

**Edison Housing Authority Board Meeting**  
Julius Engel Gardens  
1 Willard Dunham Drive, Edison, NJ  
(Community Room)

**Tuesday, February 21, 2023**  
**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 Homes News Tribune on December 28, 2022 and a copy of the notice was published in the Home News Tribune on December 30, 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 January 17, 2023, Regular Meeting Minutes

6. Resolutions:

- |          |   |
|----------|---|
| 1-2-2023 | Resolution to approve vouchers for payment of invoices in the amount of \$83,392.83 for the month of February.  |
| 2-2-2023 | Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to enter into a services agreement with SMS Building Systems, LLC to Provide video surveillance equipment maintenance service for two years. |
| 3-2-2023 | Resolution by the Commissioners of the Edison Housing Authority authorizing a service fee of \$30.00 be applied to Robert E. Holmes Gardens residents requesting Mailbox Key and Lock replacement.  |

**Edison Housing Authority Board Meeting**  
Julius Engel Gardens  
1 Willard Dunham Drive, Edison, NJ  
(Community Room)

**Tuesday, February 21, 2023**  
**6:00 pm**

4-2-2023 Resolution by the Commissioners of the Edison Housing Authority authorizing the Adoption of Reasonable Rent Policy and Procedures to Be Added to the Edison Housing Authority ADMIN Plan. The board also authorizes a contract for training and acquisition of the program for the first year for the amount not to exceed \$2,500.

- 7. Old Business:
  - a.) Financial Summary for Review
- 8. New Business: Executive Director Report
- 9. Public Portion
- 10. Adjournment

EDISON HOUSING AUTHORITY  
 REGULAR BOARD MEETING  
**Robert E. Holmes**  
 Tuesday, January 17, 2023  
 6:00 PM  
**MINUTES**

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Robert E. Holmes Gardens, 14 Rev. Samuel Carpenter Blvd., Edison, NJ in the community room. The meeting was called to order at 6:06 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 28, 2022 and a copy of the notice was published in the Home News Tribune on December 30, 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, Vice Chairman, Barry Telesnick, Commissioner Dale Jones (via-zoom), Commissioner Lennox H. Small, Commissioner Toni Johnson, Deborah Hurley, Executive Director, Terrence Corrison, Esq, and Edison Township Liaison, Joyce Ship-Freeman.

**Absent:** Commissioner Sonali Patel

**Edison Housing Authority Reorganization Meeting:**

Elections of Officers – Chairman yields Chair to Attorney Nominations for Chairman:  
 Nominations: Barry Telesnick  
 Moved by Comm. Toni Johnson  
 Seconded by Comm. Lennox H. Small

**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 Sonali Patel			x	
Commissioner Lennox Small	x			

The Attorney returns the gavel to Chairman: Barry Telesnick  
Chairman makes Nominations for Vice Chairman  
*Commissioner Barry Telesnick nominates Commissioner Carlos N. Sanchez*

Any other nominations: None  
Moved by Comm. Dale Jones  
Seconded by Comm. Toni Johnson

**Approved as follows:**

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Barry Telesnick	x			
Vice Chairman Carlos N. Sanchez	x			
Commissioner Toni Johnson	x			
Commissioner Dale Jones	x			
Commissioner Sonali Patel			x	
Commissioner Lennox Small	x			

Chairman makes Nominations for Treasurer  
*Commissioner Carlos N. Sanchez nominates Commissioner Lennox H. Small*

Any other nominations: None  
Moved by Comm. Barry Telesnick  
Seconded by Comm. Toni Johnson

**Approved as follows:**

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Barry Telesnick	x			
Vice Chairman Carlos N. Sanchez	x			
Commissioner Toni Johnson	x			
Commissioner Dale Jones	x			
Commissioner Sonali Patel			x	
Commissioner Lennox Small	x			

Secretary by law Executive Director Deborah Hurley is Secretary.

Approval of December 20, 2022, Regular Meeting Minutes

**Motion:** Commissioner Lennox Small

**Second:** Commissioner Toni Johnson

**Discussions:** 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 Sonali Patel			x	
Commissioner Lennox Small	x			

**Resolution 1-1-2023 to approve vouchers for payment of invoices in the amount of \$194,145.58 for the month of January.**

**Motion:** Vice Chair, Carlos N. Sanchez

**Second:** Commissioner Dale Jones

**Discussions:** A discussion ensued between Vice Chairman Carlos N. Sanchez, Commissioner Dale Jones and others regarding the housing authority's insurance fee with JIF, as there was an increase of \$15,689 from the year, 2022. Thus, total payment to JIF in 2023 is \$107,738.

**Approved as follows:**

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chairman Barry Telesnick	x			
Vice Chairman Carlos N. Sanchez	x			
Commissioner Toni Johnson	x			
Commissioner Dale Jones	x			
Commissioner Sonali Patel			x	
Commissioner Lennox Small	x			

**Old Business:**

- a) **Covid 19:** Several staff members have been stricken by COVID. EHA is taking extra precautions this winter season. Thanks to Jay Elliot, Former, Director of Health, we received 600 COVID tests that have been distributed to families and staff members. We anticipate another delivery in the spring.
- b) **Audit:** EHA is preparing for our annual audit.
- c) **CoC monitoring:** – The last monitoring was held in 2021. HUD reps will be present in February to conduct an onsite monitoring.
- d) **Basketball / Tennis Court:** – An rfp and legal notice is being prepared. We anticipate the selection process to take place in March.
- e) **RAD:** A rfp is being prepared for a needs assessment. Also, the discussion of predevelopment funding is being has with Middlesex County.
- f) **Food Pantry:** **The food pantry has begun for the year. In addition, there are warm meals provided every Thursday at both Julius Engel and Robert Holmes Gardens.**
- g) **The STEM Program:** will begin the month of April.

**Public Portion:** 6:48 pm

**Open to Public Motion:** Commissioner Toni Johnson

**Second:** Commissioner Lennox H. Small

**Discussion:** Councilwoman Joyce Ship-Freeman mentioned that another food effort has been initiated by Mountainside Church and EHA families can participate. A request was made by the councilwoman to assist new commissioners joining the EHA board. Mentoring will be necessary to ensure that the new commissioners are well informed and understand their duties, aside from the required courses.

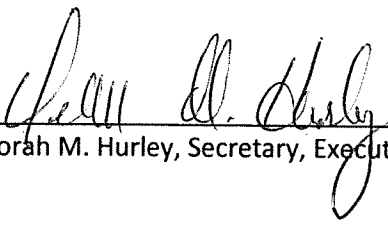
**Close Public Portion:** 7:00 pm

**Motion to adjourn:** Commissioner Carlos N. Sanchez

**Second:** Commissioner Toni Johnson

**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 Sonali Patel			x	
Commissioner Lennox Small	x			

  
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Deborah M. Hurley, Secretary, Executive Director

## RESOLUTION # 1-2-2023

### APPROVE VOUCHERS FOR PAYMENT OF INVOICES

**WHEREAS**, the Commissioners of the Edison Housing Authority approves voucher for payment of invoices for the month of February in the amount of \$83,392.83.

**NOW, THEREFORE, Be It Resolved** by the Board of Commissioner of the Edison Housing Authority that Resolution 1-2-2023 shall be approved.

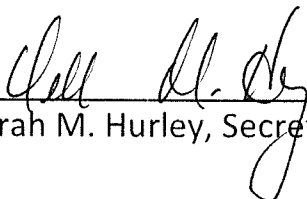
**MOVED:** Vice Chairman Carlos N. Sanchez

**SECONDED:** Commissioner Dale Jones

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman Barry Telesnick	X			
Vice Chairman Carlos N. Sanchez	X			
Commissioner Deborah Andrews	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Sonali Patel				X
Commissioner Lennox Small				X

PASSED AND ADOPTED THE 21 day of February, 2023

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 February 21, 2023

  
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Deborah M. Hurley, Secretary, Executive Director



RESOLUTION # 2-2-2023

**RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH SMS BUILDING SYSTEMS, LLC TO PROVIDE VIDEO SURVEILLANCE EQUIPMENT MAINTENANCE AND SERVICE FOR TWO YEARS.**

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

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

**WHEREAS**, the video surveillance equipment maintenance service provided will be for two years in the amount of \$4500.00 year one (February, 2023-February 2024) and \$4,900 year two (February 2024-February 2025).

**NOW, THEREFORE**, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 2-2-23 shall be approved.

**MOVED:** Commissioner Toni Johnson

**SECONDED:** Vice Chairman Carlos N. Sanchez

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman Barry Telesnick	X			
Vice Chairman Carlos N. Sanchez	X			
Commissioner Deborah Andrews	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Sonali Patel				X
Commissioner Lennox Small				X

PASSED AND ADOPTED THE 21 day of February, 2023

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Deborah M. Hurley, Secretary, Executive Director

**RESOLUTION # 3-2-2023**

**RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING A SERVICE FEE OF \$30.00 BE APPLIED TO ROBERT E. HOLMES GARDENS RESIDENTS REQUESTING MAILBOX KEY AND LOCK REPLACEMENT. FEE FOR LOCK REPLACEMENT WILL CHANGE BASED ON THE COST OF THE LOCK.**

Commissioners of the Edison Housing Authority authorize a \$30.00 fee be applied to residents living within Robert E. Holmes Gardens, who request mailbox lock and key replacements; and

**WHEREAS**, the Edison Housing Authority was advised by the Postmaster of Edison Township that services of replacing mailbox keys and mailbox locks will no longer be made available to Edison Housing Authority residents; and

**WHEREAS**, Residents living at Robert E. Holmes Gardens received a thirty day notice advising of the necessary changes that will occur starting March, 2021; and

**WHEREAS**, the services of replacing mailbox locks and keys will be executed by Edison Housing Authority staff; and

**WHEREAS**, a fee for labor and equipment shall be applied to residents for service administered to replace mailbox lock and keys. Fee charge for lock can be and will be adjusted based on the cost of the lock; and

**NOW, THEREFORE**, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 3-2-23 shall be approved.

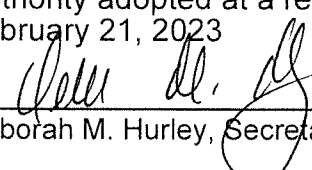
**MOVED:** Vice Chairman Carlos N. Sanchez

**SECONDED:** Commissioner Toni Johnson

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman Barry Telesnick	X			
Vice Chairman N. Sanchez	X			
Commissioner Deborah Andrews	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Sonali Patel				X
Commissioner Lennox H. Small				X

PASSED AND ADOPTED THE 21 day of February, 2023

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 February 21, 2023

  
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Deborah M. Hurley, Secretary, Executive Director

**RESOLUTION # 4-2-2023**

**RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE ADOPTION OF REASONABLE RENT POLICY AND PROCEDURES TO BE ADDED TO THE EDISON HOUSING AUTHORITY ADMIN PLAN. THE BOARD ALSO AUTHORIZES A CONTRACT FOR TRAINING AND ACQUISITION OF THE PROGRAM FOR THE FIRST YEAR FOR THE AMOUNT NOT TO EXCEED \$2,500.**

Commissioners of the Edison Housing Authority authorize the Edison Housing Authority to adopt the Reasonable Rent Policy and Procedures that will be added the housing authority's administration plan; and

**WHEREAS**, the Edison Housing Authority has updated it's Reasonable Rent Policy that will provide staff and voucher holders with the most accurate assessment before entering a lease agreement with a landlord; and

**WHEREAS**, the Reasonable Rent Policy and Procedures will be an efficient tool for staff when requests to increase rent is made by landlords; and

**WHEREAS**, the Housing Choice Voucher staff has successfully completed mandatory training on software that will be used to execute reasonable rent report; and

**NOW, THEREFORE**, Be It further resolved by the Board of Commissioners of the Edison Housing Authority that a contract is authorized with Nelrod Company for the Rent Reasonableness data for one year, as well as, for training for a sum not to exceed \$2,500.00 and that Resolution 4-2-23 shall be approved.

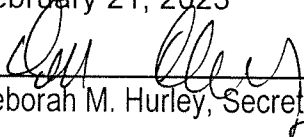
**MOVED: Commissioner Dale Jones**

**SECONDED: Commissioner Toni Johnson**

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chairman Barry Telesnick	X			
Vice Chairman N. Sanchez	X			
Commissioner Deborah Andrews	X			
Commissioner Toni Johnson	X			
Commissioner Dale Jones	X			
Commissioner Sonali Patel				X
Commissioner Lennox H. Small				X

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Deborah M. Hurley, Secretary, Executive Director