RESOLUTION

Board Meeting Date 12-18-24

of the
SUMMIT HOUSING AUTHORITY

Date Submitted 12-18-24

RESOLUTION NO. 24-18-12-1

TITLE:

RESOLUTION REQUESTING THE APPROVAL FOR PAYMENT OF INVOICES
For the PERIOD OF OCTOBER 24, 2024, THROUGH DECEMBER 18, 2024

Factual Contents Certified to by: J. Gray

Budget Authorization Certified to by: J. Gray

Commissioner LEE **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 12-24, in the amount of $ 200,788.66 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 WHIPPLE **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.
Galietti	✓				Walker	✓			
Kendellen	✓				Whipple	✓			
Ellis	✓								
Kane				✓					
Lee	✓								

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Housing Authority on 12-18-24.

Jacqueline Gray
Secretary/ Executive Director

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
OCTOBER 24, 2024 - NOVEMBER 27, 2024					
COMPANY	DESCRIPTION- 1st Run	PAYABLE	PRE PAID	TO BE PAID	CHECK #
Advance Communications	Message Service - 10/09/24-11/05/24	$ 263.67		$ 263.67	5874
Angie White	Reimbursement for family Halloween party expenses	$ 28.41		$ 28.41	5875
Cheryl Crutchfield	Reimbursement for family Halloween party expenses	$ 40.47		$ 40.47	5876
City of Summit	P.I.L.O.T Payment 2023	$ 62,497.00		$ 62,497.00	5877
Comcast Business	Cable, Telephone & Internet Services from 10/20/24-11/19/24 - Main Office	$ 156.85		$ 156.85	5878
Comcast Business	Cable, Telephone & Internet Services from 10/24/24-11/23/24 - Chestnut Community room	$ 324.91		$ 324.91	5879
Comcast Business	Cable, Telephone & Internet Services from 10/25/24-11/24/24 - Chestnut Office	$ 265.93		$ 265.93	5880
Comcast Business	Cable, Telephone & Internet Services from 10/17/24-11/16/24 - Community Room	$ 183.49		$ 183.49	5881
Comcast Business	Cable, Telephone & Internet Services from 10/19/24-11/18/24 - Weaver	$ 284.42		$ 284.42	5882
Comcast Business	Cable, Telephone & Internet Services from 11/4/24-12/03/24 - Glenwood Office	$ 284.42		$ 284.42	5883
Colline Integrated Security Services	Maintenance materials for all sites	$ 52.00		$ 52.00	5884
William Connelly, LLC	Legal services - November 2024	$ 1,300.00		$ 1,300.00	5885
DLG Flooring, LLC	Chestnut - Units: 313B & 411B Social worker office & Mail room Glenwood - Units: 3-2B & 4-2A	$ 14,713.75		$ 14,713.75	5886
Decotiis, Fitzpatrick, Cole & Giblin, LLP	Legal fees - period ending 10/31/24	$ 192.50		$ 192.50	5887
Dreyer's Lumber & Hardware, Inc.	Maintenance materials for all sites	$ 116.93		$ 116.93	5888
DoorKing	Chestnut - Intercom monthly fee	$ 53.95		$ 53.95	5889
E&G Exterminators, Inc.	Extermination - special services	$ 300.00		$ 300.00	5890
Esther Ellis	Reimbursement for family Halloween party expenses	$ 127.44		$ 127.44	5891
FDR Hitches	Service for both SHA vehicles	$ 1,435.43		$ 1,435.43	5892

COMPANY	DESCRIPTION- 1st Run	PAYABLE	PRE PAID	TO BE PAID	CHECK #
Hanover Supply Co.	Maintenance materials for all sites	$ 167.65		$ 167.65	5893
HD Supply	Maintenance materials for all sites	$ 283.68		$ 283.68	5894
Jacqueline Gray	Cell phone reimbursement - November 2024	$ 50.00		$ 50.00	5895
Jacqueline Gray	Reimbursement for expenses - amex	$ 1,156.57		$ 1,156.57	5896
Jackie Roundtree	Cell phone reimbursement - November 2024	$ 50.00		$ 50.00	5897
William Katchen	Membership to NAHRO 01/01/25-12/31/25	$ 175.00		$ 175.00	5898
Kryston's Paint & Hardware	Maintenance materials for all sites	$ 379.00		$ 379.00	5899
Mava Landscape, Inc,	Lawn service - October 2024	$ 1,620.00		$ 1,620.00	5900
Metropolitan Life Insurance Company	Employee life insurance policy	$ 11.12		$ 11.12	5901
New Jersey American Water	Water services DCKFS - 10/02/24-10/31/24	$ 277.40		$ 277.40	5902
New Jersey American Water	Water services Chestnut TFS - 10/02/24-10/31/24	$ 3,798.82		$ 3,798.82	5903
New Jersey American Water	Water services Glenwood - 10/01/24-10/30/24	$ 3.33		$ 3.33	5904
New Jersey American Water	Water services Glenwood - 10/01/24-10/30/24	$ 1,773.05		$ 1,773.05	5905
New Jersey American Water	Water services Weaver - 10/02/24-10/31/24	$ 2,310.48		$ 2,310.48	5906
N.J.A.H.R.A	Room Charges for Training in conference	$ 254.80		$ 254.80	5907
NJLM	Classified ad - Assistant Director/Property Mgr	$ 115.00		$ 115.00	5908
National Tenant Network	Tenant background checks	$ 81.00		$ 81.00	5909
Pascale Plumbing & Heating	Chestnut - 444E - replacement of tub & shower valve Glenwood - Units: 2-1B & 3-3A - replaced thermostats Unit: 3-1C replaced tub shower Unit: 3-3B - repaired broken thermostat wire Building 4: cleared clog in boiler room	$ 6,987.50		$ 6,987.50	5910
PSE&G	Glenwood & Weaver - gas services	$ 2,572.89		$ 2,572.89	5911
Rutgers State University	Registration course fee - R. Lee - Commissioner	$ 205.00		$ 205.00	5912
The Sherwin Williams Co.	Maintenance materials for all sites	$ 116.73		$ 116.73	5913
Slade Industries, Inc.	Elevator Maintenance - November 2024	$ 515.00		$ 515.00	5914
Staples	Office supplies for main & social services office	$ 201.13		$ 201.13	5915
State of NJ - Bureau of Housing Inspections	Inspection fee - Weaver	$ 1,376.00		$ 1,376.00	5916
Tamika Fitzgerald	Reimbursement for family Halloween party exp.	$ 19.99		$ 19.99	5917
Teknikon Group, Inc	Chestnut - service calls	$ 1,037.00		$ 1,037.00	5918
Verizon	Camera lines for period 10/17/24-11/16/24	$ 67.86		$ 67.86	5919

COMPANY	DESCRIPTION- 1st Run	PAYABLE	PRE PAID	TO BE PAID	
Verizon	Phone, Fax & Elevator lines for period 10/17/24-11/16/24	$ 135.83		$ 135.83	5920
Worrall Community Newspaper, Inc.	Classified & Public Notice advertisements	$ 100.80		$ 100.80	5921
TOTAL		$ 108,464.20		$ 108,464.20	

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
OCTOBER 24, 2024 - NOVEMBER 27, 2024					
COMPANY	DESCRIPTION- 2nd Run	PAYABLE	PRE PAID	TO BE PAID	CHECK #
Artie's Garage	Repairs to SHA vehicle	$ 89.50		$ 89.50	5922
Central Pro Services	Chestnut - Unit#320C counter top and tub surround	$ 919.59		$ 919.59	5923
Chatham Disposal	Garbage monthly service - 10/01/24-10/31/24	$ 1,602.86		$ 1,602.86	5924
Comcast Business	Cable, Telephone & Internet Services from 11/17/24-12/16/24 - Chestnut Community Room	$ 366.98		$ 366.98	5925
Confires Fire Protection Service	Fire extinguisher inspections	$ 918.00		$ 918.00	5926
DLG Flooring, LLC	Chestnut - Unit 320C - new flooring	$ 2,821.50		$ 2,821.50	5927
Document Solutions Leasing	Copier monthly lease - 11/1/24-11/30/24	$ 243.73		$ 243.73	5928
Door Automation Corp	Chestnut - repairs to railroad inner door	$ 509.00		$ 509.00	5929
Door King	Chestnut - intercom system - 10/17/11/16/24	$ 53.95		$ 53.95	5930
Genserve	Chestnut - service to generator	$ 390.00		$ 390.00	5931
Goldstein Kelin LLC	Legal fees - will be charged to tenants	$ 629.10		$ 629.10	5932
HD Supply	Maintenance materials for all properties	$ 103.68		$ 103.68	5933
Home Dept Credit Services	Maintenance materials for all properties	$ 1,773.46		$ 1,773.46	5934
JCP&L	Vacant apartment - Unit 320C	$ 18.44		$ 18.44	5935
JCP&L	Vacant apartment - Unit 134D	$ 17.53		$ 17.53	5936
JCP&L	Vacant apartment - Unit 111B	$ 24.87		$ 24.87	5937
JCP&L	Vacant apartment - Unit 321C	$ 17.12		$ 17.12	5938
PSE&G	Weaver Unit: D5 - gas charge - vacant apartment 10/05/24-11/04/24	$ 47.01		$ 47.01	5939
PSE&G	Weaver Unit: C2 - gas charge - vacant apartment 10/05/24-11/04/24	$ 19.39		$ 19.39	5940
PSE&G	Chestnut - 10/05/24-11/04/24	$ 1,738.87		$ 1,738.87	5941
Rashan Womack	Reimbursement for expenses	$ 58.91		$ 58.91	5942
Ready Refresh	Water cooler monthly fee	$ 65.43		$ 65.43	5943
Teknikon Group, Inc	Preventive maintenance service - heat pump down	$ 305.00		$ 305.00	5944
Verizon Wireless	Monthly cell phone charge - 10/02/24-11/01/24	$ 205.84		$ 205.84	5945
TOTAL		$ 12,939.76	$108,464.20	$ 121,403.96	

COMPANY	DESCRIPTION- 1st Run	PAYABLE	PRE PAID	TO BE PAID	CHECK #
SUMMIT HOUSING AUTHORITY BILL APPROVAL					
NOVEMBER 28, 2024 - DECEMBER 18, 2024					
Pasquale's Pizza	Chestnut holiday party catering	$ 865.00		$ 865.00	5946
Advance Communications	Message Service - 11/06/24-12/03/24	$ 194.72		$ 194.72	5947
AVS Technology	Annual fee for hosting 9 (FOB) doors at Chestnut	$ 840.00		$ 840.00	5948
Chatham Disposal Co	Monthy garbage service -m11/1/24-11/30/24	$ 1,719.86		$ 1,719.86	5949
Comcast Business	Cable, Telephone & Internet Services from 11/20/24-12/19/24 - Main Office	$ 156.85		$ 156.85	5950
Comcast Business	Cable, Telephone & Internet Services from 11/24/24-12/23/24 - Chestnut Community room	$ 324.91		$ 324.91	5951
Comcast Business	Cable, Telephone & Internet Services from 11/25/24-12/24/24 - Chestnut Office	$ 265.93		$ 265.93	5952
Comcast Business	Cable, Telephone & Internet Services from 11/10/24-12/09/24 - Chestnut - MDM 2 - Café	$ 139.37		$ 139.37	5953
Comcast Business	Cable, Telephone & Internet Services from 11/19/24-12/18/24 - Weaver	$ 284.42		$ 284.42	5954
DoorKing Inc.	Chestnut - Intercom monthly fee	$ 53.95		$ 53.95	5955
E&G Exterminators, Inc.	Exterminators service - monthly contract fee	$ 1,130.00		$ 1,130.00	5956
E&G Exterminators, Inc.	Exterminators sevice - special service	$ 60.00		$ 60.00	5957
FP Mailing Solutions	Postage meter charge	$ 98.85		$ 98.85	5958
Frankie's Tire & Recucling LLC	Maintenance materials for vehicle - tires	$ 770.00		$ 770.00	5959
HD Supply	Maintenance materials for all sites	$ 286.77		$ 286.77	5960
Hunter Technologies	Telephone remote support	$ 87.50		$ 87.50	5961
Jacqueline Gray	Cell phone reimbursement - December 2024	$ 50.00		$ 50.00	5962
Jackie Roundtree	Cell phone reimbursement - December 2024	$ 50.00		$ 50.00	5963
JCP&L	Electric services for all properties	$ 8,819.28		$ 8,819.28	5964
Keeping it Green Irrigation	Weaver - winterization for water sprinkler	$ 100.00		$ 100.00	5965
Kryston's Paint & Hardware	Maintenance materials for all sites	$ 75.63		$ 75.63	5966
LAN Associates	Architectural & Engineeting services	$ 1,530.00		$ 1,530.00	5967
Mabel Hans	Glenwood - pest control treatment	$ 396.00		$ 396.00	5968
Angela Dobke	Glenwood - Pest control treatment	$ 306.00		$ 306.00	5969

COMPANY	DESCRIPTION- 1st Run	PAYABLE	PRE PAID	TO BE PAID	CHECK #
Metropolitan Life Insurance Company	Employee life insurance policy	$ 33.36		$ 33.36	5970
New Jersey American Water	Water services Glenwood - 10/31/24-11/24/24	$ 1,742.03		$ 1,742.03	5971
New Jersey American Water	Water services Glenwood - 10/31/24-11/27/24	$ 181.38		$ 181.38	5972
National Tenant Network	Tenant background checks	$ 54.00		$ 54.00	5973
PC Problems, LLC	On-site computer support	$ 180.00		$ 180.00	5974
Pascale Plumbing & Heating	Chestnut - (Units - 211, 311, 411 & 511) repaired stak line in units Weaver (Unit D1) water feed valve repair (Unit D2) water heater replacement	$ 6,075.00		$ 6,075.00	5975
PSE&G	Gas services for Glenwood & Weaver	$ 3,943.54		$ 3,943.54	5976
Rashan Womack	Maintenance uniform - boots	$ 169.99		$ 169.99	5977
Safe Life Security Group	Weaver - closed circuit TV service contract	$ 294.00		$ 294.00	5978
Safe Life Security Group	Glenwood - closed circuit TA service contract	$ 294.00		$ 294.00	5979
Slade Industries, Inc.	Elevator Maintenance - December 2024	$ 515.00		$ 515.00	5980
TARGET Fire Protection	Annual Fire Pump Test - Semi annual sprinkler inspection	$ 730.00		$ 730.00	5981
Teknikon Group, Inc	Chestnut - repaired 3 heat pumps	$ 1,001.00		$ 1,001.00	5982
Verizon	Camera lines for period 11/17/24-12/16/24	$ 68.02		$ 68.02	5983
Verizon	Phone, Fax & Elevator lines for period 11/17/24-12/16/24	$ 137.19		$ 137.19	5984
Worrall Community Newspaper, Inc.	Classified & Public Notice advertisements	$ 133.20		$ 133.20	5985
TOTAL		$ 34,156.75		$ 34,156.75	

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
NOVEMBER 28, 2024 - DECEMBER 18, 2024					
COMPANY	**DESCRIPTION- 2nd Run**	**PAYABLE**	**PRE PAID**	**TO BE PAID**	**CHECK #**
Action	Bed bug inpections	$ 800.00		$ 800.00	5986
All County Sewer & Drain Service	Chestnut - jetted sewer lines wings A/B/C	$ 1,265.00		$ 1,265.00	5987
Cheryl Dagner	Reimbursement for expenses - Holiday party	$ 511.57		$ 511.57	5988
City of Summit	Gasoline Usage - 10/1/24-11/30/24	$ 296.56		$ 296.56	5989
Colline Integrated Security Services	Maintenance materials for all sites	$ 110.60		$ 110.60	5990
Comcast Business	Cable, Telephone & Internet Services from 12/04/24-01/03/24 - Glenwood Place	$ 284.42		$ 284.42	5991
Document Solutions	Office copier lease - 12/01/24-12/31/24	$ 255.92		$ 255.92	5992
Dreyer's Lumber & Hardware Inc.	Maintenance materials for all sites	$ 86.45		$ 86.45	5993
E & G Exterminators	Exterminator contract fee - weekly	$ 160.00		$ 160.00	5994
Entek Systems	Balance due invoice# 43658	$ 1,044.00		$ 1,044.00	5995
Genserve, LLC	Chestnut - generator repair	$ 1,909.84		$ 1,909.84	5996
Goldstein Kelin LLC	Legal fees - to be reimbursed by tenants	$ 50.00		$ 50.00	5997
HD Supply	Maintenance materials for all sites	$ 72.94		$ 72.94	5998
Jacqueline Gray	Reimbursement for expenses	$ 1,026.88		$ 1,026.88	5999
Jacqueline Gray	Reimbursement for expenses	$ 130.00		$ 130.00	6000
JCP&L	Electric services - vacant unit 134D	$ 36.43		$ 36.43	6001
JCP&L	Electric services - vacant unit 111B	$ 43.93		$ 43.93	6002
JCP&L	Electric services - vacant unit 321C	$ 33.22		$ 33.22	6003
JCP&L	Electric services - vacant unit 320C	$ 74.33		$ 74.33	6004
JCP&L	Electric services - vacant unit 503A	$ 69.20		$ 69.20	6005
JCP&L	Electric services for all sites	$ 21,445.65		$ 21,445.65	6006
John Williams	Employee uniforms - boots	$ 117.00		$ 117.00	6007
NJ Advance Media	Employment advertisement charge	$ 659.00		$ 659.00	6008
New Jersey American Water	Water services - TFS 11/01/24-12/04/24	$ 4,367.26		$ 4,367.26	6009
New Jersey American Water	Water services - DCKFS - 11/01/24-12/04/24	$ 277.40		$ 277.40	6010
New Jersey American Water	Water services - Weaver - 11/01/24-12/04/24	$ 2,837.61		$ 2,837.61	6011
PHA Web	Annual support fee - Jan-Dec 2025	$ 4,670.00		$ 4,670.00	6012

COMPANY	DESCRIPTION- 2nd Run	PAYABLE	PRE PAID	TO BE PAID	CHECK #
Public Housing Authorities Director's Assoc	Annual fee - 02/1/25-02/01/26	$ 425.00		$ 425.00	6013
Rutgers	Commissioner courses - R. Lee	$ 410.00		$ 410.00	6014
The Sherwin Williams Company	Maintenance materials for all sites	$ 784.16		$ 784.16	6015
Staples	Office supplies for main office	$ 281.74		$ 281.74	6016
Summit Electrical	Maintenance materials for all sites	$ 120.00		$ 120.00	6017
Teknikon Group, Inc	Chestnut - repaired 1 heat pump	$ 366.00		$ 366.00	6018
Verizon Wireless	Cell phone charges - 11/02/24-12/01/24	$ 205.84		$ 205.84	6019
TOTAL		$ 45,227.95	$34,156.75	$ 79,384.70	