest and other miscellaneous revenues.

Operating Expenses – YTD operating expenses are \$1,354,752, or \$33,940 (2.6%) higher than budget.

- Salaries and benefits are \$641,215, or \$43,065 (7.2%) 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 \$323,028, or \$60,528 (23.1%) higher than budget. As expected, the EHA utility costs have significantly increased during the winter. Utility costs should begin to decrease as the warmer Spring months approach.
- Maintenance materials/contracts expenses are \$155,350, or \$17,150 (9.9%) better than budget.
- Protective services contract expenses are \$18,215, or \$18,452 (55.8%) better than budget. Please note the Authority has decided to put a temporary hold on security services.
- Other operating expenses are \$216,944, or \$29,469 (12.0%) 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 March 31, 2022 is \$43,955. The Authority's HAP expenses are covered by funding received from HUD. The administrative funding received by the Authority is \$43,955 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 \$2,728,116.

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.



Edison Housing Authority  
Robert E. Holmes Gardens  
3000 Broadway Boulevard, SE  
Atlanta, GA 30316  
Phone: (404) 521-2000  
Fax: (404) 521-7517  
Section 8 Office: (404) 521-8400

Julius Engel Gardens  
1414 North Avenue, NE  
Atlanta, GA 30307  
Phone: (404) 521-2500  
Fax: (404) 521-4300

Edison Housing Authority  
Executive Director

## RENTAL ASSISTANCE DEMONSTRATION (RAD)

### GENERAL INFORMATION NOTICE (GIN)

April 11, 2022

Hand Delivered and Certified Mail

**Re: Edison Housing Authority (EHA) RAD Conversion of Robert E. Holmes Gardens and Julius Engel Gardens, General Information Notice on Relocation Assistance**

Dear

The property you currently occupy is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. At this time, we expect that the proposed rehabilitation, may require you to be relocated from your unit. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 1.) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 2.) At least 30 - 90 days' advance written notice of the date you will be required to move;
- 3.) Payment for moving expenses; and
- 4.) Payments to enable you to rent a similar replacement home.

**NOTE:** Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

**As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.**



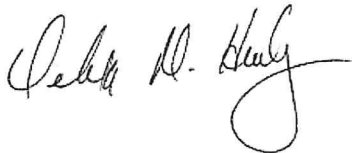
If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. If you are temporarily relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received. **Note: The EHA anticipates that moves will be temporary and you will be moved to another unit on-site while your new unit is being rehabilitated.**

If you are required to relocate from the property in the future, you will be informed in writing. The EHA will inform you of what assistance and payments you are eligible for if you will be relocated because of RAD and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, the EHA may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

With this General Information Notice you are receiving a RAD Information Notice that is providing a date for the first of many resident meetings. These meetings will provide you more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: The Edison Housing Authority, RAD Team at 908.444.0723. This letter is important to you and should be retained.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah M. Hurley". The signature is fluid and cursive, with a large loop at the end of the last name.

Deborah Hurley  
Executive Director

Cc: EHA Board of Commissioners  
Tenant file



*(Over Office)*  
Robert E. Holmes Gardens  
14 Rev. Samuel Chapman Blvd.  
Edison, NJ 08875  
Phone: (201) 544-7725  
Fax: (201) 544-7817  
Section 8 Office: (201) 544-0466

Julius Engel Gardens  
49501 Dwyer Drive  
Edison, NJ 08875  
Phone: (732) 544-2301  
Fax: (732) 544-5344

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Executive Director

## RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD) RESIDENT INFORMATION NOTICE (RIN)

April 11, 2022

You are invited to a resident meeting to talk about Edison Housing Authority plans to convert Robert E. Holmes Gardens and Julius Engel Gardens from the Public Housing Program to Section 8 rental assistance under the Rental Assistance Demonstration (RAD). The first community meeting information is below:

**Thursday, April 21, 2022**

**Julius Engel Gardens, Community Room at 4:30 pm**  
**Robert E. Holmes Gardens, Community Room at 6:30 pm**

RAD is a voluntary program run by the U.S. Department of Housing and Urban Development (HUD). Under RAD, HUD will change the way it provides rental assistance to the property from public housing to a long-term Section 8 assistance contract. The Section 8 program would make it easier for us to access money to repair and improve the property, either now or in the future.

**This letter describes your rights under RAD and  
explains how a RAD conversion might affect you.**

**Whether we participate in RAD or not,  
you will still get rental assistance.**

### Your Right to Information

With this letter, we have included "Attachment #1," which is a description of our current plans for the property. At the meeting, we will describe the RAD program and our current ideas in more detail. If we submit an application to HUD and are accepted into the program, we will have at least one additional meeting with you about our plans. You have the right to hear about major changes in the plans for the project, and we will invite you to additional meetings if key features of the plans change. You also have a right to organize and to form a resident organization to serve as your voice and to help you become well informed about the RAD plans.

### Your Right to Rental Assistance

Our decision to participate in RAD does not affect your rental assistance eligibility. You are not subject to new eligibility screening. If we satisfy all HUD requirements and the property is placed under a Section 8 Housing Assistance Payment (HAP) contract, you have a right to ongoing rental assistance as long as you comply with the requirements of your lease. In most cases, your rent will not change with the conversion from public housing to Section 8. In the rare event that your rent calculation would change (most commonly, when you are paying a "ceiling rent"), the increase would be phased in over time.

### Your Right to Return

You have a right to return to an assisted unit once any construction work is done. However, we may need to move you during construction and your post-construction home may be a different unit than your current home. If the plans involve the transfer of the rental assistance to a different site, you may need to move to the new site to keep your rental assistance (provided that it is within a reasonable distance of your current home), but you still have a right to an assisted unit.

You get to return to a RAD Section 8 unit unless **you choose** to move somewhere else. If you believe the plans prevent you from exercising your right to return, you have the right to object to the plans. RAD program rules require us to make sure that anyone who wants to return can do so.

#### Your Right to Relocation Assistance

In some situations, we may need to relocate you from your unit temporarily in order to complete repairs or do construction. Since we are at the beginning of the planning process for the RAD conversion, we don't yet know whether you will need to move. You **do not** need to move now.

If we require you to move, you are entitled to certain relocation protections under the RAD rules, including, in all cases, advance written notice and detailed information about the move. The other specific relocation protections depend on the situation, but may include advisory services, moving assistance, payments and other assistance.

In some cases, you have additional rights under other Federal laws, such as the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, often referred to as the "Uniform Relocation Act." If the Uniform Relocation Act applies, we must give you a "General Information Notice" which is also referred to as a "GIN." To make sure we are complying with the Uniform Relocation Act, we are including the GIN with this letter. The GIN describes rights you have, but may also describe situations that don't apply to you.

#### Don't Put Your Rights at Risk!

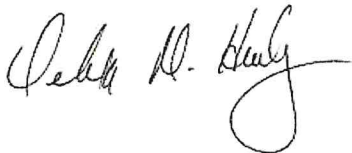
You are always welcome to move based on your household's needs and personal goals. However, if the RAD effort will require relocation and you choose to move from the property on your own without waiting for instructions from us, you may lose your eligibility for relocation payments and assistance. **If you want to preserve your relocation rights, please wait until you get a Notice of Relocation and instructions to move from us!**

The RAD conversion, and any relocation associated with it, must be implemented consistent with fair housing and civil rights requirements. If you need a reasonable accommodation due to a disability, or have other questions about the RAD conversion, please contact The RAD Team at 908.444.0723 and leave a message. Someone from the Edison Housing Authority RAD Team will return your phone call to assist you. If you need to appeal a decision made by us, or if you think your rights aren't being protected, you may contact HUD, Newark, NJ Field Office.

Because we are very early in the process, the plans for the RAD conversion are likely to change. We are holding resident meetings to share our current ideas and will keep you informed about major changes to these ideas as we develop our plans. You should also share with us any information you have on repairs that need to be made, since you know the property best. We will give that information to the people who are helping us figure out what work needs to be done at the property.

We hope this letter gives you useful information about your rights. We are also including with this letter a list of frequently asked questions and answers that may help you understand the RAD program better. We encourage you to come to the resident meetings to learn more about how the RAD conversion would impact your property and you.

Sincerely,



Deborah Hurley  
Executive Director

**Attachments:** Current Plans for the Property  
Frequently Asked Questions and Answers  
General Information Notice



## **Attachment #1**

### **Current Plans for the Property**

**Note:** These plans may change as we do more research. As we improve the plans, we will consider the following: your opinions; an independent professional's analysis of what needs to be repaired at the property; the cost to maintain the property for the long-term; and the financing we may be able to get.

The EHA currently is planning for a significant renovation of the property. This may include such things as new kitchens and Baths. Adding individual heating and air conditioning to each unit that will be controlled by each resident. New flooring, paint. Exterior may include new windows, siding and Roofs.

All of this will be reviewed with the residents and is dependent on obtaining funds to make the improvements. The EHA has procured an architect to start making preliminary renovation options that will be shared with the residents, the EHA Board to determine what is needed and what upgrades are most desirable.

**Attachment #2**  
**Frequently Asked Questions**  
**about RAD Conversions**

**Will a RAD conversion affect my housing assistance?**

You will not lose your housing assistance and you will not be subject to eligibility re-screening as a result of the RAD conversion. You can remain in your unit regardless of your current income. However, your PHA will continue to follow its annual and interim re-examination processes, including re-examination of your income to adjust your rent. These requirements will be in your lease.

In a RAD conversion, your housing assistance will change from being public housing assistance to being Section 8 housing assistance under either the Project Based Voucher (PBV) program or the Project Based Rental Assistance (PBRA) program. The PHA chooses whether to convert the unit to PBV or PBRA.

**Will a RAD conversion affect my rent?**

Most residents will not have a rent increase as a result of a RAD conversion. However, if you are paying a flat rent in public housing, you will most likely have to pay more in rent over time. If your rent changes by more than 10% and requires you to pay more than \$25 per month in additional rent, your new rent will be phased in. If the increase in your rent is less than 10% or \$25 per month, the change in rent will be effective immediately.

**How can I participate in the RAD planning process?**

Prior to participating in RAD, HUD requires PHAs to:

- Notify all residents at the property about their RAD plans, and
- Conduct at least two (2) meetings with residents.

These meetings are an opportunity for you to discuss the proposed conversion plans with your PHA, ask questions, express concerns and provide comments. These meetings are also an opportunity to tell the PHA what you think needs to be repaired at the property. The PHA can then consider that information when developing plans for the property.

The PHA must have at least one more meeting with all residents of the property before HUD approves the final RAD conversion. This additional meeting is another opportunity for the PHA to keep you informed and for you to provide comments about the PHA's RAD conversion plans.

In addition to these resident meetings, your Resident Advisory Board (RAB) will also be consulted and have an opportunity to make recommendations on your PHA's RAD conversion plans during the PHA Plan public hearing process.

**What if I need accommodations to participate?**

Your PHA must make materials available in accessible formats for persons with disabilities and must make meetings accessible for persons with disabilities.

Your PHA must also provide language assistance to persons with limited English proficiency so that you can understand materials, participate in meetings, and provide comments on the proposed RAD conversion. This may include providing written translation of the PHA's written materials and providing oral interpreters at meetings.

**Will I have to move if my home or building is rehabbed?**

If the repairs planned at your property are small, you will most likely be able to stay in your home during renovation. If the repairs planned at your property are more extensive, you will most likely need to be relocated during rehabilitation. Even if you are required to move during the construction, you have a right to return to a RAD-assisted unit after construction is completed.

If relocation will last longer than 12 months, you benefit from additional protections as a “displaced person” under the Uniform Relocation Act. In this situation, you will be able to choose between the permanent relocation assistance that you are eligible for under the Uniform Relocation Act and the temporary relocation assistance (including the right to return) that you are eligible for under RAD. This is your choice and the PHA must work with you so you have the information you need to make this choice.

**What changes will I see in my lease renewal process?**

At the time of the RAD conversion, you will need to sign a new lease. Unless there is good cause for eviction based on your actions, your new lease will continue to renew. Under both the PBV and PBRA programs, a property owner who tries to end your lease must give you notice and grievance rights similar to the rights you have under public housing and the owner must follow state and local eviction laws.

**Will RAD affect my rights and participation as a resident in the development?**

RAD keeps many of the resident rights available under public housing such as the ability to request an informal hearing and the timeliness of termination notification. You also have a right to organize, and resident organizations will continue to receive up to \$25 per occupied unit each year.

**Will RAD increase my ability to choose where I live?**

In most cases, you will have greater choice in where to live through the RAD “choice mobility option.” This option is available under PBV after living in a RAD property for one (1) year and under PBRA after living in a RAD property for two (2) years. After the required time living in the RAD property after conversion, you may request a Housing Choice Voucher (HCV) and will have priority on the HCV waiting list when an HCV is available.

**Will I still be able to participate in self-sufficiency programs?**

The public housing Family-Self-Sufficiency Program (PH FSS) helps families obtain and maintain living wage employment (income that covers a family’s basic needs) by connecting residents to services. If you are a current participant in an FSS program, you will still be able to participate in FSS after the RAD conversion.

If your development converts to PBV, you will be automatically moved from the public housing FSS to the Housing Choice Voucher FSS program if your PHA has a Housing Choice Voucher FSS program. The rules for both public housing and Housing Choice Voucher FSS programs are very similar.

If your development converts to PBRA, you may continue your participation in FSS until your current contract of participation ends. New participants may enroll only if the owner voluntarily establishes an FSS program at the site.

The Resident Opportunities and Self Sufficiency-Service Coordinators Program (ROSS-SC) program provides public housing residents with coordinators to connect them to supportive services and empowerment activities.

If you are a current participant in the ROSS-SC, you can continue to participate in ROSS-SC until program funding is used up. Once the grant funds are spent, your PHA cannot apply for a new grant for a RAD property.

**What if I need more information?**

For more information, go to the RAD website, [www.hud.gov/rad](http://www.hud.gov/rad).

**Attachment 3**  
**General Information Notice**