

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

RESOLUTION NO. 10-23-2023 (1)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
APPROVING THE BOARD MEETING MINUTES OF THE
SEPTEMBER 18, 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 September 18, 2023, Board Meeting minutes.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive

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

Aye
Absent
Aye
Aye
Absent
Aye

At the Board Meeting of October 23, 2023 (1) upon roll call of Commissioners present, all voted "Aye" and Resolution October 23, 2023 (1) as carried.

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111 West Street
Englewood, New Jersey 07631
Tel.: (201) 871-3451 Fax: (201) 871-5908
TTY: (201) 871-8951

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
ADOPTING A REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL AND A
REVISED EMPLOYEE HANDBOOK TO COMPLY WITH MEL EMPLOYMENT
PRACTICES

RESOLUTION NO. 10 – 23 – 23 (2)

OFFERED BY: Commissioner Glynn
SECONDED BY: Commissioner Correa

WHEREAS, the Housing Authority of the City of Englewood (the "Authority") participates in the Municipal Excess Liability ("MEL") Insurance Fund which provides, among other coverage, Employment Practices Liability insurance to the Authority; and

WHEREAS, in order to qualify for the lowest Employment Practices Liability deductible, the Authority must revise its Personnel Policies and Procedures Manual (the "Manual") and Employee Handbook ("Handbook") to include MEL required provisions; and

WHEREAS, the Executive Director has revised and amended the Manual and Handbook in the forms dated October 23, 2023, to include the MEL required provisions and will review them with staff;

NOW THERE FORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Englewood that the revised Personnel Policies and Procedure and Employee Handbook dated October 23, 2023 be and hereby are adopted.

Melvina Cobb
Melvina Cobb, Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

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

Aye
Absent
Aye
Aye
Absent
Aye

**HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
TRANSMITTAL FORM**

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

RESOLUTION 10-23-23 (3)

OFFERED: Commissioner Lee

SECONDED: Commissioner Glynn

We, the members of the governing body of Housing Authority of the City of Englewood being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of Housing Authority of the City of Englewood, in the County of Bergen.
2. In performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of our Annual Housing Authority Audit files with the Clerk pursuant to N.J.S.A. 40A:5.6 for the year ending December 31, 2022.
3. We certify, that we have each reviewed the annual report for the fiscal year ended December 31, 2022 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and General Comments and Recommendations".

NAME	SIGNATURE
<u>VICE CHAIRWOMAN (DEB)</u>	<u>Medina Collo</u>
<u>COMMISSIONER (MANEY)</u>	<u>[Signature]</u>
<u>COMMISSIONER (ORIZEA)</u>	<u>[Signature]</u>
<u>COMMISSIONER (GLYNN)</u>	<u>Katherine Glynn</u>
<u>COMMISSIONER (GURFEIN)</u>	<u>[Signature]</u>
<u>COMMISSIONER (LEE)</u>	<u>Samuel Lee</u>

Sworn to and subscribed before me
this 23rd day of OCTOBER 2023

Laura Menoni
Notary Public of New Jersey

LAURA MENONI
Commission # 2096205
Notary Public, State of New Jersey
My Commission Expires
March 21, 2027

**HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
TRANSMITTAL FORM**

**LOCAL AUTHORITIES
BOARD RESOLUTION**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **December 31, 2022** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, the Annual Report of Audit for the year ending December 31, 2022 has been filed by a Certified Public Accountant with the pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Housing Authority of the City of Englewood** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **December 31, 2022**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON October 25, 2023


Secretary

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RESOLUTION NO. 10-23-2023 (4)

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

OFFERED BY: Commissioner Glynn
SECONDED BY: Commissioner Correa

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

EHA Operating –	4891
E.H.M.S., Inc. –	2740
Foti –	2828
Section 8 –	15674
Westmoor Gardens –	8504

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 September 19th through 30th.

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 September.

Melvina Cobb
Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

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

Aye
Absent
Aye
Aye
Absent
Aye

At the Board Meeting of October 23, 2023 (4) upon roll call of Commissioners present, all voted "Aye" and Resolution October 23, 2023 (4) as carried.

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RESOLUTION NO. 10-23-2023 (5)

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

OFFERED BY: Commissioner Glynn
SECONDED BY: Commissioner Correa

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

EHA Operating –	4892
E.H.M.S., Inc. –	2741
Foti –	2829
Section 8 –	15675
Westmoor Gardens –	8505

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 October 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 October.

Melvina Cobb

Melvina Cobb, Vice Chairwoman

ATTEST:

Domingo Senande
Domingo Senande, Executive Director

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

Aye
Absent
Aye
Aye
Absent
Aye

At the Board Meeting of October 23, 2023 (5) upon roll call of Commissioners present, all voted "Aye" and Resolution October 23, 2023 (5) as carried.