

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

RESOLUTION NO. 01-22-2024 (1)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING THE BOARD MEETING MINUTES OF THE
NOVEMBER 27, 2023
BOARD OF COMMISSIONERS MEETING

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Lee

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

To approve the November 27, 2023, Board Meeting minutes.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive

Vice Chairwoman Melvina Cobb
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein
Commissioner Samuel Lee, Jr.

Aye
Aye
Aye
Aye
Aye

At the Board Meeting of January 22, 2024 (1) upon roll call of Commissioners present, all voted "Aye" and Resolution January 22, 2024 (1) as carried.

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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
AUTHORIZING AWARD OF A CONTRACT TO GJEM INSURANCE AGENCY INC. FOR
PROFESSIONAL RISK MANAGEMENT SERVICES FOR ONE-YEAR WITH THE OPTION
OF AN ADDITIONAL ONE-YEAR EXTENSION**

RESOLUTION NO. 1-22-24 (2)

OFFERED BY: Commissioner Glynn
SECONDED BY: Vice Chairwoman Cobb

WHEREAS, the Housing Authority of the City of Englewood requires professional risk management services for the Englewood Housing Authority, Englewood Housing Management Services, Inc. and Westmoor Gardens, Inc.; and

WHEREAS, in accordance with its procurement policy of the Housing Authority did issue Requests for Proposals and did receive the only one on Thursday, November 30, 2023; and

WHEREAS, the Authority reviewed the offer and determined that **GJEM INSURANCE AGENCY, INC.** is a responsible firm which submitted an advantageous offer in accordance with the Request for Proposal; and

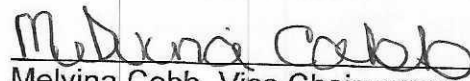
WHEREAS, based upon its evaluation and a review of references the Housing Authority staff recommends that **GJEM INSURANCE AGENCY, INC.** be awarded a contract for a period of one year with the option of an additional one-year extension with a fee amount of 6% of insurance premium; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioner of the Housing Authority of the City of Englewood, that a contract for risk management services for the Englewood Housing Authority, Englewood Housing Management Services, Inc. and Westmoor Gardens, Inc. be awarded to **GJEM INSURANCE AGENCY, INC.** for a period of one year with the option of an additional one-year extension with a fee amount of 6% of insurance premium; and

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

ATTEST:


Domingo Senande
Executive Director


Melvina Cobb, Vice Chairwoman

Vice Chairwoman Melvina Cobb
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein
Commissioner Samuel Lee, Jr.

Aye
Aye
Aye
Aye
Aye

At the Board Meeting of January 22, 2024 (2) upon roll call of Commissioners present, all voted "Aye" and Resolution January 22, 2024 (2) as carried.

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RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD APPROVING THE JOHN J. FOTI 2024 BUDGET

RESOLUTION NO. 1- 22- 2024 (3)

OFFERED BY: Commissioner Lee
SECONDED BY: Commissioner Correa

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

To approve the John J. Foti 2024 budget.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein
Commissioner Samul Lee, Jr.

Aye
Aye
Aye
Aye
Aye

At the Board Meeting of January 22, 2024 (3) upon roll call of Commissioners present,
all voted "Aye" and Resolution January 22, 2024 (3) as carried.

2024 ADOPTED BUDGET RESOLUTION
Resolution No. 1-22-2024 (4)
 Englewood Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Englewood Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Englewood Housing Authority at its open public meeting of January *22, 2024*; and

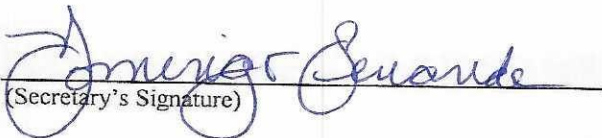
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of ~~\$12,285,031.00~~ ^{\$12,285,031.00} Total Appropriations, including any Accumulated Deficit, if any, of \$0.00, and Total Unrestricted Net Position utilized of ~~\$10.00~~; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Englewood Housing Authority at an open public meeting held on that the Annual Budget and Capital Budget/Program of the Englewood Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


 (Secretary's Signature)

1/22/2024
 (Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Melvina Cobb	✓			
Raul Correa	✓			
Katharine Glynn	✓			
Elisha Gurfein	✓			
Samuel lee, Jr.	✓			

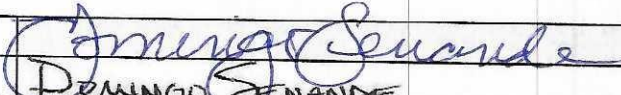
2024 ADOPTION CERTIFICATION

Englewood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Englewood Housing Authority, pursuant to N.J.A.C 5:31-2.3, on January 22, 2024.

Officer's Signature:			
Name:	DOMINGO SENANDE		
Title:	EXECUTIVE DIRECTOR		
Address:	111 WEST STREET ENGLEWOOD, N.J. 07631		
Phone Number:	201-871-3451	Fax:	
E-mail address:	dsenande@ehahousing.org		

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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD APPROVING THE LONGEVITY PAY OF RICHARD
PRESUTTI FOR TEN YEARS OF CONTINUOUS WORK SERVICE**


Resolution No. 01-22-2024 (5)

OFFERED BY: Commissioner Glynn
SECONDED BY: Vice Chairwoman Cobb

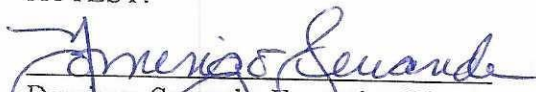
WHEREAS, the Englewood Housing Authority's Personnel Policy compensates employees after ten years of continuous work service in a one-time lump sum longevity pay; and

WHEREAS, the employee Richard Presutti, Maintenance Worker will be compensated a one-time lump sum longevity pay in the amount of \$1,500.00; and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Englewood Housing Authority authorize the approval of one-time lump sum longevity pay in the amount of \$1,500.00 to Richard Presutti, Maintenance Worker.


Melvina Cobb, Vice Chairwoman

ATTEST:


Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein
Commissioner Samuel Lee, Jr.

Aye
Aye
Aye
Aye
Aye

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

RESOLUTION NO. 1-22-24 (6)

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
AUTHORIZING AWARD OF A CONTRACT TO DRILL CONSTRUCTION, INC. FOR
THE BASEMENT, FIRST FLOOR AND SIXTH FLOOR RECONSTRUCTION AT THE
VINCENT K. TIBBS BUILDING**

OFFERED BY: Commissioner Glynn
SECONDED BY: Commissioner Lee

WHEREAS, the Housing Authority of the City of Englewood requires the reconstruction of the basement, first floor and sixth floor at the Vincent K. Tibbs Building due to the remnants of hurricane Ida; and

WHEREAS, in accordance with its procurement policy the Housing Authority did advertise for sealed bids and did receive 4 on Thursday, November 30, 2023; and

WHEREAS, the Authority and LAN Associates reviewed the offers and determined that Drill Construction Co. submitted the lowest responsible bid in the amount of:

Base Bid: Basement, 1 st Floor and 6 th Floor Reconstruction (LS)	\$6,220,000.00
Add Alternate #1 – Floors 2-6 remove existing VCT and vinyl base. Prepare slab for new epoxy flooring. Install new epoxy flooring. All existing vinyl thresholds apartment doors to be replaced with new vinyl threshold.	\$131,000.00
Add Alternate #2 – Floors 2-6 remove existing through-wall air conditioning sleeve and replace in kind with new sleeve.	\$154,000.00
Add Alternate #3 – Floors 2-6 strip existing paint from all apartment doors and repaint doors. Replace perimeter weatherstrip.	\$68,000.00
Add Alternate #4 – Floors 2-6 paint existing corridor CMU walls and concrete plank ceiling and associated metal conduit.	\$38,500.00

62

Add Alternate #5 – Existing north and south stair towers to be painted: (1) concrete pan threads; (2) metal railings and stringers; (3) CMU wall; (4) concrete plank ceiling.	\$20,000.00
Add Alternate #6 – Supply and install 84 new door CAD readers and control cabling in the renovated spaces. CAD reader access locations: (1) basement – 13 doors; (2) first floor – 68 doors; (3) second floor – 3 doors; (4) programing for 25 key fobs.	\$182,000.00
Add Alternate #7 – Supply and install 76 indoor dome cameras and 17 outdoor cameras along with CAT 6 wiring for the new 93 IP cameras. Camera locations: (1) first and second floor mechanical rooms (28 cameras and 2 in mechanical room); (2) floors 2-6 total of 50 cameras; (3) 19 outdoor cameras.	\$112,000.00
Add Alternate #8 – Site and parking lot improvements: (1) asphalt resurfacing – admin parking area, entrance driveway, residence parking area including full depth bituminous asphalt pavement east and west side and depressed concrete curb; (2) concrete walkway- north side of entrance driveway; (3) decorative pavers – residence entrance; (4) landscaping - maintenance entrance and administrative entrance; (5) privacy fence and gate – north side of residence parking; (6) gravel surfacing – equipment storage.	\$173,000.00

; and

WHEREAS, based upon its evaluation and a review of references, the Housing Authority staff and LAN Associates recommend that the contract be awarded to Drill Construction Co, Inc. for the reconstruction of the basement, first floor and sixth floor at the Vincent K. Tibbs building.

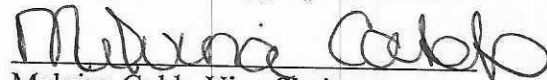
NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Englewood, that a contract for the reconstruction of the basement, first floor and sixth floor at the Vincent K. Tibbs building be awarded to Drill Construction Co., Inc. in the amount of:

Base Bid: Basement, 1 st Floor and 6 th Floor Reconstruction (LS)	\$6,220,000.00
Add Alternate #1 – Floors 2-6 remove existing VCT and vinyl base. Prepare slab for new epoxy flooring. Install new epoxy flooring. All existing vinyl thresholds apartment doors to be replaced with new vinyl threshold.	\$131,000.00

Add Alternate #2 – Floors 2-6 remove existing through-wall air conditioning sleeve and replace in kind with new sleeve.	\$154,000.00
Add Alternate #3 – Floors 2-6 strip existing paint from all apartment doors and repaint doors. Replace perimeter weatherstrip.	\$68,000.00
Add Alternate #4 – Floors 2-6 paint existing corridor CMU walls and concrete plank ceiling and associated metal conduit.	\$38,500.00
Add Alternate #5 – Existing north and south stair towers to be painted: (1) concrete pan threads; (2) metal railings and stringers; (3) CMU wall; (4) concrete plank ceiling.	\$20,000.00
Add Alternate #6 – Supply and install 84 new door CAD readers and control cabling in the renovated spaces. CAD reader access locations: (1) basement – 13 doors; (2) first floor – 68 doors; (3) second floor – 3 doors; (4) programing for 25 key fobs.	\$182,000.00
Add Alternate #7 – Supply and install 76 indoor dome cameras and 17 outdoor cameras along with CAT 6 wiring for the new 93 IP cameras. Camera locations: (1) first and second floor mechanical rooms (28 cameras and 2 in mechanical room); (2) floors 2-6 total of 50 cameras; (3) 19 outdoor cameras.	\$112,000.00
Add Alternate #8 – Site and parking lot improvements: (1) asphalt resurfacing – admin parking area, entrance driveway, residence parking area including full depth bituminous asphalt pavement east and west side and depressed concrete curb; (2) concrete walkway- north side of entrance driveway; (3) decorative pavers – residence entrance; (4) landscaping - maintenance entrance and administrative entrance; (5) privacy fence and gate – north side of residence parking; (6) gravel surfacing – equipment storage.	\$173,000.00

; and

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


Melvina Cobb, Vice Chairwoman

ATTEST:


Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein
Commissioner Samuel Lee, Jr.

Aye
Aye
Aye
Aye
Aye

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RESOLUTION NO. 1-22-2024 (7)

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

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

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

EHA Operating –	4934
E.H.M.S., Inc. –	2756
Foti –	2845
Section 8 –	15713
Westmoor Gardens –	8590

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 December 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 in the attached listing for the period of December.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein
Commissioner Samuel Lee, Jr.

Aye
Aye
Aye
Aye
Aye

At the Board Meeting of January 22, 2024 (7) upon roll call of Commissioners present, all voted "Aye" and Resolution January 22, 2024 (7) as carried.

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RESOLUTION NO. 1-22-2024 (8)

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

OFFERED BY: Vice Chairwoman Cobb
SECONDED BY: Commissioner Correa

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

EHA Operating –	4959
E.H.M.S., Inc. –	2763
Foti –	2851
Section 8 –	15739
Westmoor Gardens –	8637

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 January 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 in the attached listing for the period of January.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

Vice Chairwoman Melvina Cobb
Commissioner Raul Correa
Commissioner Katharine Glynn
Commissioner Elisha Gurfein
Commissioner Samuel Lee, Jr.

Aye
Aye
Aye
Aye
Aye

At the Board Meeting of January 22, 2024 (8) upon roll call of Commissioners present, all voted "Aye" and Resolution January 22, 2024 (8) as carried.