

**Edison Housing Authority Board Meeting  
Tuesday, May 17, 2022**

**Julius Engel Gardens  
1 Willard Dunham Drive, Edison, NJ 08837  
(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 April 19, 2022, Regular Meeting Minutes

6. Resolutions:

- |          |   |
|----------|---|
| 1-5-2022 | Resolution to approve vouchers for payment of invoices in the amount of \$186,772.75 for the month of May.  |
| 2-5-2022 | A Resolution of the Commissioners of Edison Housing Authority Approving Modifications Between the authority And AFSCME- New Jersey Local3269A For a Successor Collective Negotiations Agreement to Run for the Term of January 1, 2022 through December 31, 2025 and Authorizing the Chairman to sign the Negotiations Agreement. |
| 3-5-2022 | Resolution by the Commissioners of the Edison Housing Authority to adopt and approve the audit for Fiscal Year ending June 30, 2021   |

**Edison Housing Authority Board Meeting  
Tuesday, May 17, 2022**

**Julius Engel Gardens  
1 Willard Dunham Drive, Edison, NJ 08837  
(Community Room)**

**6:00 pm**

4-5-2022 To Ratify the late Introduction and Submission of the Edison Housing Authority Budget for the fiscal year ended July 1, 2022 to June 30, 2023.

5-5-2022 Resolution authorizing the use of Capital Funds to pay Palmer Heating for plumbing emergency repairs made at Julius Engel Gardens and Robert E. Holmes Gardens.

6-5-2022 Resolution by the Commissioners of the Edison Housing Authority to approve the budget for fiscal year 2022-2023.

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**  
**Robert E. Holmes Gardens**  
 Tuesday, April 19, 2022  
 6:00 PM  
**MINUTES**

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Robert Holmes Gardens, 14 Rev. Carpenter Blvd., Edison, NJ in the community room. The meeting was called to order at 6:09 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:** Chairman Carlos N. Sanchez, Commissioner Dale Jones, Commissioner Raymond Koperwhats (via-zoom), Commissioner Lennox H. Small, Deborah Hurley, Executive Director, and Counsel, Terrence Corrison, Esq.

**Guests:** Richard Ginnetti, The Brooke Group  
 Charlie Lewis, The Brooke Group

**Absent:** Vice Chairman Barry Telesnick  
 Commissioner Toni Johnson

Motion to approve the minutes of March 15, 2022.

**Motion:** Commissioner Lennox H. Small

**Second:** Commissioner Dale Jones

**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 Lennox H. Small	X			

**Resolution 1-4-2022 to approve vouchers for payment of invoices in the amount of \$99,169.31 for the month of April, 2022.**

**Motion:** Commissioner Dale Jones

**Second:** Commissioner Lennox H. Small

**Discussion:** No discussion

**Approved as follows:**

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

**Resolution 2-4-2022 awarding contract for Landscaping Services at Robert E. Holmes Gardens and Julius Engel Gardens.**

**Motion:** Commissioner Raymond Koperwhats

**Second:** Commissioner Lennox H. Small

**Discussion:** Chairman Carlos N. Sanchez opened the floor for questions. Commissioner Dale Jones asked if the contract was for one or two years. Deborah Hurley, Executive Director provided an overview of the one-year contract, as the selection of the D’Onofrio & Sons Landscaping was selected. The contract includes three clean-ups, which includes the spring clean-up. The Director of Maintenance, Property Manager and the Executive Director is scheduled to meet with the President of Donofrio and Sons Landscaping to discuss areas that may need to be improved, as the staff and families continue to be pleased with their work. Executive Director, Deborah Hurley also mentioned that their fee increased this year by \$3,600. 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 Lennox H. Small	X			

**Resolution 3-4-2022 to adopting 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.**

**Motion:** Commissioner Dale Jones

**Second:** Commissioner Lennox H. Small

**Discussion:** Chairman Carlos N. Sanchez asked the Executive Director, Deborah Hurley further insight about the fee list and how the process would work. Executive Director, Deborah Hurley explained the process, as the list existed prior to joining the organization; however, it was never enforced. As a result, the property management team met several times before COVID-19 to update the list. Due to an

abundance of work orders that address the same issue each year, it was decided to enforce the fee list. Many of the work orders are for replacement of doors, cabinets, screen windows, and storm doors. Many of these incidents are caused by residents and or their family members. Therefore, the updated fee list was distributed along with a memorandum explaining the new enforcement would go into effect in thirty-days. The property management team will be working closely together to manage work orders and the fee process. Chairman Carlos N. Sanchez inquired about the fee collection process and how the authority will manage outstanding fees. The discussion ensued between the Executive Director, Counsel, Terrence Corrison and Chairman N. Sanchez, as the process will be handled separate from the collection of rent, and the authority will have to file the fees separate from the rent collection when eviction cases are presented in court.

**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 Lennox H. Small	X			

**Old Business:**

- a.) Financial Summary: The financial summary was provided for review. There was no further discussion.

**New Business:**

- a.) Executive Director
  - a. **The Brooke Group, LLC** : Presented a RAD update. Richard Ginnetti explained the RAD process. The first of several to be conducted will begin on Thursday, April 21, 2022 at Julius Engel Gardens, 4:30 pm and at Robert E. Holmes Gardens, 6:30 pm. The meeting will provide residents an overview of the RAD process and allow for Q&A. The Brooke Group also held a RAB (Resident Advisory Board) meeting that is required. During the RAB and Community meetings, the RAD process will be explained to residents and it will allow for Q&A. Several financial institutions have been approved and the Brooke Group has received positive feedback. Another step to the RAD process includes required correspondences which have been executed by the EHA staff and the authority's website has been updated to explain the RAD process. Commissioner Koperwhats expressed with concern and issues with the underground pipes at Robert E. Holmes Gardens and wanted to know how the issue will be addressed during the redevelopment phase. The Brooke Group explained the process of how the engineers, architects and developers will work together to address all of the property issues and concerns. In closing, Commissioner Jones suggested not to rush through this long process. The RAD Committee will be meeting again soon to discuss next steps.
  - b. **New Director of Housing Choice Voucher and COC Programs**: Zena Sutton was introduced to the board.
  - c. **REAC**: Due to COVID-19, majority of the maintenance staff was out for a month. There were several units that needed to be rehabbed, as a result labors were hired to work with the maintenance team to address outstanding work orders, assist with rehabbing the units, and aid in starting the REAC process.
  - d. **Newsletter**: The latest newsletter was included in the commissioner's packet.

- e. **The Snap Program:** During food pantry days, residents at both properties will be offered aid for utilities and rent support.
- f. **STEM program:** There are now two groups of elementary school age youth participating twice a week. The program will begin this month.
- g. **Gardening Club** – Several residents have expressed an interest in starting a Garden Club. Carmen Amalbert is working with the residents to implement the program.
- h. **Commissioner Louis A. Mangione, Jr., Esq:** has resigned from the board. Chairman Carlos N. Sanchez has requested the mayor to assist in securing another commissioner. Also, Chairman N. Sanchez suggested we present Commissioner Mangione, Jr. with a resolution to thank him for his service.
- i. **Tree Dedication:** Chairman Carlos N. Sanchez reminded commissioners about the tree dedication in honor of former commissioner Mazauskas who departed during the pandemic. The dedication will take place on April 29, 2022 at Townhall, 5:00 pm.

**Public Portion:** 7:24 pm

**Motion:** Commissioner Dale Jones

**Second:** Commissioner Lennox H. Small

No comments

Close Public Portion: 7:25 pm

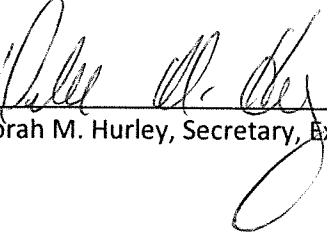
**Motion:** Commissioner Ray Koperwhats

**Second:** Commissioner Dale Jones

**Motion:** to adjourn by Commissioner Ray Koperwhats

**Second:** Commissioner Dale Jones

Adjourned Unanimously at 7:26 pm

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

# RESOLUTION # 1-5-2022

## VOUCHERS FOR PAYMENT OF INVOICES

**WHEREAS**, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$186,772.75 for the month of May.

**NOW, THEREFORE, Be It Resolved** by the Board of Commissioner of the Edison Housing Authority that Resolution 1-5-2022 shall be approved.

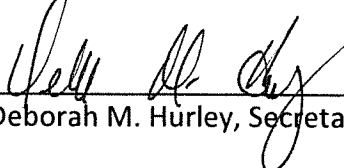
**MOVED:** Commissioner Jones

**SECONDED:** Commissioner Koperwhats

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

PASSED AND ADOPTED THE 17 day of May, 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 May 17, 2022

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

## **RESOLUTION # 2-5-2022**

### **A RESOLUTION OF THE COMMISSIONERS OF EDISON HOUSING AUTHORITY APPROVING MODIFICATIONS BETWEEN THE AUTHORITY AND AFSCME—NEW JERSEY LOCAL 3269A FOR A SUCCESSOR COLLECTIVE NEGOTIATIONS AGREEMENT TO RUN FOR THE TERM OF JANUARY 1, 2022 THROUGH DECEMBER 31, 2025 AND AUTHORIZING THE CHAIRMAN TO SIGN THE NEGOTIATIONS AGREEMENT**

**WHEREAS**, the Edison Housing Authority (hereinafter “the Authority”) and AFSCME Local 3269A (hereinafter “AFSCME”) have entered into negotiations regarding successor Collective Negotiations Agreement to the Current Collective Negotiations Agreement, which expired on December 31, 2021; and

**WHEREAS**, the negotiating committees of the Authority and AFSCME have come to agreement as to what changes should be made to the current Collective Negotiations Agreement for a successor Collective Negotiations Agreement to be recommended to the respective bodies for ratification; and

**WHEREAS**, the Board of Commissioners have reviewed said modifications and wish to ratify same so that a successor Collective Negotiations Agreement with those terms can be prepared for the years January 1, 2022 through December 31, 2025.

**NOW, THEREBY, BE IT RESOLVED** by the Board of Commissioners of the Edison Housing Authority as follows:

1. The changes to the Collective Negotiations Agreement are ratified.
2. A successor Collective Negotiations Agreement between Edison Housing Authority and AFSCME-New Jersey Local 3269A is to be prepared and the Chairman is authorized to sign and the secretary to attest.



## RESOLUTION # 2-5-2022

MOVED: \_\_\_\_\_

SECONDED: \_\_\_\_\_

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

PASSED AND ADOPTED THE 17 day of May, 2022

### CERTIFICATION

I, Deborah M. Hurley, Board Secretary do hereby certify that the foregoing is a Resolution adopted by the Board of Trustees of the Edison Housing Authority, County of Middlesex, State of New Jersey, at a Board meeting held on May 17, 2022.

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Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 3-5-2022  
**HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON**  
**TRANSMITTAL FORM**

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

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

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **June 30, 2021** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, the Annual Report of Audit for the year ending June 30, 2021 has been filed by a Certified Public Accountant with the pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

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

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

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Housing Authority of the Township of Edison** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **June 30, 2021**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

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

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON Tuesday, May 17, 2022

**RESOLUTION # 3-5-2022**

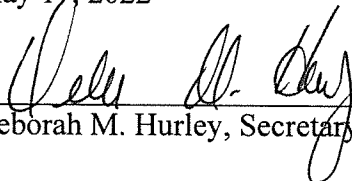
**MOVED:** Commissioner Koperwhats

**SECONDED:** Commissioner Small

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

PASSED AND ADOPTED THE 17 day of May, 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  
May 17, 2022

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

## RESOLUTION # 4-5-2022

### TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE EDISON HOUSING AUTHORITY BUDGET FOR THE FISCAL YEAR ENDED JULY 1, 2022 TO JUNE 30, 2023 (MAY 17, 2022)

WHEREAS, the regulatory deadline for introduction of the Authority's Budget (May 1, 2022) is two months prior to the beginning of the Authority's fiscal year (July 1, 2022), and

WHEREAS, the Authority's budget projections are substantially affected by HUD's operating subsidy calculations, formulas and capital fund appropriations, and Covid-19 has impacted Edison Housing Authority and the fee accountant work schedules,

WHEREAS, changes in the HUD annual appropriations and Covid-19 has slowed the analysis of revenue, and thereby delaying introduction of the Housing Authority's budget until its May 17, 2022 Board Meeting, and

WHEREAS, said housing authority budgets are now ready for introduction,

NOW THEREFORE, BE IT RESOLVED, BY THE Commissioners of the Edison Housing Authority as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Budget of the Edison Housing Authority for the Fiscal Year July 1, 2022 to June 30, 2023

**MOVED:** Commissioner Telesnick

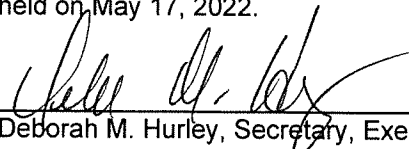
**SECONDED:** Commissioner Jones

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

PASSED AND ADOPTED THE 17 day of May, 2022

#### CERTIFICATION

I, Deborah M. Hurley, Board Secretary do hereby certify that the foregoing is a Resolution adopted by the Board of Trustees of the Edison Housing Authority, County of Middlesex, State of New Jersey, at a Board meeting held on May 17, 2022.

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

## RESOLUTION # 5-5-2022

### RESOLUTION AUTHORIZING THE USE OF CAPITAL FUNDS TO PAY PALMER HEATING FOR PLUMBING EMERGENCY REPAIRS MADE AT JULIUS ENGEL GARDENS AND ROBERT E. HOLMES GARDENS

**WHEREAS**, the Edison Housing Authority desires to secure funds from the Capital Fund to pay Palmer Heating for emergency plumbing expenses incurred in the fall and winter months of 2021 and winter/spring repairs made in winter/spring in 2022.

**WHEREAS**, the Authority' heating pipes at Robert E. Holmes Gardens and Julius Engel Gardens are in need of replacement; and

**WHEREAS**, the investment of replacing the underground pipes at Robert E. Holmes Gardens will cost more than \$2million to replace, thus placing the housing authority at a disadvantage which continue to be a burdensome expense during the winter months, as units and underground repairs become an urgent matter to address immediately during severe cold weather; and

**WHEREAS**, the housing authority used Palmer Heating service for emergency services due to archived knowledge of the property and systems; and

**WHEREAS**, the executive director will be executing a rfp to select a vendor through the procurement process that will be responsible for providing plumbing repairs at both Julius Engel Gardens and Robert E. Holmes Gardens; and

**WHEREAS**, the housing authority's fee accountant has determined that sufficient funding is available in the Capital Fund Project to support the emergency plumbing expenses occurred at Robert E. Holmes and Julius Engel Gardens properties during the fall/winter months of 2021 and winter months of 2022.

And

**WHEREAS**, expenditure from the Capital Fund shall total \$82,957.15.

**NOW THEREFORE, BE IT RESOVLED** by the Board of Commissioners that the executive director is authorized to use capital funds to pay Palmer Heating in the sum of \$82,957.15.

**MOVED:** Commissioner Small

**SECONDED:** Commissioner Koperwhats

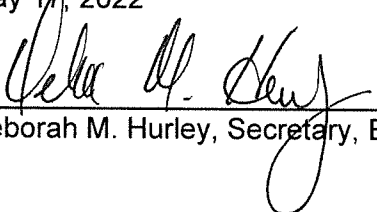
<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman N. Sanchez	X			
Vice Chairman Telesnick	X			

## RESOLUTION # 5-5-2022

Commissioner Johnson	X
Commissioner Jones	X
Commissioner Koperwhats	X
Commissioner Small	X

PASSED AND ADOPTED THE 17 day of May 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  
May 17, 2022

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

RESOLUTION # 6-5-2022

2022 HOUSING AUTHORITY BUDGET RESOLUTION

Edison Housing Authority

FISCAL YEAR: July 01, 2022 to June 30, 2023

WHEREAS, the Annual Budget for Edison Housing Authority for the fiscal year beginning July 01, 2022 and ending June 30, 2023 has been presented before the governing body of the Edison Housing Authority at its open public meeting of May 17, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,659,988.00, Total Appropriations including any Accumulated Deficit, if any, of \$6,612,546.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$180,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

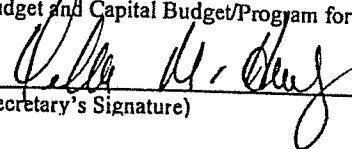
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Edison Housing Authority, at an open public meeting held on May 17, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Edison Housing Authority for the fiscal year beginning July 01, 2022 and ending June 30, 2023, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Edison Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on June 21, 2022.

  
 \_\_\_\_\_  
 (Secretary's Signature)

5/18/22  
 (Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Carlos N. Sanchez	X			
Barry Telesnick	X			
Dale Jones	X			
Lennox Smalls	X			
Raymond Koperwhats	X			
Toni Johnson	X			