

Minutes of the October 23, 2023, Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:01PM by Vice Chairwoman Cobb at the offices of the Englewood Housing Authority, 111 West Street, Englewood, NJ 07631 via conference call and in compliance with NJ electronic meeting regulations. 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 12, 2022 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 along with EHA's website as per electronic meeting regulations.

Roll call:

Vice Chairwoman Cobb	Present
Commissioner Chaney	Absent
Commissioner Correa	Present
Commissioner Glynn	Present
Commissioner Gurfein	Absent
Commissioner Lee	Present
Domingo Senande, Executive Director	Present
William Katchen, CPA	Absent
Terrence Corrison, Esq.	Present

Minutes

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to approve the minutes of the September 18, 2023, Board Meeting. The motion carried with all in favor.

Executive Director's Report

- 2024 Budgets
 - EHA does not yet have the health insurance and property insurance rates for 2024 so EHA is unable to present the budgets at the October meeting. The budgets will be on for resolution in November.
- Personnel Manual
 - Every two years, EHA's insurance carrier requires an update to the Personnel Manual. EHA utilizes the insurance carrier's model plan so that it remains eligible for the lowest possible deductible rates. A synopsis of the changes was provided. In addition to the required changes, EHA increased the one-time longevity pay by 50% given that it has not been increased for many years. A recommendation by the Board was made to rename the Columbus Day holiday to Columbus Day / Indigenous Peoples' Day.

- Reconstruction of 111 West Street
 - FEMA has received funding through a Congressional Continuing Resolution signed on Sept. 30th which gave FEMA access to enough funding to approve our project.
 - EHA will therefore rebid Phase II of the reconstruction on October 25th. EHA is hopeful to have the winning bidder on for resolution at the December Board meeting. Our architect, LAN Associates, will be invited to the meeting to review the bid results and the project to date.
 - EHA has met with FEMA, HUD and insurance to begin finalizing funding. All the funding is not yet in place, but EHA is hopeful all funding commitments will be in place by the end of the year.
 - EHA will go out to bid for the roof project when funding is fully secured.
- Section 8 Wait List
 - The Housing Choice Voucher Section 8 wait list opened in July. HUD has allowed EHA to include all applicants that live or work in Englewood to be added to the wait list. In total, EHA has over 300 applicants on the wait list with the local preference.
- Foti Property
 - The boiler for apartments 1, 2 and 3 at the Foti property cracked and needs to be replaced. The boiler is decades old. It was discovered that the pipes were insulated with asbestos. EHA is therefore removing the asbestos via a state contract before the new boilers are installed at a total approximate cost of \$12,000. The asbestos was removed on October 23rd. The boiler is scheduled to be replaced by October 27th. Residents have been provided with space heaters to use if needed.
- NJ NAHRO Conference
 - EHA will be sending three staff members to the annual NJ NAHRO conference in Atlantic City in November.

Public Comments

There was no one from the public present to provide public comment.

Resolutions

A motion was made by Commissioner Glynn and seconded by Commissioner Correa to approve 2024 EHA Personnel Manual update. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Commissioner Glynn to approve the 2022 Local Authorities Audit Review Affidavit. The motion carried with all in favor.

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

New Business

A discussion was had regarding a letter circulating in Englewood relative to King Gardens and Greater Englewood as it pertains to overlay zones. EHA does not own or manage those properties. EHA administers Section 8 vouchers.

Adjournment

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

Respectfully submitted,

Domingo Senande
Executive Director