

ENGLEWOOD HOUSING AUTHORITY
111 West Street
Englewood, New Jersey 07631
Tel.: (201) 871-3451
Fax: (201) 871-5908

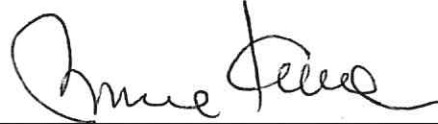
RESOLUTION NO. 12-21-2015 (1)

OFFERED BY: Chairman Bruce Kane

SECONDED BY: Vice Chairman Ira Dermansky

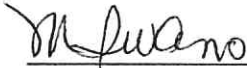
BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:

To approve the November 23, 2015 Board Meeting minutes.



Bruce Kane, Chairman

ATTEST:



Maria Iwano, Executive Director

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

At the Board Meeting of December 21, 2015 (1) upon roll call of Commissioners present, all voted "Aye" and Resolution December 21, 2015 (1) as carried.

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RESOLUTION NO. 12-21-2015 (2)

OFFERED BY: Vice Chairman Ira Dermansky

SECONDED BY: Commissioner Raymond Aspinwall

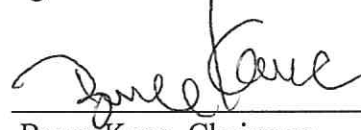
**BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:**

WHEREAS, the Englewood Housing Authority has a need for necessary repairs and motor replacement of the gas booster at the Tibbs building; and

WHEREAS, the Executive Director has proposed to award a contract to Accardi for the repairs; and

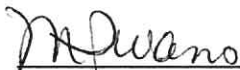
WHEREAS, it would be beneficial to pay only 50% of down payment to Accardi in the amount of \$4,867.00; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Englewood Housing Authority authorize a down payment of \$4,867.00 to Accardi for necessary repairs and motor replacement of the gas booster at the Tibbs building..



Bruce Kane, Chairman

ATTEST:



Maria Iwano, Executive Director

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

At the Board Meeting of December 21, 2015 (2) upon roll call of Commissioners present, all voted "Aye" and Resolution December 21, 2015 (2) as carried.

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RESOLUTION NO. 12-21-2015 (3)

OFFERED BY: Commissioner Raymond Aspinwall

SECONDED BY: Commissioner Raul Correa

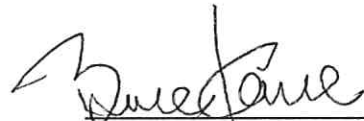
**BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:**

WHEREAS, the Englewood Housing Authority as managing agent for
Westmoor Gardens has a need for painting and decorating its' property; and

WHEREAS, Westmoor Gardens has proposed to establish an additional checking
account for this sole purpose in the amount of \$35,000.00; and *OK BK*

WHEREAS, establishing an additional checking account would be in the best
interest of Westmoor Gardens; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of
the Englewood Housing Authority authorize establishing an additional checking account
for Westmoor Gardens.



Bruce Kane, Chairman

ATTEST:



Maria Iwano, Executive Director

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

At the Board Meeting of December 21, 2015 (3) upon roll call of Commissioners
present, all voted "Aye" and Resolution December 21, 2015 (3) as carried.

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RESOLUTION NO. 12-21-2015 (4)

OFFERED BY: Chairman Bruce Kane

SECONDED BY: Vice Chairman Ira Dermansky

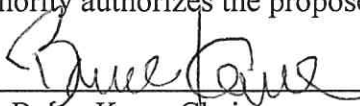
**BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:**

WHEREAS, the Englewood Housing Authority authorized in Resolution No. 09-28-15 (15) the replacement of heating elements at Westmoor Gardens; and


WHEREAS, the Authority has agreed that there is a need to expand the formerly approved amount of not to exceed \$50,000.00 and

WHEREAS, Authority is requesting approval of a newly proposed amount not to exceed \$100,000.00 for the replacement of heating elements at Westmoor Gardens; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioner of the Englewood Housing Authority authorizes the proposed amount of not to exceed \$100,000.00.


Bruce Kane, Chairman

ATTEST:


Maria Iwano, Executive Director

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD

111 West Street

Englewood, New Jersey 07631

RESOLUTION NO. 12-21-15 (5)

INTRODUCED BY: Chairman Bruce Kane

OFFERED BY: Commissioner Raymond Aspinwall

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD ADOPTING A REVISED PROCUREMENT POLICY

WHEREAS, the Housing Authority of the City of Englewood (the "Authority") is subject to both federal and state procurement laws and regulations; and

WHEREAS, with the adoption of 2 C.F.R. 200.318 *et seq.* the federal government substantially revised the procurement regulations which were formerly codified in 24 C.F.R. 85.36; and

WHEREAS, the U. S. Department of Housing and Urban Development has directed that public housing authorities amend their procurement policies to include the new regulations; and

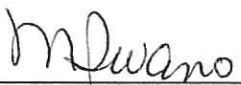
WHEREAS, the attached procurement policy has been revised to include current applicable federal and state laws and regulations and the provisions contained in 2 C.F.R. 200.318 *et seq.* as well as applicable procurement thresholds.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ENGLEWOOD HOUSING AUTHORITY that it hereby approves and adopts the revised procurement policy in the form attached hereto.

	Ayes	Nays	Abstain	Absent
Chairman Bruce Kane	X			
Vice Chairman Ira Dermansky	X			
Commissioner Raymond Aspinwall	X			
Commissioner Raul Correa	X			

Commissioner Jennifer Johnson-Rothman

X



Maria Iwano, Executive Director



Bruce Kane, Chairman

DATED: December 21, 2015

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RESOLUTION NO. 12 – 21 - 2015 (6)

OFFERED BY: Vice Chairman Ira Dermansky

SECONDED BY: Commissioner Raul Correa

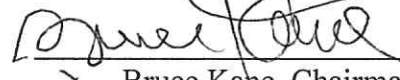
WHEREAS, the Housing Authority of the City of Englewood (“the Authority”) has conducted a review of its outstanding tenant rent receivable and has prepared a schedule of such outstanding rent; and

WHEREAS, by letter dated **December 10, 2015** the Executive Director of the Authority has requested the General Counsel for the Authority to review certain outstanding balance; and

WHEREAS, by the letter dated 12-10-15 the General Counsel for the Authority has indicated that this outstanding balance should be written off because it would not be economical to attempt to collect or is not subject to collection.


NOW, THEREFORE BE IT RESOLVED that the Authority shall write off the rent so listed as uncollectible; and

BE IT FURTHER RESOLVED that the books and records of the Authority be adjusted to reflect the write-off of such uncollectible rent in the amount of \$6,782.00. *OK*


Bruce Kane, Chairman

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

ATTEST:


Maria Iwano, Executive Director

At the Board Meeting of December 21, 2015 upon roll call of Commissioners present, all voted “Aye” and Resolution 12-21-15 (6) was carried.

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RESOLUTION NO. 12-21-2015 (7)

OFFERED BY: Chairman Bruce Kane

SECONDED BY: Commissioner Raymond Aspinwall

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
AUTHORIZING THE AWARD OF A CONTRACT TO ELITE ASSOCIATES FOR
TECHNICAL CONSULTING SERVICES FOR AFFORDABLE HOUSING
ADMINISTRATIVE AGENT DUTIES**

WHEREAS, the Housing Authority of the City of Englewood requires a technical consultant to provide advice, assistance, guidance and training to EHA staff with duties as a COAH Affordable Administrative Agent; and

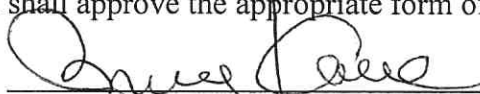
WHEREAS, in accordance with its procurement policy of the Housing Authority did issue Request for Proposals and did receive the only one proposal on Thursday, December 10, 2015; and

WHEREAS, the Authority reviewed the offers and determined that **ELITE ASSOCIATES** is a responsible firm which submitted the only responsive offer in accordance with the Request for Proposal; and

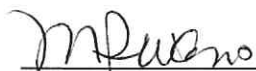
WHEREAS, based upon its evaluation and a review of references the Housing Authority staff recommends that **ELITE ASSOCIATES** be awarded a contract in the amount of \$125.00 per hour to create the manual and a not to exceed amount of \$10,000.00 at the rate of \$125.00 hour for additional services subject to the submission of their business registration and proof of insurance; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Englewood that a contract for a technical consultant to provide advice, assistance, guidance and training to EHA staff with duties as a COAH Affordable Administrative Agent is awarded to **ELITE ASSOCIATES** for the amount of \$125.00 per hour to create the manual and a not to exceed amount of \$10,000.00 at the rate of \$125.00 hour for additional services subject to the submission of their business registration and proof of insurance; and

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


Bruce Kane, Chairman

ATTEST:



Maria Iwano, Executive Director

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

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Resolution No. 12-21-2015 (8)

OFFERED BY: Vice Chairman Ira Dermansky

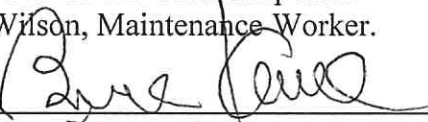
SECONDED BY: Commissioner Raul Correa

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

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

WHEREAS, the employee Narval Wilson, Maintenance Worker will be compensated a one-time lump sum longevity pay in the amount of \$1,500.00; 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 \$1,500.00 to Narval Wilson, Maintenance Worker.


Bruce Kane, Chairman

ATTEST:



Maria Iwano, Executive Director

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Jonson-Rothman	<u>Absent</u>

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RESOLUTION NO. 12-21-15 (9)

OFFERED BY: Commissioner Raymond Aspinwall

SECONDED BY: Vice Chairman Ira Dermansky

WHEREAS, the Englewood Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its representative to said FUND; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Englewood Housing Authority does hereby appoint Maria Iwano, Executive Director as its FUND COMMISSIONERS for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2016.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF THE COMMISSIONERS OF THE ENGLEWOOD HOUSING AUTHORITY AT A MEETING HELD ON DECEMBER 21, 2015.

ATTEST:

M. Iwano

Maria Iwano, Executive Director

Bruce Kane
Bruce Kane, Chairman

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

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RESOLUTION NO. 12-21-2015 (10)

OFFERED BY: Vice Chairman Ira Dermansky
SECONDED BY: Commissioner Raymond Aspinwall

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD AUTHORIZING THE AWARD OF A CONTRACT TO
LOTHROP ASSOCIATES LLP ARCHITECTS FOR
ARCHITECTURAL/ENGINEERING SERVICES AT THE FOTI PROPERTY**

WHEREAS, the Housing Authority of the City of Englewood requires architectural/engineering services for the preparation of public bidding documents for the Foti Property; and

WHEREAS, in accordance with its procurement policy of the Housing Authority did issue Request for Proposals and did receive three on Thursday, October 29, 2015; and

WHEREAS, the Authority reviewed the offers and determined that **LOTHROP ASSOCIATES LLP ARCHITECTS** is a responsible firm which submitted the most responsive offer in accordance with the Request for Proposal; and

WHEREAS, based upon its evaluation and a review of references the Housing Authority staff recommends that **LOTHROP ASSOCIATES LLP ARCHITECTS** be awarded a contract in the amount of :

Fixtures:	\$300.00
Updating plumbing:	\$300.00
Updating electrical:	\$300.00
Replacement of floors:	\$200.00

Lothrop Associates LLP "Lump Sum Fee" for the required Architectural and Engineering Services shall be Nine Thousand Nine Hundred Dollars (\$9,900.00)

Amount of expected reimburseables \$1,000.00; ~

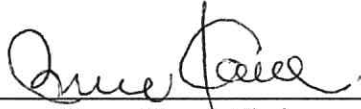
NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Englewood that a contract for the preparation of public bidding documents for Foti Property is awarded to **LOTHROP ASSOCIATES LLP ARCHITECTS** for the amount of:

Fixtures:	\$300.00
Updating plumbing:	\$300.00
Updating electrical:	\$300.00
Replacement of floors:	\$200.00


Lothrop Associates LLP "Lump Sum Fee" for the required Architectural and Engineering Services shall be Nine Thousand Nine Hundred Dollars (\$9,9-00.00)

Amount of expected reimbursables \$1,000.00; and

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


Bruce Kane, Chairman

ATTEST:


Maria Iwano, Executive Director

Chairman Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>

PROPOSAL QUOTE

FIRM	AMOUNT OF FEE	AMOUNT OF ANY EXPECTED REIMBURSABLES
LOTHROP ASSOCIATES LLP ARCHITECTS 125 Half Mile Road Suite 200 Red Bank, New Jersey 07701	Fixtures: \$300.00 Updating plumbing: \$300.00 Updating electrical: \$3000.00 Replacement of floors: \$200.00 Lump Sum Fee: \$9,000.00 9900	\$1,000.00
LS ENGINEERING ASSOCAITES CORPORATION 150 River Road, Suite E2 Montville, New Jersey 07045	Fixtures: \$500.000/unit Updating plumbing: \$1000.00/unit Updating electrical: \$1000.00/unit Replacement of floors: \$800.00/unit	\$100.00/unit (mileages/tolls/printing)
MINERVINI VANDERMARK ARCHITECTURE 360 Fourteenth Street Hoboken, New Jersey 07030	Fixtures: \$1,500.00 Updating plumbing: \$1,200.00 Updating electrical: \$500.00 Replacement of floors: \$750.00 Complete design services for the proposal project: \$10,500.00	\$300.00

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RESOLUTION NO. 12 - 21 - 15 (11)

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

OFFERED BY: Vice Chairman Ira Dermansky

SECONDED BY: Commissioner Raymond Aspinwall

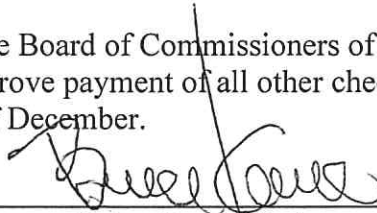
WHEREAS, the bills and claims per the attached listing (voucher numbers through)

E.H.M.S. -	001212
Foti-	001222
Section 8 -	001757
Tibbs -	002240
Revolving -	002350
W.G. -	002763

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 December 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 December.


Bruce Kane, Chairman

ATTEST:



Maria Iwano, Executive Director

Commissioner Bruce Kane	<u>Aye</u>
Vice Chairman Ira Dermansky	<u>Aye</u>
Commissioner Raymond Aspinwall	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Jennifer Johnson-Rothman	<u>Absent</u>