

## Minutes of the November 27, 2023 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:05 PM 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 Melvina Cobb	Present
Commissioner Desiree Chaney	Absent
Commissioner Raul Correa	Present
Commissioner Katharine Glynn	Present
Commissioner Elisha Gurfein	Absent
Commissioner Samuel Lee, Jr.	Present
Domingo Senande, Executive Director	Present
William Katchen, CPA	Present
Terrence Corrison, Esq.	Present

### Minutes

A motion was made by Commissioner Lee and seconded by Commissioner Glynn to approve the minutes of the October 23, 2023, Board Meeting. The motion carried with all in favor.

### Executive Director's Report

- Reconstruction of 111 West Street
  - Phase I
    - Phase I is progressing as planned. EHA is still on target to have permanent power restored to the building by the end of January. EHA is still awaiting the delivery of the panels, switchgear, and generator.
    - In November, EHA submitted over \$4M in receipts to FEMA for reimbursement. Typically, FEMA will not reimburse until the project is completed but EHA has worked with FEMA and our State partners to get reimbursed prior to project completion.
    - Heat to the building will be turned on in November utilizing the new boiler system.

- Phase II
  - EHA is working to secure the needed funding from insurance, FEMA, and HUD so that the Board can approve the start of Phase II of the project at the December Board meeting. If the funding is not yet in place, the resolution will be placed for consideration in January.
  - EHA submitted its funding request to HUD on November 8<sup>th</sup> for consideration. EHA is hopeful the funding request will be positively received. If HUD funding is approved, coupled with the anticipated funding from FEMA and insurance, EHA will be able to proceed with its current reconstruction plan.
  - Insurance has not yet finalized its Statement of Loss. EHA is hopeful to finalize the amount they will provide by the end of this year.
  
- County of Bergen
  - In working with the County of Bergen, they have agreed in principle to fund the renovation of the outdoor space at 111 West Street. EHA is meeting with a landscape architect (funded via the Taub Foundation) and our engineer to review the site on November 28<sup>th</sup>. Once a cost estimate is developed, EHA will seek an endorsing resolution from the city that will be included as part of the CDBG grant application.
  
- Windows
  - EHA is developing a grant request to the State to fund the replacement of the windows. EHA anticipates the cost of the windows to be \$1.5M. If EHA is not successful in winning the grant, EHA has been in communication with Greater Bergen CAP who may be able to fund the window replacement via a weatherization grant. However, Greater Bergen cannot review the building until it is fully occupied again per their grant parameters.
  
- Foti Apartments
  - As mentioned at the last Board meeting, EHA needed to replace the boiler for apartments 1, 2 and 3 on an emergency basis. It was also discovered that asbestos insulated all the pipes. Both of those contracts are on for resolution. Heat was restored to the building on November 3<sup>rd</sup>.
  
- Personnel Manual
  - The Board approved the updated Personnel Manual at the previous Board meeting. EHA is working with our Counsel to develop a more robust Conflict of Interest policy to comply with an auditor recommendation and HUD policy. In addition, the 2019 Personnel Manual included language relative to tuition reimbursement and conferences which was inadvertently removed. These will be presented as amendments to the Board for consideration.

- EHA has two RFP openings in November:
  - The Risk Manager RFP opening is scheduled for November 30<sup>th</sup>.
  - Phase II of the reconstruction of 111 West Street is also scheduled for November 30<sup>th</sup>. Should the project be up for resolution in December (subject to the availability of funding), LAN Associates will attend the meeting to answer any questions.
  
- Banking
  - In November, EHA instituted Positive Pay through its bank to minimize potential fraud.
    - Positive Pay requires EHA to send a file of issued checks to the bank each day checks are written. When those issued checks are presented for payment at the bank, they are compared electronically against the list of transmitted checks. When a check is presented that does not have a "match" in the file, it becomes an "exception item". The bank emails the exception item to EHA every morning. EHA must review the exception and instructs the bank to pay or return the check.
  
  - EHA requires three signatures on every check which includes the Executive Director and two Commissioners.
    - EHA currently has Commissioners Correa, Gurfein, and Chaney on file. EHA needs to add additional Commissioners so that EHA can ensure Commissioner signatures are recognized by the bank in case a signature is needed. Laura Menoni will reach out to the Commissioners directly with the details.
  
  - ICS accounts
    - On for consideration is a Board resolution authorizing EHA and all its managed entities to switch its banking accounts to ICS (Insured Cash Sweeps) accounts with ConnectOne Bank to protect EHA's funds in case the bank defaults (per HUD guidelines) and to maximize interest received.
    - ConnectOne Bank is EHA's banking partner which was selected via competitive solicitation.
    - ICS will ensure the funds are continuously invested and collateralized beyond FDIC guidelines. Coupled with FDIC insurance and GUPTA State requirements, EHA's funds triple protected. Current interest rates are approximately 4.75%.
  
- 2024 Budget Resolutions
  - Bill Katchen, EHA's fee accountant, reviewed the budgets with the Board of Commissioners.

### **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 Lee to approve the Late Filing of State Budget resolution. The motion carried with all in favor.

A motion was made by Commissioner Glynn and seconded by Commissioner Correa to approve the 2024 NJ EHA Budget. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to approve the 2024 HUD EHA Budget. The motion carried with all in favor.

A motion was made by Commissioner Glynn and seconded by Vice Chairwoman Cobb to approve the 2024 EHMS Budget. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to approve the 2024 Westmoor Gardens Inc. Budget. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to approve the Foti Asbestos Removal. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Correa to approve Foti Boiler Replacement. The motion carried with all in favor.

A motion was made by Commissioner Glynn and seconded by Vice Chairwoman Cobb to approve opening ICS Accounts with ConnectOne. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Vice Chairwoman Cobb to approve the 2024 HCV Annual Plan. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Correa to approve a FEMA Consultant contract with Millennium Strategies. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to approve the employee Holiday Lunch. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to approve the bills and claims for the month of November. The motion carried with all in favor.

## **New Business**

Not applicable.

## **Adjournment**

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Correa to adjourn the meeting at 8:09 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande  
Executive Director