

Minutes of December 15, 2025, Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 6:02PM 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	Absent
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 Vice Chairwoman Cobb and seconded by Chairwoman Glynn to approve the minutes of the November 24, 2025, Board Meeting. The motion carried with all in favor.

Executive Director's Report

Vincent K. Tibbs Senior Building

- **Heating System:**
The heating system is now fully operational, and all planned upgrades have been completed. During full system activation, additional leaks were identified, which required an emergency change order to replace approximately 120 feet of the main copper line in the basement. The system is now functioning as designed.
- **Asphalt Replacement:**
Asphalt replacement throughout the property was completed. The only remaining work is striping of the parking lots.
- **Window Replacement:**
The window replacement project is underway, with installations currently in progress. Overall project completion is anticipated by April. Scaffolding has been erected at the rear of the building to allow for installation of aluminum paneling beneath each window.
- **Springick Staining:**
Due to weather conditions, final exterior brick staining will be completed in the

spring once temperatures are consistently above freezing. Approximately 90% of the building has already been stained.

- **Landscaping and Hardscaping:**

Landscaping and hardscaping are largely complete, including the installation of raised planters for the new community garden. Final plantings and seeding will occur in the spring.

- **Certificate of Occupancy and Lease-Up:**

EHA is finalizing contractor punch lists and continues to work toward securing a Certificate of Occupancy (CO). The full lease-up process is expected to take more than three months. Currently, approximately 20 displaced residents are housed at EVO. We have reached an agreement with EVO to stagger tenant move-outs over a three-month period to ease the transition for residents and staff.

- **Movers for Displaced Tenants:**

Displaced residents will require assistance returning to the Tibbs building. A \$1,000 budget per tenant was approved by the Board for movers. This would apply to approximately 40 displaced tenants. During the evacuation, the POP program, a local nonprofit, was utilized to assist with the move. POP is willing to assist again, and EHA will work with them to ensure all proper insurance is in place.

- **Fire Department Walkthroughs:**

Four platoons of the Englewood Fire Department will tour the building to familiarize themselves with the property in the event of an emergency. EHA will schedule one platoon per day, with each walkthrough expected to take approximately two hours.

- **Emergency Preparedness Drills:**

Chairwoman Glynn inquired about emergency preparedness protocols. Evacuation plans are currently being developed, and annual fire drills will be coordinated with the Fire Department. In addition, EHA will evaluate and implement appropriate preparedness measures for other emergency scenarios, including active shooter incidents.

Public Comments

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

Steven Weinberg, a resident of Broad Avenue, offered suggestions regarding the logistics for relocating displaced residents back to the senior building, and specifically inquired about insurance requirements.

Councilman Kevin Wilson expressed appreciation for the work EHA has been undertaking. He also addressed residents' questions concerning a potential reopening date, moving logistics, and the status of the waiting list.

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

Resolutions

A motion was made by Commissioner Lee and seconded by Chairwoman Glynn to adopt EHA's 2026 NJ State Budget. The motion carried with all in favor.

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

A motion was made by Commissioner Lemelle and seconded by Vice Chairwoman Cobb to authorize change order 1 in the sum of \$16,823.25 (concrete foundations for the smoking sheds and garden shed) for the contract for landscape improvements at Vincent K. Tibbs Senior Building with Drill Construction Co., Inc. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Lee to authorize change order 3 in the sum of \$28,284.47 (catch basins, concrete curbs, and waterproof concrete inlets) for the contract for landscape improvements at Vincent K. Tibbs Senior Building with Drill Construction Co., Inc. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Chairwoman Glynn to authorize change order 4 in the sum of \$2,921.88 (customer garden shed to encase electrical equipment) for the contract for landscape improvements at Vincent K. Tibbs Senior Building with Drill Construction Co., Inc. The motion carried with all in favor.

A motion was made by Commissioner Lemelle and seconded by Commissioner Lee to authorize change order 59 in the sum of \$1,768.12 (video inspection of drain located on exterior southside basement entrance) for the contract for general construction in the basement, first floor and sixth floor at Vincent K. Tibbs Senior Building with Drill Construction Co., Inc. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Lemelle to authorize change order 60 in the sum of \$3,537.43 (roof exit door) for the contract for general construction in the basement, first floor and sixth floor at Vincent K. Tibbs Senior Building with Drill Construction Co., Inc. The motion carried with all in favor.

A motion was made by Chairwoman Glynn and seconded by Commissioner Lemelle to authorize change order 61 in the sum of \$1,673.81 (two magnetic locks in the community room) for the contract for general construction in the basement, first floor and sixth floor at Vincent K. Tibbs Senior Building with Drill Construction Co., Inc. The motion carried with all in favor.

A motion was made by Commissioner Lemelle and seconded by Chairwoman Glynn to authorize change order 10 in the sum of \$23,123.10 (refurbish handrails and compactor rooms) for the contract for apartment renovations at Vincent K. Tibbs Senior Building with Javier Construction Corporation. The motion carried with all in favor.

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

Old Business

N/A

New Business

A discussion was had regarding Mr. Arnold Brown assisting EHA in developing the commemorative plaque honoring Mr. Vincent K. Tibbs.

Adjournment

A motion was made by Commissioner Lemelle and seconded by Commissioner Lee to adjourn the meeting at 6:56 PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director