

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF EDGEWATER

December 11, 2023

Meeting called to order at 7:00 P.M. by Executive Director. The meeting was opened by the Executive Director reading the Open Public Meeting Act Statement. **Meeting was conducted Hybrid/via Zoom.**

PRESENT

Dawn Hoinash, Chairperson
Margaret Taylor, Commissioner
Dimitrios Nikolaidis, Commissioner
Ann Carletta, Commissioner
James D'Anna, Commissioner
Laura Seip, Commissioner
John Pilot, Commissioner
Joseph Capano, Executive Director
Bill Katchen, CPA
Frank Borin, EHA Attorney

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the November 13, 2023, regular meeting. Motion to approve the minutes of the November 13, 2023 meeting made by Commissioner Nikolaidis, seconded by Commissioner Pilot. Vote of the board was ayes,- seven; nays, none.

Executive Director's Report:

- **Yearly Contract Awards for Professional Services & Maintenance Contracts** – Discussion.
- **Adopting Budget 1/1/2024 – 12/31/2024** – Discussion.
- **Bid Award for Handicap Ramp at 300 Undercliff Avenue** – Discussion.
- **Payment #1 to VMG Group for Roof Replacement** – Discussion.

Chairperson Report – Chairperson Hoinash had no formal report but expressed her gratitude to the Housing Authority for what gets done throughout the year. She also wished everyone a Happy Holiday.

Finance Committee – None.

Buildings and Grounds Committee – Capital Improvements are ongoing. Three bids have been received for the Ramp Replacement at 300 Undercliff Avenue. Intercom System at 79 Edgewater Place is being replaced and should be complete before the end of the year. The carpets at 27 Dempsey Avenue have been replaced with LVT flooring. Roof replacement at 27 Dempsey has begun and is approximately 80% complete.

Personnel Committee – None.

Professionals' Reports – Frank Borin, Legal Counsel, is updating the Personnel Policy per the JIF's recommendations. He is also reviewing the Borough of Edgewater's Administrative Agent Contract.

Old Business – The Edgewater Housing Authority and Borough of Edgewater will enter into a shared service agreement to make the EHA an Administrative Agent.

New Business – None.

Resolutions No. 42-2023 to 61-2023 were discussed, and Motion made by Commissioner Taylor, seconded by Chairperson Hoinash Vote of the board was ayes, seven; nays, none.

Resolution No.42- 2023: Reappointment of NJPHA JIF Commissioner 2024 (EHA). Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.43- 2023: Reappointment of NJPHA JIF Commissioner 2024 (Urban). Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.44- 2023: Reappointment of NJPHA JIF Commissioner 2024 (NAHF). Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.45- 2023: Reappointment of NJPHA JIF Commissioner 2024 (AHOME). Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.46- 2023: Award of Computer/Network/Software Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.47- 2023: Award of Exterminator Services Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.48- 2023: Award of Electrical Maintenance Services Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.49- 2023: Award of Boiler/Plumbing Services Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.50- 2023: Award of Fire Alarm Services Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.51- 2023: Award of Landscaping Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.52- 2023: Award of Audit Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.53- 2023: Award of Legal Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.54- 2023: Award of Accounting Contract. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.55- 2023: Award of Legal Contract.- Tenant/Landlord Matters. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.56- 2023: 2024 Commissioners' Meeting Calendar. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.57- 2023: 2024 Holiday Calendar. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.58- 2023: Adopting 1/1/2024 to 12/31/2024 EHA Budget. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.59- 2023: Bid Award for New Exterior Ramp at 300 Undercliff Avenue. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.60- 2023: Payment #1 to VMG Group for Roof Replacement. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Resolution No.61- 2023: December 2023 Bills. Motion made by Commissioner Taylor, seconded by Chairperson Hoinash. Vote of the board was ayes, seven; nays, none.

Commissioners' Comments – None.

The Executive Director opened the meeting to the public. There were no members of the public present.

The public portion was closed.

Motion made to adjourn by Commissioner Nikolaidis, seconded by Commissioner Seip. Vote of the board was ayes, seven- nays, none.

CERTIFICATION

I, the undersigned Executive Director and Secretary of the Edgewater Housing Authority of the Borough of Edgewater, New Jersey, do hereby certify that meeting minutes of the Authority duly called and held on Monday, December 11, 2023, at which meeting a quorum was present and acting throughout, by a majority of the full membership of the Board of Commissioners. Such minutes have not been amended, modified, or repealed, and are in full force and effect as of the date hereof and is a true copy of meeting minutes.

Joseph Capano, PHM

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Executive Director/Secretary

RECORD ON BOARD OF COMMISSIONERS VOTE ON ADOPTION				
BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Dawn Hoinash				✓
Margaret Taylor	✓			
Dimitrios Nikolaidis	✓			
James D'Anna	✓			
Ann Carletta	✓			
Laura Seip			✓	
John Pilot				✓