

Minutes of the December 21, 2015 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 6:14PM 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 December 9, 2014 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 Correa	Present
	Commissioner Johnson-Rothman	Absent

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

A motion was made by Chairman Kane and seconded by Vice-Chairman Dermansky to approve the minutes of the November 23, 2015 Board Meeting. The motion carried with all in favor.

Written Report of the Maintenance Supervisor

The Maintenance Supervisor reported that the domestic hot water heater at Morse Place passed City inspection. On December 15, 2015 new washers, dryers, and change machine will be installed in the Tibbs laundry room. The gutters at Foti have been cleaned. A 240v damaged underground electrical line has been replaced it with a new line and repaired the sidewalk. The electrician replaced the electrical panel in the shed and ran a new meter box to the outside of the shed. The motor for the boiler at 8 Slocum was replaced. The gas booster for 111 West is in need of repair. The company authorized by the manufacturer is requesting a down payment of 50%

A motion was made by Vice-Chairman Dermansky and seconded by Commissioner Aspinwall to approve a 50% down payment of \$4,867.00 to Accardi for the necessary repairs and motor replacement of the gas booster at Tibbs. The motion carried with all in favor.

Report of the Executive Director

The Executive Director thanked the entire staff for their accomplishments this year. Woodruff Energy has been notified of our intention to not renew their contract. The transition back to Public Service should go smoothly. We continue to comply with the requirements for the RAD conversion. Thank you to the Englewood Police Department for hosting their annual Holiday Dinner for the seniors as well as to the other community groups who shared their holiday cheer.

Resolutions

A motion was made by Commissioner Aspinwall and seconded by Commissioner Correa to authorize establishing a "Painting and Decorating" checking account for Westmoor Gardens in the amount of \$35,000. The motion carried with all in favor.

A motion was made by Chairman Kane and seconded by Vice-Chairman Dermansky to approve a newly proposed amount not to exceed \$100,000 for the replacement of heating elements at Westmoor Gardens. This amount increases the originally approved amount of \$50,000. The motion carried with all in favor.

A motion was made by Chairman Kane and seconded by Commissioner Aspinwall to adopt a revised procurement policy for the Authority to comply with changes in the Federal Procurement regulations. The motion carried with all in favor.

A motion was made by Vice-Chairman Dermansky and seconded by Commissioner Correa to adjust the books and records of the Authority to reflect the write-off of uncollectable rents in the amount of \$6,782.00. The motion carried with all in favor.

A motion was made by Chairman Kane and seconded by Commissioner Aspinwall to authorize awarding the contract to Elite Associates for technical consulting services for affordable housing administrative agent duties subject to Elite Associates submitting their business registration and proof of insurance. The motion carried with all in favor.

A motion was made by Vice-Chairman Dermansky and seconded by Commissioner Correa to approve a one-time lump sum longevity pay, as per our personnel policy, in the amount of \$1,500 to Narval Wilson. The motion carried with all in favor.

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

A motion was made by Commissioner Aspinwall and seconded by Vice-Chairman Dermansky to appoint Maria Iwano, Executive Director, as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the year 2016. The motion carried with all in favor.

A motion was made by Vice-Chairman Dermansky and seconded by Commissioner Aspinwall to award the contract for the required Architectural and Engineering services for the renovation of bathrooms at Foti to Lothrop Associates LLP. The motion carried with all in favor.

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

A motion was made by Vice-Chairman Dermansky and seconded by Commissioner Aspinwall to adjourn the meeting at 7:06PM. The motion carried with all in favor.

Respectfully submitted,
Maria Iwano
Executive Director