

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

RESOLUTION NO. 10-7-2024 (1)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
APPROVING THE BOARD MEETING MINUTES OF THE  
July 15, 2024  
BOARD OF COMMISSIONERS MEETING


OFFERED BY: Vice Chairwoman Cobb  
SECONDED BY: Commissioner Lemelle

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

To approve the July 15, 2024, Board Meeting minutes.

  
Katharine Glynn, Chairwoman

ATTEST:

  
Domingo Senande, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

At the Board Meeting of October 7, 2024 (1) upon roll call of Commissioners  
present, all voted "Aye" and Resolution October 7, 2024 (1) as carried.

ENGLEWOOD HOUSING AUTHORITY  
111 West Street  
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Tel.: (201) 871-3451 Fax: (201) 871-5908  
TTY: (201) 871-8951

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF  
ENGLEWOOD APPROVING THE ANNUAL AUDIT FOR FISCAL  
YEAR 12/31/2023

RESOLUTION NO. 10-7-24 (2)

OFFERED BY: Commissioner Lemelle  
SECONDED BY: Commissioner Correa

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

WHEREAS, the Englewood Housing Authority audit per the attached copy was  
reviewed and was acceptable.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of  
the Housing Authority of the City of Englewood approves the audit for the fiscal year  
ending 2023.

  
Katharine Glynn, Chairwoman

ATTEST:  
  
Domingo Seruando, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

**ENGLEWOOD HOUSING AUTHORITY**

**111 West Street**

**Englewood, New Jersey 07631**

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**TTY: (201) 871-8951**

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF  
ENGLEWOOD APPROVING THE ANNUAL AUDIT FOR  
ENGLEWOOD HOUSING MANAGEMENT SERVICES FOR  
FISCAL YEAR 12/31/2023**

**RESOLUTION NO. 10-7-24 (3)**

**OFFERED BY:** Vice Chairwoman Cobb  
**SECONDED BY:** Commissioner Lee

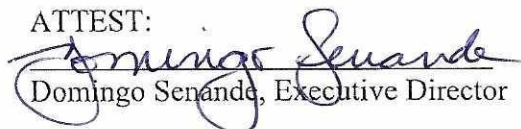
**BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE CITY OF ENGLEWOOD AS FOLLOWS:**

**WHEREAS**, the Englewood Housing Management Services audit per the  
attached copy was reviewed and was acceptable.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of  
the Housing Authority of the City of Englewood approves the audit for the fiscal year  
ending 2023.

  
Katharine Glynn, Chairwoman

**ATTEST:**

  
Domingo Senande, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

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RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF  
ENGLEWOOD APPROVING THE ANNUAL AUDIT FOR  
WESTMOOR GARDENS, INC. FOR FISCAL YEAR 12/31/2023

RESOLUTION NO. 10-7-24 (4)

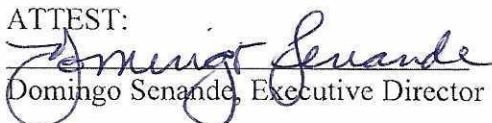
OFFERED BY: Vice Chairwoman Cobb  
SECONDED BY: Commissioner Lemelle

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

WHEREAS, the Westmoor Gardens audit per the attached copy was reviewed  
and was acceptable.

NOW THEREFORE, BE IT RESOLVED, that the Board of  
Commissioners of the Housing Authority of the City of Englewood approves the audit for  
the fiscal year ending 2023.

  
Katharine Glynn, Chairwoman

ATTEST:  
  
Domingo Senande, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye



**ENGLEWOOD HOUSING AUTHORITY**

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**RESOLUTION APPROVING THE 2025 ANNUAL AND FIVE-YEAR  
PLANS**

**RESOLUTION NO. 10-7-24 (5)**

**OFFERED BY:** Commissioner Lee  
**SECONDED BY:** Commissioner Lemelle

WHEREAS, the Quality Housing & Work Responsibility Act of 1998 (QHWRA) mandates that public housing authorities prepare an Annual and Five-Year Plans which must be submitted to the U. S. Department of Housing & Urban Development; and

WHEREAS, the Housing Authority of the City of Englewood is required to submit their Annual and Five-Year Plans for the fiscal year commencing on 1/1/2025; and


WHEREAS, the Housing Authority has complied with all aspect of QHWRA with respect to developing the plan documents the Housing Authority has posted the plans to its website and made them available for public comments and held a public hearing on July 24, 2024, at which time no comments were made; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Englewood that the Annual and Five-Year Plans for the fiscal year commencing 1/1/2025 be hereby approved; and

BE IT FURTHER RESOLVED that the Chairwoman and Executive Director and hereby authorized to execute the attached certification concerning compliance with applicable plan regulations.

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

  
I, Domingo Senande, duly appointed  
Executive Director of the Housing Authority  
of the City of Englewood do hereby certify  
that the forgoing is a true and correct copy of  
resolution adopted at a regular meeting of the  
Housing Authority held on October 7,  
2024 at 7:00 P.M.

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**RESOLUTION NO. 10-7-2024 (6)**

**Resolution of the Board of Commissioners of the Housing Authority of the City of Englewood Housing  
Amending the 2023 and 2024 Housing Choice Voucher Administrative Plan**

OFFERED BY: Chairwoman Glynn  
SECONDED BY: Commissioner Correa

**WHEREAS**, the Housing Authority of the City of Englewood has determined that it is appropriate to make updated changes to revise the Housing Choice Voucher Administrative Plan including adding HUD required provisions related to HOTMA Sections 102 and 104; and

**WHEREAS**, the proposed changes are beneficial to the efficient operation of the program; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Englewood hereby adopts the revised Housing Choice Voucher Administrative Plan subject to future discretionary revisions by the Authority and subject to a revised implementation date by HUD with regard to HOTMA Section 102 and 104; and

**BE IT FURTHER RESOLVED**, that those provisions which relate only to HOTMA Section 102 and 104 shall take effect upon HUD's implantation of same, while the remaining provisions of said plan shall take effect January 1, 2025.

  
Katharine Glynn, Chairwoman

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

Attest:

  
Domingo Sepando, Executive Director

Admin Plan Overview of Changes in the Current Revision 2024:

- Chapter 1 • Added information on the Housing Opportunity through Modernization Act (HOTMA) to the Overview and History of the Program section. • Revised the section on Contents of the Plan to include information on project-based vouchers and policies governing special housing types.
- Chapter 1 • Revised the list of owner responsibilities to account for NSPIRE.
- Chapter 2 • Expanded the existing policies on discrimination complaints with a new section on Discrimination Complaints., which includes guidance from Notice FHEO 2023-01.
- Chapter 3 • Revised various areas of the chapter to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. This includes a new section on Restriction on Assistance Based on Assets. • Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the Federal Register on January 4, 2023. • Clarified language on disparate impact and discriminatory effects per the final rule dated March 31, 2023.
- Chapter 3 • Updated cross-references to correspond with updates in Chapter 8.
- Chapter 4 • Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Chapter 5 • Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Chapter 5 • Revised family obligations to account for NSPIRE.
- Chapter 6 • This chapter was completely rewritten from the ground up to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.
- Chapter 7 • As with Chapter 6, the bulk of this chapter had to undergo a complete rewrite for HOTMA. Many of the changes were required due to updates in verification requirements outlined in Notice PIH 2023-27.
- Chapter 8 • This chapter only contains a minor policy adjustment to the Inspection Results section to disallow self- certification of repairs.
- Chapter 8 • This chapter contains extensive rewrites to update for NSPIRE requirements.
- Chapter 9 • Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.
- Chapter 9 • Additions and updates to citations for NSPIRE.
- Chapter 10 • Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.



Chapter 10 • Removed references to Housing Quality Standards. • Removed duplicative/conflicting policy information regarding voucher extensions and expiration. • Clarified policy regarding sending documentation to the receiving PHA.

Chapter 11 • As with Chapters 6 and 7, the bulk of this chapter had to undergo a complete rewrite to account for HOTMA, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

Chapter 11 • Removed references to HQS and updated for NSPIRE. • Updated policy language to mirror language elsewhere in the admin plan.

Chapter 12 • Revised the policy that the PHA will terminate assistance if the family has been evicted from federally assisted housing in the last five years to reduce the number of years to three. • Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the Federal Register on January 4, 2023.

Chapter 12 • Updated Exhibit 12-1, Statement of Family Obligations, with NSPIRE language.

Chapter 13 • Revised policy in HAP Contract Term and Terminations section for clarification. • Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other minor VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the Federal Register on January 4, 2023.

Chapter 13 • Removed references to HQS and updated for NSPIRE.

Chapter 14 • Added a new subsection and accompanying policy on De Minimis Errors, plus a minor clarification to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

Chapter 14 • Removed references to HQS and updated for NSPIRE.

Chapter 15 • Reworked Chapter 15 to include the policies by default rather than directing to the guide. Policies are now included where relevant in the event that the PHA grants use of a special housing type as needed as a reasonable accommodation.

Chapter 15 • Multiple updates to account for NSPIRE's effect on various special housing types.

Chapter 16 • Included the term human trafficking with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the Federal Register on January 4, 2023. • Included changes regarding exceptions to utility allowances as a reasonable accommodation. • Modified the policy on evidence for the informal hearing to eliminate the charge of copying documents related to the hearing. • Added a record retention policy that the PHA will keep for at least three years records of all complaints, investigations, notices, and corrective actions related to fair housing violations.

Chapter 16 • Removed references to HQS and updated for NSPIRE.



Chapter 17 • Made minor updates to account for the Federal Register notice issued March 3, 2023, on subsidy layering requirements. • Added a minor clarification on asset limitation requirements to the section on Eligibility for PBV Assistance to account for HOTMA changes. • Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.

Chapter 17 • Multiple updates throughout to account for NSPIRE's effect on PBV program requirements.

Chapter 18 • Added information and clarification to the Applicable Regulations, PBV Percentage Limitation and Unit Cap, Inspecting Units, and Continuation of Housing Assistance Payments sections to account for the most recent Rental Assistance Demonstration (RAD) notice, PIH 2023-19. • Added a minor clarification on asset limitation requirements to the section on Eligibility for PBV Assistance to account for HOTMA changes. • Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.

Chapter 18 • Removed references to HQS and updated for NSPIRE.

Chapter 19 • Added a new Part VI on Stability Vouchers. • Revised Part II on the Foster Youth to Independence (FYI) Initiative to account for guidance set forth in Notice PIH 2023-04. • Included the term human trafficking with Violence Against Women Act (VAWA) language to better align with current guidelines.

Chapter 19 • Removed references to HQS and updated for NSPIRE. Glossary • Revised various definitions for HOTMA. • Removed references to HQS and updated for NSPIRE.

Glossary • Updated acronyms and definitions for all cumulative changes specified above.

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RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
AUTHORIZING AWARD OF A CONTRACT TO FDG MULTISERVICES, LLC FOR  
THE DEMOLITION AND RENOVATION OF 115 HUMPHREY STREET APARTMENT  
D

RESOLUTION NO. 10-7-2024 (7)

OFFERED BY: Vice Chairwoman Cobb  
SECONDED BY: Commissioner Lee

**WHEREAS**, the Housing Authority of the City of Englewood requires the renovation and demolition of apartment D at 115 Humphrey Street; and

**WHEREAS**, in accordance with its procurement policy the Housing Authority did solicit price quotes and did receive three on Thursday, August 8, 2024; and

**WHEREAS**, the Authority reviewed the offers and determined that **FDG MULTISERVICES, LLC** is a responsible firm which submitted the most advantageous offer; and

**WHEREAS**, based upon its evaluation and a review of references the Housing Authority recommends that **FDG MULTISERVICES, LLC** be awarded a contract in the amount of **\$28,500.00 (Twenty-Eight Thousand Five Hundred and 00/100 Dollars)** for the demolition and renovation of apartment D at 115 Humphrey Street; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Englewood, hereby authorizes the Executive Director, Domingo Senande, to execute a contract for the demolition and renovation of apartment D at 115 Humphrey Street be awarded to **FDG MULTISERVICES, LLC** in the amount of **\$28,500.00 (Twenty-Eight Thousand Five Hundred and 00/100 Dollars)**; and

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

  
Katharine Glynn, Chairwoman

Chairwoman Katharine Glynn  
Vice Chairwoman Melvina Cobb

Aye  
Aye

ATTEST:

  
Domingo Senarte, Executive Director

Commissioner Raul Correa  
Commissioner Elisha Gurfein  
Commissioner Samuel Lee, Jr.  
Commissioner Zackarie Lemelle

Aye  
Aye  
Aye  
Aye

RL

**ENGLEWOOD HOUSING AUTHORITY**  
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**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
AUTHORIZING AWARD OF A CONTRACT TO FDG MULTISERVICES, LLC FOR  
THE REPLACEMENT OF A COMMERCIAL BOILER WEIL-MC LAIN ULTRA 299 –  
27BTU - 92.5% AFUE – HOT WATER GAS BOILER – DIRECT VENT AT BUILDING  
151 WEST STREET**

**RESOLUTION NO. 10-7-2024 (8)**

**OFFERED BY:** Commissioner Lemelle  
**SECONDED BY:** Commissioner Lee

**WHEREAS**, the Housing Authority of the City of Englewood requires the replacement of an existing boiler at building 151 West Street; and

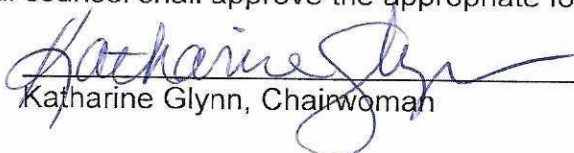
**WHEREAS**, in accordance with its procurement policy the Housing Authority did solicit price quotes and did receive two on Friday, August 30, 2024; and

**WHEREAS**, the Authority reviewed the offers and determined that **FDG MULTISERVICES, LLC** is a responsible firm which submitted the most advantageous offer; and

**WHEREAS**, based upon its evaluation and a review of references the Housing Authority recommends that **FDG MULTISERVICES, LLC** be awarded a contract in the amount of **\$16,500.00 (Sixteen Thousand Five Hundred and 00/100 Dollars)** for the replacement of a commercial boiler Weil-Mc Lain Ultra 299 – 27 BTU - 92.5% AFUE – Hot Water Gas Boiler – Direct Vent at building 151 West Street; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Englewood, hereby authorizes the Executive Director, Domingo Senande, to execute a contract for the replacement of a commercial boiler Weil-Mc Lain Ultra 299 – 27 BTU - 92.5% AFUE – Hot Water Gas Boiler – Direct Vent at building 151 West Street be awarded to **FDG MULTISERVICES, LLC** in the amount of **\$16,500.00 (Sixteen Thousand Five Hundred and 00/100 Dollars)**; and

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

  
Katharine Glynn, Chairwoman



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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

ATTEST:

  
Domingo Senande, Executive Director

ENGLEWOOD HOUSING AUTHORITY  
111 WEST STREET  
ENGLEWOOD, NEW JERSEY 07631  
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RESOLUTION NO. 10-7-24 (9)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
APPROVING A GRANT AGREEMENT BETWEEN THE COUNTY OF BERGEN FOR  
THE COMMUNITY DEVELOPMENT BLOCK GRANT IN THE AMOUNT OF  
\$543,501.00 FOR COVID-19 SENIOR/DISABLED PH EXTERIOR OUTDOOR  
REHABILITATION

OFFERED BY: Vice Chairwoman Cobb  
SECONDED BY: Commissioner Lemelle

Be it resolved, that the Board of Trustees of the Housing Authority of the City of Englewood wishes to enter into a grant agreement with the County of Bergen for the purpose of using \$543,501.00 in 2024 Community Development Block Grant funds for COVID-19 Senior/Disabled PH Exterior Outdoor Rehabilitation; and

Be it further resolved, that the Board of Trustees hereby authorizes Domingo Senande, Executive Director to be a signatory to the aforesaid grant agreement; and

Be it further resolved, that the Board of Trustees hereby authorizes Domingo Senande, Executive Director to sign all County vouchers submitted in connection with the aforesaid project; and

Be it further resolved, that the Board of Trustees recognized that Housing Authority of the City of Englewood is liable for any funds not spent in accordance with the Grant Agreement; and that the liability of Board members is in accordance with N.J.S.A. 2AL53A-7 et.seq.

This resolution was adopted by the Board of Trustees of the Housing Authority of the City of Englewood at a meeting on October 7, 2024.

By: Katharine Lynn  
President

Attest: Domingo Senande  
Secretary

ENGLEWOOD HOUSING AUTHORITY  
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RESOLUTION NO. 10-7-24 (10)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
AUTHORIZING AWARD OF A CONTRACT TO DRILL CONSTRUCTION, INC.  
FOR LANDSCAPE IMPROVEMENTS AT THE VINCENT K. TIBBS SENIOR CITIZENS BUILDING

OFFERED BY: Commissioner Lemelle  
SECONDED BY: Chairwoman Glynn

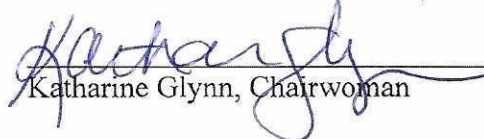
WHEREAS, the Housing Authority of the City of Englewood requires landscape improvements at the Vincent K. Tibbs Senior Citizen building due to the remnants of hurricane Ida; and

WHEREAS, in accordance with its procurement policy the Housing Authority did advertise a request for sealed bids and received only 1 (one) on September 10, 2024; and

WHEREAS, DRILL CONSTRUCTION, INC. submitted the only responsible bid in the sum of \$834,000.00 (Eight Hundred Thirty-Four Thousand and 00/100 Dollars); and

WHEREAS, based upon its evaluation and a review of references the Housing Authority staff recommends that the contract be awarded to DRILL CONSTRUCTION, INC.; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Englewood, that a contract for landscape improvements be awarded to DRILL CONSTRUCTION, INC. in the amount of \$834,000.00 (Eight Hundred Thirty-Four Thousand and 00/100 Dollars) for landscape improvements at the Vincent K. Tibbs Senior Citizen building.

  
Katharine Glynn, Chairwoman

ATTEST:

  
Domingo Senande, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye



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RESOLUTION NO. 10-7-24 (11)

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
AUTHORIZING EXECUTION OF A CONTRACT WITH JAVIER CONSTRUCTION  
FOR APARTMENT RENOVATIONS AT THE VINCENT K. TIBBS BUILDING

OFFERED BY: Chairwoman Glynn  
SECONDED BY: Commissioner Lee

WHEREAS, the Housing Authority of the City of Englewood requires apartment renovations at the Vincent K. Tibbs Building; and

WHEREAS, in accordance with its procurement policy the Housing Authority did advertise a request for sealed bids and did receive 3 on Tuesday, September 10, 2024; and

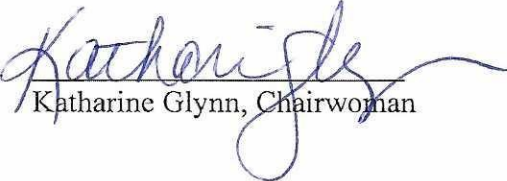
WHEREAS, JAVIER CONSTRUCTION submitted the lowest responsible bid in the sum of:

Base Bid      \$6,875,000.00 (excluding all three Add Alternates) and;

WHEREAS, based upon its evaluation and a review of references the Housing Authority staff recommends that the contract be awarded to **JAVIER CONSTRUCTION**; and

WHEREAS, at the present time funding is now available for **JAVIER CONSTRUCTION** to initiate production at Vincent K. Tibbs building; and


**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Englewood, that a contract for apartment renovations for the Vincent K. Tibbs Senior Citizen Building, be awarded to **JAVIER CONSTRUCTION** in the amount of \$6,875,000.00 (Six Million Eight Hundred Seventy-Five Thousand and 00/100 Dollars) excluding all the add alternates.

  
Katharine Glynn, Chairwoman

ATTEST:

  
Domingo Senando, Executive Director

Chairwoman Katharine Glynn





Vice Chairwoman Melvina Cobb  
Commissioner Raul Correa  
Commissioner Elisha Gurfein  
Commissioner Samuel Lee, Jr.  
Commissioner Zackarie Lemelle

Aye  
Aye  
Aye  
Aye  
Aye

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Tel (201) 871-3451 Fax: (201)871-5908

**RESOLUTION NO. 10-7-24 (12)**

**RESOLUTION BY THE COMMISSIONERS OF THE ENGLEWOOD HOUSING  
AUTHORITY AUTHORIZING CHANGE ORDERS IN THE SUM OF \$252,664.64 FOR  
THE CONTRACT FOR BASEMENT, FIRST FLOOR AND SIXTH FLOOR  
RECONSTRUCTION AT 111 WEST STREET WITH DRILL CONSTRUCTION CO.,  
INC.**

**WHEREAS**, the ENGLEWOOD HOUSING AUTHORITY (the "Authority") previously awarded a contract for basement, first and sixth floor reconstruction at 111 West Street (the "Project") to Drill Construction Co., Inc. for the sum of \$6,514,000.00; and

**WHEREAS**, change orders nos.3 through 15 have been submitted for the project in the following amounts for the work summarized on Exhibit A attached hereto:

#1	Addition	\$ 9,201.77	Change Order #3
#2	Addition	\$ 7,858.15	Change Order #5
#3	Addition	\$ 7,439.59	Change Order #6
#4	Addition	\$183,181.00	Change Order #7
#5	Addition	\$ 5,154.63	Change Order #8
#6	Addition	\$ 9,074.58	Change Order #9
#7	Addition	\$ 2,426.67	Change Order #10
#8	Addition	\$ 6,128.99	Change Order #11
#9	Addition	\$ 9,190.97	Change Order #12
#10	Addition	\$ 1,783.97	Change Order #13
#11	Addition	\$ 5,120.84	Change Order #14
#12	Addition	\$ 6,103.48	Change Order #15

**WHEREAS**, the total additional cost for the change orders is \$252,664.64 as provided in the Certification attached to this Resolution; and

**WHEREAS**, approval of the aforesaid change orders will increase the total contract with Drill Construction Co., Inc. to \$6,766,664.64; and

**WHEREAS**, as per the memo dated September 16, 2024, prepared by Executive Director Senande it is necessary to have the additional work performed due to unanticipated and unforeseen conditions discovered during the rehabilitation of the building; and

**WHEREAS**, the additional work needs to be done before the contracted work can be completed and as such, it is necessary to issue a change orders in order to avoid a substantial increase in costs; and

**NOW THEREFORE BE IT RESOLVED** THAT THE BOAD OF COMMISSIONERS OF THE ENGLEWOOD HOUSING AUTHORITY hereby authorizes an amendment to the Contract with Drill Construction Co., Inc. for \$252,664.64 (Two Hundred Fifty-Two Thousand Six Hundred Sixty-Four and 64/100 Dollars) for change order no. 3 through 15 as identified in Exhibit A attached hereto.

**INTRODUCED BY:** Commissioner Lemelle

**SECONDED BY:** Chairwoman Glynn

**DATED:** October 7, 2024

  
Katharine Glynn, Chairwoman

**ATTEST:**

  
Domingo Senande, Executive Director

Chairwoman Katharine Glynn	<u>Aye</u>
Vice Chairwoman Melvina Cobb	<u>Aye</u>
Commissioner Raul Correa	<u>Aye</u>
Commissioner Elisha Gurfein	<u>Aye</u>
Commissioner Samuel Lee, Jr.	<u>Aye</u>
Commissioner Zackarie Lemelle	<u>Aye</u>

**ENGLEWOOD HOUSING AUTHORITY**

111 WEST STREET  
ENGLEWOOD, NEW JERSEY 07631  
TeL (201) 871-3451 Fax: (201)871-5908

**RESOLUTION NO. 10-7-24 (13)**

**RESOLUTION BY THE COMMISSIONERS OF THE ENGLEWOOD HOUSING AUTHORITY AUTHORIZING A CHANGE ORDER FOR THE CONTRACT FOR ARCHITECT AND ENGINEERING SERVICES WITH LAN ENGINEERING, PLANNING, ARCHITECTURE, SURVEYING, INC. WITH REGARD TO WORK RELATED TO PHASE IIIA OF THE REHABILITATION OF 111 WEST STREET**

**WHEREAS**, The Englewood Housing Authority (the "Authority") previously awarded a contract for Architect and Engineer ("A&E") Services to LAN Engineering, Planning, Architecture, Surveying, Inc. ("LAN") for rehabilitation and renovation of Vincent K. Tibbs Senior Citizen Building relating to PHASE IIIA (preparation of contract documents) for the total sum \$383,329.00.

**WHEREAS**, as per the attached memo September 12, 2024, by Executive Director Domingo Senande, it is necessary to have additional A&E services performed due to unforeseen conditions discovered at the site; and

**WHEREAS**, as more particularly described in Schedule A attached hereto, LAN has submitted the following change orders for additional services to be performed before, or in connection with the contracted services which are so connected therewith that it is necessary to issue change orders in order to avoid a substantial increase in costs, as well as further delays in the completion of the job:

#9 Addition \$ 6,500.00

**WHEREAS**, the total additional cost for the services is not to exceed \$6,500.00 as provided in the Certification attached to this Resolution.

**NOW THEREFORE BE IT RESOLVED** THAT THE BOARD OF COMMISSIONERS OF THE ENGLEWOOD HOUSING AUTHORITY hereby approves the change orders described in Exhibit A and authorizes an amendment to the Contract with LAN, Inc. as set forth herein for a sum not to exceed \$6,500.00.

INTRODUCED BY: Chairwoman Glynn



SECONDED BY: Commissioner Lee

DATED: October 7, 2024

  
Katharine Glynn, Chairwoman

ATTEST:

  
Domingo Senande, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

AGREEMENT TO RENEW MEMBERSHIP IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND

*Resolution No. 10-7-24 (14)*

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, **Englewood Housing Authority** is currently a member of said Fund, and;


WHEREAS, effective December 31, 2024, said membership will expire unless earlier renewed, and;

WHEREAS, the Chairperson/Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. **Englewood Housing Authority** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2025 and ending December 31, 2027.
2. **Englewood Housing Authority** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Englewood Housing Authority** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of (Name of Authority).
5. Executed the 7<sup>th</sup> day of OCTOBER, 2024 as the lawful and binding act and deed of the **Englewood Housing Authority**, which execution has been duly authorized by public vote of the governing body.

  
Chairperson/Executive Director

  
Attest  
10-10-24  
Date:

**RESOLUTION FOR RENEWAL OF MEMBERSHIP  
IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

WHEREAS, Englewood Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2024 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

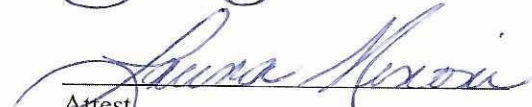
NOW THEREFORE, be it resolved as follows:

1. The Englewood Housing Authority agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 7<sup>th</sup> day of Oct., 2024 by a vote

Of: 6 Affirmative  
0 Negative

  
Chairperson/Executive Director

  
Attest

10-10-24  
Date:



**AGREEMENT TO RENEW MEMBERSHIP IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND**

*Resolution No. 10-7-24 (15)*

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, **Englewood Housing Management Services** is currently a member of said Fund, and;


WHEREAS, effective December 31, 2024, said membership will expire unless earlier renewed, and;

WHEREAS, the Chairperson/Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. **Englewood Housing Management Services** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2025 and ending December 31, 2027.
2. **Englewood Housing Management Services** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Englewood Housing Management Services** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of (Name of Authority).
5. Executed the 7<sup>th</sup> day of OCTOBER, 2024 as the lawful and binding act and deed of the **Englewood Housing Management Services**, which execution has been duly authorized by public vote of the governing body.

  
Chairperson/Executive Director

  
Attest  
10-10-24  
Date:



**RESOLUTION FOR RENEWAL OF MEMBERSHIP  
IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

WHEREAS, Englewood Housing Management Services is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2024 unless earlier renewed by agreement between the Authority and the Fund; and

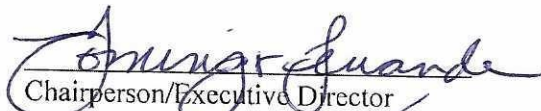
WHEREAS, the Authority desires to renew said membership;

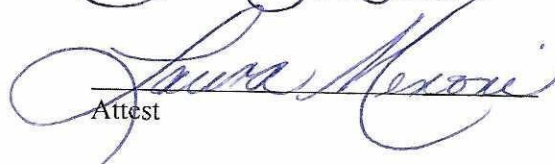
NOW THEREFORE, be it resolved as follows:

1. The Englewood Housing Management Services agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 7<sup>th</sup> day of Oct, 2024 by a vote

Of: 6 Affirmative  
0 Negative

  
Chairperson/Executive Director

  
Attest

10-10-24  
Date:

AGREEMENT TO RENEW MEMBERSHIP IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND

Resolution No. 10-7-24 (16)

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, **Englewood Westmoor Gardens** is currently a member of said Fund, and;


WHEREAS, effective December 31, 2024, said membership will expire unless earlier renewed, and;

WHEREAS, the Chairperson/Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. **Englewood Westmoor Gardens** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2025 and ending December 31, 2027.
2. **Englewood Westmoor Gardens** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Englewood Westmoor Gardens** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of (Name of Authority).
5. Executed the 7<sup>th</sup> day of OCTOBER, 2024 as the lawful and binding act and deed of the **Englewood Westmoor Gardens**, which execution has been duly authorized by public vote of the governing body.

  
Chairperson/Executive Director

  
Attest  
10-10-24  
Date:

**RESOLUTION FOR RENEWAL OF MEMBERSHIP  
IN THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

WHEREAS, Englewood Westmoor Gardens is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2024 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

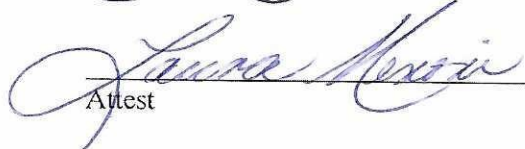
NOW THEREFORE, be it resolved as follows:

1. The Englewood Westmoor Gardens agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 10<sup>th</sup> day of Oct., 2024 by a vote

Of: 8 Affirmative  
0 Negative

  
Chairperson/Executive Director

  
Attest

10-10-24  
Date:



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

Resolution No. 10-7-24 (17)

**LOCAL AUTHORITIES  
BOARD RESOLUTION**

OFFERED BY: Commissioner Lee

SECONDED BY: Commissioner Lee

**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, 2023** 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, 2023 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, 2023**, 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 7, 2024

  
Secretary - DAWNIE SENANDE



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

**LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM**

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

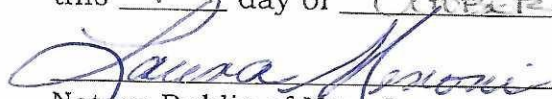
**AUDIT REVIEW CERTIFICATE**

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, 2023.
3. We certify, that we have each reviewed the annual report for the fiscal year ended December 31, 2023 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and General Comments and Recommendations".

NAME	SIGNATURE
CHAIRWOMAN GYNN	Katharine Gynn
VICE CHAIRWOMAN COBB	Madeline Cobb
COMMISSIONER DIADEA	Lucia
COMMISSIONER GURFEIN	ABSENT
COMMISSIONER HEE, JR.	Simon Lee
COMMISSIONER LEWIS	Zachary Smith

Sworn to and subscribed before me  
this 1<sup>st</sup> day of OCTOBER 2024

  
Notary Public of New Jersey

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

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

RESOLUTION NO. 10-7-2024 (18)

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

OFFERED BY: Vice Chairwoman Cobb  
SECONDED BY: Commissioner Correa

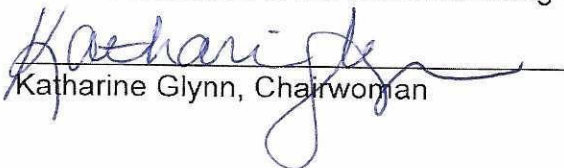
WHEREAS, the bills and claims per the attached listing (voucher numbers through)

EHA Operating –	5185
E.H.M.S., Inc. –	2800
Foti –	2901
Section 8 –	15864
Westmoor Gardens –	8942

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 August 1<sup>st</sup> through 31<sup>st</sup>.

**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 August.

  
Katharine Glynn, Chairwoman

ATTEST:

  
Domingo Senande, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

At the Board Meeting of October 7, 2024 (18) upon roll call of Commissioners present, all voted "Aye" and Resolution October 7, 2024 (18) as carried.

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

RESOLUTION NO. 10-7-2024 (19)

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

OFFERED BY: Commissioner Lemelle  
SECONDED BY: Chairwoman Glynn

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

EHA Operating –	5196
E.H.M.S., Inc. –	2801
Foti –	2904
Section 8 –	15877
Westmoor Gardens –	8954

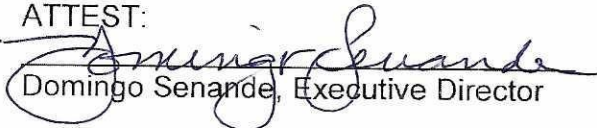
were reviewed and found acceptable as amended at the meeting.

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 1<sup>st</sup> through 30<sup>th</sup>.

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.

  
Katharine Glynn, Chairwoman

ATTEST:

  
Domingo Senande, Executive Director

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

Aye  
Aye  
Aye  
Aye  
Aye  
Aye

At the Board Meeting of October 7, 2024 (19) upon roll call of Commissioners present, all voted "Aye" and Resolution October 7, 2024 (19) as carried.