

**EDISON HOUSING AUTHORITY**  
**Regular Meeting**  
**August 21, 2018**  
**7:00 PM**  
**North Edison Gardens (North)**  
**14 Rev. Samuel Carpenter Drive**  
**Edison, NJ 08820**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of June 2018 Regular Meeting Minutes
5. Resolutions:

1-7-2018 Resolution to approve vouchers  
for payment of invoices in the  
amount of \$57,827.79

2-7-2018 Resolution to approve inter-local  
services agreement with the Housing  
Authority of the City of Elizabeth to  
perform inspection services and training  
of Edison HA employees

3-7-2018 Resolution to approve Executive Director  
Contract for one year at \$102,000

4-7-2018 Resolution Commending Marc Webb for  
Exemplary Service in Response to Fire

6. Old Business
  - a. Executive Director Contract
  - b. Mentoring Program
  - c. Maintenance Issues
  - d. Fire at 9A Lyle Place
  - e. Budget Issues - Overtime
  - f. Renovation of Playground
7. New Business
  - a. REAC Inspections
  - b. Payroll Time Management Services
8. Public Portion
9. Adjournment

PAID INVOICE LISTING 6/22/18-8/21/18

VendorName	CheckDate	CheckNumber	TotalAmount	Description
AB UNIVERSAL MESSAGING	06/27/2018	0000001215	103.84	ANSWERING SERVICE - JUNE 2018
ACME WINDOWS	06/27/2018	0000001216	450.00	11 WINDOW RESCREENS 6/26/18
AFCOME	06/27/2018	0000001217	295.04	UNION DUES FOR 8 EMPLOYEES @ \$18.44/PAYROLL - JUNE 2018
CIT	06/27/2018	0000001218	155.65	TELEPHONE SYSTEM LEASE - JULY 2018
EDISON PLUMBING	06/27/2018	0000001219	290.00	BLDG 3 CLEANED BUILDING SEWER 6/21/18
EDISON PLUMBING	06/27/2018	0000001219	260.00	APT 8F CLEANED CLOGGED LINE BETWEEN APT F & E IN THE CRAWL SPACE
ELIZABETHTOWN GAS	06/27/2018	0000001220	8.48	REH GAS 5/21/18-6/20/18
ELIZABETHTOWN GAS	06/27/2018	0000001220	562.19	REH GAS 5/21/18-6/20/18
GURNET ELECTRIC LLC	06/27/2018	0000001221	200.00	APT 10F SERVICE CALL TO TROUBLESHOOT NO POWER CONDITION IN 5 LIVING ROOM RECEPTACLES(BURNED WIRING)
MIDDLESEX WATER CO	06/27/2018	0000001222	2815.92	JEG WATER USAGE 5/14/18-6/15/18
PSEG&E (ELECTRIC)	06/27/2018	0000001223	5.81	APT CALVACAND ELECTRIC 5/19/18-5/31/18 FINAL BILL
PSEG&E (GAS & ELECTRIC)	06/27/2018	0000001224	2016.89	JEG GAS USAGE 5/18/18-6/19/18
SOW, TABITHA	06/27/2018	0000001225	250.00	2018 PRESCRIPTION EYEGLASSES REIMBURSEMENT
STANDARD WASTE SERVICES	06/27/2018	0000001226	2475.00	REH TRASH SERVICE 6, 6YD & 1.3YD - JULY 2018
DE LAGE LANDEN FINANCIAL SERVICES	06/27/2018	0000001227	187.46	JEG COPIER LEASE 6/15/18-7/14/18
OPTIMUM	06/27/2018	0000001227	323.00	REH COPIER LEASE - 6/15/18-7/14/18
OPTIMUM	06/27/2018	0000001228	112.54	REH INTERNET SERVICE PROVIDER 6/22/18-7/21/18
ELIZABETHTOWN GAS	06/27/2018	0000001229	82.58	JEG INTERNET SERVICE PROVIDER 6/22/18-7/21/18
ANTONIO GEVA	06/27/2018	0000001229	23.23	REH GAS 5/21/18-6/20/18
AFIAC	06/27/2018	0000001230	37.80	TRAVEL REIMB FOR ASSISTING WITH 6/5/18 PRIMARY ELECTION AT JEG
BRESLIN AND BRESLIN, P.A	07/10/2018	0000001231	278.84	INSURANCE PREMIUMS - JUNE 2018
BROTHERS LOCK & SAFE, INC.	07/10/2018	0000001232	2000.00	LEGAL SERVICES - JUNE 2018
CARS UNLIMITED	07/10/2018	0000001233	273.50	DUPPLICATE KEYS, REKEYED CYLINDERS
CRUZ REINALDO	07/10/2018	0000001234	196.50	FUEL FOR AUTOMOBILES - JUNE 2018
ELIZABETHTOWN GAS	07/10/2018	0000001235	25.00	REH BOARD MEETING TRAVEL REIMBURSEMENT - 6/21/18
EXXONMOBIL BUSINESS	07/10/2018	0000001236	1891.22	REH GAS 5/31/18-6/29/18
HOME DEPOT CREDIT SERVICES	07/10/2018	0000001237	22.99	FUEL
HOME STAY INSPECTIONS, INC.	07/10/2018	0000001238	1497.54	MAINTENANCE SUPPLIES & MATERIALS
RAYMOND KOPPEWATS	07/10/2018	0000001239	2622.00	HEV HOS INSPECTIONS - JUNE 2018
MAAAR CONSTRUCTION	07/10/2018	0000001240	25.00	REH BOARD MEETING TRAVEL REIMBURSEMENT - 6/21/18
CHRISTOPHER MAZOUSKAS	07/10/2018	0000001241	8700.00	APT 3A COMPLETE BATHROOM RENOVATION!
MCJLUGHIN STAUFFER & SHAKLEE PC	07/10/2018	0000001242	25.00	REH BOARD MEETING TRAVEL REIMBURSEMENT - 6/21/18
NEW JERSEY AMERICAN WATER	07/10/2018	0000001243	112.50	LEGAL SERVICES-RE: LABOR MATTERS JUNE 2018
PALMER HEATING, LLC	07/10/2018	0000001244	7618.54	REH WATER 5/28/18-6/27/18
POSTAGE BY PHONE-RESERVE ACCT	07/10/2018	0000001246	1123.00	JEG WATER LEAKING FROM THE FURNACE 7/2/18
PSEG&E CO SUMMARY ACCOUNT	07/10/2018	0000001247	500.00	POSTAGE RESERVE - JULY 2018
CARLOS N. SANCHEZ	07/10/2018	0000001248	2056.88	REH ELECTRIC 6/22/18-6/24/18
STANDARD WASTE SERVICES	07/10/2018	0000001249	25.00	REH BOARD MEETING TRAVEL REIMBURSEMENT - 6/21/18
STATE OF NEW JERSEY DEPT OF LABOR & WORKFORCE DEV	07/10/2018	0000001250	265.20	30YD ROLL OFF & TONS DISPOSAL 6/25/18
VERIZON	07/10/2018	0000001251	111.90	DEFICIT ASSESSMENT. CIE ASSESSMENT FYE12/2017
VERIZON WIRELESS	07/10/2018	0000001252	331.24	REH TELEPHONE SERVICE 6/28/18-7/27/18
WALTER SZOLUDKO	07/10/2018	0000001253	134.71	MAINTENANCE CELL PHONE SERVICE 5/29/18-6/28/18
SARA GARCIA	07/17/2018	0000001254	25.00	REH BOARD MEETING TRAVEL REIMBURSEMENT - 6/21/18
MICAR MAINTENANCE CORPORATION	07/17/2018	0000001257	198.82	MATERIALS FOR JULIUS ENGLE TENANT ASSOCIATION ITALIAN NIGHT DINNER
R&B LANDSCAPING LLC	07/17/2018	0000001258	8450.00	ACCOUNTING & INTERNAL EXECUTIVE DIRECTORS SERVICES - JULIAN 2018
MADELINE COOK	07/17/2018	0000001259	1200.00	TRIMMING OF SHRUBS & CLEAN UP - JEG
R&B LANDSCAPING LLC	07/17/2018	0000001259	2563.33	REH & JEG LAWN MAINTENANCE - JUNE 2018
CIT	07/26/2018	0000001260	3975.00	REH - TRIMMING SHRUBS & CLEAN UP
DE LAGE LANDEN FINANCIAL SERVICES	07/26/2018	0000001261	155.65	TELEPHONE SYSTEM LEASE - AUGUST 2018
EDISON PLUMBING	07/26/2018	0000001262	323.00	REH COPIER LEASE 7/15/18-8/14/18
FELIX STORCH, INC.	07/26/2018	0000001263	280.00	BLDG 6 CLEANED SEWER LINE
MAZTECK	07/26/2018	0000001264	614.00	15 CURT REFRIGERATOR FOR APT AS
MIDDLESEX WATER CO	07/26/2018	0000001266	150.00	DISITE INSTALLATION & CONFIGURATION, FIXED ACCOUNTANT'S COMOUTER - LOW DISK SPACE
			2891.74	JEG WATER USAGE 6/15/18-7/16/18

PAID INVOICE LISTING 6/22/18-8/21/18

SSE&G (GAS & ELECTRIC)	07/26/2018	00000001267	1724.03	JEG GAS & ELECTRIC 6/20/18-7/19/18
STANDARD WASTE SERVICES	07/26/2018	0000001268	2475.00	REH TRASH SERVICE 6, 6-YD & 1.3-YD - AUGUST 2018
STAPLES ADVANTAGE	07/26/2018	0000001269	243.60	30 YD ROLL OFF & TONS DISPOSAL CHARGE 7/10/18
STEVES APPLIANCE DOCTOR	07/26/2018	0000001270	343.65	REH OFFICE SUPPLIES
STEVES APPLIANCE DOCTOR	07/26/2018	0000001270	253.50	APT 4C OVEN THERMOSTAT & IGNITION KIT INSTALLED
STEVES APPLIANCE DOCTOR	07/26/2018	0000001270	158.50	APT 2A BAKE IGNITION KIT INSTALLED & CHECKED OK
STEVES APPLIANCE DOCTOR	07/26/2018	0000001270	119.50	APT 9D REFRIGERATOR - UNCLOGGED DRAIN TROTH
STEVES APPLIANCE DOCTOR	07/26/2018	0000001270	158.50	APT 2C BAKE IGNITION KIT INSTALLED & CHECKED
STEVES APPLIANCE DOCTOR	07/26/2018	0000001270	182.60	APT 6E DISMANTLED & INSTALLED NEW DEFROST STAT
VERIZON	07/26/2018	0000001271	119.50	APT 9E STOVE - FLAMES SMOKES OUT ADJUSTED & CLEANED
VERIZON	07/26/2018	0000001271	197.89	JEG TELEPHONE SERVICE 7/16/18-8/15/18
ZEP SALES AND SERVICE	07/26/2018	0000001272	37.48	ELIZABETHTOWN GAS METER HOOK UP 7/11/18-8/10/18
AB UNIVERSAL MESSAGING	07/26/2018	0000001273	279.81	JEG & REH - 2 CASES OF 12 QTS ZEP FLO DRAIN SOLVENT
ACME WINDOWS	08/13/2018	0000001274	90.64	ANSWERING SERVICE - JULY 2018
ARLAC	08/13/2018	0000001275	525.00	VACANT APT F4 - 15 RE SCREENS
BRESLIN AND BRESLIN, P.A.	08/13/2018	0000001276	278.84	INSURANCE PREMIUMS - JULY 2018
CARS UNLIMITED	08/13/2018	0000001277	2000.00	LEGAL SERVICES - JULY 2018
DUPULTON, INC.	08/13/2018	0000001278	78.00	FUEL FOR AUTOMOBILES - JULY 2018
EDISON PLUMBING	08/13/2018	0000001279	11.71	COPPER OVERAGE CHARGE - 5/7/18 8/6/18
ELIZABETHTOWN GAS	08/13/2018	0000001280	320.00	BLDG 7 & 12 CLEANED SEWER LINES IN BLDG 7 & 12
ELIZABETHTOWN GAS	08/13/2018	0000001280	22.89	REH GAS 6/20/18-7/20/18
ELIZABETHTOWN GAS	08/13/2018	0000001280	386.41	REH GAS 6/20/18-7/20/18
ELIZABETHTOWN GAS	08/13/2018	0000001280	875.82	REH GAS 6/29/18-7/31/18
GUY M. JENSEN	08/13/2018	0000001280	6.58	REH GAS 6/20/18-7/20/18
GUY M. JENSEN	08/13/2018	0000001281	75.00	LOCK OUT FEE - GEORGE HOLLOMAN
GUY M. JENSEN	08/13/2018	0000001281	75.00	LOCK OUT FEE - NIKKI GALLMAN
GUY M. JENSEN	08/13/2018	0000001281	75.00	LOCK OUT FEE - HEATHER SCOTT
GUY M. JENSEN	08/13/2018	0000001281	75.00	LOCK OUT FEE - RONNAY MORGAN
GUY M. JENSEN	08/13/2018	0000001281	75.00	LOCK OUT FEE - TRAVIS HOWELL
GUY M. JENSEN	08/13/2018	0000001281	75.00	LOCK OUT FEE - VERONICA BARNETTE
HOME DEPOT CREDIT SERVICES	08/13/2018	0000001282	1795.98	MAINTENANCE SUPPLIES & MATERIALS
HOME STAI INSPECTIONS, INC.	08/13/2018	0000001283	797.00	HCV INSPECTIONS - JULY 2018
INTERGLOBE COMMUNICATIONS, INC	08/13/2018	0000001285	290.77	TELEPHONE SERVICE 7/26/18-8/31/18
MCALOUGHIN STAUFFER & SHAKLEE, PC	08/13/2018	0000001286	174.00	MICROSOFT E.MAIL ACCT. - 1 YR & REMOVELY TROUBLESHOOT DEBORAH'S COMPUTER
NEW JERSEY AMERICAN WATER	08/13/2018	0000001287	280.20	LEGAL SERVICES - REGENERAL LABOR SERVICES - JULY 2018
NJ MOTOR VEHICLE COMMISSION	08/13/2018	0000001288	8896.33	REH WATER 6/28/18-7/28/18
NATIONAL TENANT NETWORK	08/13/2018	0000001289	46.50	REGISTRATION RENEWAL FOR 1996 JEEP CHEROKEE EXP 9/30/19
OPTIMUM	08/13/2018	0000001290	186.00	REGISTRATION RENEWAL FOR THE 2002 DODGE RAM TRUCK EXP 9/30/19
PHOENIX SPECIALTIES, LLC	08/13/2018	0000001291	26.00	BACKGROUND CHECK FOR REH PROSPECTIVE TENANT - MAGION JACKSON
PHOENIX SPECIALTIES, LLC	08/13/2018	0000001292	112.54	REH INTERNET SERVICE PROVIDER - 7/22/18-8/21/18
POSTAGE BY PHONE, RESERVE ACCT	08/13/2018	0000001293	82.99	JEG INTERNET SERVICE PROVIDER 7/22/18-8/21/18
PEB&G CO SUMMARRY ACCOUNT	08/13/2018	0000001294	133.95	APT J1 - 36" SINK BASE COUNTRY OAK
R&B LANDSCAPING LLC	08/13/2018	0000001295	500.00	APT F1 KITCHEN CABINETS & COUNTER TOPS
RUTGERS, THE STATE UNIVERSITY OF NJ	08/13/2018	0000001297	2278.08	JEG ELECTRIC USAGE 6/21/18-7/23/18
STANDARD WASTE SERVICES	08/13/2018	0000001299	2883.33	REH & JEG LAWN MAINTENANCE CONTRACT - JULY 2018
TOSHIBA BUSINESS SOLUTIONS	08/13/2018	0000001298	486.00	REGISTRATION FOR COUSERS ETHICS & PROCUREMENT & CONTRACT MANAGEMENT - DEBORAH HURLEY
VERIZON	08/13/2018	0000001299	426.00	DUMPSITER 30 YD ROLL OFF & TONS DISPOSAL-8/1/18
VERIZON WIRELESS	08/13/2018	0000001300	341.00	PRINTER TONER CARTRIDGE FOR DEBORAH'S & SECTIONS 8 OFFICE
JOCEL VY SILVA	08/14/2018	0000001301	285.93	REH TELEPHONE SERVICE 7/13/18-7/27/18
JOCEL VY SILVA	08/14/2018	0000001302	155.04	MAINTENANCE CELL PHONE SERVICE 7/29/18-8/28/18
JOCEL VY SILVA	08/14/2018	0000001303	224.96	REH TELEPHONE SERVICE 7/29/18-8/28/18
JOCEL VY SILVA	08/14/2018	0000001304	53.30	CUSHNART COFFEE MAHER PURCHASE FROM COSTCO-REIMBURSEMENT
MAZTECK	8/17/2018	0000001305	3900.00	SERVICES RENDERED FOR VALUATION OF POSTEMPLOYMENT BENEFITS GASB 75 FOR FISCAL YEAR 7/1/17-6/30/18
MAZTECK	8/17/2018	0000001305	903.75	BEST EXTERMINATING SERVICES AT JEG & REH
MAZTECK	8/17/2018	0000001306	75.00	REMOVELY CONNECTED TO SET UP DEBORAH'S WORK EMAIL ON HER HOME COMPUTER
MAZTECK	8/17/2018	0000001306	921.00	REH WATER MAIN BREAK TEST & PURGE DOMESTIC HOT WATER SYSTEMS 8/1/18

PAID INVOICE LISTING 6/22/18-8/21/18

STATESIDE AFFAIRS, LLC	8/17/2018	0000001307	2900.00	RESIDENT ASSOCIATION SERVICES - JULY & AUGUST 2018
POLCARI & CO	8/20/2018	0000001308	8100.00	ACCOUNTING & INTERIM EXECUTIVE DIRECTORS SERVICES - JULY 2018
			<b>115728.85</b>	

Commissioner Telesnick stated that he has an issue with our trucks traveling to Iselin to purchase fuel. He also stated that he believed the prices charged by Expert Tree Services were excessive. Chairperson Sanchez agreed that it did not make sense for housing authority employees to travel to Iselin to refuel our vehicles. Mr. Polcari stated that he would seek alternative sources of fuel that were closer to the Authority and therefore less costly.

Commissioner Sanchez questioned the invoice from Polcari & Company in the amount of \$13,350 for the month of May. Mr. Polcari stated that the invoice included not only the invoice for standard monthly accounting services but also the fee for serving as interim Executive Director, including the search for a new Executive Director.

A vote was taken and the resolution 1-6-18 was unanimously approved.

**The vote was as follows:**

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Mazauskas	X			
Commissioner Mangione	X			
Commissioner Szoludko	X			
Chairman Sanchez	X			

**OLD BUSINESS**

Chairperson Sanchez stated that item a on the agenda under Old Business (the interview of candidates for the Executive Director position was taken care of in open session.

Mr. Polcari gave an update on the Julius C. Engel Resident Council. He stated that the resident council was formed, officers were elected and the council had begun various activities. Those activities include a gardening day, where flowers and bulbs were planted at the site in order to improve the look and curb appeal of the development. They also held an Italian Night dinner on the previous Friday. Mr. Polcari reported that he stopped in at the dinner and that it was well-attended. There were approximately twenty-five residents all of whom indicated that they were very pleased resident council's work in preparing the evening and the opportunity to socialize with their neighbors. Commissioner Sanchez stated that Cristina Pinzon of Stateside Affairs should be given credit for assisting in the formation of the resident council. She was very diligent in pursuing the formation of the council.

Kathryn Neal stated that she believed that a resident council had also been formed at North Edison Gardens. Commissioner Sanchez stated that approximately a year ago, a resident council was formed at Robert E. Holmes but the officers that were elected

resigned shortly after the election due to various safety concerns. Mr. Polcari stated that it was made very clear to the officers of the Julius C Engel Gardens resident council that their role did not include the policing of the project. Their role is not to oversee what their neighbors are doing and report it to management, but rather the organization's role is to organize activities that will provide socialization and education for the residents and improve the quality of life for all residents. They will also promote activities to improve the physical condition and appearance of the housing authority.

Mr. Polcari stated that he issued a purchase to a cleaning company to perform a thorough cleaning of the breezeways at Julius C. Engel Gardens. The cleaning is scheduled for the 27<sup>th</sup> and 28<sup>th</sup> of June. Chairperson Sanchez stated that this effort was the result of the Interim Executive Director following up on concerns of the residents. Mr. Polcari added that after the breezeways were cleaned he would prepare a schedule to be followed by the authority's maintenance staff to provide for regular cyclical cleaning of the breezeways.

Mr. Polcari stated that a landscaper was hired to provide ongoing lawn maintenance at both sites. He stated that the landscape contractor would also trim all of the shrubs at both sites and will provide fall cleanup at both sites. He stated that the landscaper began their service in mid-June and would cut the grass bi-weekly at both sites. A purchase order was issued in the amount of \$16,000 for the performance of this work.

Mr. Polcari stated that the union contract was signed by both the union representative and Commissioner Sanchez. The contract was ratified at the March meeting. Retroactive pay increase checks will be prepared for all employees.

Commissioner Koperwhats asked if anyone knew who owned the roads within both of our sites. He stated that this was important due to both safety issues and the poor condition of the roads. Commissioner Sanchez noted that the safety issues were communicated to township officials. Commissioner Mazauskas noted that we need signage and other assistance from the township in addressing safety issues.

## **NEW BUSINESS**

Mr. Polcari reported that we had a fire at 9A Lyle Place on May 30<sup>th</sup>, at approximately 7:00 PM. The cause of the fire was a cooking accident that began at the stove and spread quickly throughout the apartment via the walls and electrical system. Commissioner Mazauskas said that he heard there was an unauthorized stove in the apartment. Mr. Polcari said that the stove was changed by the tenant but that both the maintenance supervisor and the former Executive Director were aware that the stove had been changed. Mr. Polcari stated that he made an OPRA request to the city for a copy of the Fire Marshall's report that would explain exactly what the fire officials believed was the cause of the fire. The insurance company's inspector had examined the site several days ago to verify the cause of the fire as explained to them by the Fire Marshall and to determine whether there was any faulty equipment or other issues that may have contributed to the cause of the fire. Such issues would be cause for the insurance company to subrogate against other parties. In order to determine whether there was any

concern for fires smoldering within the walls, firemen broke through the wall between Apartment 9A and apartment 9B. The responding firemen were satisfied that there was no concern that another fire would ignite within the wall between 9A and 9B before leaving the scene. However, since the wall between the two apartments had been breached, both families (9A and 9B) had to be evacuated and relocated for the night. Both families were relocated to a hotel with the help of the American Red Cross and the Edison Township Office of Emergency Management. Mr. Polcari stated that the township was instrumental in getting the families relocated. On the very next day at approximately 3:00 PM, the family residing in 9A was able to return to the housing authority. The family returned to a four bedroom unit that the housing authority's maintenance staff had just completed renovating as part of its routine renovations of vacant units. On the day after the fire, our maintenance staff repaired the hole in the wall between 9A and 9B and had the unit inspected by Servpro to verify that no harmful smoke or other conditions existed in the unit. Based on the report that the unit could be reoccupied without any concerns for the family, the family returned to 9B on the second day after the fire. Commissioner Sanchez thanked the city for their support and thanked Mr. Polcari for attending to the immediate concerns of the families affected on the morning immediately after the fire. Commissioner Mazauskas suggested that the Board pass a resolution commending Marc Webb, the authority's maintenance supervisor, for his exemplary work in attending to the needs of both the families involved and the housing authority.

HUD Correspondence – Mr. Polcari stated that he received correspondence from HUD stating that a tenant was not being given proper credit for child care expenses when her rent was determined. He indicated that he believed our housing manager handled the recertification correctly and in accordance with our policy. He said he would resolve the matter with HUD.

## **PUBLIC COMMENTS**

One tenant stated that she had returned home from the hospital with a new baby and was concerned that a mold condition existed within her apartment that presented a health issue for her newborn and other children. She acknowledged that a contractor was currently working in her apartment but she expressed concern that the work was not being completed quickly enough or properly. Mr. Polcari stated that Marc Webb, the maintenance supervisor was aware of this issue and was working with the contractor to have it remedied. He informed the tenant that he would visit her apartment while the contractor is present to ensure that the repairs were completed properly and as quickly as possible.

One tenant expressed a concern that a tenant association could not be formed at Robert E. Holmes Gardens due to lack of participation. Chairperson Sanchez expressed the Board's commitment supporting any activities undertaken by the tenants. However, the organization could not be successful without the support of the tenants.

Another tenant expressed the concern that her son could not get an apartment at Robert E. Holmes Gardens while other tenants were being selected. Mr. Polcari explained the application and wait list process to the tenant. He also stated that the waitlist is currently closed. Therefore, in order for her son to be eligible for an apartment, he must apply for a unit when the authority's wait list is opened. Any tenant that was given an apartment at either of our sites went through that process. He stated that tenants were not given apartments simply because they were "related to someone at the office or knew someone at HUD". He asked the tenant to contact him if she had any reason to believe otherwise. He stated that the same procedures apply to Section Eight.

One tenant complained of drug and other illegal activities that take place at Robert E. Holmes Garden. That tenant stated that she would take care of these matters on her own. Chairperson Sanchez implored any resident who was aware of illegal activities – i.e. drugs, theft, etc. to call the Edison police department rather than taking such matters into their own hands.

A tenant expressed a concern that she is not able to get a parking space in front of her own unit. Mr. Polcari stated that the streets were owned by the township and that we could not control where people park. The tenant again stated that she thought her son should be able to park in front of her apartment when visiting. Another tenant stated that the former Executive Director had begun a program where tenants would apply for parking stickers. Mr. Polcari stated that he would advise the new Executive Director of the project and ask them to follow up on the status of the parking sticker project.

One tenant requested an update on the status of the playground. Mr. Polcari stated that he would determine the status of the grant that was awarded to the Authority for the purpose of completing the playground.

Mr. Polcari stated that he would contact the successful candidate for the Executive Director position to finalize the terms of employment.

Adjourned Unanimously at **8:40 PM**.

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Secretary / Interim Executive Director



**EDISON HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**June 21, 2018**

**5:00 PM**

**MINUTES**

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at the Robert E. Holmes Community Room.

The meeting was called to order at 5:00 PM at the Community Room of Julius Robert E. Holmes Gardens at 15 Reverend Samuel Carpenter Blvd., Edison, NJ.

Chairman Carlos Sanchez formally introduced the housing authority's new commissioner Louis Mangione. All Commissioners introduced themselves to Commissioner Mangione. Kathryn Neal attended the meeting via teleconference and also introduced herself to Commissioner Mangione.

The Housing Authority's attorney stated that adequate notice of this Meeting as required by the Open Public Meetings Act was provided in the following manner: on December 16, 2017 a notice providing the date, time and place of the meeting was transmitted to the Star Ledger and Home News Tribune. Said notice was also posted on both the authority's officially designated bulletin boards, filed with the township clerk and in the main lobby of the municipal complex.

Roll call - those in attendance were: Chairman Carlos Sanchez, Commissioner Louios Mangione, Commissioner Chris Mazauskas, Commissioner Raymond Koperwhats, Commissioner Barry Telesnick, Commissioner Walter Szoludko and Commissioner Kathryn Neal via teleconference. Anthony Polcari, Interim Executive Director and Housing Authority Attorney Terence Corrison were also in attendance.

A motion was made by Kathryn Neal and seconded by Commissioner Raymond Koperwhats to go into executive session for the purpose of discussing a personnel matter. A vote was taken and it was unanimously approved. The meeting went into executive session at 5:10 PM.

The regular meeting resumed at 6:53 PM. A motion to offer the Executive Director Position to Deborah Hurley at a salary of \$102,000 was made by Commissioner Telesnick and seconded by Commissioner Neal. A vote was taken and the tabulation of the results is as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats		X		
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Mazauskas		X		

Commissioner Mangione		X
Commissioner Szoludko	X	
Chairman Sanchez	X	

A motion to approve the May 2018 minutes was made by Commissioner Koperwhats and seconded by Commissioner Mazauskas. The minutes were approved unanimously.

**The vote was as follows:**

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Koperwhats	X			
Commissioner Neal				X
Commissioner Telesnick				X
Commissioner Mazauskas	X			
Commissioner Mangione				X
Commissioner Szoludko	X			
Chairman Sanchez	X			

**Resolution 1-6-18** to authorize and pay Vouchers for Business, Professional Services, Salaries and taxes in the amount of \$114,577.38 was introduced by Chairpeson Sanchez

**Motion:** Commissioner Barry Telesnick  
**Second:** Commissioner Walter Szoludko

Commissioner Koperwhats questioned the invoices from Stateside Affairs for the months of February through May. Chairpeson Sanchez stated that Stateside Affairs was very involved in the formation of the resident association at Julius C. Engel Gardens as well as the initiative to provide social services to the residents of Edison Housing Authority, particularly the youth. The Chair suggested that Mr. Polcari review the Stateside invoices and discuss with the new Executive Director the continued use of Stateside as a consulting firm and the extent of services to be provided by Stateside Affairs.

Commissioner Koperwhats questioned the invoice from Expert Tree Services in the amount of \$7,250 for cutting down and disposing several trees at Robert E. Holmes Gardens. Mr. Polcari explained that the invoice was due to emergency services resulting from a storm. Due to the high winds, several tree limbs broke and damaged the soffits, leaders and gutters on three buildings at Robert E. Holmes Gardens. This invoice was for the services to cut down the trees in question and remove the debris from the site in order to ensure that no further damages were incurred. Mr. Polcari also stated that an insurance claim was filed that covered not only the invoice of Expert Tree Services but also would cover the repair work to be performed by Rapid Recovery to replace roof shingles and repair damage to the soffits and gutters. The total cost of the repairs will be approximately \$20,000, which is equivalent to the amount of the insurance settlement.

RESOLUTION # 1-8-2018

A RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS FOR BUSINESS EXPENDITURES IN THE AMOUNT OF \$57,827.79

WHEREAS, the Edison Housing Authority must pay for the goods and services it has procured and received, and

WHEREAS, such payment has been authorized by the Board of Commissioners, and

WHEREAS, for the period since vouchers were last approved, the total amount of payments required for business expenses is \$58,827.79

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 1-8-2018; authorizing the payment of vouchers for business expenses in the amount of \$58,827.79 is hereby approved.

MOVED:

SECONDED:

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

Commissioner Mazauskas

Commissioner Koperwhats

Commissioner Neal

Commissioner Telesnick

Commissioner Mangione

Chairman Sanchez

PASSED AND ADOPTED THE 21st day of August 2018

I, Anthony G. Polcari, 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 August 21, 2018

\_\_\_\_\_  
Anthony G. Polcari, Secretary, Interim E.D.

RESOLUTION # 2-8-2018

A RESOLUTION AUTHORIZING AN INTER-LOCAL SERVICES AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH AND EDISON HOUSING AUTHORITY FOR PUBLIC HOUSING INSPECTION SERVICES

WHEREAS, the Edison Housing Authority is required to inspect all of its public housing units annually, and

WHEREAS, Edison Housing Authority has contracted for these services with private entities in prior years, and

WHEREAS, the Interim Director has determined that the services provided in prior years have not been satisfactory, and

WHEREAS, the Interim Director has determined that contracting with another local government agency to perform training for Edison Housing Authority employees while performing these services would be beneficial to Edison Housing Authority, and

WHEREAS, the staff and Interim Director have determined that budgeted funds are available to pay the expense of these services

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 2-8-2018; authorizing the execution of a shared services agreement with the Housing Authority of the City of Elizabeth at a cost not to exceed \$12,000.00 to perform inspection and training services is hereby approved.

MOVED:

SECONDED:

Member Recorded Vote      Ayes      Nays      Abstain      Absent

Commissioner Szoludko

Commissioner Mazauskas

Commissioner Koperwhats

Commissioner Neal

Commissioner Telesnick

Commissioner Mangione

Chairman Sanchez

PASSED AND ADOPTED THE 21st day of August 2018

I, Anthony G. Polcari, Secretary of the

RESOLUTION # 3-8-2018

**A RESOLUTION AUTHORIZING AN EMPLOYMENT CONTRACT WITH DEBORAH HURLEY,  
EXECUTIVE DIRECTOR FOR A ONE YEAR PERIOD COMMENCING AUGUST 1, 2018  
THROUGH JULY 31, 2018 AT AN ANNUAL SALARY OF \$102,000**

WHEREAS, the Edison Housing Authority has formed an Executive Search Committee that has advertised for the services of an Executive Director, and

WHEREAS, the Search Committee has received resumes and conducted interviews of numerous applicants, and

WHEREAS, the Board of Commissioners approved the hiring of Deborah Hurley at a salary of \$102,000 at its June 21, 2018 meeting, and

WHEREAS, the Interim Director has determined that budgeted funds are available to pay the agreed upon salary and related benefits,

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 3-8-2018; authorizing the execution of an employment contract for the Executive Director at an annual salary of \$102,000 plus customary benefits is hereby approved.

MOVED:

SECONDED:

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

Commissioner Mazauskas

Commissioner Koperwhats

Commissioner Neal

Commissioner Telesnick

Commissioner Mangione

Chairman Sanchez

PASSED AND ADOPTED THE 21st day of August 2018

I, Anthony G. Polcari, 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  
August 21, 2018

RESOLUTION # 4-8-2018

A RESOLUTION OF RECOGNITION AND APPRECIATION TO MARC WEBB

WHEREAS, the Edison Housing Authority suffered fire damage at 9A Lyle Place on May 30, 2018 requiring the temporary relocation of two families, and

WHEREAS, Edison Housing Authority's maintenance supervisor, Marc Webb, displayed unparalleled dedication and commitment to the residents of Edison Housing Authority by assisting in their relocation and immediate return to permanent housing within Robert E. Holmes Gardens, and

WHEREAS, we, the Board of Commissioners wish to extend our utmost appreciation for the work that Marc has performed in making this tragedy as tolerable as possible for all concerned

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Edison Housing Authority recognizes and appreciates the service of Marc Webb in assisting the residents of Edison Housing Authority during their time of need, and further, that this Resolution of Appreciation and Support be duly recorded and spread across the minutes of the Edison Housing Authority on this 21st day of August, 2018.

MOVED:

SECONDED:

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

Commissioner Mazauskas

Commissioner Koperwhats

Commissioner Neal

Commissioner Telesnick

Commissioner Mangione

Chairman Sanchez

PASSED AND ADOPTED THE 21st day of August 2018

I, Anthony G. Polcari, 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 August 21, 2018

\_\_\_\_\_  
Anthony G. Polcari, Secretary, Interim E.D.

RESOLUTION # 5-8-2018

A RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS FOR BUSINESS EXPENDITURES IN THE AMOUNT OF \$115,728.85

WHEREAS, the Edison Housing Authority must pay for the goods and services it has procured and received, and

WHEREAS, such payment has been authorized by the Board of Commissioners, and

WHEREAS, for the period since vouchers were last approved, the total amount of payments required for business expenses is \$115,728.85

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Edison Housing Authority, that Resolution Number 1-8-2018; authorizing the payment of vouchers for business expenses in the amount of \$115,728.85 is hereby approved.

MOVED:

SECONDED:

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

Commissioner Mazauskas

Commissioner Koperwhats

Commissioner Neal

Commissioner Telesnick

Commissioner Mangione

Chairman Sanchez

PASSED AND ADOPTED THE 21st day of August 2018

I, Anthony G. Polcari, 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 August 21, 2018

Anthony G. Polcari, Secretary, Interim E.D.

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Anthony G. Polcari, Secretary, Interim E.D.



**SHARED SERVICES AGREEMENT  
BETWEEN THE HOUSING AUTHORITY of the CITY of ELIZABETH  
AND EDISON HOUSING AUTHORITY FOR PUBLIC HOUSING INSPECTION  
SERVICES**

This Shared Services Agreement is made this 19th day of July, 2018 by and between the Housing Authority of the City of Elizabeth (HACE), (the Provider), 688 Maple Avenue Elizabeth, New Jersey 07202 and the Housing Authority of the City of Edison (EDHA), 14 Reverend Samuel Carpenter Blvd. Edison, New Jersey 08820, (the Recipient).

**WITNESSETH**

Whereas, the Uniform Shared Services and Consolidation Act (NJSA 40A:65-1 et seq.) was adopted and made effective on April 3, 2017 to encourage government efficiency through shared services to help ameliorate the high property taxes paid in the State of New Jersey; and

Whereas, the Provider and the Recipient desire to enter into a Shared Services Agreement to share the services of technical/administrative/Public Housing and Section 8 Rental Assistance Support;

Whereas, the Provider has approved this Agreement by a resolution adopted by the governing body of the Housing Authority of the City of Elizabeth at a regular meeting held in accordance with the Open Public Meetings Act pursuant to Resolution No. 6094 adopted on July 9, 2018.

Whereas, the Recipient has approved this Agreement by a resolution adopted by the governing body of the municipality at a regular meeting held in accordance with the Open Public Meetings Act pursuant to Resolution No. 2-7-18 adopted on July 17, 2018.

Now therefore, in consideration for the mutual promises contained herein the Provider and Recipient Agree as Follows:

**ARTICLE I.**

Resolution. Pursuant to NJSA 40A:65-5, this Agreement may be approved by the adoption of a resolution by the governing body of each public entity at an open public meeting held in accordance with the Open Public Meetings Act.

1. State Filing. This Agreement shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs, pursuant to the rules and regulations promulgated by the director.

## **ARTICLE II. SCOPE OF SERVICES & RESPONSIBILITIES OF RECIPIENT**

1.) Hours of Service. Shall be determined and agreed upon by recipient and provider to complete assigned tasks within business hours of Edison Housing Authority operations.

2.) Place of Operation. Inspections will be performed at the following properties:  
Julius C. Engel Gardens  
Robert E. Holmes Gardens

3.) Personnel: The Provider, through its agency staffing, shall cooperate with the Interim Executive Director or his successor to ensure work is performed with adequate personnel and in an efficient manner and timely manner.

4.) The services to be performed will include the following:

- Train property management in scheduling and conducting Public Housing apartment/unit inspections;
- Prepare corresponding written inspection reports for each unit detailing date of inspection completion and items in need of repair;
- Provide report for all required work-orders based upon inspections;
- Provide inspection of overall building systems and make recommendations;
- Establish scheduling protocols and forms to be utilized for future annual inspections for on-site staff.

## **ARTICLE III. CONSIDERATION AND METHOD OF PAYMENT**

The annual consideration paid by the Recipient to the Provider for the shared services set forth herein shall not exceed \$12,000.00.

1. Payments shall be made on a monthly basis at the end of each calendar month based on the actual hourly wages incurred by the Provider during the relevant period, however the total cost incurred shall not exceed \$12,000.
2. Payments shall not begin until the Agreement is fully effective in accordance with the procedures set forth herein.

## ARTICLE IV. GENERAL PROVISIONS

1. **Alternative Dispute Resolution.** The parties agree to submit any dispute, enforcement, or other matter related to this Agreement to binding arbitration. In such case the parties agree to follow the normal arbitration proceedings established in the Superior Courts of Middlesex County for dispute resolutions, except that the arbitration shall be binding with no appeal to the courts.
2. **Compliance with Law.** The parties to this Contract shall be required to comply with all applicable Federal, State, County and local laws during the performance of this Contract.
3. **Duration of Contract.** The duration of this Contract shall be for the period from July 16<sup>th</sup> through November 30<sup>th</sup>, 2018 and may be extended for an additional period by the mutual consent of both parties.
4. **Effective Date.** This Agreement shall take effect upon the adoption of the appropriate resolutions by all the parties thereto, and the execution of the Agreement by the authorized municipal officials.
5. **Insurance.** The parties to this Agreement shall be responsible for the following insurance requirements: (a) the Provider , Housing Authority of the City of Elizabeth shall maintain adequate insurance as required by the laws of the State of New Jersey for the duration of this Contract to include workers compensation insurance; (b) the Recipient Housing Authority of the City of Edison shall maintain adequate insurance coverage as required by the laws of the State of New Jersey for the duration of this Contract to include general and public liability insurance.
6. **Partial invalidity.** If any part of this Agreement shall be held to be unenforceable, the rest of this Agreement shall nevertheless remain in full force and effect.
7. **Reimbursement.** In the event of any dispute as to the amount to be paid, the full amount to be paid as provided for in this Agreement shall be paid. But, if through subsequent negotiation, arbitration or litigation, the amount due shall be agreed, determined or adjudicated to be less than was actually paid, then the party having received the payment shall forthwith repay the excess.
8. **Termination.** This Agreement may be terminated at any time by either party provided that such request for termination is reduced to writing and meets the following conditions: (a) is executed by the chief administrative officer of the requesting municipality or his or her designated representative; (b) specifies the exact date of the requested termination; and (c) provides to the other party not less than twenty (20) days written notice of the effective date of the termination.

9. Waiver. Failure to insist upon strict compliance of any conditions, covenants or terms of this Agreement at any one time shall not be deemed a waiver of such condition, covenant, or term at any other time. Furthermore, a waiver or relinquishment of any right or power set forth herein at any time shall not be deemed to be a waiver or relinquishment of the same right or power, or any other right or power, at any other time.
10. Entire Agreement. This Contract represents the entire agreement between the parties. No amendment to this Contract shall be valid unless it is made in writing and executed by the parties and approved by resolutions of the governing bodies of each municipality.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the latter of the dates written below.

ELIZABETH HOUSING AUTHORITY

By: \_\_\_\_\_  
Print Name/signature

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

EDISON HOUSING AUTHORITY

By: \_\_\_\_\_  
Print Name/signature

Date: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

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  
August 21, 2018

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Anthony G. Polcari, Secretary, Interim E.D.