

Minutes of the December 18, 2017 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 6:08 PM by Vice-Chairman Aspinwall 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:

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 Correa and seconded by Commissioner Gurfein to approve the minutes of the November 27, 2017 Board Meeting. The motion carried with all in favor.

Report of the Executive Director

On Saturday, September 9th, we had our first snow event of the season. Three EHA staff members began clean up at approximately 6pm and worked until midnight. EHA staff returned Sunday morning to take care of any icing. The three staff members performed admirably. A pallet-and-a-half of ice melt was utilized for this snow event. Two snow blowers were taken to the mechanic Monday morning to be serviced. Large objects (i.e. a phonebook and a walk off mat) were sucked into the machines. Moving forward, as a precautionary measure, staff will walk the sites immediately prior to a snow event to ensure no objects are left on the ground that can clog the snow blowers. In addition, a notice will go out to Westmoor Garden tenants informing them to bring in their walk off mats prior to a snow event. Finally, as recommended by our insurance company, all snow removal activities were logged and filed.

We currently do not have any vacancies.

Resolutions

A motion was made by Commissioner Gurfein and seconded by Commissioner Jones to approve the write-off of outstanding tenant rent receivables. The motion carried with all in favor.

A motion was made by Commissioner Gurfein and seconded by Commissioner Jones to approve the Executive Director as the appointed Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for 2018. The motion carried with all in favor.

A motion was made by Commissioner Moche and seconded by Chairman Aspinwall to approve the use of competitive contracting for the retention of legal and accounting services in accordance with NJSA 40A:11-4.1 et seq. The motion carried with all in favor.

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

New Business

The Board of Commissioners voted unanimously to name Raymond Aspinwall as Chairman and Carla Jones as Vice-Chairman.

Adjournment

A motion was made by Commissioner Gurfein and seconded by Commissioner Jones to adjourn the meeting at 6:19 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director