

Minutes of the September 21, 2020 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:05 PM by Vice Chairman Aguila at the offices of the Englewood Housing Authority, 111 West Street, Englewood, NJ 07631 via conference call. 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:

Vice Commissioner Aguila	Present
Commissioner Correa	Present
Commissioner Gurfein	Absent
Commissioner Chaney	Present
Commissioner Cobb	Present
Commissioner Whilby	Absent
Domingo Senande, Executive Director	Present
William Katchen, CPA	Absent
Terrence Corriston, Esq.	Present

Minutes

A motion was made by Vice-Chairman Aguila and seconded by Commissioner Correa to approve the minutes of the July 20, 2020 Board Meeting. The motion carried with all in favor.

Executive Director's Report

Covid-19

- A Tibbs resident has tested positive for Covid-19 in September. The Tibbs tenant is in quarantine. The resident does not socialize in Tibbs so it is unlikely the resident contracted the virus at Tibbs. Contact tracers worked with the tenant.
- EHA continues all the same protocols put in place at the start of the pandemic. The common areas of the Tibbs building are disinfected 3 times per day 7 days a week. Community rooms continue to be closed. Common area seating is still in storage. The office remains closed to the public. EHA is not meeting with participants in person. Office staff continue to work flexible full-time hours. Staff are spread out throughout the property to maximize safety.
- One additional staff person tested positive for Covid-19 but they are now back to work.

Residents

- Residents continue to receive boxes of fresh produce on a regular basis.

Tibbs Laundry Room

- EHA's 5 year lease contract for the laundry machines at Tibbs expires in December. EHA is considering purchasing new equipment rather than leasing equipment. The equipment consists of 2 front load washers, 4 top load washers, 6 dryers and 1 coin machine. To lease the equipment for 5 years would cost approximately \$663 a month (approximately \$40,000 over 5 years). Purchasing the equipment would cost approximately \$20,000 which does not include maintenance. In our experience, the leasing company's maintenance response time is unacceptable. A local repair shop would be reasonably priced, and their response time would be an improvement. The laundry machine decision was discussed during the Board meeting and will be on for resolution in October.

Grant Application

- EHA has submitted a grant application to the County. The grant would fund Covid-19-related rehabilitations to the administrative offices including an HVAC system that provides cleaner air, office areas with proper separation, ADA entrances, etc.

Public Housing Software

- EHA is currently transitioning to a new software program (PHA-Web). Staff has been trained virtually for the past week and will continue to be trained virtually for at least another week.

Vacancies

- Tibbs currently has 3 vacancies. New tenants have already been assigned to all vacancies.

Public Meeting

A motion was made by Commissioner Chaney and seconded by Commissioner Correa to open the meeting to the public. No members of the public had comments. A motion was then made by Commissioner Cobb and seconded by Vice Chairman Aguila to close the meeting to the public. The motions carried with all in favor.

Resolutions

A motion was made by Commissioner Chaney and seconded by Commissioner Correa to approve the resolution awarding the roof and gutter repair of the Morse Place property to FDG. The motion carried with all in favor.

A motion was made by Vice Chairman Aguila and seconded by Commissioner Cobb to approve the bills and claims for the month of August. The motion carried with all in favor.

New Business

A motion was made by Commissioner Chaney and seconded by Commissioner Correa
Commissioner Cobb nominated Vice Chairman Aguila for the position of Chairman and
he was approved unanimously. Chairman Aguila nominated Commissioner Cobb to the
position of Vice Chairwoman and she was approved unanimously.

Adjournment

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

Respectfully submitted,

Domingo Senande
Executive Director