

Minutes of September 15, 2025 Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:02PM 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	Present
Commissioner 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 Chairwoman Glynn to approve the minutes of the July 21, 2025, Board Meeting. The motion carried with all in favor.

Executive Director's Report

Vincent K. Tibbs Senior Building

- Construction is progressing well. EHA does not yet have a firm opening date which will be subject to successful final inspections.
- An abandoned 1,000-gallon oil tank was discovered in the backyard. The tank belonged to a business that was onsite prior to the Vincent K. Tibbs Senior Building being constructed. The remediation work is estimated to cost approximately \$70,000. The County of Bergen will likely fund the remediation project via a CDBG award.
- At the beginning of the year, HUD implemented a cost-saving measure by reducing the Section 8 reserve funds held by housing authorities. This action was taken with the expectation that agencies would request additional funding later in the year to fully cover the cost of vouchers. While EHA has not yet determined the exact amount of additional funds that will be needed, it is anticipated that the required amount will be minimal. No families on the program will be negatively affected.

Public Comments

A motion was made by Commissioner Lee and seconded by Commissioner Lemelle to open the meeting to the public. The motion carried with all in favor.

No one from the public provided a public comment.

A motion was made by Commissioner Lee and seconded by Chairwoman Glynn to close the meeting to the public. The motion carried with all in favor.

Resolutions

A motion was made by Chairwoman Glynn and seconded by Commissioner Lemelle to approve EHA's Annual Plan for 2026. The motion carried with all in favor.

A motion was made by Commissioner Lemelle and seconded by Commissioner Correa to approve EHA's financial audit for the fiscal year ending December 31, 2024. There were no findings. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Vice Chairwoman Cobb to approve EHMS's financial audit for the fiscal year ending December 31, 2024. There were no findings. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Lemelle to approve the acquisition of \$9,845.76 in data equipment through SHI, via state contract, for the installation of a wireless network for residents at the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Commissioner Lemelle to approve a contract with Javier Construction for the renovation of an apartment at the John Foti building in an amount of \$32,500. The motion carried with all in favor.

A motion was made by Commissioner Lemelle and seconded by Vice Chairwoman Cobb to authorize a change order in the amount of \$18,228.71 (to add soffits throughout the ground floor) to the Drill Construction contract to renovate the basement, first floor and sixth floor of the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Correa to authorize a change order in the amount of \$15,526.14 (to complete ceiling repairs and enhancements) to the Drill Construction contract to renovate the basement, first floor and sixth floor of the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Chairwoman Glynn to authorize a change order in the amount of \$20,984.56 (for miscellaneous electrical upgrades for code compliance and unforeseen circumstances) to the Drill Construction

contract to renovate the basement, first floor and sixth floor of the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Vice Chairwoman Cobb to authorize a change order credit in the amount of \$21,996.08 (as a result of negotiating a less expensive manufacturer for doors and storefront work) to the Drill Construction contract to renovate the basement, first floor and sixth floor of the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee to authorize a change order in the amount of \$10,957.12 (to upgrade the basement sump pump system with redundancy) to the Drill Construction contract to renovate the basement, first floor and sixth floor of the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Chairwoman Glynn to authorize a change order in the amount of \$8,005.20 (to upgrade the effluent pump in the basement) to the Drill Construction contract to renovate the basement, first floor and sixth floor of the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Commissioner Lemelle to authorize a service amendment to LAN Associates' architectural and engineering contract in the amount of \$5,000 (to design a code-required domestic water backflow preventer and hot box) for the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Commissioner Lemelle to authorize a service amendment to LAN Associates' architectural and engineering contract in the amount of \$11,900 (LSRP to oversee the removal and remediation of the oil tank) for the Vincent K. Tibbs Senior Building. The motion carried with all in favor.

A motion was made by Commissioner Lee and seconded by Vice Chairwoman Cobb to approve the update to the EHA Personnel Policies and Procedures. The motion carried with all in favor.

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

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

Old Business

N/A

New Business

A discussion was had around occupancy requirements, in particular, citizenship requirements. For HUD's Housing Choice Voucher (HCV) program, a family must have at least one member who is a U.S. citizen or has an eligible non-citizen immigration status to receive assistance. If the family is "mixed status," meaning it includes both eligible and ineligible members, it can receive prorated assistance based only on the eligible members. This means the subsidy is reduced to reflect the number of eligible individuals in the household. However, the Trump Administration has stated that it no longer intends to allow mixed status families to reside in units subsidized with HUD funds.

Adjournment

A motion was made by Commissioner Lee and seconded by Commissioner Lemelle to adjourn the meeting at 7:59 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director