

ENGLEWOOD HOUSING AUTHORITY  
111 West Street  
Englewood, New Jersey 07631  
Tel.: (201) 871-3451  
Fax: (201) 871-5908

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF  
ENGLEWOOD APPROVING THE MINUTES OF THE  
FEBRUARY 24, 2020  
BOARD OF COMMISSIONERS MEETING

RESOLUTION NO. 04-27-2020 ( 1 )

OFFERED BY: Vice-Chairman Aguila  
SECONDED BY: Chairman Aspinwall

BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:

To approve the February 24, 2020 Board Meeting minutes.

  
Raymond Aspinwall, Chairman

ATTEST:

  
Domingo Senande, Executive Director

Chairman Raymond Aspinwall  
Vice Chairman Carlos Aguila, Jr.  
Commissioner Desiree Chaney  
Commissioner Melvina Cobb  
Commissioner Raul Correa  
Commissioner Elisha Gurfein  
Commissioner Alfanso Whilby

Aye  
Aye  
Aye  
Aye  
Aye  
Aye  
Absent

At the Board Meeting of April 27, 2020 (1) upon roll call of Commissioners present,  
all voted "Aye" and Resolution April 27, 2020 (1) as carried.

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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
AUTHORIZING AWARD OF A CONTRACT TO WILLIAM KATCHEN, C.P.A. FOR  
ACCOUNTING SERVICES FOR ONE YEAR WITH THE OPTION OF AN ADDITIONAL  
ONE YEAR EXTENSION**

**RESOLUTION NO. 04-27-2020 (2)**

**OFFERED BY:** Chairman Aspinwall  
**SECONDED BY:** Commissioner Correa

**WHEREAS**, the Housing Authority of the City of Englewood required accounting services;  
and

**WHEREAS**, in accordance with its procurement policy of the Housing Authority did issue  
Requests for Proposals and did receive one on Wednesday, March 18, 2020; and

**WHEREAS**, the Authority reviewed the offers and determined that **William Katchen**,  
C.P.A. is a responsible firm which submitted the most advantageous offer in accordance with the  
Request for Proposal; and

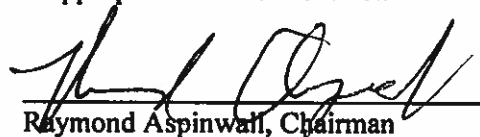
**WHEREAS**, based upon its evaluation and review of references the Housing Authority staff  
recommended that **William Katchen, C.P.A.** be awarded a contract for a period of one year with the  
option of an additional one year extension in the amount of \$48,000.00 payable in equal monthly  
installments of \$4,000.00; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing  
Authority of the City of Englewood, that a contract for accounting services for the Englewood  
Housing Authority be awarded to **William Katchen, C.P.A.** for a period of one year with the option  
of an additional one year extension in the amount of \$48,000.00 payable in equal monthly  
installments of \$4,000.00; and

**BE IT RESOLVED** that legal counsel shall approve the appropriate form of contract.

ATTEST:

  
Domingo Senanda, Executive Director

  
Raymond Aspinwall, Chairman

Chairman Raymond Aspinwall  
Vice Chairman Carlos Aguila, Jr.  
Commissioner Desiree Chaney  
Commissioner Melvina Cobb  
Commissioner Raul Correa  
Commissioner Elisha Gurfein  
Commissioner Alfonso Whilby

Aye  
Aye  
Aye  
Aye  
Aye  
Aye  
Absent

# COMPETITIVE PROPOSAL EVALUATION SYSTEM

## Professional Services

Type of Service: Accounting

Name/Address of Respondent: William Katchen, C.P.A.  
596 Anderson Avenue, Suite 303  
Cliffside Park, New Jersey 07010

- 1) Ability to demonstrate experience and familiarity with all Englewood Housing Authority's programs, in particular with regard to HUD's rules and regulations (Public Housing, Section 8 existing, Continuum of Care vouchers, enhanced vouchers, Family Self-Sufficiency, Section 8 New Construction Multifamily Housing as well as 2 not-for-profits, etc. (15 points) 15
- 2) Previous experience with housing authorities and not-for-profit agencies. (10 points) 10
- 3) Prior experience with Englewood Housing Authority(10 points) 10
- 4) Capability and capacity to accomplish all work with the required time period as established by HUD, the Executive Director, and the Board of Commissioners.(15 points) 15
- 5) Geographic location of the firm relative to the proximity of the Englewood Housing Authority.(10 points) 10
- 6) Firms Equal Opportunity Policy. Each firm submitting a proposal must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin. (5 points) 5
- 7) Price. (5 points) 5
- 8) Ability and willingness to train and supervise the bookkeeping staff and the Executive Director in all phases of accounting operations as dictated by HUD

regulations, both current and future.  
Ability to dedicate a potential 12 – 20  
hours minimum per month to Housing  
Authority programs. (15 points)

15

- 9) Must attend a minimum of 7 or more Board  
meetings (held on Monday evenings at  
7:00 P.M. - usually the 4<sup>th</sup> Mondays  
except for holidays). (15 points)

15

TOTAL POINT SCORE (100 points)

100

E.H.A. Staff

Narrative Review of Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Domingo Senande, Executive Director

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**2020 ACCOUNTING PROPOSAL**

<b>Company Name</b>	<b>Amount</b>
<b>William Katchen, C.P.A.</b> <b>596 Anderson Avenue, Suite 303</b> <b>Cliffside Park, New Jersey 07010</b>	<b>\$48,000.00 annual basis</b> <b>\$4,000.00 monthly installments</b>

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RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF  
ENGLEWOOD AUTHORIZING AWARD OF A CONTRACT TO  
HYMANSON, PARNES & GIAMPAOLO, C.P.A. FOR AUDITS FOR ALL  
PROPERTIES FOR A ONE YEAR PERIOD WITH THE OPTION OF AN  
ADDITIONAL ONE YEAR EXTENSION

Resolution No. 04- 27 - 2020 ( 3 )

OFFERED BY: Chairman Aspinwall  
SECONDED BY: Commissioner Correa

WHEREAS, the Housing Authority of the City of Englewood requires audits for all properties;  
and

WHEREAS, in accordance with its procurement policy of the Housing Authority did issue  
Requests for Proposals and did receive one on Wednesday, March 18, 2020; and

WHEREAS, the Authority reviewed the offer and determined that HYMANSON, PARNES &  
GIAMPAOLO, C.P.A. is a responsible firm which submitted the most advantageous offer in  
accordance with the Request for Proposal; and

WHEREAS, based upon its evaluation and a review of references the Housing Authority staff  
recommended that HYMANSON, PARNES & GIAMPAOLO, C.P.A. be awarded a contract  
for a period of one year with the option of an additional one year extension in the amount of:

E.H.M.S. -	\$ 3,510.00
Pub. Hsg./Sec. 8-	\$ 9,605.00
W.G. -	\$ 7,665.00
Total Fee:	\$20,780.00; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing  
Authority of the City of Englewood, that a contract for auditing services for Englewood Housing  
Authority be awarded to HYMANSON, PARNES & GIAMPAOLO, C.P.A. for a period of  
one year with the option of an additional one year extension in the amount of:

E.H.M.S. -	\$ 3,510.00
Pub. Hsg./Sec. 8-	\$ 9,605.00
W.G. -	\$ 7,665.00
Total Fee:	\$20,780.00; and

BE IT RESOLVED that legal counsel shall approve the appropriate form of contract.

ATTEST:

Domingo Serlande  
Domingo Serlande, Executive Director

Raymond Aspinwall  
Raymond Aspinwall, Chairman

Chairman Raymond Aspinwall  
Vice Chairman Carlos Aguilar, Jr.  
Vice Chairman Desiree Chaney  
Commissioner Melvina Cobb  
Commissioner Raul Correa  
Commissioner Elisha Gurfein  
Commissioner Alfonso Whilby

Aye  
Aye  
Aye  
Aye  
Aye  
Aye  
Absent

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**2020 AUDIT SERVICES**

<b>COMPANY</b>	<b>FEE</b>
<b>Hymanson, Parnes &amp; Giampaolo</b> <b>467 Middletown-Lincroft Road</b> <b>Lincroft, New Jersey 07738</b>	<b>Public Housing – Sec. 8 - \$9,605.00</b>
	<b>E.H.M.S. - \$3,510.00</b>
	<b>Westmoor Gardens, Inc. - \$7,665.00</b>
	<b>Total - \$20,780.00</b>

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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
AUTHORIZING AWARD OF A CONTRACT TO BRESLIN & BRESLIN, P.A. FOR  
LEGAL SERVICES FOR ONE YEAR WITH THE OPTION OF AN ADDITIONAL ONE  
YEAR EXTENSION**

**RESOLUTION No. 04-27-20 (4)**

**OFFERED BY:** Chairman Aspinwall  
**SECONDED BY:** Commissioner Gurfein

**WHEREAS**, the Housing Authority of the City of Englewood requires legal services for the Englewood Housing Authority; and

**WHEREAS**, in accordance with its procurement policy of the Housing Authority did issue Requests for Proposals and did receive two on Wednesday, March 18, 2020; and

**WHEREAS**, the Authority reviewed the offers and determined that **Breslin & Breslin, P.A.** is a responsible firm which submitted the most advantageous offer in accordance with the Request for Proposal; and

**WHEREAS**, based upon its evaluation and a review of references the Housing Authority staff recommends that **Breslin & Breslin, P.A.** be awarded a contract for a period of one year with the option of an additional one year extension in the amount of \$45,600.00 payable in equal monthly installments of \$3,800.00 and non-routine litigation for all counsel for the sum of \$150.00 per hour and \$195.00 per hour for all counsel for legal services for Englewood Housing Authority for one year with the option of an additional one year extension; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioner of the Housing Authority of the City of Englewood, that a contract for legal services for the Englewood Housing Authority, be awarded to **Breslin & Breslin, P.A.** for a period of one year with the option of an additional one year extension in the amount of \$45,600.00 payable in equal monthly installments of \$3,800.00 and non-routine litigation for all counsel for the sum of \$150.00 per hour and \$195.00 per hour for all counsel; and

**BE IT RESOLVED** that legal counsel approve the appropriate form of contract.

**ATTEST:**

  
Domingo Serrano  
Executive Director

  
Raymond Aspinwall, Chairman

Chairman Raymond Aspinwall  
Vice Chairman Carlos Aguila, Jr.  
Commissioner Desiree Chaney  
Commissioner Raul Correa  
Commissioner Melvina Cobb  
Commissioner Elisha Gurfein  
Commissioner Alfonso Whilby

Aye  
Aye  
Aye  
Aye  
Aye  
Absent



**Evaluation Criteria - Breslin & Breslin, P.A.**

The following criteria shall be used for evaluation purposes:

	<b><u>Selection Criteria</u></b>	<b><u>Weight*</u></b>
1)	Qualification and Representation experience Of housing authorities or similar entities	(Assign Weight of 0% to 60%) <u>60</u> %
2)	Experience with landlord/tenant matters	(Assign Weight of to 25%) <u>25</u> %
3)	Proposed hourly billing rates and amount of retainer	(Assign Weight of 0% to 15%) <u>13</u> %
	Total Weight Assigned	<u>98</u> %

\* The higher the weight assigned, the more acceptable the proposal.

**Evaluation Criteria - Eric M. Bernstein & Associates, L.L.C.**

The following criteria shall be used for evaluation purposes:

	<b><u>Selection Criteria</u></b>	<b><u>Weight*</u></b>
1)	Qualification and Representation experience Of housing authorities or similar entities (Assign Weight of 0% to 60%)	<u>50</u> %
2)	Experience with landlord/tenant matters (Assign Weight of to 25%)	<u>20</u> %
3)	Proposed hourly billing rates and amount of retainer (Assign Weight of 0% to 15%)	<u>8</u> %
	Total Weight Assigned	<u>78</u> %

\* The higher the weight assigned, the more acceptable the proposal.

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**2020 LEGAL SERVICES PROPOSAL**

<b>Company Name</b>	<b>Amount</b>
<b>Breslin and Breslin, P.A.</b> <b>41 Main Street</b> <b>Hackensack, New Jersey 07601</b>	<b>\$45,600.00 annual basis</b> <b>\$3,800.00 equal monthly installments</b> <b>\$150.00 per hour non-routine litigation for all</b> <b>counsel</b> <b>\$195.00 per hour for all counsel</b>
<b>Eric M. Bernstein &amp; Associates, L.L.C.</b> <b>34 Mountain Blvd. Building A</b> <b>P.O. Box 4922</b> <b>Warren, New Jersey 07059</b>	<b>\$48,000.00 annual basis</b> <b>\$60.00 per hour paralegals</b> <b>Market rate - postage</b> <b>\$0.20 per page - copying (in-house)</b> <b>Market rate - copying/printing (outside)</b> <b>Facsimile transmittal - \$0.20 per page</b> <b>Electronic submission - None</b>

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**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
ENGLEWOOD HOUSING AUTHORITY  
ADOPTING A DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS AND  
DESIGNATING HUMAN RESOURCE OFFICERS WITH RESPECT TO SAME**

**RESOLUTION NO. 04-27-2020 (5)**

OFFERED BY: Vice Chairman Aguila SECONDED BY: Commissioner Cocrea

**WHEREAS**, in accordance with N.J.S.A. 11A:2-6a all public employers are required to adopt a policy to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their employer and provide a standard for employers to follow when responding to said employees; and

**WHEREAS**, the state has issued a uniform policy known as the "New Jersey Domestic Violence Policy for Public Employers" (hereinafter referred to as the "Policy") in the form attached hereto; and

**WHEREAS**, it is in the best interest of the Englewood Housing Authority (the "Authority") to adopt the attached Policy; and

**WHEREAS**, the Policy requires that the Authority designate a Human Resource Officer and a Secondary Human Resource Officer, who shall receive training on responding to and assisting employees who are victims of domestic violence and who be available to assist such employees.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Englewood Housing Authority does hereby adopt the "Domestic Violence Policy for Public Employees" attached hereto; and

**BE IT FURTHER RESOLVED THAT** for the purposes of this policy Executive Director, Domingo Senande shall be designated as Human Resource Officer and Administrative Assistant, Laura Menoni shall be designated as Secondary Human Resource Officer and that they shall both take the training provided by the State of New Jersey with respect to same.

  
Raymond Aspinwall, Chairman

ATTEST:

  
Domingo Senande, Executive Director

Chairman Raymond Aspinwall	<u>Aye</u>
Vice Chairman Carlos Aguila, Jr.	<u>Aye</u>
Commissioner Desire Chaney	<u>Aye</u>
Commissioner Melvina Cobb	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Elisha Gurfein	<u>Aye</u>
Commissioner Alfanso Whilby	<u>Absent</u>

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RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
APPROVING BILLS AND CLAIMS FOR THE PERIOD  
OF  
MARCH

RESOLUTION NO. 04-27-2020 ( 6 )

OFFERED BY: Chairman Aspinwall  
SECONDED BY: Commissioner Correa

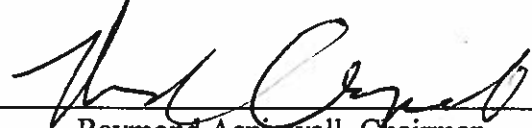
WHEREAS, the bills and claims per the attached listing (voucher numbers through)

EHA Operating -	2917
E.H.M.S. -	002008
Foti-	2046
W.G. -	6722

were reviewed and found acceptable as amended at the meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve disbursement and payment of all checks on the attached listing for the period of March 1st through 31st.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Englewood approve payment of all other checks identified on the attached listing for the period of March.

  
Raymond Aspinwall, Chairman

ATTEST:

  
Domingo Senande, Executive Director

Chairman Raymond Aspinwall  
Vice Chairman Carlos Aguila, Jr.  
Commissioner Desire Chaney  
Commissioner Melvina Cobb  
Commissioner Raul Correa  
Commissioner Elisha Gurfein  
Commissioner Alfanso Whilby

Aye  
Aye  
Aye  
Aye  
Aye  
Aye  
Absent