

## Minutes of the March 25, 2024, Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:04 PM by Chairwoman Glynn at the offices of Englewood Public Library. The Executive Director complied with the Open Public Meetings Act and stated that adequate notice of this meeting was publicly advertised, and 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 posted on the City's officially designated bulletin board.

Swearing In: Mr. Zackarie Lemelle was sworn in as a commissioner.

Roll call:

Chairwoman Glynn	Present
Vice Chairwoman Cobb	Absent
Commissioner Correa	Absent
Commissioner Gurfein	Present
Commissioner Lee	Present
Commissioner Lemelle	Present

Domingo Senande, Executive Director	Present
William Katchen, CPA	Absent
Terrence Corrison, Esq.	Present

### Minutes

A motion was made by Commissioner Lemelle and seconded by Commissioner Lee to approve the minutes of the February 26, 2024, Board Meeting. The motion carried with all in favor.

### Executive Director's Report

- HCV Wait List Opening
  - The Englewood Housing Authority will open its wait list in the next few months. EHA last opened the wait list in July of 2023. Working with HUD, EHA is reopening the wait list to those that live or work in Englewood.
- Temporary Office Lease Extension
  - EHA has been leasing a small office at 10 West Ivy Lane for the last two years. EHA pays a monthly rent of \$1,417. EHA's lease expires at the end of March 2024. EHA anticipates moving back to the 111 West Street offices by December 1<sup>st</sup>. EHA has therefore extended its lease through November 2024. The rent continues to be \$1,417 a month. EHA's insurance carrier is covering the cost of the lease.

- Foti Roof
  - EHA had an emergency roof repair at our Foti building, a 9-unit building located at 115 Humphrey Street. EHA received quotes for the job but when the roofing company began the repair, it was discovered that the damage was greater than anticipated so a more extensive repair was required. The total cost was \$11,000.
- Westmoor Gardens REAC
  - In June, HUD will inspect our Westmoor Gardens building. EHA's maintenance staff is currently inspecting every unit in preparation.
- NJ NAHRO Annual Conference
  - The NJ NAHRO Annual Conference is taking place in Atlantic City in April per usual. EHA anticipates sending up to three staff members to the conference.
- Vincent K. Tibbs Senior Building
  - Move In Date
    - EHA will begin informally calling all our former tenants to ask if they intend to return to 111 West Street. EHA will inform them that EHA intends to reopen between December 2024 and February 2025. EHA will have more specific timeframes once construction is further along.
  - Construction
    - Phase I is nearing completion. EHA anticipates permanent power being restored shortly. Phase II of construction is underway. Phases III and IV are on for resolution.
  - Funding
    - EHA continues to make progress with insurance and HUD relative to finalizing our funding. EHA received very positive feedback from HUD in terms of funding levels. The increased funding will allow EHA to complete construction projects that will enhance the quality of life of the tenants and that will allow the building to operate properly for decades to come. The amount of insurance proceeds EHA will receive is also nearly finalized. Insurance has increased the amount they will provide for rental loss to \$1.6M from \$1M and EHA is continuing to work with insurance to increase the covered amount. Coupled with our reserves (subject to HUD approvals), EHA will no longer have an operating deficit at the end of 2024.

### **Public Comments**

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

### **Resolutions**

A motion was made by Chairwoman Glynn and seconded by Commissioner Gurfein to approve a contract with William Katchen, CPA for Accounting Services in the amount of \$54,000. The motion carried with all in favor.

A motion was made by Commissioner Lemelle and seconded by Commissioner Lee to approve a contract with Hymanson, Parnes & Giampaolo, CPA for Auditing Services in the amount of \$23,875. The motion carried with all in favor.

A motion was made by Commissioner Lemelle and seconded by Commissioner Lee to approve a contract with Breslin & Breslin, PA for Legal Services in the amount of \$47,400. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Lemelle to approve a contract with VMG Group for the roof replacement at the Vincent K. Tibbs Senior Building in the amount of \$505,000. The motion carried with all in favor.

A motion was made by Commissioner Lemelle and seconded by Commissioner Lee to approve a contract with Coppa Montalbano Architects for apartment renovations at the Vincent K. Tibbs Senior Building in the amount of \$28,700. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Lemelle to approve the bills and claims for the month of March. The motion carried with all in favor.

### **New Business**

- A discussion was held regarding how government agencies contract and the policy, procedures, and best practices relative to contracts. EHA awards contracts with firm pricing and authorizes change orders with architect/engineer approval and close vetting.

### **Adjournment**

A motion was made by Commissioner Lemelle and seconded by Chairwoman Glynn to adjourn the meeting at 7:54PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande  
Executive Director