

Minutes of the April 27, 2015 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:07PM by Chairman Kane 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 March 31, 2015 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:	Chairman Kane	Present
	Vice-Chairman Dermansky	Present
	Commissioner Aspinwall	Present
	Commissioner Cobb	Absent
	Commissioner Correa	Present
	Commissioner Johnson-Rothman	Absent

Maria Iwano, Executive Director	Present
Terrence Corrison, Esq.	Present
William Katchen, CPA	Present

A motion was made by Commissioner Correa and seconded by Vice-Chairman Dermansky to approve the minutes of the March 30, 2015 Board Meeting. The motion carried with all in favor.

Written Report of the Maintenance Supervisor

The Maintenance Supervisor reported that the semi-annual K9 bedbug inspections of all properties was done with negative results. Safeguard Maintenance has completed the stripping and polishing of the floors in the office. Concrete repairs outside the office and circular driveway, fence repairs and repairs to roof masonry are complete. Gutter replacement will begin shortly at Morse Place as well as the driveway/parking lot at Humphrey Street.

Report of the Executive Director

The Executive Director reported that she has accepted the CHAP by completing the first two requirements including advertising for a PCA. Both vacant units in Foti are now rented and the roof replacement is complete. However, we were unable to do improvements in the bathroom due to structural restrictions. The roof at Foti is complete, inspected and approved by the architect. There is a shortage of units available within the City and have reached out to landlords in search of available units. We met with LS Engineering on the boiler replacement project. They are aware of the target dates for preparing bid documents and obligation date. We are also getting quotes on the required environmental survey needed prior to the job beginning.

Resolutions

A motion was made by Commissioner Aspinwall and seconded by Commissioner Correa to award the contract for the Creation and Maintenance of a Website to We Interactive, LLC. The motion carried with all in favor.

A motion was made by Commissioner Aspinwall and seconded by Vice-Chairman Dermansky to approve the bills for the month of April as amended. The motion carried with all in favor.

Old Business

We are still negotiating with vendors on the purchase of appliances. The bathrooms in Westmoor are moving along. They are currently in building 8 and will start building 4 in a couple of days. There are an additional 4 ADA bathrooms I was not aware were not done in 2011 and were therefore not included in the scope of work this time around. I will contact the architect and request a change order for these 4 to be done as well. Hillman's subcontractor was here to remove the drums, soil, and concrete slabs. The job is complete. We have cut cost of purchasing maintenance supplies by more than \$3,000 and are in the process of creating and maintaining an inventory of maintenance supplies. Suggestion was made to get estimates on painting of the Foti building.

New Business

The SEMAP score is posted. We are, again, a high performer. We were also selected at random for a remote QC SEMAP review which I will do together with Zoila. Counsel reviewed the LS Engineering contract. The following suggested changes were made: that the specific time frame for going out to bid would be added, requested a clear explanation of the payment schedule, and to include that temporary heat will be available should the project go beyond the start of the heating season. We are in the process of getting quotes for the environmental analysis that must be done prior to the work beginning.

A motion was made by Chairman Kane and seconded by Commissioner Johnson to authorize the Executive Director to accept the CHAP. The motion carried with all in favor.

Respectfully submitted,
Maria Iwano
Executive Director