

Minutes of the July 24, 2017 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:13 PM by Chairman Dermansky 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, 2016 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 Dermansky	Present
Vice-Chairman Aspinwall	Present
Commissioner Correa	Present
Commissioner Jones	Present
Commissioner Moche	Present
Commissioner Gurfein	Present
Domingo Senande, Executive Director	Present
William Katchen, CPA	Present
Terrence Corriston, Esq.	Present

Minutes

A motion was made by Commissioner Jones and seconded by Chairman Dermansky to approve the minutes of the May 22, 2017 Board Meeting. The motion carried with all in favor.

Report of the Executive Director

On July 13, 2017, HUD completed its REAC physical inspection of Westmoor Gardens. The property scored a High Performer designation which is HUD's highest designation. As such, the property will not be inspected again for another three years. EHA staff worked very hard to get the property ready for inspection and are to be commended. Moving forward, EHA will continue to build upon that effort to ensure our tenants' quality of life continues to improve. During our REAC preparation, we had the use of temporary employees that contributed greatly towards eliminating accumulated deferred maintenance. EHA will keep two of the temps for the next few weeks to complete some additional projects including the replacement of all the decks with PVC decking materials.

Regarding the HCV (Section 8) program, EHA is rewriting its Administrative Plan which governs how the program is administered. The last full rewrite of the program was in 2002. Our rewrite is being facilitated by William Elias, a former HUD official who is also

our Hearing Officer. Mr. Elias spent over 12 hours with our entire team as we collectively went through the Administrative Plan page by page. It was an excellent experience and provided the staff with additional training relative to the nuances of HUD rules and regulations. The plan, once finalized, will be presented to the Board for adoption. In addition, as part of its Annual Plan process, EHA will advertise the new plan and invite public comment. A public hearing will also be held. The final revised Administrative Plan will be sent to HUD as well.

EHA's current bank is the Bank of New Jersey (BONJ). HUD requires us to have our bank sign a General Depository Agreement, which amongst other requirements, states that all our funds are to be 100% collateralized. To date, BONJ has stated that they will not sign the agreement. Should they not do so, EHA will go out to bid for a new banking partner.

Regarding Westmoor Gardens, we have an opportunity to potentially refinance which could result in substantial savings. As such, over the next few months, EHA will go out to bid in order to explore our options.

In order to ensure proper Human Resources protocols are in place, the Executive Director is exploring options to bring on a part-time HR employee or consultant with a not to exceed annual cost of \$5,000. The Board collectively agreed to move forward with the idea.

Tibbs has experienced a wave of current and anticipated vacancies recently. Over the next two months, we will be filling at least six vacancies. We do not currently have vacancies at Westmoor Gardens.

Finally, EHA will be installing a monitored security alarm and cameras at its offices to better protect our property and to better secure our tenant files. As a result, EHA will be in compliance with HUD's security mandate.

Resolutions

A motion was made by Vice-Chairman Aspinwall and seconded by Chairman Dermansky approving the audit of the Englewood Housing Authority. The motion carried with all in favor.

A motion was made by Vice-Chairman Aspinwall and seconded by Commissioner Jones approving the audit of Englewood Housing Management Services. The motion carried with all in favor.

A motion was made by Commissioner Jones and seconded by Commissioner Jones approving the audit of the Westmoor Gardens. The motion carried with all in favor.

A motion was made by Commissioner Jones and seconded by Commissioner Correa approving the write off of \$1,324.21 of outstanding tenant rent receivables. The motion carried with all in favor.

A motion was made by Chairman Dermansky and seconded by Vice-Chairman Aspinwall approving the bills for the month of June & July. The motion carried with all in favor.

A motion was made by Commissioner Jones and seconded by Vice-Chairman Aspinwall to adjourn the meeting at 7:47PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director