

Minutes of the December 16, 2024, Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 6:18 PM by Chairwoman Glynn via Zoom. 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.

Roll call:

Chairwoman Glynn	Present
Vice Chairwoman Cobb	Present
Commissioner Correa	Present
Commissioner Lemelle	Absent
Commissioner Lee, Jr.	Present
Domingo Senande, Executive Director	Present
William Katchen, CPA	Present
Terrence Corriston, Esq.	Present

Minutes

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to approve the minutes of the November 25, 2024, Board Meeting. The motion carried with all in favor.

Executive Director's Report

Westmoor Gardens

- The Westmoor Gardens waiting list lottery was finalized. EHA has randomly selected 25 applicants for each of the bedroom sizes (1, 2, 3 and 4 bedrooms). Westmoor Gardens currently has 3 total vacancies that are being filled in the 3- and 4-bedroom categories.

Vincent K. Tibbs Seniors Building

- The construction at 111 West Street is progressing as planned. EHA may have sufficient funds to replace the windows and so an RFP has been issued to hire an architect to design the project.
- In January, EHA will begin the lease up process. Although it is too soon to set a date, EHA is working on the assumption that the building will reopen on or around June 1, 2025. However, given the apartment construction project is still in the demolition phase, the June 1st date is only a placeholder.
- Several resolutions will be required for the upcoming loan. They are not currently ready for Board consideration. EHA may need to hold a special board meeting in

early January to have the loan agreements approved by the Board so that EHA can close on the loan in late January or February.

- A discussion of the construction budget and expenses took place. The Board of Commissioners has provided an accounting of the sources and uses of funds along with a recap of construction change orders to date.

Public Comments

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

Resolutions

A motion was made by Commissioner Lee and seconded by Chairwoman Glynn to approve the adoption of the State-approved calendar year 2025 EHA PHA budget which was previously introduced. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Vice Chairwoman Cobb to approve the resolution declaring EHA's intent to reimburse expenditures for project costs related to capital improvements to the Vincent K. Tibbs Senior Building from proceeds of tax-exempt bonds. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Chairwoman Glynn to adopt a revised procurement manual. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Correa to approve \$11,849.13 in net change orders (CO #6,8,9 & 10) for the contract for the elevator at the Vincent K. Tibbs Senior Building with Champion Elevator. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Chairwoman Glynn to approve \$38,955.12 in net change orders (CO #7-10) for the electrical work contract at the Vincent K. Tibbs Senior Building with Vanore Electric. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Lee to approve the Executive Director as Fund Commissioner for the NJPHA Joint Insurance Fund. The motion carried with all in favor.

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

Old/New Business

N/A

Adjournment

A motion was made by Chairwoman Glynn and seconded by Commissioner Lee to adjourn the meeting at 6:48 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director