RESOLUTION

of the

SUMMIT HOUSING AUTHORITY

Board Meeting Date 12-20-23

Date Submitted 12-20-23

RESOLUTION NO. 23-20-12-1

TITLE:

RESOLUTION REQUESTING THE APPROVAL FOR PAYMENT OF INVOICES For OCTOBER 26, 2023, THROUGH DECEMBER 20, 2023

Factual Contents Certified to by:

Budget Authorization Certified to by:

Commissioner WHIPPLE **Submitted the following Resolution:**

WHEREAS, in the course of administering the operations of the Housing Authority of the City of Summit expenses are incurred.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUMMIT:

1. That the attached list of bills, Number 12-23 in the amount of $164,850.12 be approved for payment.
2. That the proper officers of the Authority be authorized to pay all items on the list of invoices.
3. That this Resolution shall take effect immediately.

Commissioner KENDELLEN **seconded the motion.**

X – Indicates Vote A.B. – Absent N.V. – Not Voting

RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE									
COMMISSIONER	AYE	NAY	N.V.	A.B.	COMMISSIONER	AYE	NAY	N.V.	A.B.
Eliot	✓				Walker	✓			
Ellis	✓				Whipple Jr.	✓			
Galietti	✓				White	✓			
Kendellen	✓								

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Housing Authority on 12-20-23.

Secretary/ Executive Director

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
OCTOBER 26, 2023 - DECEMBER 20, 2023					
COMPANY	**DESCRIPTION- 1st Run - NOVEMBER**	**PAYABLE**	**PRE PAID**	**TO BE PAID**	**CHECK #**
Advance Communications Inc.	Message service - 11/08/23-12/05/23	$ 167.70		$ 167.70	4973
All Jersey Fence Company	Glenwood - Installed Green Chain Link Fence	$ 1,550.00		$ 1,550.00	4974
All Jersey Fence Company	Glenwood - Installed Green Chain Link Fence to fill in gap	$ 450.00		$ 450.00	4975
Central Pro Services	Glenwood - 3 Unit: 3B - New countertop, tub and Surround, reparied cabinet door	$ 1,000.79		$ 1,000.79	4976
Chatham Disposal	Monthly garbage fee - 10/01/23-10/31/23	$ 1,495.86		$ 1,495.86	4977
Comcast Business	Cable, Telephone & Internet Services from 10/2/23-11/19/23 - Main Office	$ 156.85		$ 156.85	4978
Comcast Business	Cable, Telephone & Internet Services from 10/24/23-11/23/23 - Chestnut Community room	$ 295.72		$ 295.72	4979
Comcast Business	Cable, Telephone & Internet Services from 10/25/23-11/24/23 - Chestnut Office	$ 257.36		$ 257.36	4980
Comcast Business	Cable, Telephone & Internet Services from 10/19/23-11/18/23 - Weaver	$ 276.22		$ 276.22	4981
Comcast Business	Cable, Telephone & Internet Services from 11/04/23-12/03/23 - Glenwood	$ 552.44		$ 552.44	4982
William Connelly, LLC	Legal services - November 2023 - Certified mail	$ 1,317.06		$ 1,317.06	4983
E & G Exterminators	Exterminator contract fee - October 2023	$ 1,130.00		$ 1,130.00	4984
Genserve, LLC	Chestnut - service call water,pump issue	$ 450.00		$ 450.00	4985
Global Furniture Group	Main office furniture	$ 11,145.05		$ 11,145.05	4986
HD Supply	Maintenance materials for all sites	$ 775.63		$ 775.63	4987
Home Depot	Maintenance materials for all sites	$ 1,139.58		$ 1,139.58	4988
Jacqueline Grey	Cell phone reimbursement - November 2023	$ 50.00		$ 50.00	4989
Jacqueline Grey	Reimbursement for office items	$ 208.81		$ 208.81	4990
Jackie Roundtree	Cell phone reimbursement - November 2023	$ 50.00		$ 50.00	4991
Jackie Roundtree	Eyeglass reimbursement - employee benefit	$ 350.00		$ 350.00	4992
JAD	Maintenance materials for all sites	$ 183.00		$ 183.00	4993

COMPANY	DESCRIPTION- 1st Run - NOVEMBER	PAYABLE	PRE PAID	TO BE PAID	CHECK #
JCP&L	Electric services for all properties	$ 8,607.73		$ 8,607.73	4994
Keith Kinard	Chestnut & Weaver - Multiple dwelling/public housing registration certificates	$ 205.60		$ 205.60	4995
William Katchen, LLC	Accounting services - November 2023	$ 2,650.00		$ 2,650.00	4996
Kryston's Hardware	Maintenance materials for all sites	$ 2,439.88		$ 2,439.88	4997
Lacretia Jones	Displaced tenant - Meal expense re-imbursement	$ 1,318.15		$ 1,318.15	4998
Magic Touch Construction Co, inc.	Glenwood - 1 GW - repaired/replaced water heater 2 GW - repaired water lines	$ 3,734.48		$ 3,734.48	4999
Mava Landscape, Inc.	Contract Lawn service - all sites Glenwood - replaced tree, pruned evergreen trees Chestnut - planted 5 skip laurels & 30 vinca ground cover	$ 3,658.00		$ 3,658.00	5000
Metropolitan Life	Employee Life Insurance premium	$ 21.44		$ 21.44	5001
Metro Elevator	Monthly contract - November 2023	$ 350.00		$ 350.00	5002
Morristown Housing Authority	Shared Servies Agreement - October 2023	$ 1,000.00		$ 1,000.00	5003
Morristown Housing Authority	Shared Servies Agreement - November 2023	$ 1,000.00		$ 1,000.00	5004
Murray Hill Hospitality	Hotel stay charge - displaced tenant - C. Coleman	$ 2,441.70		$ 2,441.70	5005
New Jersey American Water	Water services - DCKFS - 09/30/23-10/31/23	$ 242.39		$ 242.39	5006
New Jersey American Water	Water services - Weaver - 09/30/23-10/31/23	$ 1,039.79		$ 1,039.79	5007
PC Problems, Inc.	IT service - disconnected and reconnected computers - office renovation	$ 649.95		$ 649.95	5008
PSE&G	Glenwood & Weaver - gas service	$ 1,479.86		$ 1,479.86	5009
Staples	Office supplies for all offices	$ 1,065.29		$ 1,065.29	5010
Sue Fieseler	Reimburse for tenant activity expenses	$ 396.06		$ 396.06	5011
Summit Electrical Supply Co.	Maintenance materials for all sites	$ 110.00		$ 110.00	5012
Teknikon Group, Inc	Chestnut - repaired 7 heat pumps & installled fuse block - converted 2 thermostats	$ 4,074.00		$ 4,074.00	5013
Uline	Chestnut - Outside Smoker's receptacle	$ 87.06		$ 87.06	5014
Verizon	Camera Lines - 10/17/23-11/16/23	$ 42.51		$ 42.51	5015
Verizon	Phone & Fax Lines - 10/17/23-11/16/23	$ 42.51		$ 42.51	5016
Worrall Community Newspapers	Subscription to Local Sourse Paper - 1 year	$ 29.00		$ 29.00	5017
Worrall Community Newspapers	Legal Notice - Audit Synopsis	$ 59.40		$ 59.40	5018
TOTAL		$ 59,746.87		$ 59,746.87	

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
OCTOBER 26, 2023 - DECEMBER 20, 2023					
COMPANY	**DESCRIPTION- 2nd Run - NOVEMBER**	**PAYABLE**	**PRE PAID**	**TO BE PAID**	**CHECK #**
Barco Products	Aluminum signs - No loitering - Police Enforced	$ 428.22		$ 428.22	5019
Comcast Business	Cable, Telephone & Internet Services from 11/20/23-12/19/23 - Main Office	$ 156.85		$ 156.85	5020
Comcast Business	Cable, Telephone & Internet Services from 11/17/23-12/16/23 - Chestnut Community Room 2	$ 269.07		$ 269.07	5021
Confires Fire Protection Service	Chestnut/Glenwood - extinguisher inspections	$ 501.00		$ 501.00	5022
DoorKing Inc.	Chestnut - Intercom monitoring monthly charge 10/17/23-11/16/23	$ 53.95		$ 53.95	5023
Document Solutions	Office copier lease - 11/01/23-11/30/23	$ 143.41		$ 143.41	5024
E & G Exterminators	Exterminator contract fee - November 2023	$ 90.00		$ 90.00	5025
Feinstein,Raiss,Kelin,Booker & Goldstein	Legal fees - period ending 10/31/23	$ 287.00		$ 287.00	5026
FP Mailing Solutions	Postage meter lease - 11/04/23-02/03/24	$ 125.04		$ 125.04	5027
Genserve, LLC	Chestnut - generator repairs	$ 4,550.60		$ 4,550.60	5028
Governance & Fiscal Affairs, LLC	J. Gray - Comprehensive Procurement Review	$ 350.00		$ 350.00	5029
HD Supply	Maintenance materials for all sites	$ 83.56		$ 83.56	5030
Home Depot	Maintenance materials for all sites	$ 242.55		$ 242.55	5031
Jacqueline Grey	Reimbursement for staff meeting lunch	$ 95.87		$ 95.87	5032
Kryston's Hardware	Maintenance materials for all sites	$ 637.05		$ 637.05	5033
Lowe's Pro Supply	Maintenance materials for all sites	$ 1,002.00		$ 1,002.00	5034
Magic Touch Construction Co.	Glenwood - hot water repair Weaver - Units: D7 & D8 - repaired clog	$ 3,102.55		$ 3,102.55	5035
Mayda Kuriawa	Reimbursement for expenses - Christmas party deceorations & tableware	$ 257.40		$ 257.40	5036
Metropolitan Life	Life insurance preminums for employees	$ 21.44		$ 21.44	5037
Metro Fire & Communications Systems	Chestnut - CLSS Gateway installation	$ 1,044.94		$ 1,044.94	5038
New Jersey American Water	Water services - Chestnut - TFS 09/30/23-10/31/23	$ 3,570.65		$ 3,570.65	5039
New Jersey American Water	Water services - Glenwood - 09/29/23-10/30/23	$ 1,538.96		$ 1,538.96	5040
PSE&G	Chestnut - gas service	$ 1,584.96		$ 1,584.96	5041

COMPANY	DESCRIPTION- 2nd Run - NOVEMBER	PAYABLE	PRE PAID	TO BE PAID	CHECK #
PSE&G	Weaver - gas service - vacant unit #D2	$ 13.50		$ 13.50	5042
Sebco Laundry	Chestnut - washer 2 & 4 repaired	$ 523.34		$ 523.34	5043
Summit Electrical Supply Co.	Maintenance materials for all sites	$ 716.09		$ 716.09	5044
Sue Fieseler	Reimburse for tenant activity expenses	$ 222.26		$ 222.26	5045
Target Fire Protection	Semi-Annual Fire Sprinkler Inspection - Pump Test	$ 730.00		$ 730.00	5046
Teknikon Group, Inc	Chestnut - repaired 2 heat pumps	$ 1,464.00		$ 1,464.00	5047
Verizon	Camera Lines - 11/07/23-12/16/23	$ 47.48		$ 47.48	5048
Verizon	Phone & Fax Lines - 11/17/23-12/16/23	$ 47.48		$ 47.48	5049
Verizon Wireless	Cell phone charges - 11/02/23-12/01/23	$ 205.64		$ 205.64	5050
Worrall Community Newspapers	Legal Notices	$ 119.25		$ 119.25	5051
TOTAL		$ 24,226.11	$59,746.87	$ 83,972.98	

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
OCTOBER 26, 2023 - DECEMBER 20, 2023					
COMPANY	**DESCRIPTION- 1st Run - DECEMBER**	**PAYABLE**	**PRE PAID**	**TO BE PAID**	**CHECK #**
Pasquale's Pizza	Chestnut Christmas Party Caterer	$ 1,200.00		$ 1,200.00	5052
Advance Communications Inc.	Message service - 12/06/23-01/02/24	$ 146.80		$ 146.80	5053
AMC Precision Glass, Inc.	Chestnut - 2 new windows	$ 795.00		$ 795.00	5054
Central Pro Services	Chestnut - Unit:210B - tub/surround and countertop Unit: 321C -countertop Unit: 301A - countertop	$ 1,632.12		$ 1,632.12	5055
Chatham Disposal	Monthly garbage fee - 11/01/23-11/30/23	$ 1,495.86		$ 1,495.86	5056
Comcast Business	Cable, Telephone & Internet Services from 11/20/23-12/19/23 - Main Office	$ 156.85		$ 156.85	5057
Comcast Business	Cable, Telephone & Internet Services from 11/24/23-12/23/23 - Chestnut Community room	$ 295.72		$ 295.72	5058
Comcast Business	Cable, Telephone & Internet Services from 11/25/23-12/24/23 - Chestnut Office	$ 257.36		$ 257.36	5059
Comcast Business	Cable, Telephone & Internet Services from 11/191/23-12/18/23 - Weaver	$ 552.44		$ 552.44	5060
Comcast Business	Cable, Telephone & Internet Services from 12/04/23-01/03/23 - Glenwood	$ 276.22		$ 276.22	5061
Door Automation Corp.	Chestnut - Wing A - door repaired	$ 759.00		$ 759.00	5062
E & G Exterminators	Exterminator contract fee - November 2023	$ 1,130.00		$ 1,130.00	5063
E & G Exterminators	Treatment call	$ 80.00		$ 80.00	5064
FP Mailing Solutions	Postage meter fee 11/24/23-03/23/24	$ 98.85		$ 98.85	5065
Hanover Supply Co.	Maintenance materials for all sites	$ 3,102.82		$ 3,102.82	5066
Jacqueline Grey	Cell phone reimbursement - December 2023	$ 50.00		$ 50.00	5067
Jacqueline Grey	Reimbursement for expenses	$ 764.28		$ 764.28	5068
Jackie Roundtree	Cell phone reimbursement - December 2023	$ 50.00		$ 50.00	5069
JCP&L	Electric services for all properties	$ 18,951.27		$ 18,951.27	5070
William Katchen, LLC	Accounting services - December 2023	$ 2,650.00		$ 2,650.00	5071
Kryston's Hardware	Maintenance materials for all sites	$ 2,017.80		$ 2,017.80	5072

COMPANY	DESCRIPTION- 1st Run - DECEMBER	PAYABLE	PRE PAID	TO BE PAID	CHECK #
Mayda Kuriawa	Reimbursement for expenses	$ 27.93		$ 27.93	5073
Metro Elevator	Monthly Contract - December 2023	$ 350.00		$ 350.00	5074
New Jersey American Water	Water services - DCKFS - 11/01/23-11/30/23	$ 242.39		$ 242.39	5075
New Jersey American Water	Water services - Weaver - 11/01/23-11/30/23	$ 1,022.34		$ 1,022.34	5076
New Jersey American Water	Water services - Chestnut - 11/01/23-11/30/23	$ 2,852.56		$ 2,852.56	5077
New Jersey American Water	Water services - Glenwood - 10/31/23-11/29/23	$ 1,530.21		$ 1,530.21	5078
Ramtown Floors by Design, Inc.	Glenwood - Unit 3-3B Chestnut - Unit 210B	$ 7,575.50		$ 7,575.50	5079
Sebco Laundry Systems, Inc.	Weaver - W1 W2 & W4 repair	$ 1,097.38		$ 1,097.38	5080
Summit Electrical Supply Co.	Maintenance materials for all sites	$ 890.00		$ 890.00	5081
Teknikon Group, Inc	Chestnut - repaired six (6) heat pumps	$ 1,952.00		$ 1,952.00	5082
Worrall Community Newspapers	Legal Notices - RFQ Limited Construction Svcs	$ 28.80		$ 28.80	5083
TOTAL		$ 54,031.50		$ 54,031.50	

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
OCTOBER 26, 2023 - DECEMBER 20, 2023					
COMPANY	DESCRIPTION- 2nd Run - DECEMBER	PAYABLE	PRE PAID	TO BE PAID	CHECK #
AVS Technology	Cloud Hosted Access Control - 3-8 readers	$ 750.00		$ 750.00	
City of Summit	Gas charges - 07/14/23-11/14/23	$ 923.91		$ 923.91	
William Connelly, LLC	Legal services - December 2023	$ 1,300.00		$ 1,300.00	
HD Supply	Maintenance materials for all sites	$ 4,730.29		$ 4,730.29	
Keeping It Green	Winterization for 1-8 zones	$ 100.00		$ 100.00	
Louisville Fire & Safety	Chestnut - Stove-top Firestop automatic vent hood fire suppressor units	$ 4,868.75		$ 4,868.75	
McCloskey Mechanical Contratos, Inc.	2 Glenwood - measured unit 1A for baseboard replacement	$ 414.00		$ 414.00	
Metro Fire Communications Systems	Chesetnut - fire panel repair	$ 511.80		$ 511.80	
Morristown Housing Authority	Shared services - December 2023	$ 1,000.00		$ 1,000.00	
MS&B	Consulting fee through 11/30/23	$ 442.50		$ 442.50	
NJ Advance Media	Legals - RPF - Handyman services	$ 49.02		$ 49.02	
National Tenant Network	Background check fee	$ 84.00		$ 84.00	
PC Problems, LLC	Replaced damaged UPS and installed higher capacity UPS to support all power station	$ 379.95		$ 379.95	
PHA Web	Yearly subscription fee Jan-Dec 2024	$ 4,458.00		$ 4,458.00	
Public Housing Authorities Director's Assoc	Association fee - 02/01/24-02/01/25	$ 415.00		$ 415.00	
PSE&G	Chestnut - gas service - 11/04/23-12/06/23	$ 2,770.71		$ 2,770.71	
PSE&G	Weaver - gas service - vacant unit #D2	$ 29.05		$ 29.05	
Safe Life Security Corp.	Closed circuit TV service contract	$ 294.00		$ 294.00	
Sebco Laundry Sytems, Inc.	Vent cleaning - all properties Washer repairs to all sites	$ 2,784.00		$ 2,784.00	
Staples	Office supplies for all offices	$ 271.52		$ 271.52	
State of NJ - Department of Labor	Reimbursement charge for period ending 09/30/23	$ 63.50		$ 63.50	
Verizon Wireless	Cell phone charges - 12/01/23-12/24/23	$ 205.64		$ 205.64	
TOTAL		$26,845.64	$54,031.50	$26,845.64	$80,877.14