

Minutes of the May 20, 2019 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:04PM 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 December 1, 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
Commissioner Correa	Present
Commissioner Gurfein	Present
Commissioner Aguila	Present
Commissioner Chaney	Absent
Commissioner Cobb	Present
Commissioner Whilby	Present
Domingo Senande, Executive Director	Present
William Katchen, CPA	Absent
Terrence Corrison, Esq.	Present

Minutes

A motion was made by Commissioner Aguila and seconded by Chairman Aspinwall to approve the minutes of the April 29, 2019 Board Meeting. The motion carried with all in favor.

Report of the Executive Director

Regarding vacancies, only one vacancy currently exists which is at the Foti property. The contractor will begin the modernization of the unit by the end of May. The apartment will be ready for occupancy July 1st. A new tenant has already been identified. EHA currently has two vacancies at Tibbs for which tenants have been identified.

The Englewood Housing Authority will implement summer hours again for its employees for the months of June, July and August. Employees will be able to flexibly work their assigned number of weekly hours (i.e. 35 hours for office staff and 40 hours for maintenance staff) subject to supervisor approval. The office will remain open during its normal business hours: Monday through Friday, 8:30am-4:30pm.

Our auditor is scheduled to perform our annual financial audits June 18-20, 2019.

The Englewood Housing Authority is receiving quotes from management software providers. EHA currently utilizes Happy Software for HCV and work orders; ShofCorp for Westmoor Gardens; and Peachtree for accounting. EHA is seeking a cost-effective cloud-based solution that ideally meets all our management software needs.

Our college intern, Tynaisha Briggs, started her full-time summer internship on May 13th. Ms. Briggs will be primarily organizing and purging our document archive.

The Englewood Housing Authority has applied to the County of Bergen for an approximately \$62,000 Community Development Block Grant (CDBG) to assist with the costs of replacing kitchen cabinets at the Vincent K. Tibbs Senior Building.

EHA is launching a new initiative called "Making Tibbs Home" which aims at improving the quality of life for the residents of the Vincent K. Tibbs Senior Building. The initiative will focus on improving security through measures such as the installation of a new security camera system on every floor; the rehabilitation of all the common areas to make them inviting; a scheduled monthly meal so that all tenants can get together and enjoy each other's company; and the development of a community garden.

Resolutions

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

A motion was made Chairman Aspinwall and seconded by Commission Cobb to settle a lawsuit with Ms. Bessie May Harris in the amount of \$500. The motion carried with all in favor.

Adjournment

A motion was made by Commissioner Aguila and seconded by Commissioner Gurfein to adjourn the meeting at 7:55 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director