

## Minutes of the December 17, 2018 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 6:12 PM by 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 January 8, 2018 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 Aspinwall	Present
Vice Chairwoman Jones	Present
Commissioner Correa	Present
Commissioner Moche	Absent
Commissioner Gurfein	Present
Commissioner Aguila	Present

Domingo Senande, Executive Director	Present
William Katchen, CPA	Absent
Terrence Corriston, Esq.	Present

### Minutes

A motion was made by Commissioner Jones and seconded by Commissioner Correa to approve the minutes of the October 29, 2018 Board Meeting. The motion carried with all in favor.

### Report of the Executive Director

Regarding vacancies at Tibbs, the three vacancies will be occupied by year end. The City's CRO inspections for all three units are scheduled for 12/19/2018. We will have two additional vacancies at the end of the month.

At Westmoor Gardens, we completed the conversion of one of the pods of the buildings as I described at the last meeting, to individual electric tankless hot water heaters. They are running great but some tenants are noticing a higher than normal electric bill. We are still investigating what utility allowance will be provided to the tenants.

At Westmoor Gardens, we had another issue with one of hot water boilers. One of the pods was without heat for a substantial amount of time. We provided all the tenants with portable space heaters until the problem was resolved. We had three different plumbers/HVAC specialists work on the system. We finally resolved the issue and the

tenants are happy.

The following capital improvements at Westmoor Gardens are proceeding:

- **New Security Camera System.** 32 new 8MP (4K) cameras will be installed which will double the number of existing cameras. The cost of the project is \$35,589.40.
- **Kitchen Windows.** New double-hung aluminum energy-efficient windows will be installed in all kitchens at a cost of \$17,472.
- **Fencing on West Street.** The chain link fencing along West Street and into the complex will be replaced by 4-foot high decorative aluminum fencing to improve the look of the property at a cost of \$18,990.
- **Kitchen Replacement.** Sixteen kitchens will be replaced. EHA ordered the cabinets, countertops, sinks, faucets and various plumbing supplies. The material was purchased via a U.S. Communities contract for \$41,667. We are currently deciding whether to install the cabinets through in-house labor.
- **Exhaust Fans.** EHA has purchased new bathroom exhaust fans for all the units for approximately \$9,300 through a U.S. Communities contract (the price was lowered to price match a different vendor). We are currently deciding whether to install the fans through in-house labor.
- **Posts.** EHA is replacing the painted posts at Westmoor with decorative vinyl posts at a cost of \$8,360.
- **Mini-blinds.** EHA is installing new cordless vinyl mini-blinds in every unit at Westmoor Gardens. The material cost was \$4,762.
- **Garbage Area Demolition.** At Slocum Avenue, the garbage dumpsters were relocated from the front entrance to a different area in the parking lot to improve the look of the property and to deter illegal dumping.

Below are the programs, overseen by our Tenant Liaison, that we will continue to offer at the Tibbs building in 2019:

- **BergenPAC Tibbs Theater Club.** The Theater Club provides free tickets to select BergenPAC shows to our Tibbs residents. Over the past two years, our residents have attended approximately 70 shows and have utilized nearly 900 individual tickets.
- **Exercise Class.** EHA has contracted with an outside vendor to provide on-site exercise classes twice a week to our residents.
- **Art Class.** EHA has contracted with an outside vendor to provide a hands-on art class once a month to our residents. The current class is called Art of the Masters and is being taught by Creative Notions, LLC. Residents produce beautiful pieces of art that can be seen throughout the building.
- **Coloring Class.** Once a week, the Coloring Club meets to create art and socialize.
- **Computer Class.** EHA has contracted with an outside vendor to provide a



computer class once a week to our residents. In addition, a volunteer provides an additional two days of support during the week. The computer class also publishes a Tibbs newsletter. EHA's computer lab is located in the basement which can be reached by elevator.

- **Bingo.** Every Saturday, Bingo is available in our community room. The program is managed by our residents.
- **Smoking Cessation Program.** To assist residents who want to quit smoking, the Bergen County Department of Health Services provides a 7-week on-site Freedom from Smoking program to assist residents in their efforts to quit.
- **Foot Doctor Visits.** A podiatrist comes to Tibbs every two months to review any resident foot issues along with providing assistance with nail care.
- **Englewood Health Department Programs.** Throughout the year, the City of Englewood offers various one-day and multi-week on-site health programs, e.g. Diabetes Awareness, Fall Prevention, Blood Pressure Medications, etc.
- **Food Stamp Outreach.** The Bergen County Department of Social Services is onsite twice a month to assist our residents with ensuring they receive needed benefits.
- **Center for Food Action Farmer's Market.** The Center for Food Action (CFA) delivers basic food staples to our residents once a month from spring through fall. CFA pulls their truck up to the building's back entrance and residents can pick what they like.
- **Community Food Bank of NJ's Non-Perishable Food Delivery.** For those residents with extremely low income, Community Food Bank, through a federal grant, delivers a 30-40 pound box of nonperishable food items to the residents on a monthly basis.
- **Englewood Farmer's Market Coupons.** A \$25 coupon from the Bergen County Division of Senior Services is given to every income-eligible Tibbs resident to utilize during the local Farmer's Market (which is across the street from the Tibbs building).
- **Thanksgiving Day Dinner.** For well over a decade, an Englewood-based community group has served a bountiful Thanksgiving Dinner to our residents on Thanksgiving Day.
- **Police Department Holiday Party.** The Englewood Police Department provides a delicious holiday dinner to our residents in December which for many is a highlight of the year.
- **Church-based Hot Meal Program.** Several local churches provide hot meals periodically to shut ins, those that have difficulty cooking and those in need. The following churches fall under this category: Community Baptist Church, Mount Calvary Baptist Church, First Baptist, Ebenezer Baptist, Truth & Deliverance Outreach Ministries and First SDA Church of Teaneck.
- **Bible Study.** Organized by our residents, a Bible Study class is offered once a week.
- **Center for Food Action Security Deposit.** For our new incoming tenants, if

they do not have the financial means to cover the rental security deposit, CFA will provide it on their behalf via a federal grant (subject to the availability of funds).

Regarding our Housing Choice Voucher (Section 8) program, below are our 2019 payment standards for the City of Englewood:

	2019 FMR	2019 Payment Standard	
Efficiency	1,330	90%	1,197
1 Bedroom	1,570	90%	1,413
2 Bedroom	1,850	90%	1,665
3 Bedroom	2,330	100%	2,330
4 Bedroom	2,830	100%	2,830
5 Bedroom	3,255	100%	3,255

### **Resolutions**

A motion was made by Chairman Aspinwall and seconded by Commissioner Correa to adopt the State Budget for EHA. The motion carried with all in favor.

A motion was made by Commissioner Correa and seconded by Commissioner Jones to approve the 2019 rent increase for Tibbs. The motion carried with all in favor.

A motion was made by Commissioner Aguila and seconded by Commissioner Gurfein to award the security camera project at Westmoor Gardens. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Jones to name the Executive Director as the JIF Fund Commissioner. The motion carried with all in favor.

A motion was made by Commissioner Jones and seconded by Chairman Aspinwall to approve the Executive Director's employment contract. The motion carried with all in favor.

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

### **New Business**

The Board of Commissioners held its annual reorganization. Chairman Aspinwall, via a nomination from Commissioner Jones, was approved unanimously with a motion from Commissioner Jones and a second from Commissioner Gurfein. Vice-Chairwoman Jones, via a nomination from Commissioner Gurfein, was approved unanimously with a motion from Chairman Aspinwall and a second from Commissioner Correa.

### **Adjournment**

A motion was made by Vice-Chairwoman Jones and seconded by Commissioner Aguila to adjourn the meeting at 6:54 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande  
Executive Director