

Board Meeting Date
01-22-25

RESOLUTION

of the
SUMMIT HOUSING AUTHORITY

Date Submitted
1-22-25

RESOLUTION NO. 25-22-1-1

TITLE:

RESOLUTION REQUESTING THE APPROVAL FOR PAYMENT OF INVOICES
For the DECEMBER 19, 2024, THROUGH JANUARY 22, 2025

Factual Contents Certified to by:



Budget Authorization Certified

to by:



Commissioner WALKER 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 01-25, in the amount of \$ 157,520.30 be approved for payment.
- ☐ 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 WALKER 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.
Kendallen	✓				Lee	✓			
Whipple	✓				Walker	✓			
Fortune	✓								
Galletti	✓								
Kane	✓								

I hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Housing Authority on

1/22/25


Secretary/ Executive Director

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
DECEMBER 19, 2024 - JANUARY 22, 2025					
<u>COMPANY</u>	<u>DESCRIPTION- 1st Run</u>	<u>PAYABLE</u>	<u>PRE PAID</u>	<u>TO BE PAID</u>	<u>CHECK #</u>
Advance Communications	Message Service - 12/04/24-12/31/24	\$ 155.21		\$ 155.21	6020
Chatham Disposal	Garbage removal for all sites - 12/01/24-12/31/24	\$ 1,602.86		\$ 1,602.86	6021
Chatham Lawnmower Service, Inc.	Maintenance materials for all sites	\$ 88.95		\$ 88.95	6022
Comcast Business	Cable, Telephone & Internet Services from 12/20/24-01/19/25 - Main Office	\$ 156.85		\$ 156.85	6023
Comcast Business	Cable, Telephone & Internet Services from 12/24/24-01/23/25 - Chestnut Community room	\$ 354.95		\$ 354.95	6024
Comcast Business	Cable, Telephone & Internet Services from 12/25/24-01/24/25 - Chestnut Office	\$ 277.02		\$ 277.02	6025
Comcast Business	Cable, Telephone & Internet Services from 12/10/24-01/09/25 - Chestnut Cafe	\$ 299.82		\$ 299.82	6026
Comcast Business	Cable, Telephone & Internet Services from 12/19/24-01/18/25 - Weaver	\$ 574.92		\$ 574.92	6027
Comcast Business	Cable, Telephone & Internet Services from 01/04/25-02/03/25 - Glenwood	\$ 290.50		\$ 290.50	6028
Cheryl Crutchfield	Reimbursement for expenses	\$ 52.40		\$ 52.40	6029
DLG Flooring	Chestnut - Unit 314-B	\$ 375.00		\$ 375.00	6030
Entek Systems	Balance due from heat pump invoice	\$ 793.00		\$ 793.00	6031
File of Life Foundation	Refrigerator magnets for tenants	\$ 103.82		\$ 103.82	6032
Genserve, LLC	Chestnut - precentive maintenance	\$ 390.00		\$ 390.00	6033
Hanover Supply Co.	Maintenance materials for all sites	\$ 3,521.85		\$ 3,521.85	6034
Home Depot Credit Services	Maintenance materials for all sites	\$ 1,588.08		\$ 1,588.08	6035
JCP&L	Electric services for all properties - 11/05/24-12/04/24	\$ 6,282.38		\$ 6,282.38	6036
William Katchen	Accountant services - Nov/Dec 2024 Jan 2025	\$ 8,250.00		\$ 8,250.00	6037
Metro Fire & Communications Systems. Inc	Chestnut - Inspection service	\$ 778.36		\$ 778.36	6038
Metro Fire & Communications Systems. Inc	Chestnut - Service call	\$ 378.00		\$ 378.00	6039
New Jersey American Water	Water services - Weaver - 12/05/24-12/31/24	\$ 1,969.42		\$ 1,969.42	6040
New Jersey American Water	Water services DCKFS - 12/05/24-12/31/24	\$ 277.40		\$ 277.40	6041

<u>COMPANY</u>	<u>DESCRIPTION- 1st Run</u>	<u>PAYABLE</u>	<u>PRE PAID</u>	<u>TO BE PAID</u>	<u>CHECK #</u>
New Jersey American Water	Water services Chestnut TFS - 12/05/24-12/31/24	\$ 3,581.76		\$ 3,581.76	6042
New Jersey American Water	Water services Glenwood - 11/28/24-12/27/24	\$ 1,897.08		\$ 1,897.08	6043
New Jersey American Water	Water services Glenwood - 11/28/24-12/27/24	\$ 191.72		\$ 191.72	6044
Pascale Plumbing & Heating	Weaver - Unit-C2 - replaced defective part Unit-D5 - boiler repair Unit-D9 - boiler repair Unit-D-9 replaced thermostat Unit-C2 - boiler repair Glenwood - Unit-4-2B repaired zone valve	\$ 2,910.71		\$ 2,910.71	6045
PC Problems, LLC	IT Maintenance contract	\$ 3,057.60		\$ 3,057.60	6046
New Jersey Housing Authority - JIF	Insurance - 1st Installment 2025	\$ 72,663.50		\$ 72,663.50	6047
Ready Refresh	Water cooler contract	\$ 86.48		\$ 86.48	6048
PSE&G	Chestnut - gas services	\$ 7,963.19		\$ 7,963.19	6049
PSE&G	Glenwood & Weaver gas services	\$ 4,667.03		\$ 4,667.03	6050
Sebco Laundry Systems	Chestnut - laundry cards & lint screen W3 washer repair Glenwood - W5 & W1 repair Weaver W2 repair	\$ 1,561.71		\$ 1,561.71	6051
The Sherwin Williams Co.	Maintenance materials for all sites	\$ 113.38		\$ 113.38	6052
Verizon	Camera lines for period 12/17/24-01/16/25	\$ 67.98		\$ 67.98	6053
Verizon	Phone, Fax & Elevator lines for period 12/17/24-01/16/24	\$ 136.85		\$ 136.85	6054
Vestis	Maintenance uniform	\$ 44.98		\$ 44.98	6055
TOTAL		\$ 127,504.76		\$ 127,504.76	

SUMMIT HOUSING AUTHORITY BILL APPROVAL					
DECEMBER 19, 2024 - JANUARY 22, 2025					
<u>COMPANY</u>	<u>DESCRIPTION- 2nd Run</u>	<u>PAYABLE</u>	<u>PRE PAID</u>	<u>TO BE PAID</u>	<u>CHECK #</u>
Central Pro Services	Chestnut - Unit#111B - countertops	\$ 341.04		\$ 341.04	6056
William Connelly, LLC	Legal services - December 2024 & January 2025	\$ 2,600.00		\$ 2,600.00	6057
Decotiis, Fitzpatrick, Cole & Giblin, LLP	Prefessional fees - period ending 11/30/24	\$ 450.00		\$ 450.00	6058
Document Solutions Leasing	Office copier lease - 01/01/25-01/31/25	\$ 243.73		\$ 243.73	6059
Document Solutions Leasing	Office copier overage	\$ 142.42		\$ 142.42	6060
E & G Exterminators	Exterminator contract fee - weekly balance due	\$ 480.00		\$ 480.00	6061
Goldstein Kelin, LLC	Legal fees - to be reimbursed by tenants	\$ 1,070.40		\$ 1,070.40	6062
HD Supply	Maintenance materials for all sites	\$ 172.56		\$ 172.56	6063
Jacqueline Gray	Reimbursement for celll phone - January 2025	\$ 50.00		\$ 50.00	6064
Jacqueline Gray	Reimbursement for expenses	\$ 933.06		\$ 933.06	6065
Jackie Roundtree	Reimbursement for celll phone - January 2025	\$ 50.00		\$ 50.00	6066
JCP&L	Electric services - vacant unit 111B	\$ 196.37		\$ 196.37	6067
JCP&L	Electric services - vacant unit 321C	\$ 28.43		\$ 28.43	6068
JCP&L	Electric services - vacant unit 320C	\$ 101.92		\$ 101.92	6069
JCP&L	Electric services - vacant unit 503A	\$ 227.12		\$ 227.12	6070
Kryston's Hardware	Maintenance materials for all sites	\$ 64.17		\$ 64.17	6071
LAN Associates	Architectural & Engineers Services	\$ 15,012.50		\$ 15,012.50	6072
Mava Landscape, Inc.	Lawn service contract	\$ 1,620.00		\$ 1,620.00	6073
NJAHRA	Annual membership 2025	\$ 175.00		\$ 175.00	6074
NTN	Tenant background checks	\$ 103.00		\$ 103.00	6075
Pascale Plumbing & Heating	Chestnut - repaired cast iron drain pipe Weaver - Unit D1 - replaced main water shutoff valve Unit D5 - replaced ball valve for boiler	\$ 908.59		\$ 908.59	6076
PSE&G	Gas service D5 last bill - vacant apt	\$ 183.24		\$ 183.24	6077
PSE&G	Gas service D5 last bill - vacant apt	\$ 28.78		\$ 28.78	6078
Rashan Womack	Reimbursement for expenses	\$ 65.01		\$ 65.01	6079
Slade Elevator	Elevator maintenance contract - January 2025	\$ 515.00		\$ 515.00	6080
Summit Electrical	Maintenance materials for all sites	\$ 190.00		\$ 190.00	6081

<u>COMPANY</u>	<u>DESCRIPTION- 2nd Run</u>	<u>PAYABLE</u>	<u>PRE PAID</u>	<u>TO BE PAID</u>	<u>CHECK #</u>
Staples	Office supplies for main office	\$ 310.50		\$ 310.50	6082
Summit Housing Auhtority	Update escrow account	\$ 322.16		\$ 322.16	6083
Teknikon Group, Inc	Chestnut - replaced defective blower eoof top unit #2 - repaired 4 heat pumps	\$ 3,177.00		\$ 3,177.00	6084
Verizon Wireless	Cell phone charges - 12/02/24-01/01/25	\$ 205.84		\$ 205.84	6085
Worall Community Newspapers, Inc	Public notice - 2025 Board meeting schedule	\$ 47.70		\$ 47.70	6086
TOTAL		\$ 30,015.54	\$127,504.76	\$ 157,520.30	