

Minutes of the September 23, 2019 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:05PM 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
Vice Chairman Aguila	Present
Commissioner Chaney	Absent
Commissioner Cobb	Present
Commissioner Correa	Absent
Commissioner Gurfein	Present
Commissioner Whilby	Absent
Domingo Senande, Executive Director	Present
William Katchen, CPA	Present
Terrence Corriston, Esq.	Absent

Minutes

A motion was made by Vice Chairman Aguila and seconded by Commissioner Cobb to approve the minutes of the July 15, 2019 Board Meeting. The motion carried with all in favor.

Report of the Executive Director

In terms of vacancies, Tibbs will have one vacancy at the end of the month due to the tenant moving to a nursing home. As far as Westmoor Gardens, over the summer the police and Prosecutor's office raided a Westmoor Gardens apartment and arrested the son of a resident. After the arrest, the family informed the Housing Authority that they would move out at the end of September.

With regards to Westmoor Gardens, there is an opportunity to refinance our existing mortgage which has a rate of 4.30% (22 years remaining). Based on discussions with the Board, EHA will monitor rates over the next few months. On June 1st, the prepayment penalty is reduced to 1% from 2% which will offer an additional savings.

With regards to the audit, it is recommended that EHA upgrade its IT security and

software capabilities. EHA is currently seeking quotes from vendors.

On October 4, 2019 at 11a.m., Congressman Pascrell will be making a presentation to our Tibbs residents entitled "Social Security, Strengthen Your Benefits."

EHA continues to hold multiple monthly social events for the residents of Tibbs. In August, EHA held an ice cream social which was a success and which EHA will replicate in September. The monthly birthday party celebrations are continuing and growing in size. EHA is currently planning a healthy eating dinner for the residents. The movie nights and Monday Night Football nights started off strong but are dwindling in participation.

EHA reached out to all tenants at Tibbs to ask them if they would be interested in running to become part of a Tenant Advisory Committee. Eleven tenants stated that they would be interested. Instead of holding elections, EHA included all eleven members on the Committee. The first Committee meeting was well attended. The Committee will meet again soon to review the plans for the Community Room rehabilitation project.

Regarding the community room rehabilitation, the planning process is proceeding. Some work has already taken place, e.g. the interior designer is working on the design and selecting materials; EHA staff has replaced the covers of the heating elements; the closets and room are in the process of being thinned out of no longer needed items and décor; EHA is getting quotes for flooring, painters, windows, etc.

EHA will soon administer an additional 135 new Project Based Vouchers (PBV) at the Greater Englewood housing complex. EHA currently administers 95 PBVs along with approximately 30 tenant-based Section 8 vouchers. EHA is in the process of gathering up necessary paperwork from the 135 new PBV families and is also scheduling physical inspections of the apartments. Due to an employee being out on FMLA/short-term disability, EHA is keeping its summer intern through the end of the year in order to help manage the new workload. The intern is taking online and night classes so is able to continue with the same hours through the end of the year.

Regarding HR related matters, the Executive Director – with advice from counsel – terminated the part-time janitor. The position has been eliminated.

EHA has received a CDBG award from the County of Bergen for \$31,250 that will go towards upgrading our residents' kitchens at Tibbs.

The Board of Education candidates have asked to hold a candidates' forum at the Tibbs building. The Executive Director will gather up additional information in terms of the structure of the forum and will consult with counsel.

EHA will move the October Board Meeting to Monday, October 21, 2019.

Resolutions

A motion was made by Commissioner Gurfein and seconded by Chairman Aspinwall to approve the resolution authorizing award of a contract to United Federated Systems, Inc. for a new security camera system at the Vincent K. Tibbs Senior Citizen building. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Cobb to approve the resolution authorizing the annual audit of the Englewood Housing Authority for the fiscal year ending 12/31/2018. The motion carried with all in favor.

A motion was made by Vice Chairman Aguila and seconded by Commissioner Cobb to approve the resolution authorizing the annual audit of the Englewood Housing Management Services for the fiscal year ending 12/31/2018. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Cobb to approve the resolution authorizing the annual audit of Westmoor Gardens, Inc. for the fiscal year ending 12/31/2018. The motion carried with all in favor.

A motion was made by Chairman Aspinwall and seconded by Commissioner Cobb to approve the resolution authorizing the Englewood Housing Authority the transmission of the Local Authorities Group Affidavit Audit Review Certification. The motion carried with all in favor.

A motion was made by Vice Chairman Aguila and seconded by Commissioner Gurfein to approve the resolution authorizing the employee longevity pay for Cynthia Pannell's 15 years of service as per the personnel policy. The motion carried with all in favor.

A motion was made by Vice Chairman Aguila and seconded by Commissioner Cobb to approve the bills and claims for the month of August and September. The motion carried with all in favor.

Adjournment

A motion was made by Commissioner Gurfein and seconded by Commissioner Cobb to adjourn the meeting at 8:20 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director