

Minutes of the April 27, 2020 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:04 PM by Chairman Aspinwall at the offices of the Englewood Housing Authority, 111 West Street, Englewood, NJ 07631. The Executive Director complied with the Open Public Meetings Act and stated that adequate notice of this meeting was provided in the following manner: on January 13, 2020 a notice of the date, time and place of this meeting was sent to the Bergen Record and Star Ledger newspapers and a copy was sent to the City Clerk and also posted on the City's officially designated bulletin board.

Roll call:

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| Chairman Aspinwall | Present |
| Commissioner Aguila, Jr. | Present |
| Commissioner Chaney | Present |
| Commissioner Cobb | Present |
| Commissioner Correa | Present |
| Commissioner Gurfein | Present |
| Commissioner Whilby | Absent |

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| Domingo Senande, Executive Director | Present |
| William Katchen, CPA | Present |
| Terrence Corrison, Esq. | Present |

Minutes

A motion was made by Vice-Chairman Aguila and seconded by Chairman Aspinwall to approve the minutes of the April 27, 2020 Board Meeting. The motion carried with all in favor.

Report of the Executive Director

COVID-19

- The Vincent K. Tibbs Senior building has had 4 residents test positive for COVID-19. Two of the residents have sadly passed away.
- To keep the building disinfected, maintenance staff are on a 7-day schedule. They disinfect common areas at least 3 times per day. Maintenance works in 2 man shifts in order to keep them separated. They are equipped with protective gear. They only work on emergency work orders. Outside contractors also only work on emergency situations.
 - The laundry room has been equipped with disinfectant spray and a Purell station. EHA has ordered Purell stations for every floor.
- The EHA offices will remain closed to the public for the foreseeable future.

Tibbs Residents

- Although EHA does not have face to face contact with our Tibbs residents outside of maintenance staff interaction, our EHA staff calls all the tenants at least once a week (but much more if needed).

- Since the pandemic began, EHA residents have received 2 and some have received 3 shipments of shelf-safe food items. The last delivery was Thursday, April 23rd. In addition to the box of food, they received a dozen eggs April 23rd. Maintenance staff delivers the food to their doors.
 - Westmoor Gardens senior households receive the same services. In addition, the Westmoor Gardens seniors will receive a hot meal from TJ's Southern Gourmet this Friday at no cost.
 - Age-Friendly of Englewood via the Taub Foundation will be sponsoring a delivery of soup and a roll to the Tibbs seniors. They have provided a grant to cover the cost of doing so on three occasions.

EHA Staff

- EHA's HCV supervisor has recovered from COVID-19 and is back to work. The maintenance supervisor is still in self-quarantine at home but should be able to physically return to work sometime next week. He has not been tested.

Remote Offices

- EHA has set up remote offices throughout the properties in order to keep staff safe. EHA has fully moved out the offices of the HCV (Section 8) staff including all of their files. They are now fully operational and located at the following sites:
 - 2 caseworkers – Tibbs Community Room
 - 2 caseworkers – Westmoor Gardens Community Room
 - HCV Supervisor – Westmoor Gardens Police Substation
- In addition, our intern has a fully operational office in the basement file room.
- Our tenant liaison is working remotely from home. She calls our English-speaking senior residents from home to check on their health and needs. The Executive Assistant calls our Spanish-speaking seniors. EHA has an outside Korean-speaker reach out to our Korean-speakers on our behalf.
- Maintenance staff no longer meet in the administrative building. They are now set up in the basement. The maintenance supervisor's office has also been moved to the basement.
- The bookkeeper and executive assistant work out their schedule so that there is currently minimal face-to-face overlap.
- This new setup will allow us to work safely moving forward and for the foreseeable future.
- Given the new setup, EHA will be working on plans to renovate the offices given staff has been dispersed.

IT

- EHA has acquired 8 laptops for staff. In addition, EHA has installed new all-in-one printers at the remote sites and in the administrative office.
- EHA has upgraded its IT services to a full managed service with enhanced security and upgraded software (Microsoft 365/Windows 10).
- Given the pandemic, EHA has postponed its upgrade to PHA-Web from Happy Software. However, EHA hopes to transition to PHA-Web in the months ahead.

Hot Water Boiler

- In March, Tibbs was without hot water for 2 days. Repairs have been made to the system and it is working properly.

Vacancies

- Tibbs currently has 6 vacancies. EHA is currently not filling vacancies due to COVID-19. In addition, we have an additional apartment for which EHA is not receiving rent. The tenant passed away at a nursing home but the son is squatting in the apartment. Our court date was scheduled for March but has been postponed until June.

HCV

- EHA has earned a score of 100 on the 2019 SEMAP. I thank the HCV staff for all of their work.

Resolutions

A motion was made by Chairman Aspinwall and seconded by Commissioner Correa to approve the resolution authorizing award of a contract to William Katchen C.P.A. for accounting services for one year with the option of an additional year extension. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Correa to approve the resolution authorizing award of a contract to Hymanson, Parnes & Giampaolo, C.P.A. for the audits for all programs for one year with the option of an additional year extension. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Gurfein to approve the resolution authorizing award of a contract to Breslin & Breslin, P.A. for legal services for one year with the option of an additional year extension. The motion carried with all in favor.

A motion was made by Vice Chairman Aguila and seconded by Commissioner Correa to approve the resolution adopting a domestic violence policy for public employers and designating human resource officers with respect to same. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Correa to approve the bills and claims for the month of March. The motion carried with all in favor.

New Business

Vice Chairman Aguila asked about the refinancing of Westmoor Gardens. The Executive Director will report back with more information at the next Board meeting.

Adjournment

A motion was made by Vice Chairman Aguila and seconded by Commissioner Correa to adjourn the meeting at 7:45 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director