

ENGLEWOOD HOUSING AUTHORITY

111 West Street

Englewood, New Jersey 07631

Tel.: (201) 871-3451

Fax: (201) 871-5908

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD APPROVING THE MINUTES OF THE
DECEMBER 17, 2018
BOARD OF COMMISSIONERS MEETING

RESOLUTION NO. 1- 28- 2019 (1)

OFFERED BY: Chairman Aspinwall
SECONDED BY: Commissioner Correa

BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:

To approve the December 17, 2018 Board Meeting minutes.

Raymond Aspinwall
Raymond Aspinwall, Chairman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Chairman Raymond Aspinwall
Commissioner Carlos Aguila, Jr.
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Elisha Gurfein

Aye
Aye
Aye
Aye
Absent

At the Board Meeting of January 28, 2019 (1) upon roll call of Commissioners
present, all voted "Aye" and Resolution January 28, 2019 (1) as carried.

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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD APPROVING THE VICENTE K. TIBBS SENIOR CITIZEN
BUILDING AS SMOKE FREE COMMENCING APRIL 1, 2019**

RESOLUTION NO. 1- 28-2019 (2)

OFFERED BY: Commissioner Aguila
SECONDED BY: Commissioner Chaney

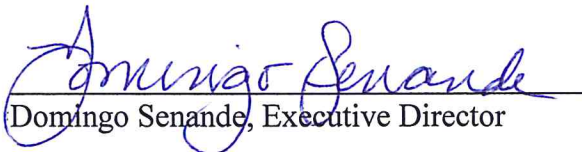
WHEREAS, the Housing Authority of the City of Englewood's mission is to provide clean, safe, affordable and well maintained housing for its' residents; and

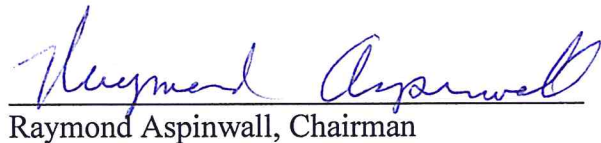
WHEREAS, HUD has implementing a smoke free policy for all residents in housing;
and

WHEREAS, the Executive Director, Domingo Senande has deemed it favorable and taken all the necessary steps to introduce the smoke free policy in the Vicente K. Tibbs Senior Citizen building; and

WHEREAS, commencing April 1, 2019 the Vicente K. Tibbs Senior Citizen building will be a smoke free property; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Englewood, hereby approve the conversion of the Vicente K. Tibbs Senior Citizen building smoke free.


Domingo Senande, Executive Director


Raymond Aspinwall, Chairman

Chairman Raymond Aspinwall	<u>Aye</u>
Commissioner Carlos Aguila, Jr.	<u>Aye</u>
Commissioner Desire Chaney	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Elisha Gurfein	<u>Absent</u>

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Resolution No. 01- 28 - 2019 (3)

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD AUTHORIZING AWARD OF A CONTRACT TO
HYMANSON, PARNES & GIAMPAOLO, C.P.A. FOR AUDITS FOR ALL
PROPERTIES**

OFFERED BY: Chairman Aspinwall
SECONDED BY: Commissioner Correa

WHEREAS, the Housing Authority of the City of Englewood requires audits for all properties;
and

WHEREAS, in accordance with its procurement policy of the Housing Authority did issue
Requests for Proposals and did receive one on Thursday January 17, 2019; and

WHEREAS, the Authority reviewed the offer and determined that **HYMANSON, PARNES &
GIAMPAOLO, C.P.A.** is a responsible firm which submitted the most advantageous offer in
accordance with the Request for Proposal; and

WHEREAS, based upon its evaluation and a review of references the Housing Authority staff
recommended that **HYMANSON, PARNES & GIAMPAOLO, C.P.A.** be awarded a contract
for a period of one year in the amount of:

E.H.M.S. -	\$ 3,510.00
Pub. Hsg./Sec. 8-	\$ 9,605.00
W.G. -	\$ 7,665.00
Total Fee:	\$; 20,780.00 and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing
Authority of the City of Englewood, that a contract for auditing services for Englewood Housing
Authority be awarded to **HYMANSON, PARNES & GIAMPAOLO, C.P.A.** for a period of
one year in the amount of:

E.H.M.S. -	\$ 3,510.00
Pub. Hsg./Sec. 8-	\$ 9,605.00
W.G. -	\$ 7,665.00
Total Fee:	\$; 20,780.00 and

BE IT RESOLVED that legal counsel shall approve the appropriate form of contract.

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Raymond Aspinwall
Raymond Aspinwall, Chairman

Chairman Raymond Aspinwall
Commissioner Carlos Aguilar
Vice Chairman Desiree Chaney
Commissioner Raul Correa
Commissioner Elisha Gurfein

Aye
Aye
Aye
Aye
Absent

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Resolution Adopting Personnel Policies and Procedures

RESOLUTION NO. 1-28-2019 (4)

OFFERED BY: Commissioner Aguila

SECONDED BY: Chairman Aspinwall

WHEREAS, it is the policy of Englewood Housing Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Englewood Housing Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Englewood Housing Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted with the following extensive changes:

- American with Disability Act Policy (page 5)
- Telephone Usage Policy (page 21)
- Communication Media/Social Media Policy (page 22)
- Use of Internet (page 26)
- Employee Dating policy (page 27)
- Background Checks & Procedures for Candidates, Employees & Volunteers (page 41)
- Open Public Meeting Act Procedure Concerning Personnel Matters (page 44)

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Englewood Housing Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

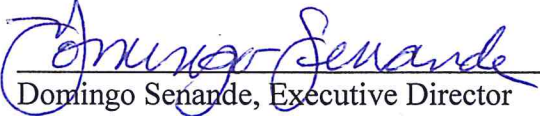
BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by the Englewood Housing Authority employees and is not a contract. The provisions of this

manual may be amended and supplemented from time to time without notice and at the sole discretion of the housing authority.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Englewood Housing Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Executive Director and the Housing Authority attorney shall assist the Executive Director in the implementation of the policies and procedures in this manual.

ATTEST:


Domingo Senande, Executive Director


Raymond Aspinwall, Chairman

Chairman Raymond Aspinwall	<u>Aye</u>
Commissioner Carlos Aguila, Jr.	<u>Aye</u>
Commissioner Desire Chaney	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Elisha Gurfein	<u>Absent</u>

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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD APPROVING THE LONGEVITY PAY OF RICHARD
PRESUTTI FOR HIS FIVE YEARS OF CONTINUOUS WORK
SERVICE**

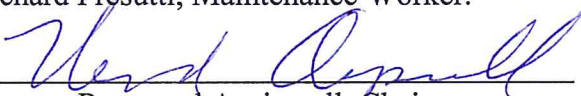
Resolution No. 01-28-2019 (5)

OFFERED BY: Commissioner Correa
SECONDED BY: Commissioner Chaney

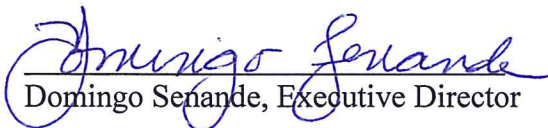
WHEREAS, the Englewood Housing Authority's Personnel Policy compensates employees after five years of continuous work service in a one-time lump sum longevity pay; and

WHEREAS, the employee Richard Presutti, Maintenance Worker will be compensated a one-time lump sum longevity pay in the amount of \$500.00; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Englewood Housing Authority authorize the approval of one-time lump sum longevity pay in the amount of \$500.00 to Richard Presutti, Maintenance Worker.


Raymond Aspinwall, Chairman

ATTEST:


Domingo Senande, Executive Director

Chairman Raymond Aspinwall
Commissioner Carlos Aguila, Jr.
Commissioner Desiree Chaney
Commissioner Raul Correa
Commissioner Elisha Gurfein

Aye
Aye
Aye
Aye
Absent

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RESOLUTION NO. 1 -28- 2019 (6)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING BILLS AND CLAIMS FOR THE PERIOD
OF
JANUARY

OFFERED BY: Chairman Aspinwall
SECONDED BY: Commissioner Correa

WHEREAS, the bills and claims per the attached listing (voucher numbers through)

E.H.M.S. -	001912
EHA Operating -	2337
Foti-	1932
Section 8 -	3683
W.G. -	5528

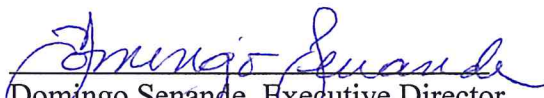
were reviewed and found acceptable as amended at the meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve disbursement and payment of all checks on the attached listing for the period of January 1st through 31st.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve payment of all other checks identified on the attached listing for the period of January.


Raymond Aspinwall, Chairman

ATTEST:


Domingo Senande, Executive Director

Chairman Raymond Aspinwall
Commissioner Carlos Aguila, Jr.
Commissioner Desire Chaney
Commissioner Raul Correa
Commissioner Elisha Gurfein

Aye
Aye
Aye
Aye
Absent