

Minutes of the June 24, 2024, Board Meeting

The Regular Meeting of the Englewood Housing Authority was called to order at 7:02 PM by Chairwoman Glynn at the offices of Englewood Housing Authority. 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 Gurfein	Present
Commissioner Lee, Jr.	Present
Commissioner Lemelle	Absent
Domingo Senande, Executive Director	Present
William Katchen, CPA	Absent
Terrence Corrison, Esq.	Present

Minutes

A motion was made by Commissioner Lee, Jr. and seconded by Vice Chairwoman Cobb to approve the minutes of the May 20, 2024, Board Meeting. The motion carried with all in favor.

Executive Director's Report

- Westmoor Gardens Inspection
 - The Westmoor Gardens property received a physical inspection by HUD in June. The property scored 93. A score above 90 means HUD will not return to inspect the property for 3 years. The maintenance team did an exceptional job preparing the property and EHA is grateful for their efforts.
- HCV Wait List
 - The Commissioners have been provided a draft copy of the flyer announcing the opening of the HCV wait list. EHA is opening the wait list from Wednesday, July 10th to Wednesday, July 24th. The Commissioners requested two after-hours sessions, including a Saturday, be made available to residents that may need help filling out the online application. In addition, an income-limit language will be added to make the flyer

clearer. Furthermore, the Commissioners will be sent the listing of the advertising plan which is included in the HCV Administrative Plan.

- HCV Administrative Plan
 - EHA periodically updates its HCV (Section 8) Administrative Plan as HUD regulations change. The updated plan is available online on EHA's website for review. EHA has publicly advertised the update so that the public may comment. EHA is accepting comments for 45 days at which point EHA will also hold a public hearing. The HCV Administrative Plan is approximately 800 pages long.
- Apartment Renovation Project
 - EHA is expected to bid on the project shortly. The goals are to modernize the apartments, ensure the building meets current code, and improve the quality of life of our residents while working with a preset budget. The scope of the project has been adjusted to achieve EHA's goals.
 - The scope of the project is currently the following:
 - Bathrooms will be gutted. All the plumbing will be replaced. All bathrooms will comply with ADA requirements except for turning space. 8 of the 130 apartments will be 100% compliant with ADA including turning space and ADA kitchens.
 - The bathroom and kitchen exhaust system will be 100% replaced and the 52 motors on the roof will be replaced to meet current code.
 - The kitchen plumbing will be replaced. In addition, the gas line will be moved into its own chase to comply with current code.
 - The kitchen countertop will be replaced with a quartz countertop and undermount sink with a new faucet. A new tile backsplash will be added.
 - New apartment flooring will be added. The product that will be utilized is a light commercial grade (10-year commercial warranty) waterproof floating laminate with an integrated 2mm rubber underlayment. This new flooring will be laid on top of the existing flooring.
 - Within the apartments, all storm piping will be replaced from the roof down to the ground floor.
 - New outlets and switches will be added to the bathrooms and kitchen including new high quality GFCI outlets.
 - New apartment entrance doors will replace the existing doors. This will enable us to cost effectively add ADA door handles to all the apartments.
 - 3-way valve thermostats will replace the current low-quality thermostats so that residents have more control over the heat in the apartments. New baseboard covers will also be provided.
 - All apartments will be painted.

- CDBG Grant
 - EHA is finalizing a grant application to modernize the backyard at Tibbs. EHA has requested additional funds and EHA expects to receive approximately \$540,000 for the project. EHA anticipates bidding on the project shortly.
- Old Business
 - At the May Board meeting, there was discussion around a \$126.50 charge for insurance that was included as part of the change order to expedite the delivery of the air handler. Insurance costs for the project's general contractor are a percentage of the total cost of the project. The insurance charge is roughly 2.75% of the cost for general liability insurance.

Public Comments

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

Resolutions

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee, Jr. to approve a service amendment to the Coppa Montalbano Architects contract in the amount of \$17,300 for the purpose of developing additional architectural drawings for the apartment renovation project. The motion carried with all in favor.

A motion was made by Vice Chairwoman Cobb and seconded by Commissioner Lee, Jr. to approve the bills and claims for the month of June. The motion carried with all in favor.

New Business

None.

Adjournment

A motion was made by Commissioner Lee, Jr. and seconded by Commissioner Correa to adjourn the meeting at 7:38PM. The motion carried with all in favor.

Respectfully submitted,

Domingo Senande
Executive Director