

Minutes of the September 27, 2021 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:06 PM by Chairman Aguila at the offices of the Englewood Housing Authority, 111 West Street, Englewood, NJ 07631 via conference call and in compliance with NJ electronic meeting regulations. 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, 2021 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 along with EHA's website as per electronic meeting regulations.

Roll call:

Chairman Aguila, Jr.	Present
Vice Chairwoman Cobb	Present
Commissioner Chaney	Absent
Commissioner Correa	Present
Commissioner Gurfein	Present
Commissioner Whilby	Present

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

Minutes

A motion was made by Chairman Aguila and seconded by Vice Chairwoman Cobb to approve the minutes of the July 26, 2021 Board Meeting. The motion carried with all in favor.

Executive Director's Report

Westmoor Gardens

- Ida Damage
 - The first floor of 16 apartments were flooded due to Ida. The 16 units were in 3 buildings on West Street. The mechanical systems of the buildings were also damaged. The bridge from West Street to Slocum Avenue was destroyed due to cars hitting the pedestrian bridge. There was a lot of debris on the property including vehicles that floated onto our property. There was also fence and concrete damage. 2 of the 16 damaged apartments house EHA employees.
- Ida Repairs
 - MT Construction was hired on an emergency basis to remediate the property for a total of \$108,990.97. Duffy, our HVAC vendor, has replaced the damaged mechanical systems at a cost of approximately \$80,000. EHA sought quotes for the restoration of the apartments. MT Construction

was the low-cost responsive bidder at \$628,000. In consultation with our insurance company, the restoration project was awarded to MT Construction and they will begin work on Monday, September 27th. There will likely be change orders including fixing termite damage but we do not anticipate the change orders to exceed \$30,000. Even with anticipated change orders, MT Construction is less expensive than the 2nd lowest quote. All 16 apartments are expected to be fully restored within 4-6 weeks. If kitchen cabinets arrive sooner than anticipated, the apartments will be completed sooner than projected.

- We have not yet assessed the cost of replacing the pedestrian bridge.
- Households
 - The families have been relocated to the Hampton Inn Teaneck for which Westmoor Gardens is paying. The cost is \$109 a night and we have 21 hotel rooms. Breakfast is included and some other meals have been provided by community organizations. While they are displaced, residents will not be paying rent.
- Insurance
 - The property has flood insurance and is covered by the Joint Insurance Fund (JIF). We do not anticipate needing FEMA assistance for the property damage. However, we will seek FEMA assistance to partially cover the cost of the hotel stays.

111 West Street (Vincent K. Tibbs Senior Building)

- Ida Damages
 - Due to Ida, all the major mechanical systems of Tibbs will need to be replaced which will take another up to 12 months. In addition, 22 apartments and the laundry room were flooded. EHA's offices were also flooded. The flood waters were Category 3 which are considered toxic.
 - Along with Tibbs' mechanical systems, most of EHA's tools, supplies, archives and common area furniture were in the basement and therefore destroyed as well.
 - The residents' computer lab and secondary community room (which included a pool table, etc.) were in the basement and also destroyed.
 - Approximately 60 resident vehicles were totaled because of the flood.
 - The rain from Ida also stressed Tibbs' roof. Several leaks appeared throughout the building and water came pouring down the stairwells.
- Ida Repairs
 - Water remediation of the site has been ongoing. The insurance company has authorized URI to be the primary water remediation company. They are nearly finished gutting the entire first floor and have begun cleaning the basement. The cost of water remediation for Tibbs is estimated to be \$1-1.5M.
 - The flooding of the basement caused plumbing to burst. The pipes have been capped and the water has been turned back on to the building.
 - The building has been taken off the temporary diesel generator and is back on PSEG power. However, only the common areas are currently being powered. A new transformer will take 4-6 months to arrive.

- LAN Associates has been hired to oversee the engineering during the emergency period. An RFP will be issued this week to hire an Architectural & Engineering firm for the restoration work.
- A new temporary Fire Alarm Panel will be installed in the next 2 weeks at a cost of under \$40,000. Multiple quotes were received.
- An outdoor temporary heating system will arrive in the next 2 weeks to keep the building above freezing during the winter months. The cost of the rental is approximately \$250,000 (multiple quotes received).
- EHA has hired Security Guards to guard the building 24x7 at a cost of \$28/hr. We will be issuing an RFP soon.
- Households
 - The residents evacuated the building to live with family/friends, to EHA-provided hotels or to CareOne assisted living. Since the evacuation, CareOne residents have been moved to a hotel. Approximately 4+ residents have remained at CareOne given they were deemed unable to live independently in a hotel.
 - We currently have approximately 80 hotel rooms at the Hampton Inn Teaneck and the Crowne Plaza Englewood at a cost of \$109-\$115 per room per night. CareOne was charged at \$425 per bed per night.
 - EHA has offered all its residents Section 8 vouchers. In addition, local housing authorities have provided us approximately 10 apartments for our seniors.
- Insurance
 - EHA anticipates that our flood and regular issues will cover a minimum of \$3M. The rest of the expenses will need to be covered by other sources, most importantly, FEMA.
 - EHA will issue an RFP this week to hire a FEMA consultant. We are currently utilizing Witt O'Brien Adjusters as our emergency FEMA consultant.

Deputy Secretary of HUD

- On Monday, September 27th, Adrienne Todman, Deputy Secretary of HUD, will visit 111 West Street. I will emphasize our need for funds to cover our ongoing expenses along with the need for a coordinated response from the federal government. EHA needs a funding source to cover the social services needs of our displaced residents along with support for ongoing living needs such as food and transportation.

Staffing/Administrative Expenses

- All staff, except the Executive Director, have been authorized for overtime to assist with the disaster. Many staff members have worked 7 days a week for multiple shifts since the start of the disaster.
- Through the company that provides our Section 8 housing inspections, EHA has contracted them to provide a full-time caseworker so that our existing staff can focus on the displaced residents.
- Given we no longer have our administrative offices, EHA staff is working remotely. In particular, EHA has office space at both hotels and at the Westmoor Gardens community room.

- There have been unforeseen office expenses due to the flooding. Our office equipment was destroyed so we have needed to buy/lease, for example, a new copier, new server, new stamp machine, new laptops, new phones, hotspots for Internet access, etc.

Public Meeting

A motion was made by Commissioner Whilby 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 Gurfein and seconded by Commissioner Correa to close the meeting to the public. The motions carried with all in favor.

Resolutions

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

New Business

A special meeting will be called for Monday, October 15th with proper public notice so that the Board may select an architectural and engineering firm along with a FEMA consultant.

Given EHA lost most of its archives, EHA will consider scanning tenant casefiles moving forward in case paper files are destroyed in the future.

It was discussed that hotel residents should have microwaves if possible. A grant has been identified to provide hotel residents with microwaves.

Adjournment

A motion was made by Commissioner Correa and seconded by Vice Chairwoman Cobb to adjourn the meeting at 8:08 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director