

## Minutes of the December 20, 2021 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 6:14 PM by Chairman Aguila, Jr. 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	Absent

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

### Minutes

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Correa to approve the minutes of the November 22, 2021 Board Meeting. The motion carried with all in favor.

### Executive Director's Report

William Katchen reviewed the EHA budget on for final resolution which was approved by the State as proposed. The budget amounts are the same as the previously introduced and Board-approved budget. A discuss was had regarding inflation. The Board can adjust the budget during the year as necessary and resubmit it for State approval.

### **Westmoor Gardens**

- The Westmoor Gardens' displaced residents moved back to their renovated apartments on November 30<sup>th</sup>.
- The cost of accommodations for the displaced residents totaled approximately \$100,000. It is anticipated that the full amount will be reimbursed via FEMA, State-funds and/or insurance proceeds.
- The cost of the remediation and restoration of the property is not anticipated to exceed approximately \$1,100,000:

- Major expenses to date:
  - Site clean-up, remediation, and restoration of apartments:
    - MT Construction \$880,207
  - HVAC:
    - John Duffy \$81,261
  - Electrician:
    - Vanore Electric \$46,589
      - Additional invoices are anticipated
  - The pedestrian bridge will not be replaced at this time.
- Proceeds:
  - Westmoor Gardens has received flood Insurance proceeds in the amount of \$439,500 for the remediation and restoration work which leaves a remaining balance of \$660,500 (i.e. \$1,100,000 less \$439,500)
    - FEMA is anticipated to reimburse 75% of the shortfall. The remaining amounts will be covered by Westmoor Gardens' residual receipts (with HUD approval) or perhaps even State funds.
  - While the tenants were displaced, Westmoor Gardens did not collect rent from those apartments for September, October, and November. EHA will seek reimbursement for the loss of income from our insurance company. Rent loss is estimated to be approximately \$96,000.
- Westmoor Gardens has increased its flood insurance coverage to the maximum levels per building, i.e. \$500,000.

### **111 West Street (Vincent K. Tibbs Senior Building)**

- The cost of accommodations to date are approximately \$1.2M of which approximately \$400,000 is for CareOne.
  - Given FEMA does not recognize a housing authority as an eligible entity for hotel reimbursement, the State, County or City will need to agree to be the applicant to FEMA so that we may be reimbursed. The resolution is on the December 21<sup>st</sup> City council agenda.
    - FEMA will reimburse 75% of the cost. EHA anticipates that the State will cover the remaining 25%. If the State does not cover the full amount, EHA's insurance provider will cover the difference.
  - As of February 1<sup>st</sup>, EHA anticipates the monthly hotel bill will not exceed \$160,000 a month.
    - On January 7<sup>th</sup>, the residents staying at the Hampton Inn Teaneck will move to the Crowne Plaza Englewood. Our room rate for 2022 is \$90 for single occupancy and \$95 for double occupancy. The rate includes a full buffet breakfast, use of the ballroom and 2 offices for the use of EHA staff.
    - EHA anticipates that by the end of January, EHA will have approximately 50 hotel rooms. This is a substantial reduction from the approximately 80+ hotels room we had at our peak. EHA has stressed to the residents that they need to aggressively seek other housing options. FEMA support expires on April 1<sup>st</sup> unless an extension is approved by the federal government. The Bergen

Family Center has hired a part-time staffer to assist residents in finding new accommodations utilizing their Section 8 vouchers.

- URI, the water remediation company that has been on site since late September, left the site on Monday, December 20<sup>th</sup>. The final bill has not yet been received but EHA anticipates that cost to exceed \$2M. EHA's insurance provider has paid URI directly. EHA is waiting for URI's final report which will list the contents that were lost and the anticipated cost to rebuild. In total, 50 forty-yard dumpsters were utilized to remove the lost contents from the site.
  - EHA's insurance provider authorized URI to clean the property utilizing the add-on findings of EHA's industrial hygienist report (e.g. the ductwork of the entire building was cleaned).
- The RFP for new elevators was advertised on December 14<sup>th</sup>. The pre-bid meeting with vendors will be held on December 21<sup>st</sup>. An elevator vendor will be selected by the Board at the January or February Board meeting.
- LAN Associates, EHA's architect/engineer, is developing the RFP for the new electrical system and for the roof replacement.
  - EHA's electrician will remove the destroyed electrical equipment under our engineer's guidance by year end.
  - Given the lack of available materials, it is anticipated that the roof will be replaced in the Spring of 2023.
- Based on discussions with HUD, they agree that it would be ill-advised to rebuild the 22 apartments on the first floor given the first floor is below the base flood elevation. However, EHA cannot operate the building without the income from the 22 first-floor apartments. EHA hopes to hear back regarding HUD's ability to adjust our revenue in January. EHA is being assisted by the office of Senator Booker.
- The cost of the remediation to EHA to date is approximately \$550,000 (excluding URI's contract):
  - Expenses to date:
    - Site clean-up and remediation:
      - MT Construction \$142,389
      - FDG \$44,110
      - URI is paid directly by the insurance company. EHA has not seen the final bill, but we anticipated it will be in excess of \$2M.
    - Temporary heating system
      - Pennetta \$118,200
    - Electrician
      - Vanore \$113,698
    - Architect/Engineer
      - LAN Associates \$59,120
    - Temporary fire alarm system
      - UFS Fire Alarm \$27,020
    - Security guards
      - UFS Security Guards \$30,000
  - Proceeds:

- EHA has received \$600K in flood insurance proceeds. In addition, EHA has received \$1.75M as an advance from the insurance company.
- Although EHA is engaged with FEMA regarding the rebuild, EHA does not yet know how much FEMA support will be required. EHA's intention is to move all mechanical systems above the floodplain. Insurance companies typically only pay to build back in kind unless required by other codes or regulations. FEMA will provide funding for mitigation if the insurance company denies our claim.

### **Public Comments**

The was no one from the public present to provide public comment.

### **Resolutions**

A motion was made by Chairman Aguila, Jr. and seconded by Commissioner Gurfein to approve the adoption of the State-approve EHA budget. The motion carried with all in favor.

A motion was made by Commissioner Gurfein and seconded by Chairman Aguila, Jr. to approve the adoption of the Personnel Policies, Procedures and Handbook modeled off. The motion carried with all in favor.

The resolution regarding the Executive Director Contract was tabled.

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

### **Adjournment**

A motion was made by Commissioner Cobb and seconded by Commissioner Gurfein to adjourn the meeting at 6:49 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande  
Executive Director