

EDISON HOUSING AUTHORITY
Regular Meeting
November 20, 2018

7:00 PM
Julius Engel
(Community Room)
Willard Dunham Drive
Edison, NJ 08820

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of October 16, 2018 Regular Meeting Minutes
5. Resolutions:

1-11-2018 Resolution to approve vouchers for payment of invoices in the amount of \$58,141.74

2-11-2018 Resolution of the Edison Housing Authority adopting the amended personnel policies and procedures manual to comply with 2018-2019 MEL Employment Practices.

3-11-2018 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute an agreement with NetConnect, the lowest, responsible proposal for professional computer maintenance services beginning November 1, 2018 and terminating on October 30, 2019.

4-11-2018 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute a contract with Polcari & Co. C.P.A., for Accounting Services for the Period beginning November 1, 2018 and terminating on October 30, 2020, at an annual fee of \$33,600.00.

5-11-2018 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute a

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contract with Hymanson, Parnes & Giampaolo Certified Public Accounts for Audit Service for the Period beginning November 1, 2018 and terminating on March 31, 2020, at an annual fee of \$9,720.00.

6-11-2018 Resolution by the Commissioners of the Edison Housing Authority authorizing the Executive Director to execute a contract with Breslin and Breslin for legal services beginning November 1, 2018 and terminating October 30, 2019, at an annual fee of \$25,200.

6. Public Portion

Adjournment

**EDISON HOUSING AUTHORITY
REGULAR BOARD MEETING**

October 16, 2018

7:00 pm

MINUTES

The Regular Meeting of the Board of Commissioners of the Edison Housing Authority was held at Robert E. Holmes, 14 Rev. Samuel Carpenter Blvd., Edison, NJ in the community room. The meeting was called to order at 7:00 pm.

Adequate notice of this Meeting as required by the Open Public Meetings Act has been provided in the following: On December 16, 2017 a notice providing the date, time, and location for the meeting was submitted to the Home News Tribune and Star Ledger. Said notice was also posted on both the Edison Housing Authority website and designated bulletin boards, filed with the township clerk and posted in the main lobby of the municipal complex.

Roll call

In attendance: Chairman Carlos N. Sanchez, Commissioner Walter Szoludko, Commissioner Christopher Mazauskas, Commissioner Raymond Koperwhats, Commissioner Kathryn Neal (*via-conference call*), Commissioner Barry Telesnick, Executive Director Deborah Hurley, Accountant Tony Polcari, and Attorney Terrence Corrison.

Excused Absence: Commissioner Louis Mangione, Jr.

Chairman N. Sanchez recommended a motion to go out of order on the agenda and have Pennrose Properties present before approving the minutes.

Motion: Commissioner Kathryn Neal

Second: Commissioner Ray Koperwhats

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.			x	
Comm. Neal	x			
Comm. Telesnick	x			
Chairman N. Sanchez	x			

Deborah Hurley, Executive Director introduced Pennrose Properties to the commissioners as the designated developers for the Camp Kilmer project in the Township of Edison. Deborah Hurley, Executive Director reminded the commissioners that they recently approved (10) Section 8 Project Based Vouchers to be awarded to Pennrose to use for the Camp Kilmer development project. In addition to the approval of the vouchers they had requested a presentation by Pennrose. As a result, Pennrose made themselves available for the board meeting.

Pennrose representatives, Jacob Fisher and Harishan Lamba provided an overview of the development plans for the Camp Kilmer Redevelopment Project, which highlighted several successful development projects executed throughout New Jersey. A power point presentation that included handouts featured renderings of the project that will provide housing for veterans and homeless. The project is projected to be completed in 14 months and they anticipate 6 months for stabilization. After the presentation, questions were posed by commissioners.

Commissioner Mazauskas inquired about energy efficiency. Pennrose assured the commissioners that Energy Star appliances will be used and additional measures have been implemented to assure that energy efficiency is made a priority. Commissioner Koperwhats inquired about providing units for female veterans. Because of the fair housing laws, Pennrose cannot provide housing specifically for female veterans. However, Pennrose can request the Township to market to specific organizations to ensure people are aware of the housing opportunity. Chairman N. Sanchez inquired about the role of Edison Housing Authority as the provider for the vouchers. Pennrose indicated that we eventually will receive fees from the vouchers and thanked the commissioners for their time and support.

Motion to approve the minutes of September 18, 2018 Board Meeting

Motion: Commissioner Ray Koperwhats

Second: Commissioner Kathryn Neal

Discussion: Commissioner Barry Telesnick brought attention to the error made in *Approved Resolution 3-9-18* that Commissioner Lou Mangione, Jr. was marked voting *ayes*, and Commissioner Chris Mazauskas was marked *absent*. That should be corrected to reflect Commissioner Chris Mazauskas voting *ayes*, and Commissioner Lou Mangione, Jr. as *absent*. Also, the same error was made for *Approved Resolution 4-9-2018*. Chairman N. Sanchez asked the commissioners for additional input regarding the minutes. Based on the recommended changes, there was no further discussion and motion was made to approve minutes that will include the corrections.

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.			x	
Comm. Neal	x			

Comm. Telesnick x
Chairman N. Sanchez x

Resolution 1-10-2018 to authorize and approve Vouchers for Business in the amount of \$55,690.44 for periods September 19, 2018 to October 16, 2018.

Motion: Commissioner Walter Szoludko
Second: Commissioner Barry Telesnick

Discussion

Chairman N. Sanchez asked if there were any questions. Commissioner Chris Mazauskas questioned Polcari & Co. bill of \$6,350.00, as it appeared higher than normal. Accountant, Tony Polcari explained that the bill reflects the time he spent with the onboarding process of the new executive director. Commissioner Chris Mazauskas questioned the cleaning service bill. Deborah Hurley, Executive Director shared with the commissioners that both offices need a deep clean that only a professional service can perform. Tony Polcari, Accountant expanded by providing personnel history that a part-time person was hired to clean the offices and didn't do a good job. As a result, they were terminated. Tony Polcari, Accountant further expressed that Deborah Hurley, Executive Director has now evaluated and determined the need for a service and it makes sense to contract with a service to assist in keeping the offices clean. Commissioner Chris Mazauskas asked if the maintenance team could be trained to clean the offices. Deborah Hurley, Executive Director and Tony Polcari, Accountant both stated that it was not the best use of maintenance time to be involved with deep cleaning administrative offices. Chairman N. Sanchez reiterated that the new executive director was to reevaluate the staff and the organizations structure to determine how best to utilize staff, as a result it has been determined to identify and contract with a professional deep cleaning service as necessary. Commissioner Szoludko questioned how often would we use the cleaning services? And would we need to go to bid? Deborah Hurley, Executive Director indicated that a deep cleaning would only be performed twice a year. Attorney, Terrence Corrison indicated that we would adhere to HUD's procurement and contracting policy which will allow us to receive several quotes over the phone since the threshold doesn't exceed HUD's policy. Commissioner Chris Mazauskas questioned the paid invoice for Nan McMccay services and thought the expenditure was pretty high. Deborah Hurley, Executive Director explained that at the last board meeting all of the Commissioners unanimously approved the fee for service that would assist the Edison Housing Authority in updating the Section 8 and ACOP policies, since they had not been updated since 2006. Attorney, Terrance Corrison expanded by mentioning that Nan McMccay is a reputable service that he uses and it will prove to be a very helpful tool to assist in updating the policies. Deborah Hurley, Executive also mentioned that the commissioners also authorized the amount not to exceed \$5,000 for each model, and the expenditure is well below the approved amount. Commissioner Barry Telesnick inquired why we are still using Cars Unlimited and expressed that we should use another service closer to the Housing Authority. Tony Polcari, Accountant expressed that we will need to establish a relationship with a gas station that is closer and discussed it recently with Deborah Hurley, Executive Director. It will be addressed before the end of the year. Commissioner Chris Mazauskas indicated an energy program would be helpful when replacing the lights on the property and should be considered for the authority.

Motion to approve **Resolution 1-10-2018 for \$55,690.44:**

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.			x	
Comm. Neal	x			
Comm. Telesnick	x			
Chairman N. Sanchez	x			

Resolution 2-10-2018 Resolution requesting support from Capital Fund Project to do matching funds for the improvements to the playground at Robert E. Holmes Development.

Motion: Commissioner Kathryn Neal

Second: Commissioner Walter Szoludko

Discussion

Chairman N. Sanchez expressed that the project is overdue and the funds from the Township is still available in the amount of \$48,000. Deborah Hurley, Executive Director provided an overview of the final price quotes that included a rendering of the playground. Deborah Hurley, Executive Director requested a final meeting with “Little tikes Commercial” to arrive to a final quote that reflects a reduced amount that totals \$110,000.00. Commissioner Koperwhats asked when would they start and complete the project. Deborah Hurley, Executive Director indicated that the installation will begin in March, 2019 and should be completed by April, 2019. Also, if we move forward, we will be able to lock in the price now to avoid tariff increases on the equipment. Tony Polcari, Accountant expanded by mentioning that we do have enough funds in our Capital Funds for the project, and it will not jeopardize the funds for our heating system. Chairman N. Sanchez indicated the company is a reputable company that meets the safety standards. Terrance Corrison, Attorney asked if the company is under state contract to ensure we can proceed properly. Deborah Hurley, Executive Director and Tony Polcari, Accountant assured everyone that the company is contracted with the state.

Motion to approve **Resolution 2-10-2018** requesting support from Capital Fund Project to do matching funds for the improvements to the playground at Robert E. Holmes Development and not to exceed \$70,000.

Approved as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.			x	
Comm. Neal	x			
Comm. Telesnick	x			
Chairman N. Sanchez	x			

Resolution 3-10-18 to appoint Executive Director as the Records Custodian in the accordance with New Jersey’s Open Public Records Act (N.J.S.A. 47:1a-1 et seq.)

Motion: Commissioner Barry Telesnick

Second: Commissioner Chris Mazauskas

Discussion

Chairman N. Sanchez asked if there were any questions. No discussion took place.

Approved Resolution 3-10-2018 as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Comm. Koperwhats	x			
Comm. Mazauskas	x			
Comm. Szoludko	x			
Comm. Mangione, Jr.			x	
Comm. Neal	x			
Comm. Telesnick	x			
Chairman N. Sanchez	x			

Old Business

a.) Penn Rose Presentation

b.) REAC Report: Deborah Hurley, Executive Director indicated we scored as Standard Performer. Our physical number was low and the team recently met to review the report in detail and a plan has been developed to address REAC’s report, as well as to maintain the properties. We will engage US contract in the spring to assist us in the process of preparing for the next REAC inspection scheduled for June, 2019. Terrance Corrison, Attorney asked if there were any consistencies. Deborah Hurley, Executive Director indicated that we were cited for the following: trash, the fence, a tripping hazard, a number of units had holes; and doors and screens need to be repaired. Deborah Hurley,

Executive Director expressed that essentially we will be implementing our own inspection program. Chairman N. Sanchez asked if we need to address additional response to REAC. Deborah Hurley, Executive Director explained that everything has been settled and emergency issues were addressed prior to coming on board as the Executive Director. Commissioner Mazauskas inquired about the Elizabeth Housing Authorities assistance. Tony Polcari, Accountant and Deborah Hurley, Executive Director indicated that a meeting would be held before the end of the year between Elizabeth Housing Authority's team and the Edison Housing Authority's maintenance team.

New Business:

Deborah Hurley, executive director presented an update on activity at the Edison Housing Authority.

- i. Chairman N. Sanchez and Deborah Hurley, Executive Director had a very positive meeting with Mayor Lankey. As a result, we have been invited to attend the Camp Kilmer project meetings, and the Youth Project meetings. Chairman N. Sanchez expressed appreciation for Tony Polcari, Accountant and Deborah Hurley, Executive Director for making the budget available for the vouchers and expressed to the Mayor that we want to continue partnerships with the Township and beyond.
- ii. Township will assist in providing turkeys to give to our residents scheduled on Friday, November 16th.
- iii. The Edison Housing Authority has completed updates to the personnel manual under the advisement of our labor attorney. Chairman N. Sanchez requested that the personnel manual be placed on next month's agenda, so it can be formally adopted by the commissioners.
- iv. HUD local reps visited the housing authority and were pleased with the organization's direction.
- v. Met with Lisa Springings, owner of Greenwood Gardens. We would like to enter into a partnership to help replace the fence. We have looked at several samples and will be ready to make a formal presentation next year.
- vi. Programming: Halloween Party for the kids, Oct. 30th. We have support from Walmart, Stop and Shop, and several vendors. Whatever commissioner can do to support the event is appreciated. A homeownership program with the support from Affinity Bank and a resume writing workshop will take place in November.
- vii. New logo was presented, which will include a tagline. *"Creating a community where everyone thrives."*

-Chairman N. Sanchez commented that he has seen improvements with the grounds, although there is always room for improvement. He also has noticed new found energy among the team, as they are excited about the new programs that are being provided to the residents.

-Commissioner Neal asked if we would consider hosting a literacy and GED program at the Edison Housing Authority. Deborah Hurley, Executive Director indicated that they would be able to bring both a literacy and financial literacy program to the

authority for the residents. However, it would be a challenge to bring a GED program to the authority.

- viii Commissioner Koperwhats expressed that we need to nominate and vote in a vice chair. He further expressed the importance of having a vice chair and outlined the responsibilities of a vice chair, as a result he then nominated Commissioner Chris Mazauskas. Chairman N. Sanchez expressed the importance of having all commissioners be made aware of the vote, since Commissioner Lou Mangione, Jr. was not aware of the vote. Also he did not want to rush the process. Discussions ensued with an end result of tabling the vote for next month's board meeting.

Motion to open to the public made by Commissioner Ray Koperwhats
Second by Commissioner Barry Telesnick

Public:

Resident, Brenda Thomas, Unit B2, Willow Durham Drive, Edison expressed a disabled person needs a downstairs apartment. She has supplied doctor's notes that have not been addressed. Terrance Corrison, Attorney will look at making accommodations. Also, when the landscapers cut the grass, the grass sticks to the cars.


Resident, Laura Grayer, 15 B, Beaver Ave., Edison mentioned our landscapers do not pick up the trash before they mow the lawn and creates more trash in the community. The commissioners assured Mr. Grayer that they would look into the landscaping service to ensure they do a better job with the trash clean up, before the grass is cut.

Deborah Hurley, Executive Director expressed that we need the residents help in keeping the property clean.

Motion to close the public portion made by Commissioner Barry Telesnick. Seconded by Commissioner Ray Koperwhats. Public Portion closed 8:19 PM

Motion to adjourn by Commissioner Ray Koperwhats
Second by Commissioner Barry Telesnick

Adjourned Unanimously at 8:20 PM



Deborah M. Hurley, Secretary, Executive Director

Vendor Name	Check Date	Check Number	Total Amount	Description
JOLANTA KUBACKA	10/17/2018	0000001415	78.87	REN-REIMB FOR OCT 2018 BOARD MEETING FOOD PURCHASES
POLICARI & CO	10/17/2018	0000001417	2500.00	ACCOUNTING SERVICES - SEPTEMBER 2018
CORBETT EXTERMINATING, INC	10/25/2018	0000001418	810.00	MONTHLY CEMIT TREATMENT * APT 1E BED BUG TREATMENT 10/10/18
EDISON PLUMBING	10/25/2018	0000001419	580.00	APT 1C & 1D REPLACED LEAKING HEATING PIPE (NECESSARY FITTINGS IN THE CRAWL SPACE
EDISON PLUMBING	10/25/2018	0000001420	270.00	APT 17E CLEANED APARTMENT DRAIN IN THE CRAWL SPACE
CANOTT SUPPLY LLC	10/25/2018	0000001421	617.67	PARCEL DROP BOX FOR REH OFFICE
DEBORAH R HURLEY	10/25/2018	0000001422	572.96	REPAIDS FOR LEGAL, ACCOUNTING, AUDIT, COMPUTER MAINTENANCE 9/14/18
DEBORAH R HURLEY	10/25/2018	0000001423	304.00	TRAVEL SUSTENANCE FOR THE NIMHRO FALL CONFERENCE 11/13/18-11/15/18 3 DAYS @85/DAY * 200 MILES @ 54/MI
JOLANTA KUBACKA	10/25/2018	0000001424	63.00	HOTEL RESERVATION FOR GLADYS GONZALEZ, EXTERMINATING WAS DONE AT KATHRYN NEALS APT HEALTH HAZARD FOR TENANT TO STAY AT APT
JOLANTA KUBACKA	10/25/2018	0000001425	304.00	TRAVEL SUSTENANCE FOR THE NIMHRO FALL CONFERENCE 11/13/18-11/15/18 3 DAYS @85/DAY * 200 MILES @ 54/MI
SEANITA KUBACKA	10/25/2018	0000001426	304.00	TRAVEL SUSTENANCE FOR THE NIMHRO FALL CONFERENCE 11/13/18-11/15/18 3 DAYS @85/DAY * 200 MILES @ 54/MI
LUIS MANGIONE, JR. ESQ.	10/25/2018	0000001427	75.00	CONTRACTED REMOTELY & TROUBLESHOOT PROBLEM WITH DEEDORAH'S COMPUTER
MAZTECK	10/25/2018	0000001428	75.00	CONTRACTED REMOTELY & TROUBLESHOOT PROBLEM WITH DEEDORAH'S COMPUTER
MAZTECK	10/25/2018	0000001429	250.94	JEG WATER USAGE 9/17/18-10/19/18
MIDULEX WATER CO	10/25/2018	0000001430	260.00	REGISTRATION FOR FALL CONFERENCE-SANCHEZ,SZOLIMDO,MANGIONE, HURLEY,KUBACKA,LONG,THORNE
NIMHRO	10/25/2018	0000001431	260.00	APT 9F SOURCE EDGE CUSTOM COUNTER TOP W/ SINK CUT OUT
PHOENIX SPECIALTIES, LLC	10/25/2018	0000001432	2050.18	JEG GAS & ELECTRIC 9/19/18-10/17/18
PRESCO CO. (GAS & ELECTRIC)	10/25/2018	0000001433	304.00	TRAVEL SUSTENANCE FOR THE NIMHRO FALL CONFERENCE 11/13/18-11/15/18 3 DAYS @85/DAY * 200 MILES @ 54/MI
CHARLES N. SANCHEZ	10/25/2018	0000001434	96.98	MAILING ENVELOPES PURCHASE FROM STAPLES STORE
JOCHELVA SILVA	10/25/2018	0000001435	217.00	REN TRASH SERVICE 6-ETD & 13TD - NOVEMBER 2018
STANDARD WASTE SERVICES	10/25/2018	0000001436	350.29	30 TD ROLL OFF * TONS SUPPLIES
STANDARD WASTE SERVICES	10/25/2018	0000001437	1450.00	WINTER FOR DEEDORAH * OFFICE SUPPLIES
STARLES ADVANTAGE	10/25/2018	0000001438	1650.00	WINTER SERVICES FOR RESIDENT ASSOCIATION - OCTOBER 2018
STATESIDE AFFAIRS, LLC	10/25/2018	0000001439	1650.00	APT 3C STOVE EXHAUST NOT INSTALLED
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001440	75.00	APT 4C REFRIGERATOR NOT INSTALLED
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001441	68.50	APT 4C REFRIGERATOR EXHAUST FAN MOTOR NEED REPLACEMENT
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001442	148.50	APT 17E BAKE OVEN NOT INSTALLED
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001443	148.50	APT 4C BAKE OVEN NOT INSTALLED
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001444	304.00	TRAVEL SUSTENANCE FOR THE NIMHRO FALL CONFERENCE 11/13/18-11/15/18 3 DAYS @85/DAY * 200 MILES @ 54/MI
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001445	304.00	TRAVEL SUSTENANCE FOR THE NIMHRO FALL CONFERENCE 11/13/18-11/15/18 3 DAYS @85/DAY * 200 MILES @ 54/MI
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001446	304.00	TRAVEL SUSTENANCE FOR THE NIMHRO FALL CONFERENCE 11/13/18-11/15/18 3 DAYS @85/DAY * 200 MILES @ 54/MI
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001447	42.50	JEG INTERNET SERVICE PROVIDER 11/27/18-12/1/18
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001448	77.63	REN MAINTENANCE SHOP INTERNET SERVICE 10/20/18-11/1/18
STEVE'S APPLANCE DOCTOR	10/25/2018	0000001449	50.64	ANSWERING SERVICE OCTOBER 2018
MICHELLE THORNE	11/15/2018	0000001450	1075.00	11 WINDOW RESERVEINS - OCTOBER 2018
TROPICANA RESORT AND CASINO	11/15/2018	0000001451	278.84	INSURANCE PREMIUMS - OCTOBER 2018
WALTER SZOLIMDO	11/15/2018	0000001452	258.16	UNION DUES FOR 8 EMPLOYEES @ 318.44/PAYROLL
OPTIMUM	11/15/2018	0000001453	2000.00	FUEL FOR AUTOMOBILES - OCTOBER 2018
AB UNIVERSAL MESSAGING	11/15/2018	0000001454	124.00	TELEPHONE SYSTEM LEASE AND MAINTENANCE - DEC 2018
ACME WINDOWS	11/15/2018	0000001455	263.94	TELEPHONE SYSTEM LEASE AND MAINTENANCE - DEC 2018
AF-AC	11/15/2018	0000001456	95.00	APT 17C & CRAWLSPACE - FLEA TREATMENT
AFSCME	11/15/2018	0000001457	95.00	APT 17C & CRAWLSPACE - FLEA TREATMENT
BRESLIN AND BRESLIN, P.A.	11/15/2018	0000001458	441.36	REH COPIER LEASE - 10/15/18-11/14/18
CARE UNLIMITED	11/15/2018	0000001459	196.84	JEG COPIER LEASE 10/15/18-11/14/18
CORBETT EXTERMINATING, INC	11/15/2018	0000001460	994.50	9 HOURS CAMERA SERVICE CALL 9/14/18
DE LAGE LANDEN FINANCIAL SERVICES	11/15/2018	0000001461	310.00	BLOK K CLEANED BUILDING SEWER LINE
DE LAGE LANDEN FINANCIAL SERVICES	11/15/2018	0000001462	380.00	APT 9F VALVES UNDER THE KITCHEN SINK DOESNT WORK * APT 11C REPLACED LEAKING DRAIN PIPE FROM KITCHEN SINK TO THE CRAWL SPACE
ELIZABETH TOWN GAS	11/15/2018	0000001463	89.63	REH GAS 9/19/18-10/19/18
ELIZABETH TOWN GAS	11/15/2018	0000001464	430.01	REH GAS 9/28/18-10/20/18
ELIZABETH TOWN GAS	11/15/2018	0000001465	2306.06	MAINTENANCE SUPPLIES & MATERIALS * REFRIGERATOR
ELIZABETH TOWN GAS	11/15/2018	0000001466	1951.00	HGS INSPECTION - OCTOBER 2018
ELIZABETH TOWN GAS	11/15/2018	0000001467	173.96	BREAKFAST MEETING JUICE & COFFEE, HALLOWEEN PARTY SUPPLIES, FOOD FOR MENTORSHIP PROGRAM
ELIZABETH TOWN GAS	11/15/2018	0000001468	652.42	REH & JEG TELEPHONE SERVICE - OCTOBER 2018
ELIZABETH TOWN GAS	11/15/2018	0000001469	691.64	REH & JEG TELEPHONE SERVICE - NOVEMBER 2018
ELIZABETH TOWN GAS	11/15/2018	0000001470	75.00	COMPUTER REMOTE CONSULTATION 9/28/18
ELIZABETH TOWN GAS	11/15/2018	0000001471	75.00	REMOETLY CONNECT TO RESET NESTORS EMAIL PASSWORD
ELIZABETH TOWN GAS	11/15/2018	0000001472	640.34	REH WATER 9/27/18-10/25/18
ELIZABETH TOWN GAS	11/15/2018	0000001473	104.00	REH PROSPECTIVE TENANT BACKGROUND CHECK
ELIZABETH TOWN GAS	11/15/2018	0000001474	122.54	REN INTERNET SERVICE PROVIDER 11/22/18-12/1/18
ELIZABETH TOWN GAS	11/15/2018	0000001475	310.16	JANITORIAL SUPPLIES C-FOLD TOWELS, WIDE MOUTH TRASH BAG
ELIZABETH TOWN GAS	11/15/2018	0000001476	4075.00	ACCOUNTING SERVICES & SERVICES PERFORMED TO ASSIST IN TRANSITION TO NEW EXEC DIRECTOR - OCTOBER 2018
ELIZABETH TOWN GAS	11/15/2018	0000001477	900.00	POSTAGE RESERVE - NOV 2018
ELIZABETH TOWN GAS	11/15/2018	0000001478	1655.06	JEG ELECTRIC USAGE 9/20/18-10/19/18
ELIZABETH TOWN GAS	11/15/2018	0000001479	2583.33	LAWN MAINTENANCE - OCTOBER 2018
ELIZABETH TOWN GAS	11/15/2018	0000001480	237.20	30 TD ROLL OFF * TONS DISPOSAL 11/6/18
ELIZABETH TOWN GAS	11/15/2018	0000001481	99.50	APT 12E REFRIGERATOR - BOTH GASKETS ARE TORN
ELIZABETH TOWN GAS	11/15/2018	0000001482	159.10	APT 12A REFRIGERATOR - DISMANTLED FLUSHED DRAIN TROUGH
ELIZABETH TOWN GAS	11/15/2018	0000001483	248.00	2018 RESERVE CELL PHONE SERVICE 10/29/18-11/20/18
ELIZABETH TOWN GAS	11/15/2018	0000001484	472.38	MAINTENANCE UNIFORMS
ELIZABETH TOWN GAS	11/15/2018	0000001485	547.16	MAINTENANCE UNIFORMS
ELIZABETH TOWN GAS	11/15/2018	0000001486	65.40	MAINTENANCE UNIFORMS
ELIZABETH TOWN GAS	11/15/2018	0000001487	56141.74	MAINTENANCE UNIFORMS

RESOLUTION # 1-11-18

A RESOLUTION TO APPROVE VOUCHERS FOR PAYMENT OF INVOICES

WHEREAS, the Commissioners of the Edison Housing Authority approves vouchers for payment of invoices in the amount of \$58,141.74

NOW, THEREFORE, Be It Resolved by the Board of Commissioner of the Edison Housing Authority that Resolution 1-11-18 shall be approved.


MOVED: Commissioner R. Koperwhats

SECONDED Commissioner Kathryn Neal

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Szoludko	X			
Commissioner Mazauskas	X			
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Louis Mangione, Jr.	X			
Chairman Sanchez	X			

PASSED AND ADOPTED THE 20 day of November ____, 2018

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 November 20, 2018


Deborah M. Hurley, Secretary, Executive Director

RESOLUTION# 2-11-18

A RESOLUTION OF THE EDISON HOUSING AUTHORITY ADOPTING THE AMENDED PERSONNEL POLICIES AND PROCEDURES MANUAL TO COMPLY WITH 2018-2019 MEL EMPLOYMENT PRACTICES

WHEREAS, the Edison Housing Authority participates in the Municipal Excess Liability ("MEL") Insurance Fund; and

WHEREAS, in order to qualify for the Employment Practices Liability Policy deductible the Authority must update its Personnel Policies and Procedures Manual (the "Manual") to comply with MEL required provisions; and

WHEREAS, the Executive Director has revised and amended the Manual in the form attached hereto (identified as "Revised October 1, 2018) to include the MEL required provisions and will review them with staff;

NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Edison Housing Authority that Resolution 2-11-18 shall be adopted.


MOVED: Commissioner Ray Koperwhats

SECONDED Commissioner Kathryn Neal

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Szoludko	X			
Commissioner Mazauskas	X			
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Louis Mangione, Jr.	X			
Chairman Sanchez	X			

PASSED AND ADOPTED THE 20 day of November ____, 2018

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 November 20, 2018


Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 3-11-18

**A RESOLUTION BY THE COMMISSIONER OF THE EDISON HOUSING AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH
NETCONNECT, THE LOWEST, RESPONSIBLE PROPOSAL FOR PROFESSIONAL
COMPUTER MAINTENANCE SERVICES, BEGINNING NOVEMBER 1, 2018 AND
TERMINATING OCTOBER 30, 2019**

WHEREAS, the Edison Housing Authority existing computer system and computer work stations at both Julius Engel and Robert E. Holmes properties require routine computer maintenance and monitoring; and

WHEREAS, by legal notice published in the Home News and Tribune on September 14th and 15th, 2018 a request for proposals was issued for computer maintenance services for said routine computer maintenance and monitoring services with a proposals' deadline of October 15, 2018; and

WHEREAS, (3) proposals were received for the aforementioned professional services; and

WHEREAS, based upon the evaluation of the factors identified in the Request for Proposals, NETCONNECT has satisfactory performed similar work for other public and private sector entities;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY, hereby authorize the Executive Director to execute an Agreement with NETCONNECT, the lowest responsible proposer, for computer maintenance services for the sum of \$8,340.00.

MOVED: Commissioner Barry Telesnick

SECONDED Commissioner Kathryn Neal

Member Recorded Vote Ayes Nays Abstain Absent

Commissioner Szoludko

Commissioner Mazauskas

Commissioner Koperwhats

Commissioner Neal

Commissioner Telesnick

Commissioner Louis Mangione, Jr.

Chairman Sanchez

PASSED AND ADOPTED THE 20 day of November ____, 2018

RESOLUTION # 3-11-18

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
November 20, 2018



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 4-11-18

RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH POLCARI & CO., C.P.A., FOR ACCOUNTING SERVICES FOR THE PERIOD BEGINNING NOVEMBER 1, 2018, AND TERMINATING ON OCTOBER 30, 2020 , AT AN ANNUAL FEE OF \$ 33,600.00.

WHEREAS, the Edison Housing Authority is currently operating 375 Project Based Housing Choice Vouchers; and 160 units; and

WHEREAS, accounting services will be required by the Authority in connection with the operation and management of said Project Based Housing Choice Vouchers and 160 units; and

WHEREAS, in accordance with its procurement policy, the Authority sought competitive proposals for the services and a Public Notice was placed in The Home News and Tribune Newspaper on September 14th and 15th 2018 for sealed proposal for "Accounting Services – Edison Housing Authority with a return date of October 15, 2018; and

WHEREAS, in response to the aforesaid advertisement, the Authority did receive only one (1) proposal; and

WHEREAS, the Commissioners of the Authority have reviewed the said Proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE EDISON HOUSING AUTHORITY as follows:

1. That POLCARI & CO. (Accountant) is hereby selected and appointed as Fee Accountant to the Authority.
2. That the annexed Contract, Exhibit A (Contract), is hereby awarded to the said Accountant as being a responsible firm whose Proposal is most advantageous to the Projects and this Authority with qualifications, price, and other factors considered.
3. That the appointment of the Accountant shall be for a term of two (2) years beginning November 1, 2018 and terminating on October 30, 2020.
4. That the Accountant shall be paid an annual fee of \$33,600 payable in equal monthly installments of \$2,800.00.
5. If the Accountant selected is a firm (i.e. Partnership, Professional

RESOLUTION # 4-11-18

Corporation), then the Contract, Exhibit "A", shall be amended to include the name of the lead Accountant who will be personally charged with and have the primary obligation to perform the services under the Contract, together with, if any, the name of the other accountant(s) in the firm who will assist the Lead Accountant; all as required to be submitted in the Accountant's Proposal by Section III, A, of the Request for Proposals.

6. That the appropriate officers of the Authority are hereby authorized and directed to execute the Contract between this Authority and the Accountant.
7. That the Contract is being awarded in accordance with the Authority's Procurement Policy.
8. That the Contract is also awarded as a "Professional Service" under the local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) as accounting services, and that a Notice of this Action shall be published once in an appropriate newspaper of general circulation.
9. That this Resolution and Contract shall be and remain on file and available for public inspection at the office of the Edison Housing Authority, 14 Rev. Samuel Carpenter Blvd., Edison, NJ 08820.
10. That this Resolution shall take effect immediately.

MOVED: Commissioner Barry Telesnick


SECONDED Commissioner Ray Koperwhats

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Szoludko	X			
Commissioner Mazauskas	X			
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Louis Mangione, Jr.	X			
Chairman Sanchez	X			

RESOLUTION # 4-11-18

PASSED AND ADOPTED THE 20 day of November ____, 2018

I, Deborah M. Hurley, Secretary of the
Housing Authority of the Township of
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November 20, 2018



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 5-11-18

RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT HYMANSON, PARNES & GIAMPAOLO, C.P.A., FOR AUDITING SERVICES FOR THE PERIOD BEGINNING NOVEMBER 1, 2018, AND TERMINATING ON MARCH 31, 2020, AT AN ANNUAL FEE OF \$9,720.00.

WHEREAS, the Edison Housing Authority is currently operating 375 Project Based Housing Choice Vouchers; and 160 units; and

WHEREAS, auditing services will be required by the Authority in connection with the operation and management of said Project Based Housing Choice Vouchers and 160 units; and

WHEREAS, in accordance with its procurement policy, the Authority sought competitive proposals for the services and a Public Notice was placed in The Home News and Tribune Newspaper on September 14th and 15th 2018 for sealed proposal for "Auditing Services – Edison Housing Authority with a return date of October 15, 2018; and

WHEREAS, in response to the aforesaid advertisement, the Authority did receive only one (1) proposal; and

WHEREAS, the Commissioners of the Authority have reviewed the said Proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE EDISON HOUSING AUTHORITY as follows:

1. That **HYMANSON, PARNES & GIAMPAOLO**, (Auditor) is hereby selected and appointed as Auditors to the Authority.
2. That the annexed Contract, Exhibit A (Contract), is hereby awarded to the said Auditor as being a responsible firm whose Proposal is most advantageous to the Projects and this Authority with qualifications, price, and other factors considered.
3. That the appointment of the Auditor shall be for a term of two (2) years beginning November 1, 2018 and terminating on March 31, 2020.

RESOLUTION # 5-11-18

4. That the Auditor shall be paid an annual fee of \$9,720.00.
5. If the Auditor selected is a firm (i.e. Partnership, Professional Corporation), then the Contract, Exhibit "A", shall be amended to include the name of the lead Auditor who will be personally charged with and have the primary obligation to perform the services under the Contract, together with, if any, the name of the other auditor(s) in the firm who will assist the Lead Auditor; all as required to be submitted in the Auditor's Proposal by Section III, A, of the Request for Proposals.
6. That the appropriate officers of the Authority are hereby authorized and directed to execute the Contract between this Authority and the Auditor.
7. That the Contract is being awarded in accordance with the Authority's Procurement Policy.
8. That the Contract is also awarded as a "Professional Service" under the local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) as auditing services, and that a Notice of this Action shall be published once in an appropriate newspaper of general circulation.
9. That this Resolution and Contract shall be and remain on file and available for public inspection at the office of the Edison Housing Authority, 14 Rev. Samuel Carpenter Blvd., Edison, NJ 08820.
10. That this Resolution shall take effect immediately.

MOVED: Commissioner Barry Telesnick

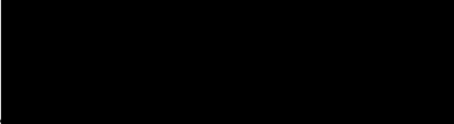
SECONDED Commissioner Kathryn Neal

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Szoludko	X			
Commissioner Mazauskas	X			
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Louis Mangione, Jr.	X			
Chairman Sanchez	X			

RESOLUTION # 5-11-18

PASSED AND ADOPTED THE 20 day of November ____, 2018

I, Deborah M. Hurley, Secretary of the
Housing Authority of the Township of
Edison, hereby certify that the foregoing
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Authority adopted at a regular meeting
November 20, 2018



Deborah M. Hurley, Secretary, Executive Director

RESOLUTION # 6-11-18

RESOLUTION BY THE COMMISSIONERS OF THE EDISON HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH BRESLIN AND BRESLIN FOR LEGAL SERVICES BEGINNING NOVEMBER 1, 2018, AND TERMINATING ON OCTOBER 30, 2019, AT AN ANNUAL FEE OF \$25,200.00.

WHEREAS, the Edison Housing Authority desire to retain and employ a duly qualified attorney to act as General Counsel for the Authority in all legal matters which may arise in connection with the business and management of its various housing programs; and

WHEREAS, in accordance with its procurement policy, the Authority sought competitive proposals for the services and a Public Notice was placed in The Home News and Tribune Newspaper on September 14th and 15th 2018 for sealed proposal for "Legal Services" – Edison Housing Authority with a return date of October 15, 2018; and

WHEREAS, in response to the aforesaid advertisement, the Authority did receive only **one (1)** proposal; and

WHEREAS, the Commissioners of the Authority have reviewed the said Proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE EDISON HOUSING AUTHORITY as follows:

1. That **BRESLIN AND BRESLIN**. (Legal) is hereby selected and appointed as General Counsel to the Authority.
2. That the annexed Contract, Exhibit A (Contract), is hereby awarded to the said Legal as being a responsible firm whose Proposal is most advantageous to the Projects and this Authority with qualifications, price, and other factors considered.
3. That the appointment of the Legal Service shall be for a term of one (1) year beginning November 1, 2018 and terminating on October 30, 2019.

RESOLUTION # 6-11-18

4. That the Legal shall be paid an annual fee of \$25,200.00 payable in equal monthly installments of \$2,100.00
5. If the Legal selected is a firm (i.e. Partnership, Professional Corporation), then the Contract, Exhibit "A", shall be amended to include the name of the lead Legal who will be personally charged with and have the primary obligation to perform the services under the Contract, together with, if any, the name of the other Legal(s) in the firm who will assist the Lead Legal; all as required to be submitted in the Legal Proposal by Section III, A, of the Request for Proposals.
6. That the appropriate officers of the Authority are hereby authorized and directed to execute the Contract between this Authority and the Legal.
7. That the Contract is being awarded in accordance with the Authority's Procurement Policy.
8. That the Contract is also awarded as a "Professional Service" under the local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) as legal services, and that a Notice of this Action shall be published once in an appropriate newspaper of general circulation.
9. That this Resolution and Contract shall be and remain on file and available for public inspection at the office of the Edison Housing Authority, 14 Rev. Samuel Carpenter Blvd., Edison, NJ 08820.
10. That this Resolution shall take effect immediately.

MOVED: Commissioner Barry Telesnick
SECONDED Commissioner Kathryn Neal

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Szoludko	X			
Commissioner Mazauskas	X			
Commissioner Koperwhats	X			
Commissioner Neal	X			
Commissioner Telesnick	X			
Commissioner Louis Mangione, Jr.	X			
Chairman Sanchez	X			

RESOLUTION # 6-11-18

PASSED AND ADOPTED THE 20 day of November ____, 2018

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
November 20, 2018



Deborah M. Hurley, Secretary, Executive Director

