MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD DECEMBER 16, 2013.

The Session convened at 5:00 P.M. with the following persons present:

Carl Jennings, Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner

Absent: Donald Covin, Vice-Chairman

Late: Andres Mejer, Commissioner (arrival 5:10 P.M.)

Also Present: Tyrone Garrett, JD, Secretary
Kevin Kennedy, Esq., Legal Counsel

The Secretary read the required notice and Legal Counsel Kennedy declares this Board of Commissioners Meeting of December 16, 2013 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to the local newspapers, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Offices at least (48) hours prior to convening the meeting.

The Chairman announced that all cell phones be turned off or put on vibrate for the meeting.

The Chairman Led the Salute to the Flag.


The Secretary asked if there were any corrections, changes, or comments to the minutes. Being none, Commissioner Rivera made a motion to accept and approve the minutes as presented, seconded by Commissioner Winnick.

There were no discussions or comments.

Ayes, Commissioners Winnick, Rivera, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Covin, Mejer.
Abstention, Commissioner Russell-Mann.

There were no discussion or comments.

Commission Rivera made a motion to accept and approve the minutes as presented, seconded by Commissioner Winnick.

Ayes, Commissioners Winnick, Rivera, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Covin, Mejer.
Abstention, Commissioner Russell-Mann.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 18, 2013

Due to lack of quorum, these minutes will be tabled until the next regular Board of Commissioners Meeting.

RESOLUTION 12-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF DECEMBER 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated that she has reviewed the List of Bills with the Finance Committee. Commissioner Russell-Mann made a motion to accept and approve the List of Bills for the month of December in the amount of $1,153,826.15, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin, Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this resolution only, with no response.

Please let the record reflect that Commissioner Mejer is present to participate in this Board of Commissioners Meeting of December 16, 2013. (5:10 PM)

RESOLUTION 12-02-1013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FAIR MARKET RENTS 2014.

The Secretary stated that this is our Annual Adjustment for HUD Guidelines.

Commissioner Winnick asked for a comparison of last years Guidelines.
The Secretary provided with discussion on same.

Commissioner Russell-Mann made a motion to accept and approve Resolution 12-02-2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

**RESOLUTION 12-03-2013 – RESOLUTION AUTHORIZING THE SALE OF SURPLUS VEHICLES BY PUBLIC AUCTION.**

There were no discussions or comments.

Commissioner Rivera made a motion to accept and approve Resolution 12-03-2013 as presented, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 12-04-2013 – RESOLUTION AUTHORIZING FUND COMMISSIONER APPOINTMENT FOR THE LONG BRANCH HOUSING AUTHORITY JIF MEMBER TO NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND PURSUANT TO THE JIF BYLAWS.**

The Secretary stated that this is our Workers Comp Insurance and nothing else. We must submit the appointed authorized Fund Commissioner annually. The Fund Commissioner is Tyrone Garrett, JD, Executive Director with Anthony Greene, Leased Housing Specialists as the Alternate Fund Commissioner. The Secretary went on to further state that we are looking into a better premium rate with the HAIG Worker’s Comp Pool for the State of New Jersey. With the Tax Credit Sites we need a quick turnaround response and with JIF we do not seem to obtain this. We need better Customer Service. Customer Service is important especially with our Tax Credit Sites. HAIG has an excellent rating and all our other insurances are with them and we have always had a very good response time. We will not be penalized if we back out of this insurance as we will submit until other insurance can be obtained. We do not want to be without coverage.
Commissioner Mejer made a motion to accept and approve Resolution 12-04-2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

ADDED STARTER:

RESOLUTION 12-05-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING TO EXECUTE AN INTER-Agency AGREEMENT WITH THE RED BANK AUTHORITY.

The Secretary stated that LBHA had an opportunity to perform certain technical, administrative, maintenance and redevelopment services on behalf of the Red Bank Housing Authority. They have agreed to use LBHA services. This is not a troubled Agency as Asbury Park Housing Authority and just requires day to day operations. They have ninety (90) units and the agency is in need of help to navigate the new programs that are out and available such as many of the programs LBHA is doing at the present time. RAD is a major component that Red Bank needs assistance with in applying.

There was brief discussion on the terms and conditions of the Inter-Agency Agreement that will be presented to the Red Bank Board of Commissioners on Wednesday, December 18, 2013.

Commissioner Mejer stated that he notice a few discrepancies in the Agreement and would like them corrected.

The Secretary stated he would correct them and forward same to each Commissioner.

After further brief discussion continued, the Secretary stated that the Red Bank Inter-Local Agreement will be amended and forward to Red Bank for their review and approval on Wednesday, December 18, 2013.

Commissioner Mejer made a motion to accept and approve Resolution 12-05-2013 with corrections, revisions, and modifications, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

EXECUTIVE DIRECTOR REPORT:

Mr. Garrett stated that we have been offered other opportunities. We will be assisting Freeport, Illinois Housing Authority with a Revitalization Program partnered with Maestro. We will receive a fee for services. I will be doing a presentation at the Philadelphia Housing Authority on our Non-Profit works. Herb Brown, Executive Director from Trenton Housing Authority will be here at LBHA to discuss Shore Point and how the operation works. Conifer Realty, our Gregory School Partners, asked LBHA to a joint adventure in Bergen County, similar to the Gregory School Redevelopment. Mr. Garrett stated that he said yes and will not be labor intense, more so just partnering.

There was a discussion on the opportunities that have been presented to LBHA with the Commissioners and Executive Director with questions and answers presented and answered to everyone's satisfaction.

Mr. Garrett reminded the Commissioners of the Gregory School Walk-Thru for Wednesday, December 18, 2013 at 3:00 P.M.

Mr. Garrett reminded the Commissioners of the Holiday Party, Friday, December 20, 2013 at the Bucky James Community Center.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Winnick will be distributing stockings for Veterans with handmade gifts on December 23, 2013. He asked for the Bucky James Building, but is occupied that day. He will distribute the gifts on December 23, 2013 in the Community Room of the Administration Building.

Commissioner Winnick also wished everyone a Happy New Year and a Merry Christmas.

Commissioner Russell-Mann stated that she received a call regarding the Bucky James Building not being opened on Saturdays.

Mr. Garrett stated that we don’t have the funds to operate the building on a weekend. If we receive the grant that we have applied for, possibly in the future and we receive the funding, the building will be operating on Saturdays for part of the day.

Commissioner Russell-Mann also wished everyone a Merry Christmas and a Happy New Year.
Commissioners Mejer wished all a Happy and Healthy New Year, and a Merry Christmas to all.

Commissioner Rivera wished everyone a most Merry Christmas and a Happy New Year.

Commissioner Johnson stated that she was very grateful for our Maintenance Staff and appreciates all they do. She as well, wished everyone a Merry Christmas and a Healthy and Happy New Year.

Chairman Jennings also wished everyone a Merry Christmas and a Healthy New Year.

**PUBLIC PARTICIPATION:**

Commissioner Russell-Mann made a motion to open the meeting for Public Participation, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

The Chairman announced that the meeting was open for Public Participation, anyone that would like to address the Board of Commissioners, please stand, state your name, and limit your discussion to no more than five (5) minutes.

There being no public present, Commissioner Russell-Mann made a motion to close Public Publication, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

**EXECUTIVE SESSION:**

There are no matters for Executive Session.

**ADJOURNMENT:**

There being no further matters of discussion for this Board of Commissioners Meeting of December 16, 2013, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Mejer.
Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Meeting Adjourned.

Tyrone Garrett, Secretary  Date
1-3-14
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD NOVEMBER 18, 2013.

The Session convened at 5:00 P.M. with the following persons present:

Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner

Absent: Carl Jennings, Chairman
Dorthia Johnson, Commissioner

Late: Andres Mejer, Commissioner (arrival 5:10 P.M.)

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Esq., Legal Counsel

The Secretary read the required notice and Legal Counsel Kennedy declares this Board of Commissioner Meeting of November 18, 2013 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to the local newspapers, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Office at least (48) hours prior to convening the meeting.

The Secretary announced that all cell phones be turned off or put on vibrate for the meeting.

The Secretary Led the Salute to the Flag.


The Secretary stated that due to lack of quorum to pass the minutes of Regular and Executive Session of October 21, 2013, they will be tabled and presented at the December 16, 2013 Board of Commissioners Meeting.

Commissioner Russell-Mann made a motion to table the Regular and Executive Session Minutes of the October 21, 2013 Board of Commissioners Meeting, seconded by Commissioner Covin.
Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin.
Opposed, None.
Absent, Commissioner Jennings, Johnson, Mejer.
Abstention, None.

Minutes Tabled.

RESOLUTION 11-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF NOVEMBER 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated that along with Commissioner Winnick, they have reviewed the List of Bills with the Finance Committee and find the bills to be in order. Commissioner Russell Mann made a motion to accept and approve the List of Bills for November, 2013 for the amount of $1,763,809.05, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin.
Opposed, None.
Absent, Commissioner Jennings, Johnson, Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

At this time the Secretary stated the Resolution 11-02-2013 and Resolution 11-03-2013 can be voted on at the same time.

Commissioners have agreed.

RESOLUTION 11-02-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO SELL THE UNIT LOCATED AT 7 HOPE LANE, LONG BRANCH N.J. (BLOCK 314, LOT 4.05) TO BERGINA ANDRE.

RESOLUTION 11-03-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO SELL THE UNIT LOCATED AT 5 HOPE LANE, LONG BRANCH, NJ (BLOCK 314, LOT 4.06) TO JOAN LAWRENCE.

Commissioner Covin made a motion to accept and approve Resolution 11-02-2013 and Resolution 11-03-2013 combined, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin.
Opposed, None.
Absent, Commissioners Jennings, Johnson, Mejer.
Abstention, None.
Public Comment was called for on these combined Resolutions only, with no response.

**ADDED STARTERS:**

The Secretary stated that there are no added starters at this time but will turn the floor over to Legal Counsel Kennedy on a matter of the Homeownership Units.

Legal Counsel Kennedy stated that we have just adopted the two Resolutions authorizing unit 5 and 7 Hope Lane to be sold for $230,000.00. We have another closing tomorrow which we have previously adopted a Resolution for $163,000.00. The contracts were awarded differently which is why the Resolutions were worded differently, but from now on all the Resolution will state for an amount of $230,000.00. We have a difference of approximately $67,000.00 which is issued in the terms we call a soft second mortgage meaning that if the people live there units for approximately five (5) years, the $67,000.00 is erased. This is all part of the City’s mandate to encourage people to live there.

At this time I would like to clarify Resolution 06-07-2013 that has been previously adopted for $163,000.00 to basically should read $230,000.00 knowing that there is a soft second mortgage in there, so as the title company doesn’t have an issue with it since we are closing tomorrow.

Commissioner Covin made a motion to adopt Resolution (06-07-2013) which now becomes Resolution 11-04-2013 with the necessary corrections stated by Legal Counsel Kennedy, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Covin, Rivera.
Opposed, None.
Absent, Commissioners Jennings, Johnson.
Abstention, Commissioner Mejer.

**Please take note that Commissioner Mejer arrived during the discussion of Legal Counsel Kennedy on clarification of previous voted on Resolution.**

Public Comment was called for on this Resolution and this Resolution only, with no response.

**COMMISSIONERS COMMENTS AND CONCERNS:**

Commissioner Russell-Mann stated that she was very impressed with the Woodrow Wilson Homes tour, and is looking forward to the Gregory School Senior Building tour.

Commissioner Covin stated that he was approached by Alexis Tucci, Attorney in Long Branch to see if LBHA has any interest in his firm advising our seniors of Wills and the importance of having a will.
The Secretary stated that we will have something set up for the New Year of 2014 Town Hall Meetings.

Commissioner Rivera stated that she is very impressed with the Gregory School Senior Building and stated that every time she rides by, more and more are added to it.

The Secretary stated that a tour of the new building will take place sometime in December. Also, accompanying not only you on the tour, we will invite some former teachers of the Gregory School. This was a request by the Superintendent Salvatore, so we will accommodate his request hopefully on a break so everyone can attend.

**PUBLIC PARTICIPATION:**

Commissioner Covin made a motion to open the meeting for Public Participation, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Mejer.

Opposed, None.

Absent, Commissioner Jennings, Johnson.

Abstention, None.

The Vice Chairman announced that the meeting was now open for public comments. Please stand, state your name and address for record and limit your comments to five minutes.

At this time a plaque was presented to Mr. Garrett and the Board of Commissioners from the Independent Co. #25-4 Fire Fighters. It was for a thank you for supporting their efforts in the use of the Housing Van to attend a 9/11 Memorial in New York City.

**Plaque is on display in the lobby Shadow Box in the Garfield Court Administration Building.**

Katherine Darby, 465 Sairs Avenue, Senior Citizen Advocate for Long Branch. She had concerns regarding non-seniors living in the building.

Mr. Garrett stated that the buildings are designated Senior/Disabled buildings, not just Senior only.

She was also concerned about the amount of traffic coming and going in the hi-rises.

Mr. Garrett will investigate the matter.

She also stated that with her assistance and the Community Board of the City of Long Branch will be distributing turkeys to our entire senior citizens in LBHA.
There is also going to be a Tour of Lights in New York City on December 14, 2013 and is going to be a nice trip. There are still seats open if we know of someone who would like to attend.

She inquired about a ribbon cutting for the Gregory School Senior Building.

Mr. Garrett stated that the building is not open yet and a ribbon cutting will probably take place in January, 2014.

There being no further matters to come from the public, Commissioner Winnick made a motion to close Public Participation, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Mejer.
Opposed, None.
Absent, Commissioners Jennings, Johnson.
Abstention, None.

Mr. Garrett wished everyone a Happy Holiday.

There being no further matters of discussion for this Board of Commissioners Meeting of November 18, 2013, Commissioner Covin made a motion to adjourn the meeting, seconded by Commissioner Winnick.

Ayes, Commissioner Russell-Mann, Winnick, Rivera, Covin, Mejer.
Opposed, None.
Absent, Commissioners Jennings, Johnson.
Abstention, None.

Meeting Adjourned.

Tyrone Garrett, Secretary

Date 1.3.14

The Session convened at 5:00 P.M. with the following persons present:

Carl Jennings, Chairman
Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Dorthia Johnson, Commissioner

Absent: Yvonne Russell-Mann, Commissioner
         Andres Mejer, Commissioner

Also Present: Tyrone Garrett, J.D., Secretary
              Kevin Kennedy, Esq., Legal Counsel

The Secretary read the required notice and Legal Counsel Kennedy declares this Board of Commissioner Meeting of October 21, 2013 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to the local newspapers, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Offices at least (48) hours prior to convening the meeting.

The Secretary announced that all cell phones be turned off or put on vibrate for the meeting.

The Secretary Led the Salute to the Flag.


The Secretary asked if there were any corrections or changes to the minutes. Being none, Commissioner Rivera made a motion to accept and approve the minutes as presented, seconded by Commissioner Johnson.

There were no discussions or comments.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioner Russell-Mann, Mejer.
Abstention, Commissioner Jennings.
RESOLUTION 10-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF OCTOBER 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Winnick stated that he has reviewed the List of Bills with the Finance Committee. Commissioner Winnick made a motion to accept and approve Resolution 10-01-2013 for $1,413,198.38, Commissioner Covin second the motion.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Russell-Mann, Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 10-02-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT WITH GORCEY PLUMBING AND HEATING, INC., FOR “ON CALL” PLUMBING REPAIR ON “AS NEEDED BASIS,” ALL DEVELOPMENTS FOR ONE YEAR THROUGH NOVEMBER 30, 2014.

Commissioner Winnick questioned the expended amount being so low and the contract amount being high, wanted to change the amount of the contract.

The Secretary stated that we will keep as is because we don’t know when a devastating situation will arise and we must be prepared at all times. If we don’t spend it, it is for the betterment of the Authority.

Commissioner Covin made a motion to accept and approve Resolution 10-02-2013 as presented and questions answered, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Russell-Mann, Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 10-03-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT WITH GORCEY PLUMBING AND HEATING, INC., FOR “ON CALL” BOILER REPAIR ON “AS NEEDED BASIS,” ALL DEVELOPMENTS FOR ONE YEAR THROUGH NOVEMBER 30, 2014.

Commissioner Winnick made a motion to accept and approve Resolution 10-03-2013 as presented, seconded by Commissioner Covin.
Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Russell-Mann, Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 10-04-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO OLIVER FIRE PROTECTION & SECURITY FOR ANNUAL INSPECTION, TESTING AND MAINTENANCE OF WATER-BASED FIRE PROTECTION SYSTEM AT VARIOUS LONG BRANCH HOUSING SITE.**

Commissioner Winnick made a motion to accept and approve Resolution 10-04-2013 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Russell-Mann, Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 10-05-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO FIRE SECURITY TECHNOLOGIES FOR ANNUAL INSPECTION, TESTING, AND MAINTENANCE OF FIRE ALARM SYSTEMS AT VARIOUS LONG BRANCH HOUSING SITES.**

Commissioner Johnson made a motion to accept and approve Resolution 10-05-2013 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Russell-Mann, Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**ADDED STARTERS:**

There are no added Starters for this Board of Commissioners Meeting of October 21, 2013.
EXECUTIVE DIRECTOR REPORT:

The Executive Director stated that I do have something for Executive Session, but we will not need Kevin Kennedy, Esq. for Executive Session, he has another appointment that he must attend.

The Executive Director stated that we are moving forward with the Woodrow Wilson Homes lease up. The process is going well. Once all phases are completed, there will be a total of 176 units.

The Gregory School application process will be published in Thursday, October 24th Asbury Park Press and run through the whole weekend. Applications will be received on Monday, October 28, 2013 at this building and the seniors will just walk into the building, there will be no waiting in line. Occupancy will take place the first of the year. The second phase of the Gregory School will take place in March.

Commissioner Winnick stated that just brought to the Board is a request for donation for Pop Warner. He stated that in the past we have given $2,500.

The Secretary asked where this request came from.

Commissioner Covin stated that he was in conversation with someone and they stated that LBHA did not do anything this year, and I stated that no paper work came through. I stated that you just can’t blindly do something just give you the money without any paper work.

The Secretary stated that this is the first time we have received a request for Pop Warner, this is not one of those things that we have closed our eyes or ignored it.

Commissioner Covin stated that we ABSOLUTELY KNOW THAT. I think they were thinking that it was going to be a given and that we are just going to give the money without any questions.

Commissioner Winnick made a motion to make a donation to Pop Warner same as the previous year, seconded by Commissioner Covin.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Russell-Mann, Mejer.
Abstention, None.

Chairman Jennings inquired as to how many applicants we received for Woodrow Wilson.

The Secretary stated that it was close to 1000 and the staff is going through the applications daily to qualify for residencies.
After a brief discussion on the Woodrow Wilson Homes and the Gregory School among the Commissioners and the Secretary, Chairman Jennings one last inquiry and that was if there were any further communications from Mr. Greenwood with regards to the Gregory School.

The Secretary stated none and from no other resident that surrounds the Gregory School.

Commissioner Winnick stated that he received a call from one of the Churches in the area regarding water bills Grant and Garfield.

The Secretary stated that the water bills for Garfield are on the right meter, if you are talking about Seaview Manor, we give the residents money back to put towards their bill because the water meter that was put in was the incorrect meter. The residents receive $55.00 a month because of the service charge on the meter that will off-sets the service charges.

Commissioner Winnick asked why the meters cannot be changed.

The Secretary stated the meters cannot be changed; we have already investigated this issue and it is very costly to covert the meters to the proper size.

After some discussion on the water meters in the developments, the Secretary stated that we investigate all situations that are presented and figure out a solution. In most cases, the residents do not pay their water bills they use the money we a lot for them for other purposes and when it is a high bill it represents two to three months of water usage.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Covin stated that he would like to express his concern and condolences to Carl Jennings for losing your son and stated that every here felt your pain and just want to let you know, and that we will continue to pray for you and your family.

Commissioner Winnick ditto the same as Commissioner Covin for expressing his condolences for Carl Jennings and reminded everyone that Veterans Day is November 11, 2013 and that his is unable to be there and hoped that some of the other Commissioners could represent LBHA on this day.

Chairman Jennings thanked everyone for their concerns, prayers, and condolences that it is going to be a rough time and still rough, my family and I will get through this. Thank you again.

PUBLIC PARTICIPATION:

Commissioner Winnick made a motion to open the meeting for Public Participation, seconded by Commissioner Covin.
Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.  
Opposed, None.  
Absent, Commissioners Russell-Mann, Mejer.  
Abstention, None.  

The Chairman announced that the meeting was now open for public comments. Please stand, state your name and address for the record and limit your comments to five minutes.

There being no public to participate, Commissioner Johnson made a motion to close Public Participation, seconded by Commissioner Rivera.

All in Favor, All Ayes  
Opposed, None.  

**EXECUTIVE SESSION:**

Commissioner Winnick made a motion to enter into Executive Session for matters of discussing general personnel, potential litigation and negotiations with Legal Counsel, Kevin Kennedy not present, seconded by Commissioner Covin.

Legal Counsel Kennedy stated that “as indicated and by State Law” the Minutes of the Executive Session will be kept confidential until such time the need or confidentially will no longer exist.

Meeting now in Executive Session.

Back into Public Portion of the Meeting.

Motion made by Commissioner Winnick, seconded by Commissioner Covin, the Executive Session concluded at approximately 6:10 pm. The Secretary stated that we are back into public portion of the Meeting. Matters of upcoming contract negotiations were discussed.

**ADJOURNMENT:**

There being no further matters of discussion for this Board of Commissioners Meeting of October 21, 2013, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Covin.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.  
Opposed, None.  
Absent, Commissioner Russell-Mann, Mejer.  
Abstention, None.
Meeting Adjourned.

Tyrone Garrett, Secretary

Date 13/10/2013
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD SEPTEMBER 16, 2013.

The Session convened at 5:00 P.M. with the following persons present:

Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner
Andres Mejer, Commissioner

Absent: Carl Jennings, Chairman

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Legal Counsel

The Secretary read the required notice and Legal Counsel Kennedy declares this Board of Commissioners Meeting of September 16, 2013 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to the local newspapers, delivered to the City Clerks' Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Offices at least (48) hours prior to convening the meeting.

The Secretary announced that all cell phones be turned off or put on vibrate for the meeting.

The Secretary led the Salute to the Flag.


The Secretary asked if there were any corrections or changes to the minutes. Being none, Commissioner Johnson made a motion to accept and approve the minutes as presented, seconded by Commissioner Covin.

There were no discussions or comments.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer
Opposed, None.
Absent, Chairman Jennings.
Abstention, Commissioner Winnick.
RESOLUTION 09-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF SEPTEMBER 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann and Commissioner Winnick stated they have reviewed the List of Bills with the Finance Committee. Commissioner Russell-Mann made a motion to accept and approve Resolution 09-01-2013 for $1,256,736.49, Commissioner Winnick stated except for the Check made out to NJNAHRO.

The Secretary asked if Commissioner Winnick was voting against the Resolution, Commissioner Winnick stated no, that he was recommending taking out the check for NJNAHRO and then he will vote for the Resolution.

Commissioner Russell-Mann made the motion, seconded by Commissioner Johnson with a question from Commissioner Winnick on removing the check from NJNAHRO.

The Secretary asked if any other Commissioner supports Commissioner Winnick.

Unanimous with Commissioners: No.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Chairman Jennings.
Abstention, Commissioner Winnick. (Commissioner Winnick stated that understanding that NJNAHRO is run by Snyder and his bunch, he is abstaining).

Public Comment was called for on this Resolution and this Resolution only, with no response.

ADDED STARTERS:

There are no added Starters for this Board of Commissioners Meeting of September 16, 2013.

MOTIONS:

At this time the Secretary stated that he had two items for the purchase of tickets:

1. Latino American Association of Monmouth County for the purchase of (5) tickets at $75.00 each totaling $375.00 and the purchase of ¼ page ad at $50.00 for a grand total of $425.00.

2. NAACP Annual Freedom Fund Luncheon for the purchase of (5) tickets at $65.00 each totaling $325.00 and the purchase of ½ page ad at $100.00 for a grand total of $425.00.
Vice Chairperson Covin made a motion to purchase tickets and ad as stated, seconded by Commissioner Russell-Mann.

Commissioner Winnick stated that he would recommend doubling it but except for spending all this money on NJNAHRO, I won’t do it.

All in Favor:  All Ayes  
Opposed:  None

EXECUTIVE DIRECTORS REPORT:

The Executive Director stated that there is no major information to report at this time, things seem to be running smoothly. He went on to further state that we are doing the lease up for the Woodrow Wilson Commons, we have accepted applications and in the process of reviewing them and allowing for upcoming interviews for potential residents. The process is running pretty smooth for now, the hiccup will come when we attempt to lease up the Gregory School at the same time.

Vice-Chairman Covin inquired as to when applications will be accepted for the Gregory School.

The Secretary stated probably not until next month, late October.

Commissioner Rivera stated that she is still giving out flyers for Woodrow Wilson Commons.

The Secretary stated that you can stop now, we have over 1000 applications for only 175 units although when reviewing the applications some are being weeded out unfortunately based on some circumstances.

Commissioner Winnick inquired as to how we are doing with the School Building.

The Secretary stated that this is what we were just talking about, sometime in October we will start the process of giving out applications and we are still looking at opening the doors sometime in December.

Vice-Chairman Covin ask about the people that do not make the cut, will they be given a reason?

The Secretary stated yes and they do have an opportunity to appeal, there is a formal process with a panel from the LBHA Staff. He went on to further state that he does not participate in that particular process, he is not on the panel, management and executive staff is on the panel. The panel will give an objective point of view and some cases let them complete the application process.
Commissioner Mejer asked if the application process is a lottery.

The Secretary stated that no it is not a lottery, basically when you fill your application out it is on a first come first serve basis. We look at the applications in order when they were actually received.

Commissioner Mejer asked that a number, date and time is indicated on the applications.

The Secretary stated that they are time stamped. They go in order, we look at time, and as we look at the applications as we go through them, we set applications aside that can continue the process and we set applications aside that need to avail themselves of the appeal process.

Commissioner Mejer asked that lets say if you were application 140 and that one has the ability to go through the appeal process does that push the applicant back?

The Secretary stated that they are put back in the pool and continue the process. They are basically placed on a waiting list because they were denied on something that was on their application, whether it be criminal history, eviction, or credit history.

Vice-Chairman Covin has some concerns toward the Senior Citizens applying for Woodrow Wilson Commons. His concerns were if they did not make the cut for Woodrow, would they be able to apply for the Gregory School apartments.

The Secretary stated yes, each development has an application process. He went on to further state that he is encouraging the seniors to apply for Gregory School Apartments. Woodrow Wilson will have steps and basically, no one floor units so as they age in place, this will become a problem, Gregory is a senior building.

Vice Chairman Covin had one last question, are pets allowed in Woodrow?

The Secretary stated no pets allowed unless it is a medical service provider pet.

PUBLIC PARTICIPATION:

Commissioner Winnick made a motion to open the meeting for Public Participation, seconded by Vice-Chairman Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer. Opposed, None. Absent, Commissioner Jennings. Abstention, None.
The Secretary announced that the meeting was now open for public comments. Please stand, state your name and address for the record and limit your comments to five minutes.

At this time Public Participation was put on hold as Mrs. Darby left the room because she was coughing. Mrs. Darby had some issues to discuss with the Board of Commissioners.

In the meantime Commissioner Winnick asked to bring up a subject that was near and dear to his heart. About two years ago a promise was made to me about traveling from development to development so that the Commissioners can have some feedback directly from the resident, a report was never submitted, as far as I know it was never discussed, now we have a different problem with the bedbugs and I recognize and will protect my marriage by not going to the different places, but I am sincere in this, I believe it is important, it has value, I think we learn from it and we give residents the opportunity to let it out to us on those things that may not be important enough for someone to come across a street from Kennedy Towers, but they will come down stairs to a Board Meeting and say this is my complaint and we get an awareness.

Commissioner Mejer asked if Commissioner Winnick was suggesting that we alternate developments for each meeting.

Commissioner Winnick stated that he is suggesting the Board implement the agreement they had from two years ago.

Commissioner Mejer stated that he was not here two years ago.

Commissioner Winnick, stated that he should look it up.

Commissioner Mejer asked again what is your suggestion.

Commissioner Winnick suggestion is to go from development to development for the meetings.

Commissioner Johnson asked “are you saying as a group or individual?”

Commissioner Winnick stated the entire Board.

Vice-Chairman Covin asked how many units we have for seniors.

Commissioner Winnick, just three complexes.

Vice-Chairman Covin, if it is the Board’s pleasure, maybe you take one Development each quarter, but you would have to give the public notice as to where we are going to be at because they are going to be used to coming here. He went on to further ask
if the facilitates are able to accommodate the meeting and the people, that is my concern.

Commissioner Winnick stated that we have done this before as a matter of fact we were at Hobart Manor when the residents from Kennedy Towers came to complain about the infestation.

At this time there was a lengthy discussion regarding the bed bugs in the senior buildings.

The Secretary stated that this is the Boards choice, but administratively we cannot record the meetings at the other sites. He went on to further state that it is hard for me, it creates a continuous situation for the Administration, I will have to rely on the Board, to see if issues are legitimate issues vs. grandstanding. Many of the issues that arise when we do our Town Hall Meetings are addressed immediately and we do not leave anyone hanging. I just need assurance from the Board that you will be able to distinguish legitimate issues vs. grandstanding.

Commissioner Mejer asked how often we hold the Town Hall Meetings.

The Secretary stated that we hold Town Hall Meetings every quarter at every site and I do the Resident Executive Directors Meeting every month.

Commissioner Mejer stated that if it is the idea to give access to the Commissioners, we can either choose to attend or some of us volunteer to attend along with you to the Town Hall Meetings, if that would be acceptable.

The Secretary stated that it would probably be more comfortable for me, but I know Commissioner Winnick wants to hold the meetings as a Board of Commissioner Meeting. The Secretary asked if the Board would prefer to do some type of workshop meeting maybe quarterly at the sites so that the residents have access to the Board of Commissioners.

Commissioner Winnick would like to see a quorum of Commissioners present at the workshops.

The Secretary stated he feels it should be a workshop meeting and not a business meeting. He went on to further state that he will not participate. Some member of my staff will participate on my behalf and on behalf of the agency.

Commissioner Winnick stated that you are at the Town Hall Meetings and you are asking the questions, and that is fine, what I am saying is that the Commissioners are sitting without any feedback.

The Secretary stated that this is why you should have the workshop without me present.
Commissioner Mejer stated that he does not mind the workshop meetings, but let's be honest, we are here once a month and the time is noted, if they cannot find the time to attend, I am not sure they will attend the meetings in their sites.

The Secretary stated that Commissioner Winnick had a point in terms of transportation when people can come right down stairs. What we were doing in the summer months was offering transportation to seniors only.

Commissioner Mejer asked if anyone took advantage of the transportation.

The Secretary stated no one did, but a list for transportation was posted every month in all our senior sites. The Secretary went on to further stated that the reality of taking the meeting to the other sites is your choice, the only thing that I would ask is that you don't do a business meeting like we have tonight, but you just hold a workshop type of meeting so that the business is not disrupted.

Commissioner Winnick stated that the only problem that he has and that is our By-Laws state specifically all meeting have to be held at the Administration. So rather than holding a meeting of any sort, we recess the meeting prior from here where we take care of the business to be continued at another location and no business will be taken care of at that point and it will be just public participation. What I have noted and I have said it a number of times, there are people who have something that makes them a little uncomfortable and it doesn't warrant them coming in to speak to the Board of Commissioners at all and they probably won't even speak to Louie about it. I feel if we are sitting right there, they will come down and vent it.

Vice-Chairman Covin stated that there should be a schedule of the developments that we will attend starting with October.

There was further discussion regarding holding workshop meetings in the senior developments with the Commissioners and the Executive Director. Vice-Chairman Covin noted at this time that the Board of Commissioners would to ask the Executive Director to look into it and set up whatever development we will be going to and give it a chance and if it is not worth it, we don't do it.

Commissioner Mejer stated that he is concerned because we are not recording what is going on so that in the event of any future dispute “he said, she said” so at least we have a recording. The goal is to have a workshop and not a business meeting, bring your issues to the Commissioners.

Commissioner Mejer asks if people from the Administration are going to be present.

The Secretary stated no, Commissioner Winnick will be present. He went on to further state that any issues that should arise should be brought to the Administration so that it may be resolved and does not fester. Unless you order me to be present at these meetings, I will not be attending. It seems fruitless for me to
have my town hall meetings if you are going to have workshop meetings because if there are issues, they could have been resolved.

Commissioner Mejer asked what the difference is in the Executive Directors meetings and the Town Hall meetings.

The Secretary stated that the Executive Directors meetings are every month here in the Community room, Town Hall meetings are quarterly at each site and we just completed a set last week. The idea of the Executive Director meetings is to draw out the complaint and see what is going on with the residents.

Commissioner Winnick asked if the Executive Director meetings are for Resident Council.

The Secretary stated that it is open to all residents of the Long Branch Housing Authority. The difference in this meeting is that the Board of Commissioners is not present. It is a meeting with me and my staff to draw out any issues that need to be handled or corrected. He also stated that if the Commissioners are present, the residents may bring up other issues that they did not tell me, but that is just the way it goes.

The Secretary asked the Board of Commissioners if we could switch the Executive Director meetings to a monthly meeting and rotate the site instead of having it here in the Community Room and note that the Board of Commissioner will be present to participate in the Executive Directors Resident Meetings and no formal action will be taken at this meeting and refreshments will be served.

After further discussion on this topic, the Secretary stated that a schedule will be made and sent to each Commissioner. If you are able to attend you will have the schedule and will advertise in the papers and specifically state that no formal action will be taken.

The Secretary asked Commissioner Winnick if he wanted to make it mandatory that each Commissioner attend these meetings.

Commissioner Winnick stated no, I would prefer to see a quorum of Commissioners if possible, I don’t think you can make it obligatory. I want the representation and have four Commissioners come back to the Board Meeting and say we are recommending something here and move on.

The Secretary stated what we normally do is take formal internal notes and if someone has an issues and problems, we address them internally. Based on what Commissioner Winnick wants to happen, our notes now will be a formal outline to the Board as to what took place at this meeting.
Commissioner Winnick stated that the problem now is that he feels that he does not have the contact he should have any longer with the residents, I would like a remedy to this.

The Secretary asked if we are going to all the sites or just the senior Sites.

Board stated just the senior sites.

The Secretary stated we will make a schedule for each site, advertise the meetings and post in the buildings. A reminder will be sent to the Commissioners and a formal report with all the details of the meeting will be presented to the Commissioners at their regularly scheduled Board Meetings.

PUBLIC PARTICIPATION:

At this time Public Participation resumed with Commissioner Winnick re-stating the motion to open the meeting for Public Participation, seconded by Commissioner Mejer.

All in Favor, All Ayes
Opposed, None

Katherine Darby, Sairs Avenue in Long Branch, also the advocate for senior citizens in our LBHA units. She stated that she has been listening to the conversation regarding the public meetings in the senior developments. My seniors enjoy the Town hall meetings because they can speak to Mr. Garrett on a one to one basis, they know some of the Commissioners, but prefer to speak to Mr. Garrett he is the person that they will go to, not the Board of Commissioners.

Mrs. Darby also inquired about the application process for the Gregory School stating that she heard that if you make too much money, you will not qualify.

The Secretary stated to the Board that it is on an individual basis, we would have to have the potential resident fill out the actual application, we would have to go through the process of qualifying them based on their income, if they are retired they are drawing on some kind of benefit or if they sold a home a portion of the sell must be incorporated in the rent process. When the applications are going to be distributed to the public we will do the process differently than we did with Woodrow Wilson Commons applications. They are seniors so we are thinking about letting them go to Bucky James where there is a larger room and they can all come in at one time which will avoid standing in a line.

Mrs. Darby also inquired if part of the Gregory School is going to be a nursing station.

The Secretary stated that within the building there are going to be five special needs units where residents who qualify and need special assistance or supportive
assistance will receive some extra special benefits from a social services agency for being in that particular building. These units will be scattered throughout the building and they will not be in one set area, they will be on a couple of floors because they are five units of different sizes.

Mrs. Darby thanked the Executive Director and Board of Commissioners.

There being no further discussions for Public Participation, Commissioner Winnick made a motion to close Public Participation, seconded by Vice-Chairman Covin.

All in Favor, All Ayes
Opposed, None

Chairman Covin asked once the units are completed in the Gregory School, as a Board, could we get a walk-thru before it is occupied.

The Secretary stated that it is easy to set up a walk thru. We will set a date when it is closer to completion. They still have a lot of open walls. There was a little set back by a couple of weeks due to the electrical contractor.

Commissioner Mejor had one question before the meeting is adjourn. On the Public Housing Report he saw that a couple of collections for Garfield Court were below 90%, but I don’t see where there are vacancies. Are these cases that are in suit and still going on?

The Secretary stated that we take them to tenancy court. We have a policy in place that if your rent is due on the 15th of each month and you do not pay your rent on or before that date we do not accept any more rent from that tenant.

Commissioner Mejor, why would we not accept that rent?

The Secretary stated it is because we want to build a case for habitual late payment on some residents. What happens is that we get an official court docket or court number for that particular resident. Even if they pay in court and it gets dismissed, we still have an official record, therefore building our case for habitual late payers. This provides us official documents from the courts and after three to four times it is a ground for evictions.

Legal Counsel Kennedy stated that we go to court more often because it is easier to obtain a month’s rent than it is to get eight months rent.

**EXECUTIVE SESSION:**

There are no matters for Executive Session.
There being no further matters of discussion for this Board of Commissioners Meeting of September 16, 2013, Vice-Chairman Covin made a motion to adjourn, seconded by Commissioner Mejer.

All in Favor, All Ayes,
Opposed, None.

Meeting Adjourned.
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD AUGUST 19, 2013.

The Session convened at 5:00 pm with the following persons present:

Carl Jennings, Chairman
Donald Covin, Vice-Chairman
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner
Andres Mejer, Commissioner

Absent: Michael Winnick, Commissioner

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Legal Counsel

Legal Counsel Kennedy read the required notice and declares this Board of Commissioners Meeting of August 19, 2013 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to the local newspapers, delivered to the City Clerks' Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Offices at least (48) hours prior to convening the meeting.

The Chairman announced that all cell phones be turned off or put on vibrate for the meeting.

The Secretary led the Salute to the Flag.


The Secretary asked if there were any corrections or changes to the minutes. Being none, Commissioner Russell-Mann made a motion to accept and approve the minutes as presented, seconded by Commissioner Covin.

There were no discussions or comments.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Chairman Jennings. Opposed, None. Absent, Commissioner Winnick. Abstention, Commissioner Mejer.
RESOLUTION 08-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF AUGUST, 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated that have reviewed the List of Bills with the Finance Committee. All questions have been satisfied. Commissioner Russell-Mann made a motion to accept and approve Resolution 08-01-2013 for $1,250,213.09, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 08-02-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO MNC GENERAL CONTRACTING, INC. FOR CONCRETE SIDEWALK-CURBING REPLACEMENT AT GARFIELD COURT, PRESIDENTIAL ESTATES, AND SEAVIEW MANOR.

Commissioners Russell-Mann, Covin, Jennings, Mejer, Rivera had questions and concerns regarding the high amount of the bid coming in at $111,692.60, why this happened to the sidewalks, being new sidewalks, if this project was done incorrectly initially, and general concerns regarding this project.

Staff of LBHA stated that the sidewalks have settled and cracks have appeared leaving unsafe conditions for our residents. Also, applying salt during the winter months have caused damage to the concrete. This project is for the concrete sidewalks and curbing replacement, trash enclosures, and seal-coat and re-stripping of the asphalt parking lots and driveways for Garfield Court, Presidential Estates and Seaview Manor. There are sections in the sidewalks that have to be replaced; it is not the whole entire sidewalk that must be replaced. Reserves have been funded overtime for this project in the Capital Reserves; we do not have to go into the operating funds. Also stated by staff, this project was done correctly, if it was not done correctly, LBHA would be replacing all the sidewalks instead of sections in each development. There are certain criteria that must be followed; it is more settling in the concrete, as if you built a new home, than done incorrectly. There are many factors that were involved with the sidewalks cracking. This is not an abnormal situation.

Legal Counsel Kennedy will review any and all documents related to this resolution.

After further discussion on this Resolution with the Commissioners and the Secretary, the Commissioners were satisfied with the answers and discussion of this Resolution.
Commissioner Covin made a motion to accept Resolution 08-02-2013 per discussion, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

The Secretary stated Resolution 08-03-2013 and Resolution 08-04-2013 can be voted on at the same time. It is the basic sale of two Hope VI Home Ownership units to two different individuals.

RESOLUTION 08-03-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO SELL THE UNIT LOCATED AT 11 HOPE LANE, LONG BRANCH, NJ (BLOCK 314, LOT 4.03).

RESOLUTION 08-04-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO SELL THE UNIT LOCATED AT 40 UNIVERSITY DRIVE, LONG BRANCH, NJ (BLOCK 314, LOT 4.02).

Commissioner Mejer made a motion to accept and approve Resolution 08-03-2013 and Resolution 08-04-2013 as presented, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

There was a brief discussion on the title companies with the Secretary and Kevin Kennedy, Esq.

Public comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 08-05-2013 – RESOLUTION AUTHORIZING LEGAL SERVICES (GENERAL COUNSEL) TO THE LAW OFFICE OF KEVIN E. KENNEDY, LLC.

Commissioner Mejer inquired as to why the dollar amount from the other bidder was not made public to the Board.
The Secretary stated that hourly rate is $15,000.00 per month in twelve equal monthly installments with $115.00 hour for all services. This was the other bidder, Eric M. Bernstein & Associates, LLC.

Commissioner Mejer made a motion to accept and approve Resolution 08-05-2013 as presented and questions answered, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

At this time Legal Counsel, Kevin Kennedy Esq. thanked the Board of Commissioners for voting on his contract.

**RESOLUTION 08-06-2013 – RESOLUTION AUTHORIZING SUBMISSION OF THE CERTIFICATION UNDER THE SECTION 8 MANAGEMENT PROGRAM (SEMAP) FOR FISCAL YEAR ENDING JUNE 2013 AS REQUIRED BY HUD REGULATION.**

The Secretary stated that this is an annual certification that must be submitted to the HUD field office for scoring our Section 8 Program. This information is compared to the PIC system to ensure a lot of the data that has been submitted is accurate. We are normally at (98) or above when we are scored.

Commissioner Russell-Mann made a motion to adopt Resolution 08-06-2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 08-07-2013 – RESOLUTION AUTHORIZING THE ADOPTION OF AN NEW PROCUREMENT POLICY FOR THE LONG BRANCH HOUSING AUTHORITY.**

The Secretary stated that we needed to update our Procurement Policy. What we did was duplicate the HUD handbook and changed names and titles to fit LBHA. When
HUD comes in does an audit on our procurement process, what they will be reading is their actual manual. We follow all the rules, the only time we come into a conflict is when we are trying to apply State rules over HUD rules. For example, if we receive only one bidder, State says that is fine, HUD states that we need to go out to bid again. For the most part HUD accepts are recommendations as long as we have all proper documentation.

Commissioner Mejer inquired if we have a Procurement Officer on staff at LBHA.

The Secretary stated that we do not, but if Chris Campione went to a few more classes, he will be certified because he has taken many of the classes already. The Secretary stated that we will investigate the benefit to our agency if we had a certified Procurement Officer on staff.

Commissioner Rivera made a motion to accept and approve Resolution 08-07-2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

ADDED STARTERS:

There are no added Starters for this Board of Commissioners Meeting of August 19, 2013.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioners Rivera and Russell-Mann wished everyone a safe Labor Day.

EXECUTIVE DIRECTORS REPORT:

The Secretary stated that we did receive Tax Credit funding again for Phase III of the Woodrow Wilson Homes and Phase II for Gregory School Homes Commons. The article that was published in today’s Asbury Park Press was inaccurate. We are not seeking Investors. We had Tax Credit Investors for all of our projects. LBHA will not have an issue seeking Investors to fund our projects. We have Wells Fargo as our Investor for the Woodrow Wilson Homes and Bank of America for Gregory School.

Commissioner Mejer inquired as to what are the next steps and are these Tax Credits sufficient to complete the entire project or will there be a Phase III or Phase IV.
The Secretary stated that we are finished, there were be no other phases. We will be able to finish both sites with these tax credit awards.

The Secretary stated that the last and final phase of Woodrow Wilson will start around December, if not sooner. Gregory School will start construction Phase II sometime in December as well. Both of these projects should be totally completed and leased up by the summer of 2014.

We have other plans for the future and looking into every option. We have to complete our Home Ownership units and hope to have the last four units occupied and project complete within the next eighteen months.

Opportunity for revenue streams continue for LBHA. We applied for HUD’s Notice of Funding Availability (NOFA) for the Performance-Based Contract Administrator (PBCA) Program for the Administration of Project-Based Section 8 Housing Assistance Payments Contracts for the State of New Jersey. LBHA has been selected by the Department to serve as the Performance Based Contract Administrator for the State of New Jersey. There were six applicants for the State of New Jersey. LBHA was awarded the Performance Based Contract Administrator to administer 3268 Housing Assistance Vouchers. LBHA won over Jersey City and Department of Community Affairs.

There was an extensive discussion on the process of the administration of the vouchers for the State of New Jersey with the Commissioners and the Secretary. Technology will be used in this process over man power. We have a very advanced technology system at LBHA and will require certain software. LBHA will have oversight of administering the vouchers such as the Management and Occupancy Reviews, adjust contract rents, review and pay monthly vouchers and administration of monthly and quarterly reports. This is where the software will assist LBHA in administrating this program. This award will bring in substantial funding to the Long Branch Housing Authority. This will give LBHA Five to Six Thousand dollars per year. We want to get our foot in the door and in the future we will be able to take over and receive a better profit.

PUBLIC PARTICIPATION:

Commissioner Covin made a motion to open the meeting for Public Participation, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

The Chairman announced that the meeting was now open for public comments. Please stand, state your name and address for the record and limit your comments to five minutes.
Katherine Darby, 465 Sairs Avenue, Long Branch, NJ. Mrs. Darby was present to speak for her Seniors of Chester Arthur, Kennedy Towers, and Hobart Manor. She stated that she was not a happy camper.

A concern that Mrs. Darby expressed was regarding the Senior Citizen Picnic that was held in July. She stated at the pre meeting to have the picnic, my seniors were told that LBHA cannot afford to have a picnic. She felt that we should wait until we can afford to have one. Her seniors did not like the picnic at the Bucky James Community Center because it was inside and gloomy, they wanted to be outside. She felt something was missing. She felt that each site should have their own picnic. She went on to further state that Kennedy Towers will be doing their own picnic for the Memorial Day holiday as they do for all of the holidays. She felt if we cannot afford, then just don’t have the picnics.

The Executive Director stated that it was 102 degrees outside that day; it would be irresponsible for LBHA to have a picnic outside in that kind of weather. I have also made a decision that it is not a matter of money it is a matter of time for the staff. The maintenance department takes time out to put this picnic together as well as the staff. The Executive Director also made a decision to have it at one central place and we provided transportation. Based on all the feedback that I have received, I made an Executive Decision to not have the senior picnics. LBHA will not provide the picnics in the future for our senior sites; each individual site will do their own picnic. We gave the picnics our best shot, now each development will put on their own picnic. At my next Town hall meeting I will advise each senior site of my decision.

Dorothy Freeman, Social Service Coordinator of LBHA, stated that at the pre meeting with the seniors, what was stated is that we cannot afford to have picnics at all three sites because we are spread between Long Branch and Asbury Park. I never said that we cannot afford to have a picnic. It was never about the money.

Mrs. Darby addressed another issue of a resident passing in Hobart Manor, Myrtle Jones, stating that she was a long time resident. The daughter of Myrtle Jones wanted to use the Hobart Manor Committee room for the repass and was confronted with a lot of resistance from Ms. Pearl and felt that that was a very unfair situation and that someone has to address the matter of that community room.

Danny Gibson, Chief of Staff addressed Mrs. Darby stating that the room was too small for the repass and was offered the Bucky James Community Center at a reduced rate of rental. Myrtle Jones daughter did state that they will be going to Second Baptist Church for the repass and thanked LBHA for their assistance. He went on to further state that Myrtle Jones daughter never spoke to Ms. Pearl and there was no altercation.

The Executive Director stated that we do not control the Hobart Manor Community Center; it is controlled by the residents. It is a HUD ruling that resident councils have basic control of their community centers as long as there is not discrimination of any form.
After further discussion on this matter with the Commissioners, Executive Director, and members of the audience, Mrs. Darby stated that she understood and offered an additional comment. She stated that she drove past the new Woodrow Wilson Commons and stated that it was beautiful and everyone was in their place and doing what they were supposed to be doing. She also inquired as to when the applications will be taken for the development.

The Executive Director stated that they will be taken on Wednesday, August 21, 2013 for Woodrow Wilson Commons with extended hours on Wednesday and Thursday from 9 am to 9 pm both days. The Gregory School applications will be taken in October, 2013.

Commissioner Covin inquired as to the system for multiple applications.

The Executive Director stated that everyone must sign for their application and they will fill out the applications at the Authority and they will be turned in stamped and dated so as to avoid duplication of all applications. Also, the paper advertised that “only one application per family.”

A brief discussion took place on the application process that will take place on Wednesday, August 21, 2013.

There being no further matters of discussion for Public Participation, Commissioner Covin made a motion to close Public Participation, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.

EXECUTIVE SESSION:

There are no matters for Executive Session.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of August 19, 2013, Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Winnick.
Abstention, None.
Meeting Adjourned:

Tyrone Garrett, J.D., Secretary  9/16/2013
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD JULY 15, 2013.

The Session convened at 5:00 pm with the following persons present:

Carl Jennings, Chairman
Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner

Late: Carmen Rivera, Commissioner (arrival 5:05pm)

Absent: Andres Mejer, Commissioner

Also Present: Tyrone Garrett, J.D. Secretary
              Richard Shaklee, Esq., Legal Counsel (for Kevin Kennedy, Esq.)

The Secretary read the required notice and declares this Board of Commissioners Meeting of July 15, 2013 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meeting Act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to the local newspaper, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority offices at least (48) hours prior to convening the meeting.

The Chairman announced that all cell phones be turned off or put on vibrate for the meeting.

The Secretary led the Salute to the Flag.


The Secretary asked if there were any corrections or changes to the minutes. Being none, Commissioner Covin made a motion to accept and approve the minutes as presented, seconded by Commissioner Johnson.

There were no discussions or comments.

Ayes, Commissioners Russell-Mann, Winnick, Covin, Johnson.
Opposed, None.
Absent, Commissioner Rivera, Mejer.
Abstention, Commissioner Jennings.
RESOLUTION 07-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF JULY, 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann and Commissioner Winnick stated they have reviewed the List of Bills with the Finance Committee. All questions have been satisfied. Commissioner Russell-Mann made a motion to accept and approve Resolution 07-01-2013 for $1,396,349.03, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Covin, Johnson, Chairman Jennings. Opposed, None. Absent, Commissioners Rivera, Mejer. Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

Please let the record reflect that Commissioner Rivera is present to participate in this Board of Commissioners Meeting of July 15, 2013.


The Secretary stated that there is only $2,496.64 that is uncollectible; the remaining amount is in Small Claims Courts. LBHA has been very successful in going to Small Claims Courts because many individuals have paid in full or worked out a settlement agreement with us or had garnishments over the last few years. LBHA is pursuing this method of uncollectible rents. We do wait to file in the courts when we have accumulated approximately six to ten residents that have skipped out owing rents as opposed to doing one at a time.

Commissioner Winnick inquired as to how many are actual skips.

The Secretary stated that approximately 50% are, and we put it on the radar screen that we are seeking repayment and once we get an opportunity and obtain a social security number from employment a garnishment is placed.

Commissioner Covin made a motion to accept and approve Resolution 07-02-2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings. Opposed, None. Absent, Commissioner Mejer. Abstention, None.
Public Comment was called for on this Resolution and this Resolution only, with no response.

**ADDED STARTERS:**

There are no Added Starters for this Board of Commissioners Meeting of July 15, 2013.

**COMMISSIONERS COMMENTS AND CONCERNS:**

At this time there were no comments or concerns from the Board of Commissioners for this July 15, 2013 Board Meeting.

**EXECUTIVE DIRECTORS REPORT:**

The Secretary stated the combined Annual Senior Cookout for Kennedy Towers, Chester A. Arthur, and Hobart Manor is this Thursday at the Bucky James Community Center at 11 am. All are welcomed to attend. He went on to further state that we have a combined cookout because it is less pressure on the staff of LBHA. There will be some transportation provided to those who cannot get to the cookout on their own.

At this time Executive Director, Tyrone Garrett presented awards to Commissioner Russell-Mann and Commissioner Winnick. These awards were presented at the Maestro Gala that took place in June. They were not present to receive the award with their fellow Commissioners.

Dorothy Freeman, LBHA staff introduced our new neighbor Mrs. Rodriguez, who just closed on her home right across a street from LBHA. She is now officially our neighbor.

Congratulations was given by all present.

**PUBLIC PARTICIPATION:**

Commissioner Winnick made a motion to open the meeting for Public Participation, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None.

The Chairman announced that the meeting was now open for public comments. Please stand, state your name and address for the record and limit your comments to five minutes.

Brenda Bouldin, resident of Garfield Court. She introduced her grandson Trey Smith who received a scholarship at the Maestro Gala.
Trey Smith thanked the Board of Commissioners and Mr. Garrett for the scholarship received stating that he is using the funds for his books. He went on to further state that he was very grateful to have received such a gift.

Applause was given.

There being no further matters of discussion for Public Participation, Commissioner Winnick made a motion to close Public Participation, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None.

EXECUTIVE SESSION:

There are no matters for Executive Session.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of July 15, 2013, Commissioner Winnick made a motion to adjourn, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None.

Meeting Adjourned:

Tyrone Garrett, J.D., Secretary

Date 8/19/2013
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD JUNE 17, 2013.

The Session convened at 5:00 PM with the following persons present:

Donald Covin, Vice Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner

Absent: Carl Jennings, Chairman

Late: Andres Mejer, Commissioner (arrival 5:15 pm)

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Esq., Legal Counsel

Legal Counsel, Kevin Kennedy, Esq., read the required notice and declares this Board of Commissioners Meeting of June 17, 2013 to be a Lawful Meeting.

NOTICE: In accordance with the Local Public Meeting act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to the local newspaper, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority offices at least (48) hours prior to convening the meeting.

VICE-CHAIRMAN COVIN ANNOUNCED THAT ALL CELL PHONES BE TURNED OFF OR PUT ON VIBRATE FOR THE MEETING.

THE SECRETARY LED THE SALUTE TO THE FLAG.


The Secretary asked if there were any corrections or changes to the minutes. Being none, Commissioner Johnson made a motion to accept and approve the minutes as presented, seconded by Commissioner Rivera.

There were no further discussions or comments.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioners Jennings, Mejer.
Abstention, Commissioner Russell-Mann.

The Secretary asked if there were any corrections or changes to the minutes. Being none, Vice-Chairman Covin made a motion to accept and approve the minutes as presented, seconded by Commissioner Johnson.

There were no further discussions or comments.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioners Jennings, Mejer.
Abstention, Commissioner Russell-Mann.

RESOLUTION 06-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF JUNE, 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated they she has reviewed the List of Bills with the Finance Committee. All questions have been satisfied. Commissioner Russell-Mann made a motion to accept and approve Resolution 06-01-2013 for $1,238,021.64, seconded by Vice-Chairman Covin.

Ayes, Commissioner Russell-Mann, Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioners Jennings, Mejer.
Abstention, None.

Commissioners' comments, questions, and concerns were called for at this time. None noted.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 06-02-2013 – RESOLUTION AUTHORIZING AWARD OF A FEE ACCOUNT SERVICES CONTRACT TO POLCARI & CO.

There were no discussions or comments.

Commissioner Winnick made a motion to accept and approve Resolution 06-02-2013 as presented, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioners Jennings, Mejer.
Abstention, None.
Commissioners’ comments, questions or concerns were called for at this time.

Commissioner Winnick inquired if this was renewable for a second year with Legal Counsel Approval.

The Secretary stated that it is renewable for second year.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 06-03-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR AUDITING SERVICES FOR FISCAL YEAR JULY 1, 2012 TO JUNE 30, 2013 AND RENEWABLE FOR NEXT FISCAL YEAR TO HYMANSOHN, PARNES, AND GIAMPAOLO IN THE AMOUNT OF $13,425.00.**

There was no discussion or comments.

Vice-Chairman Covin made a motion to accept and approve Resolution 06-03-2013 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioners Jennings, Mejer.
Abstention, None.

Commissioners’ comments, questions, concerns were called for at this time.

Commissioner Russell-Mann felt that there is an error in the dates on the Resolution. Secretary stated that the dates are for the actual fiscal audit year.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 06-04-2013 – RESOLUTION AUTHORIZING OFFICIAL TRAVEL BY LBHA STAFF, COMMISSIONERS, AND RESIDENTS TO ATTEND DESIGNATED TRAINING WORKSHOPS AND CONFERENCES.**

There was no discussion or comments.

Commissioner Rivera made a motion to accept and approve Resolution 06-04-2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioners Jennings, Mejer.
Abstention, None.
Commissioners’ comments, questions, concerns were called for at this time. None noted.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 06-05-2013 – RESOLUTION AUTHORIZING RENEWAL OF AWARD OF A CONTRACT FOR SPECIAL LEGAL COUNSEL TO THE LAW OFFICE OF FLORIO PERRUCCI STEINHARDT & FADER, L.L.C. (I.E. LESTER TAYLOR, ESQ.) TO THE LONG BRANCH HOUSING AUTHORITY FOR REDEVELOPMENT UTILIZING NJHMFA TAX CREDITS AND ALL REDEVELOPMENT ISSUES.**

The Secretary stated that it is to the Law Firm of Florio Perrucci Steinhardt & Fader, L.L.C. Lester Taylor should be taken off. Legal Counsel Kennedy has stricken from Resolution and initials same.

Vice-Chairman Covin made a motion to accept and approve Resolution 06-05-2013 as presented, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson.
Opposed, None.
Absent, Commissioners Jennings, Mejer.
Abstention, None.

Commissioners’ comments, questions, concerns were called for at this time. None noted.

Public Comment was called for on this Resolution and this Resolution only, with no response.

Please let the record reflect that it is now 5:15 pm and Commissioner Andres Mejer is present to participate in the Board of Commissioners Meeting of June 17, 2013.

**RESOLUTION 06-06-2013 – RESOLUTION TO AMEND THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) TO INCORPORATE LONG BRANCH HOUSING AUTHORITY (LBHA) PARKING POLICY ORDINANCES, RULES, REGULATIONS, CODES, LAWS, STATUTES, AND REQUIREMENTS OF ALL FEDERAL, STATE, COUNTY AND MUNICIPAL BODIES RESPECTING THE USE OF PARKING LOTS.**

Commissioner Winnick made a motion to accept and approve Resolution 06-06-2013 as presented, seconded by Vice-Chairman Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioner Jennings.  
Abstention, None.

Commissioners’ comments, questions, concerns, were called for at this time.

Commissioner Mejer thought that we already had a policy in place, he inquired if we were changing the rules.

The Secretary stated that we are reinforcing the rules and providing parking decals to limit the overflow of household members. Each unit receives two parking decals. We are also adding this regulation to our ACOP, this was never added to the ACOP in the past. This will also provide us police help if a decal is not on the car. We are just reinforcing the parking lot regulations and placing it in the ACOP.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 06-07-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO SELL THE UNIT LOCATED AT 1 HOPE LANE, LONG BRANCH, NJ (BLOCK 314, LOT 4.08)

The Secretary stated that back in December a Resolution was passed for me to sign closing documents on the sale of the homeownership units. This is reaffirming my action to the sale.

Commissioner Mejer made a motion to accept and approve Resolution 06-07-2013 as presented, seconded by Vice-Chairman Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer.  
Opposed, None.  
Absent, Commissioner Jennings.  
Abstention, None.

Commissioners’ comments, questions, concerns, were called for at this time.

Commissioner Mejer inquired as to the move-in date. Legal Counsel Kennedy stated that it will be July 15, 2013. Commissioner Mejer asked if it was sold at the list price. The Secretary stated that we cannot negotiate the dollar amount. Commissioner Mejer inquired if we have any more contracts in the works. The Secretary stated that there are two more in the process. The Secretary stated that there were two individuals that were denied, they were not income qualified.

Public Comment was called for on this Resolution and this Resolution only, with no response.

Legal Counsel Kennedy stated that Maestro and Pennrose will have to pass a Resolution the same as Resolution 06-07-2013. They must pass their own corporate Resolutions.
RESOLUTION 06-08-2013 – RESOLUTION AUTHORIZING THE AMENDMENT TO THE PHA CONTRACT WITH THE EXECUTIVE DIRECTOR.

The Secretary stated that this Resolution is amendment to the current contract to accommodate the salary cap. This has been discussed in the last two Executive Sessions, first one on April 15, 2013 and May 20, 2013. The Secretary further noted that this cap is not just for Executive Directors, it is for the entire Agency.

Commissioner Mejer inquired as to whom beside the Executive Director would receive this cap.

The Secretary stated that the Assistant Executive Director, Comptroller, Director of Section 8 and the Director of Finance.

Commissioner Winnick made a motion to accept and approve Resolution 06-08-2013 as presented, seconded by Vice-Chairman Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer. Opposed, None. Absent, Commissioner, Jennings. Abstention, None.

Commissioners’ comments, questions, and concerns were called for at this time.

Commissioner Winnick had questions and concerns regarding the cap. He thought that two separate contracts should take place.

The Secretary stated that there cannot be two separate contracts. HUD has seen contracts more intense then what is being presented tonight.

Legal Counsel Kennedy took the floor at this time stating that a Rice Notice has been served to Mr. Garrett. He went on to further explain the Resolution in detail (hereto attached to the Minutes). He also read his opinion letter that was sent to Chairman Jennings. (hereto attached)

After further discussion with the Board Commissioners’ and the Secretary and public at large, Commissioner Mejer stated that he would like to see the opinion letter supplied by Legal Counsel.

At this time Commissioner Mejer is reviewing the opinion letter.

Legal Counsel Kennedy stated that every May the Board of Commissioners’ will perform the Executive Directors Evaluation.
The Secretary asked if there were any further questions or discussions on this Resolution. None noted.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**ADDED STARTER:**

**RESOLUTION 06-09-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT WITH FARMHOUSE ELECTRIC FOR ON CALL ELECTRICAL REPAIR ON “AS NEEDED BASIS,” ALL DEVELOPMENTS FOR ONE YEAR THROUGH NOVEMBER 30, 2013.**

The Secretary stated we need to go out to bid for this Resolution, we thought that we were in the second year. Farmhouse was the only one that has responded. The Secretary went on to further state that this was properly noticed in the newspapers. They were the only bidder that submitted a package.

Commissioner Mejer asked what was expended, Tom Sahlin, Accountant stated that it was around $25,000. Commissioner Mejer also inquired as to what was on call emergency. Danny Marino, Supervisor of Maintenance stated what emergency took place in the last few months.

There were no other comments, questions or concerns.

Commissioner Russell-Mann made a motion to accept and approve Resolution 06-09-2013, Added Starter, as presented, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer. Opposed, None. Absent, Commissioner Jennings. Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**PUBLIC PARTICIPATION:**

Commissioner Winnick made a motion to open the meeting for Public Participation, seconded by Vice-Chairman Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer. Opposed, None. Absent. Commissioner Jennings. Abstention, None.
Vice-Chairman Covin announced that the meeting was now open for public comments. Please stand, state your name and address and limit your comments to five minutes.

Janice Stathum, 39 Hobart Manor: She inquired about after hours and problems in her development specifically with #8 Hobart Manor, had a severe leak.

The Secretary stated that the process is still the same; everyone must call the emergency number.

Danny Marino, Supervisor of Maintenance, give the specifics of this leak in unit 8 Hobart Manor. He stated that the roof was leaking and that the roofers could not go up and fixes the leak due to the storm. As soon as it breaks, the roof will be repaired. If the damages are extensive, we may have to go out to bid. We may also have to submit to the insurance company

Janice Stathum was satisfied with the answer that was given and will go back to the resident and advise her of same. Also, Commissioner Johnson stated that she has been in contact with this resident on a daily basis.

Jancie Stathum also thanked Mr. Garrett for the Mother’s Day Fathers Day Bunch.

Pearl Jenrette, Hobart Manor Resident: She thanked Mr. Garrett and Board of Commissioners for the sign that was placed identifying Hobart Manor. It looks great.

The Secretary stated that the sign is also has a light for the night.

There being no further matters of discussion for Public Participation, Vice-Chairman Covin made a motion to close Public Participation, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioner Jennings.
Abstention, None.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Mejer had a question as to the Fathers Day Banquet that took place last week.

Dorothy Freeman, Director of Hope VI stated that it was very well attended and all enjoyed the event.

Commissioner Rivera wants to say thank you to the Maintenance Worker that has been doing all the weeding. He is doing a great job.

Commissioner Russell-Mann was very pleased with the progress with Gregory School and the Woodrow Wilson Homes.
The Secretary stated that we are still on schedule with both projects. Still looking for Woodrow Wilson to have residents return in October with the First Phase and in November for the Second Phase and Gregory School looking more at December. Both projects are moving full steam ahead.

The Secretary stated that the Maestro Gala is going to place Saturday, June 22, 2013, if you can please attend, please do so.

EXECUTIVE SESSION:

There are no matters for Executive Session for the Board of Commissioners’ Meeting of June 17, 2013.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of June 17, 2013, Commissioner Winnick made a motion to adjourn, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioner Jennings.
Opposed, None.

Meeting Adjourned:

[Signature]

Tyrone Garrett, Secretary

[Signature]
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR ANNUAL REORGANIZATIONAL MEETING HELD MAY 20, 2013.

The Session convened at 5:00 PM with the following persons present:

Carl Jennings, Chairman
Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Dorthia Johnson, Commissioner
Andres Mejer, Commissioner

Absent: Yvonne Russell-Mann, Commissioner

Also Present: Daniel Gibson, Chief of Staff
(For Tyrone Garrett, Executive Director)
Kevin Kennedy, Esq., Legal Counsel

THE CHAIRMAN ANNOUNCED THAT ALL CELL PHONES BE TURNED OFF OR PUT ON VIBRATE FOR THE MEETING.

In accordance with the Local Public Meeting Act of 1975 and as amended, advanced notice of the meeting including the Agenda, was sent to local newspaper, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority offices at least (48) hours prior to convening the meeting.

THE CHAIRMAN LED THE SALUTE TO THE FLAG.

At this time, the meeting was turned over to Kevin Kennedy, Legal Counsel for Elections of Chairman and Vice-Chairman.

Nominations will be accepted for the position of Chairman of the LBHA Board of Commissioners.

Commissioner Covin made a motion of nomination for Carl Jennings as Chairman, seconded by Commissioner Mejer.

No other nominations given at this time. Nominations are closed at this time motioned by Commissioner Johnson, seconded by Commissioner Winnick.

All in Favor: All Ayes
Opposed: None
Absent: (1) Yvonne Russell-Mann

Attorney, Kevin Kennedy will cast one ballot.

Carl Jennings is the Chairman for the 2013-2014 Fiscal Year.

Congratulations were given by all present.

Nominations will be accepted for the position of Vice-Chairman for the LBHA Board of Commissioners.

Commissioner Winnick made a motion of nomination of Donald Covin as Vice-Chairman, seconded by Commissioner Mejer.

No other nominations given at this time. Nominations are closed at this time motioned by Commissioner Winnick, seconded by Commissioner Mejer.

All in Favor: All Ayes
Opposed: None
Absent: (1) Yvonne Russell-Mann

Attorney, Kevin Kennedy will cast one ballot.

Donald Covin is the Vice-Chairman for the 2013-2014 Fiscal Year.

Congratulations were given by all present.

The meeting was given back to Carl Jennings, Chairman to conduct LBHA agenda items.

Establishment of Committee and Establishment of Committee dates and times.

Chairman Jennings stated as follows:

1. **Operations:** Commissioner Carmen Rivera
   Commissioner Andres Mejer

2. **Personnel:** Commissioner Carl Jennings
   Commissioner Dorthia Johnson

3. **Finance:** Commissioner Yvonne Russell-Mann
   Commissioner Michael Winnick
4. **Redevelopment**: Commissioner Donald Covin  
Commissioner Michael Winnick  
Commissioner Andres Mejer

Commissioners Winnick, Rivera, Covin, Johnson, Mejer and Chairman Jennings all accept the Committees that they have been assigned.

Chairman Jennings stated that the establishment of dates and times will be on an as needed basis. When an issue needs to be addressed, then we will establish a date and time.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF APRIL 15, 2013.**

There was no discussion or comments.

Commissioner Covin made a motion to accept and approve the regular minutes of April 15, 2013 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.  
Opposed, None.  
Absent, Commissioner Russell-Mann.  
Abstention, Commissioner Jennings.

**ADOPTION OF THE MINUTES OF THE EXECUTIVE SESSION OF APRIL 15, 2013.**

There was no discussion or comments.

Commissioner Rivera made a motion to accept and approve the minutes of Executive Session as presented by Legal Counsel Kennedy, seconded by Commissioner Covin.

Ayes, Commissioners Rivera, Covin, Johnson, Mejer.  
Opposed, None.  
Absent, Commissioner Russell-Mann.  
Abstention, Commissioners Jennings, Winnick.

**RESOLUTION 05-01-2013 -RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF MAY, 2013 INCLUDING SECTION 8 EXPENDITURES.**

Commissioner Johnson and Commissioner Winnick stated that they have reviewed the List of Bills with Cindy Toy, Comptroller of the LBHA. All questions have been satisfied.
Commissioner Johnson made a motion to accept and approve Resolution 05-01-2013 for $1,772,431.93, seconded by Commissioner Winnick.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings. Opposed, None. Absent, Commissioner Russell-Mann Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 05-02-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY ADOPTED BUDGET RESOLUTION FOR FISCAL YEAR 7/1/2013 TO 6/30/2013 FOR SECOND SUBMISSION TO DCA.

Comptroller Cindy Toy stated that this is the HUD Budget that has been approved at the April 15, 2013 meeting. This is a duplicate budget as the one submitted to the U.S. Department of Housing and Urban Development (HUD). This is the second submission to the Department of Community Affairs.

Commissioner Covin made a motion to accept and approve Resolution 05-02-2013, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings. Opposed, None. Absent, Commissioner Russell-Mann. Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 05-03-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT WITH FARMHOUSE ELECTRIC FOR ON CALL ELECTRICAL REPAIR ON “AS NEEDED BASIS,” ALL DEVELOPMENTS FOR ONE YEAR THROUGH NOVEMBER 30, 2013.

The Secretary stated that this Resolution will be retro-active to December 1, 2012 through November 30, 2013. Due to Hurricane Sandy we were unable to go out to bid. We recently went out to bid and Farmhouse was the only bidder. We have worked with Farmhouse for the last ten years and they have proven to be responsible and very reliable. This is a routine bid.

Commissioner Winnick made a motion to accept and approve Resolution 05-03-2013, seconded by Commissioner Covin.
Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Russell-Mann.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 05-04-2013 – RESOLUTION AUTHORIZING TO SET UP A TRUST ACCOUNT FOR OPEB LIABILITY LONG BRANCH HOUSING AUTHORITY.

Cindy Toy, Comptroller stated that we will table this resolution. LBHA is still working out details to fine tune the important changes for the financial stability of the Housing Authority in establishing this trust account for future retirees with Kevin Kennedy, Esq. and Tony Polcari, Accountant. It is important that these changes are based on its financial surplus so the Other Post-Employment Benefits (OPEB) liability would not jeopardize the financial health of the Authority in the long term.

Commissioner Winnick made a motion to table this Resolution for further investigation, seconded by Commissioner Covin.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, Commissioner Mejer.
Absent, Commissioner Russell-Mann.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response

ADDED STARTER:

RESOLUTION 05-05-2013 – RESOLUTION TO AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXECUTE DOCUMENTS, ENTER INTO AGREEMENTS, AND COMMIT FUNDS IN CONNECTION WITH THE FINANCING AND DEVELOPMENT OF PHASE II OF THE WOODROW WILSON HOMES PROJECT.

LBHA has been advised by our Redevelopment Counsel to present this resolution to the Board of Commissioners for approval. The Secretary stated that we have passed these resolutions in past. This resolution is authorizing the Executive Director to take actions necessary to implement the development, financing, and construction of the Woodrow Wilson Homes Phase III Project, including the execution of any necessary documents,
enter into any necessary agreements including ground leases, and commit Long Branch Housing Authority funds to the Woodrow Wilson Homes Phase III project.

Commissioner Winnick asked that the Executive Director keep the Board of Commissioners advised as to material developments associated with any actions taken/documents signed in connection with the Woodrow Wilson Homes Phase III Project after completion of each action taken, not prior, but upon completion.

Commissioner Covin made a motion to accept and approve Resolution 05-05-2013 with addition made by Legal Counsel, Kevin Kennedy, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings. Opposed, None.
Absent, Commissioner Russell-Mann.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only with no response.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Covin expressed his appreciation for the progress of the Gregory School as well as the Woodrow Wilson Homes project. People are giving him positive feedback.

Commissioner Mejer wanted to thank the Executive Director and Staff for the tour of Long Branch Housing Authority and Asbury Park Housing. He went on to further state that he has an appreciation for what we do here at Long Branch Housing Authority.

Commissioner Winnick gave a rundown of the Memorial Day Services that will take place in Long Branch and asked all present not to forget our fallen heroes.

Commissioners Jennings, Covin, and Winnick will be present at the Memorial Day Services to represent the Long Branch Housing Authority.

PUBLIC PARTICIPATION:

Commissioner Covin made a motion to enter into Public Participation, seconded by Commissioner Mejer.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings. Opposed, None.
Absent, Commissioner Russell-Mann.
Abstention, None.
Chairman Jennings announced that the meeting was now open for public comments. Please stand, state your name and address and limit your comments to five minutes.

There being no public to offer comments, concerns, or questions, Commissioner Winnick made a motion to close public participation, seconded by Commissioner Covin.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings. Opposed, None. Absent, Commissioner Russell-Mann. Abstention, None.

EXECUTIVE SESSION:

Commissioner Winnick made a motion to enter into Executive Session for matters of personnel as pertains to the Executive Directors employment contract. We will enter into Executive Session for the purposes of discussing the Executive Director employment contract and the status of that, and that the minutes will be kept and made available when the need for confidentiality no longer exists, seconded by Commissioner Covin.

Please note that Cindy Toy, Comptroller will be present to participate in the Executive Session of May 20, 2013.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings. Opposed, None. Absent, Commissioner Russell-Mann. Abstention, None.

Meeting is now in Executive Session.

Back into Public Portion of the Meeting.

Motion made by Commissioner Winnick and seconded by Commissioner Covin, the Executive Session concluded at approximately 6:10 PM. Legal Counsel Kennedy stated that we are back into Public Portion of the Meeting. Matters of the Executive Directors contract and status have been discussed.

Legal Counsel Kennedy stated that the Executive Director had been served with a Rice Notice and opt to have his contract discussed in Executive Session.
ADJOURNMENT/RECESSED:

Commissioner Winnick made a motion to recess the meeting and reconvene to Charley’s Ocean Grill, seconded by Commissioner Covin.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings. 
Opposed, None. 
Absent, Commissioner Russell-Mann. 
Abstention, None.

Meeting Adjourned:

Tyrone Garrett, Secretary

Date

6/17/2013
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD APRIL 15, 2013.

The Session convened at 5:00 PM with the following persons present:

Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Dorthia Johnson, Commissioner

Late: Andres Mejer, Commissioner (arrival 5:30 pm) after presentation.

Absent: Carl Jennings, Chairman
Yvonne Russell-Mann, Commissioner

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Esq., Legal Counsel

THE VICE-CHAIRMAN ANNOUNCED THAT ALL CELL PHONES BE TURNED OFF OR PUT ON VIBRATE FOR THE MEETING.

In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda was sent to the local newspaper, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Offices at least (48) hours prior to the convening the Meeting.

LEGAL COUNSEL, KEVIN KENNEDY, STATED THAT WE HAVE A LAWFUL MEETING.

THE CHAIRMAN LED THE SALUTE TO THE FLAG.

At this time a Power Point Presentation “THE BOLD JOURNEY” on the current updates and current status of all Long Branch Housing Authority Departments and Redevelopment Projects took place. There was a question and answer period with the Executive Director, Staff and Commissioners. (Power Point Presentation hard copy is hereto attached).

Once the Power Point Presentation concluded regular meeting agenda was followed.

Please let the record reflect that it is now 5:30 pm and Commissioner Andres Mejer is present to participate in this Board of Commissioners Meeting of April 15, 2013.

There was no discussion or comments.

Commissioner Winnick made a motion to accept and approve the Minutes of the Regular Meeting of March 18, 2013 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioners Jennings, Russell-Mann.
Abstention, None.

RESOLUTION 04-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF APRIL 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Winnick stated that he has reviewed the list of Bills with the Finance Committee of the Authority. All questions have been satisfied. Commissioner Winnick made a motion to accept and approve Resolution 04-02-2013 for $2,224,197.65, seconded by Commissioner Johnson.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioners Jennings, Russell-Mann.
Abstention, None.

Public Comment was called on this Resolution and this Resolution only, with no response.

RESOLUTION 04-02-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO DEE-EN ELECTRICAL CONTRACTING FOR EMERGENCY GENERATOR AT CHESTER A. ARTHUR APARTMENTS.

The Secretary stated we went out to bid for Electrical installation of a generator for our Senior Complex at Chester A. Arthur High Rise. After storm Sandy, we want to install a generator in our High Rise buildings to have at least one functionally elevator, lights in the hallways and for our residents for respirators that they will have the proper access with one outlet working in their units.

There was a brief question and answer period with Commissioners and the Secretary. All questions have been satisfied.

Commissioner Johnson made a motion to accept and approve Resolution 04-02-2013 as presented, seconded by Commissioner Rivera.
Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioner Jennings, Russell-Mann.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only with no response.

RESOLUTION 04-03-2013 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXECUTE AGREEMENTS WITH CARING, INC.

The Secretary stated this Resolution is authorizing execution of an Assisted Living Agreement with Caring Inc. for Kennedy Towers, Chester Arthur Senior Buildings. As our seniors are aging in place and needing assistance with daily tasks, this service will provide assistance with residents having difficulty with cleaning chores, bathing, washing and drying clothes, opening medications preparing meals etc. Caring Inc. services assures LBHA that residents will receive supportive health and social services as they are needed to enable them to maintain their independence, individuality, privacy, and dignity that will assist our seniors to peacefully age in place and not disrupt their lives and their established and comfortable routines. They will also provide to our residents services that promotes resident self direction and personal decision making. This will protect residents health and safety.

Legal Counsel Kennedy stated that a contract addendum has been prepared and is being reviewed by Caring, Inc. for their approval. Some of provisions that I have proposed is that appropriate licenses by the State of New Jersey to perform these services is to be obtain and that the Board of New Jersey Department of Health has given approval to operate and deliver Assisted Living Program Services. This Agreement shall be amended and clarified to provide that LBHA is not obligated to or have any responsibility to monitor or supervise situations involving a resident of the building under Caring Inc services. It is also stated that any employee who performs services shall be subject to reasonable background checks so as to ensure the good moral character of any individual who will enter into or otherwise become associates with a resident of the LBHA.

He went on to further state that LBHA is not responsible for any expense to a resident or Caring Inc., the resident is solely responsible for any services provided. LBHA is just providing space to which we will receive a monthly rent.

There was a question and answer period on the process and payment and qualification among the Commissioners and Secretary. The Secretary stated that if this does not work out, he wants the option to terminate and have the space available for another such vendor. Essentially we are providing space for them to perform said services, it is up to the resident to provide the payment in the form of Medicare or Medicaid.
Commissioner Rivera made a motion to accept and approve Resolution 04-03-2013 with changes made by Legal Counsel Kennedy (hereto attached to Resolution and initial by Legal Counsel Kennedy), seconded by Commissioners Johnson.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioners Jennings, Russell-Mann.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 04-04-2013 – RESOLUTION AUTHORIZING PHA OPERATING BUDGET – HUD SUBMISSION.

RESOLUTION 04-05-2013 – RESOLUTION AUTHORIZING PHA OPERATING BUDGET – DCA SUBMISSION.

The Secretary stated that these two resolutions can be voted on at the same time stating that one is going to be submitted to our HUD field office in Newark and the other to the Department of Community Affairs for State Approval.

At this time Cindy Toy, Comptroller for the LBHA gave an overall analysis for the budget period July 1, 2013 through June 30, 2014. (Here to attached).

There was a question and answer session regarding this analysis with Cindy Toy, Commissioners, and the Secretary.

Commissioner Mejer made a motion to accept and approve Resolution 04-04-2013 and Resolution 04-05-2013 as presented and satisfied with the question and answer session, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioners Jennings, Russell-Mann.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 04-06-2013 – RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO SUNROSE ENGINEERING FOR “AS NEEDED” NEEDS ARCHITECTURAL AND ENGINEERING SERVICE.

The Secretary stated that LBHA requires the services of an Architectural/Engineering firm for all sites on an as needed basis. This firm will be PHA’s Consultant for modernization and/or construction repair job. This was an RFQ (Request for
Qualifications). Sunrose Engineers has met all the requirements stated in the RFQ and will have the option to extend for an additional year.

There was a question and answer session with the Commissioners and Secretary. All questions have been satisfied.

Commissioner Winnick made a motion to accept and approve Resolution 04-06-2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.  
Opposed, None.  
Absent, Commissioners Jennings, Russell-Mann.  
Abstention, None.

Public Comment was called for on this Resolutions and this Resolution only, with no response.

**COMMISSIONERS COMMENTS AND CONCERNS:**

Commissioner Covin inquired about the lease up of the Gregory School and Woodrow Wilson Homes and also about the Bed Bug situation in our Senior Buildings.

The Secretary stated that we are hoping for lease up for the Gregory School mid July of this year. As for the Woodrow Wilson Homes hopefully October of this year, it all depends on the construction and how fast they move.

As far as the Bed Bug situation, at this present time, we have a decent handle on it. We have an exterminating company on board performing a intense treatment and our Maintenance Staff, backing up the exterminator with a less involved treatment, a double hit to all the units. LBHA is trying to be very aggressive in all ways to combat this major crisis to get our residents back to a safe and decent environment.

There are no other comments, concerns, or questions from the Commissioners.

**PUBLIC PARTICIPATION:**

Commissioner Covin made a motion to enter into Public Participation, seconded by Commissioner Johnson.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer.  
Opposed, None.  
Absent, Commissioners Jennings, Russell-Mann.  
Abstention, None.
Vice-Chairman Covin announced that the meeting was now open for public comments. Please stand, state your name and address and limit your comments to five minutes.

There being no public to offer comments, concerns, or questions, Commissioner Johnson made a motion to close public participation, seconded by Commissioner Rivera.

Ayes, Commissioners Winnick, Rivera, Covin, Johnson, Mejer. 
Opposed, None. 
Absent, Commissioners Jennings, Russell-Mann. 
Opposed, None.

EXECUTIVE SESSION:

Commissioner Rivera made a motion to enter into Executive Session for matters of personnel as pertains to the Executive Directors contract and evaluation forms, seconded by Commissioner Mejer.

Legal Counsel Kennedy stated that “as indicated and by State Law” the Minutes of the Executive Session will be kept confidential until such time the need or confidentially will no longer exist.

Meeting is now in Executive Session.

Back into Public Portion of the Meeting.

Motion made by Commissioner Winnick, seconded by Commissioner Mejer, the Executive Session concluded at approximately 6:46 PM. Legal Counsel Kennedy stated that we are back into Public Portion of the Meeting. Matters of the Executive Directors Contract and the Executive Directors Evaluation were discussed.

Legal Counsel Kennedy stated that the Executive Director had been served with a Rice Notice.

Legal Counsel Kennedy also stated that this matter will be more formally reviewed at the May, 2013 Board of Commissioners Meeting, after the Evaluation Forms were tabulated.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of April 15, 2013, Commissioner Mejer made a motion to adjourn the meeting, seconded by Commissioner Rivera.
Ayes, Commissioners Rivera, Covin, Johnson, Mejer.
Opposed, None.
Absent, Commissioners Jennings, Winnick, Russell-Mann.
Abstention, None.

Meeting Adjourned:

Tyrone Garrett, Secretary Date
5/20/2013

Daniel Gibson for Tyrone Garrett
1. Woodrow Wilson Homes (AMP4) is demolished in FFY 2013 and will start to receive the Asset Repositioning Fee for the transition period of 3 years. In 2014, the Asset Repositioning Fee is 75% of the calculated subsidy, 50% for 2015 and 25% for 2016. The asset repositioning fee for 2014 is $702,713 of which $124,260 is used for OIG repayment and the remaining funding of $578,453 is transferred to Central office (COCC).

2. Garfield Court & Addition (AMP1) was demolished in FFY 2010 and had received the Asset Repositioning Fee from 2011 to 2013. The stoppage of asset repositioning fee from AMP1 means a subsidy reduction of $860,000 as compared to 2013 budget.

3. Gregory School I (AMP15), Woodrow Wilson I (AMP17), and Woodrow Wilson II (AMP18) are scheduled for leasing at the end of 2013 and are projected to reach 95% occupancy in April, 2014. The budget includes rental income, subsidy, and operating expenses for the 3-month period from April to June, 2014. Operating subsidy calculated for the 3-month period is $47,250. The full operation of the new projects will generate more financial benefits in the coming fiscal years.

4. HUD operating subsidy is estimated at 80% proration rate. The subsidy shortage caused by Sequestration is $490,000 or 9% of the total revenue. Among all the projects, Chester/Kennedy (AMP7), and COCC are impacted most by the budget cut. AMP7 has a deficit of $116,006 because of the extra requirement to provide security services at the cost of $194,633. COCC shows a deficit of $450,607 because of the reduction of asset management fees from other AMPs. All the projects have accumulated a healthy reserve over the years so the deficit would not cause any significant operation shortage. According to the latest NAHRO update, HUD’s operating budget for 2014 is at 90%. With the addition of new tax credit projects and a 10% increase in HUD funding, the housing authority will be showing profit for next fiscal year.

5. Payroll is budgeted for 4% annual increase across the board and the merit provision is $50,000. Total payroll budget including Section 8 program and grants is $2,273,220 for 2013, and $2,300,620 for 2014. Employee benefits include employer pension contribution, health insurance, and payroll taxes. The total benefit cost is about 52% of payroll cost. Two consultant compensation items are budgeted in COCC because of the extra services provided. The first one is the management agreement between Asbury Park HA and Long Branch HA. The estimated revenue is $405,000 and the consultant fee payable to LBHA staff is $360,720. The other is the Maestro redevelopment service provided by LBHA staff, the expected revenue is $150,000 and the consultant fee payable is $83,160.
6. In 2012, as per OIG audit, Housing authority entered a five-year repayment agreement to pay back the EPC add-on subsidy received from 2006 to 2010. The total repayment is $1.1 million and the annual payment is $210,600. The repayment will be completed in June, 2017. 59% of repayment belongs to AMP4 which will be covered by the asset repositioning fee.
THE BOLD JOURNEY
Being an effective Management team, we are constantly updating our skills and knowledge within the Housing sector. All Managers are Tax Credit Certified and although they may not manage a Tax Credit site currently, they have been cross trained and are able to take on the task at any time.

Recent Training:
- Tax Credit - Annually
- EIV - Annually
- PIC - March 15, 2013
Rent Collection

Rent Collection %

120% 100% 80% 60% 40% 20% 0%

1st Qtr 2nd Qtr 3rd Qtr

Rent Collection

$470,000.00 $465,000.00 $460,000.00 $455,000.00 $450,000.00 $445,000.00 $440,000.00

1st Qtr 2nd Qtr 3rd Qtr
# Vacancy

<table>
<thead>
<tr>
<th>Move Ins</th>
<th>Move Outs</th>
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<tbody>
<tr>
<td>455</td>
<td>455</td>
</tr>
<tr>
<td>355</td>
<td></td>
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<td>255</td>
<td>355</td>
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<tr>
<td>-45</td>
<td>-45</td>
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1st Qtr    2nd Qtr   3rd Qtr
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<tr>
<th>DESCRIPTION</th>
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<th>HM</th>
<th>GE</th>
<th>SVM</th>
<th>GCI</th>
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<tr>
<td>Total turnaround days</td>
<td>226</td>
<td>93</td>
<td>155</td>
<td>187</td>
<td>307</td>
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<tr>
<td>Total # of calendar days units were in down time</td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>5</td>
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<tr>
<td># of vacant units turnaround/release in past fiscal year</td>
<td>7</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Avg. # of calendar days units were in make ready time</td>
<td>13.43</td>
<td>24.5</td>
<td>0</td>
<td>35</td>
<td>10.5</td>
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<tr>
<td>Avg. # of calendar days units were in lease up time</td>
<td>12.86</td>
<td>19</td>
<td>77.5</td>
<td>157</td>
<td>78</td>
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<tr>
<td>Avg. unit turnaround days</td>
<td>32.2</td>
<td>46.5</td>
<td>77.5</td>
<td>193</td>
<td>93.5</td>
</tr>
</tbody>
</table>
Reporting

Bi-Weekly
Bi-weekly reporting is done to monitor rent collections and court proceedings

Recert Report
Recertification reports are sent monthly to monitor the status of the annual recertification status

Inspection Report
Inspection reports are sent monthly to monitor the status of the annual inspections as well as the 6 month inspections

Vacancy Report
Vacancy reports are sent on a monthly basis to monitor unit vacancy and turn around
Moving Forward

- **Gregory School Phase 1** – 65 Units - Senior/Disabled Housing
- Phase I units to begin lease up in mid July.

- **Woodrow Wilson Phase 1 & 2** – 122 Units - Family Site
- Phase I units will begin the lease up activities mid June with move ins starting October 2013. Phase II unit move ins will start December.

- Our goal is to have all units leased within three months after lease start date.
SEMAP SCORES LAST FOUR YEARS.

- 2012 – 98% 142 POINTS OUT OF 145
- 2011 – 99% 143 POINTS OUT OF 145
- 2010 – 97% 140 POINTS OUT OF 145
- 2009 – 99% 143 POINTS OUT OF 145

Continued effort with the following:

- Annual HQS
- Annual Recertification
- 100% Lease UP
- VASH
- Homeownership
- Family Self Sufficiency
- Scanning all files
- Direct Deposit
- Paper reduction
- Customer Satisfaction
Hurricane Sandy

- This storm displaced 25 HCV recipients from their homes. Some of our clients affected by this storm lost everything. FEMA and other agencies helped with security deposit, enabling us to relocate participants to safe, decent, affordable housing quickly. We made it our first priority to help these participants locate housing elsewhere. All paperwork was expedited and all move in-inspections were completed the same day requested or the next day. Additionally, because of the team effort put forth from the section 8 department all 25 residents located Housing within three months of the storm. GOOD JOB SECTION 8 DEPARTMENT...

- In 2011, we adopted resolution 10-6-2011 Section 8 Funding Administrative Plan Revisions. Specifically, Occupancy Standards and Payment standards at 100% of HUD published FMR's. We have received a lot of negative feedback from our participants and landlords while trying to implement these new policies; it has not been easy for all involved. We have pushed forward and will have everyone housed properly within the next 12 to 18 months. Furthermore, last month we were informed that due to the Sequestration we would have to pull back 15 vouchers that were issued early in February, but not leased. This was unfortunate for all applicants involved, they have been informed that they will remain on the Section 8 waiting list and will not lose their spot. As soon as funding becomes available, we will reach out to these individuals first.
Source of Household Income Total Members

- Child Support: 17%
- Federal Wage: 38%
- General Assistance: 3%
- Own Business: 20%
- Pension: 5%
- Social Security: 13%
- SSI: 17%
- TANF Assistance: 38%
- Unemployment Benefits: 5%
- Other Nonwage Sources: 1%
- Other Wage: 1%
- Unemployment Benefits: 2%

Voucher/Bedroom Size
- EF: 5%
- 1BR: 0%
- 2BR: 25%
- 3BR: 36%
- 4BR: 23%
- 5BR: 0%

- 2BR: 0%
- 3BR: 0%
- 4BR: 0%
- 5BR: 0%
- 6BR: 0%
- 7BR: 0%
- 8BR: 0%
- 9BR: 0%
- 10BR: 0%
- 11BR: 0%
- 12BR: 0%
- 13BR: 0%
- 14BR: 0%
- 15BR: 0%
- 16BR: 0%
- 17BR: 0%
- 18BR: 0%
- 19BR: 0%
- 20BR: 0%
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- 97BR: 0%
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<table>
<thead>
<tr>
<th>INCOME</th>
<th>2012 Increase (decrease)</th>
<th>2013</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>CFP Grant</td>
<td>(132,801)</td>
<td>784,047</td>
<td>651,246</td>
</tr>
<tr>
<td>ROSS Grant</td>
<td>(149,000)</td>
<td>967,614</td>
<td>618,574</td>
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<tr>
<td>HCY</td>
<td>(100,074)</td>
<td>9,576,119</td>
<td>8,667,045</td>
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<tr>
<td>Tenant Revenue</td>
<td>(38,656)</td>
<td>2,597,309</td>
<td>2,558,653</td>
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<tr>
<td>Other Income</td>
<td>-</td>
<td>227,000</td>
<td>227,000</td>
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<tr>
<td>Operating Subsidy</td>
<td>227,000</td>
<td>2,621,569</td>
<td>2,848,669</td>
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<tr>
<td>Total</td>
<td>504,589</td>
<td>15,906,035</td>
<td>16,402,439</td>
</tr>
<tr>
<td>EXPENSES</td>
<td>2013</td>
<td>2012</td>
<td>Increase (decrease)</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------------------</td>
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<tr>
<td>HCV HAP</td>
<td>9,571,679</td>
<td>8,426,801</td>
<td>1,144,878</td>
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<tr>
<td>Salary &amp; Benefits</td>
<td>3,963,090</td>
<td>3,507,146</td>
<td>455,944</td>
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<tr>
<td>Utility</td>
<td>643,658</td>
<td>1,388,047</td>
<td>(744,389)</td>
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<tr>
<td>Administration</td>
<td>618,672</td>
<td>633,412</td>
<td>(14,740)</td>
</tr>
<tr>
<td>Maintenance</td>
<td>546,896</td>
<td>738,444</td>
<td>(191,548)</td>
</tr>
<tr>
<td>Insurance, PILOT, Tenant Services</td>
<td>524,250</td>
<td>529,432</td>
<td>(5,182)</td>
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<tr>
<td>TOTAL</td>
<td>15,868,245</td>
<td>15,223,282</td>
<td>644,963</td>
</tr>
</tbody>
</table>
This fiscal Year the Long Branch Housing Authority Maintenance Department has under gone a new venture with the Asbury Park Housing Authority. Our goal this year is to successfully run both Long Branch Housing Authority and Asbury Park Housing Authority with the highest quality of workmanship.
Daily work load

Even in the mist of our new endeavor with Asbury Park Housing Authority, we still strive for the highest quality of workmanship for the tenants of the Long Branch Housing Authority.

Work orders

Emergency: A total of 173 have been completed.

Routine: A total of 3074 have been completed.
Vacant Unit Turn Around

- Total of 24 Asbury Park Vacant units have been completed and made ready for lease up by Long Branch Housing Authority Staff.
- Total of 17 Asbury Park Vacant units have been completed by Asbury Park Staff with the guidance and assistance of Long Branch Housing Staff.
- Total of 29 Units have been completed and made ready for lease up.
Long Branch Housing Authority, Staff in Asbury Park

1. Total rehab of Robinson Tower Lobby, community room, and Administration office.
2. Built and organized all Maintenance shops and stock room.
3. Site cleanup of all Asbury Park Housing Authority Properties.
Implementation of Procedures

The Long Branch Housing Authority has taken on a new venture this year with the Maintenance department playing a key role in this new endeavor. We have started to put in place new procedures to streamline the maintenance department in the goal of making this department proficient in daily operations.

Vacant units

- Created new vacant units team to turn over units in a more timely manner.
- Implemented new vacant unit forms.
- Started conducting weekly vacant unit meetings to have a master plan for timely unit turn around.

Daily responsibility

- New Site crews have been formed.
- Created new forms for supplies issued.
- Setup new schedules for daily cleaning within the high rises.
The Maintenance Department was unable to complete all work that was outlined in the plan to transform Asbury Park Housing Authority to Asbury Park Housing Authority high rises.

We fell short in site rehab in the Long Branch Housing Authority high rises.
CSS shortfalls: Lack of Hope VI/sustainability funding resources has left the department without the case management staff, which was vital to providing all LBHA residents with an array of social services, referrals and an onsite liaison /advocacy to ensure self sufficiency goals were met/maintained. Support to other departments, as needed.

The stationary additional on-going support provided to other departments was lost, causing shortages of delay in completing various job tasks.
CSS Hope VI/ Case Management

- Hope VI Grant ended on September 30, 2012
- Case Management staff laid off on December 14, 2012
- The majority of Resident’s are self sufficient/able to access ongoing services
- Pending final phase close out HUD report 2013

CSS/Information, advocacy, consultations, referrals, and agency collaborations

- Ongoing social service information to staff, residents, and agencies as needed
- Collaborating with Pennrose to identify programs for five special needs units at the revitalized WW, currently under construction
- Collaborating with agencies to identify programs/services for the 117 senior housing units for the Old Gregory school, currently under revitalization construction
- Assisting APHA management staff to identify programs/services for senior/youth residents
Production LBHA

Pride in homeownership, construction redevelopment

Section 3 jobs

As of March 31, 2013, 38 out of the intended 50 men/women are working at the Garfield homeownership, Gregory Senior Site, or the Woodrow Wilson site.
Redevelopment: The Future is Now
Woodrow Wilson Homes

**Phase 1**
- 65 units
- Received $16 million NJHMFA Tax Credit Award on 11-21-11
- Relocation of entire site was completed in Spring 12'
- Officially Closed on 11-9-12
- Construction is scheduled to be completed this October
- Maestro CDC and Pennrose Properties are co-developers, with Maestro seeing $250,000 in fees
- Wells Fargo is our investing partner

**Phase 2**
- 57 units
- Received $16 million NJHMFA Tax Credit Award on 8-6-13
- Officially Closed on 12-29-13
- Construction is scheduled to be completed by the end of 2013
- Maestro is a co-developer with Pennrose, seeing $170,000
- JP Morgan Chase is our investing partner, With RedStone being the syndicator
Woodrow Wilson Homes

**Phase 3**
- 52 units
- Will be applying for an NJHMFA Tax Credit Award in June of 2013
- Maestro is a co-developer and as a result will be receiving a fee
The Former Gregory School

**Phase 1**
- Rehabilitated Former Gregory School as well as a new addition, making 65 new senior units.
- 11-22-11 Received $14 million dollars for 65 unit Phase 1
- Officially Closed on 12-28-12
- Construction is scheduled to be complete in November
- Has been officially placed on the National and New Jersey Historic Registries
- Maestro is an Official Co-Developer with Conifer Realty, and as such will realize $354,000 in developer fees
- Bank of America is our Investing Partner

**Phase 2**
- 52 units of new construction senior housing
- Will be applying for an NJHMFA Tax Credit Award in June 2013
- Maestro is a Co-Developer and will be receiving a fee
- Features of Phase 2 will possibly include retail space and an environmentally friendly, Green Roof
The Former Gregory School
Hope VI Homeownership
- Eight Brand New Units, Onsite at Garfield Court for Ownership
- Exterior construction is complete, with a ribbon cutting ceremony celebrating the opening of the model unit held on March 23rd
- One unit is sold to date
- Several potential buyers are clearing up their credit scores and working with another agency on necessary homebuyer education
- Townhomes are three bedrooms and priced between $148,000 and $168,000
Future Maestro Development Opportunities

- Redevelopment of the Asbury Park Housing Authority’s Boston Way site
- Possibly Teaming with Tara Developers to develop 60 units of Veteran Housing in Ewing, NJ
- Working with Monmouth Medical Center to develop new residency apartments
- Several other opportunities have been brought to us in recent months, and we are always looking...

*Maestro stands to earn an estimated $1.5 million from projects it is currently involved in*
A Growing Agency

Public Housing

Unit Count in 2002: 643
Unit Count Post Woodrow/Gregory Redevelopment: 740

Section 8

2002 Section 8 Voucher Total: Under 300
Current Section 8 Voucher Total: 784

CMS PARTNERSHIP

- Partnering to attempt to control of 314 NJ HAP Contracts
- Could lead to an estimated $700,000 dollars

In yearly revenue beginning in January 2014
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD MARCH 18, 2013.

The Session convened at 5:00 PM with the following persons present:

Carl Jennings, Chairman
Donald Covin, Vice-Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner

Late: Andres Mejer, Commissioner (arrival 5:20 PM)
(Absent for Resolution votes.)

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Esq., Legal Counsel

THE CHAIRMAN ANNOUNCED THAT ALL CELL PHONES BE TURNED OFF OR PUT ON VIBRATE FOR THE MEETING.

In accordance with the local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda was sent to the local newspaper, delivered to the City Clerk's office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Offices at least (48) hours prior to convening the Meeting.

LEGAL COUNSEL, KENNEDY STATES THAT WE HAVE A LAWFUL MEETING.

THE CHAIRMAN LED THE SALUTE TO THE FLAG.


There was no discussion or comments.

Commissioner Rivera made a motion to accept and approve the Minutes of the Regular Meeting of February 20, 2013 as presented, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Chairman Jennings. Opposed, None. Absent, Commissioner Mejer. Abstention, Commissioner Covin.
RESOLUTION 03-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF MARCH, 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated that the bills have been reviewed with the Finance Committee of the Authority. All questions have been satisfied. Commissioner Russell-Mann made a motion to accept and approve Resolution 03-01-2013 for $1,445,464.75, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 03-02-2013 – RESOLUTION ADOPTING 2013 FIVE YEAR/ANNUAL PLAN OF THE LONG BRANCH HOUSING AUTHORITY (LBHA) IN ACCORDANCE WITH THE QUALITY HOUSING AND RESPONSIBILITY ACT OF 1998 AND APPLICABLE HUD REGULATIONS, SUBJECT TO LEGAL COUNSEL OPINION.

The Secretary stated that included in the 2013 Annual Plan is LBHA moving aggressively on the redevelopment side with the utilization of Maestro. Also, included is Phase I and II of the Woodrow Wilson Homes Redevelopment along with Phase I of the Gregory School Redevelopment.

Commissioner Covin made a motion to accept and approve Resolution 03-02 2013 as presented, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 03-03-2013 – DEPARTMENT OF COMMUNITY AFFAIRS (DCA) ANNUAL CERTIFICATION AS TO TRAINING REQUIREMENT COMPLETION AND BOARD QUORUM COMPLIANCE.

There was no discussion or comments on this resolution.
Commissioner Winnick made a motion to accept and approve Resolution 03-03-2013 as presented, seconded Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 03-04-2013 – RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THEODORE DRAKEFORD.

The Secretary stated that since we have opened up the Bucky James Community Center and with LBHA instituting a Flexible Friday program whereby in exchange for working longer hours during the work week, many Housing Authority Employees will not have to report to work on every other Friday. This cannot apply to Theodore Drakeford during the summer months. However, because of the operational and budgetary needs of the LBHA and because of the operational requirements of the Bucky James Community Center, the Flexible Friday provisions will not be available for Theodore Drakeford during the summer months. As an order to balance fairness and the operational needs of LBHA, the Bucky James Community Center will remain open and Theodore Drakeford will receive 1/2 financial compensation for 6 1/2 days of employment representing 1/2 of the amount of Flexible Fridays available to other employees and 1/2 of vacation time or the hourly equivalent representing 6 days of the amount of Flexible Fridays available to other LBHA employees. This represents the summers months June, July, and August as the kids are out of school for the summer and the Bucky James needs to be open an available at all times. This is so that Theodore does not lose any pay.

Commissioner Winnick made a motion to accept and approve Resolution 03-04-2013 with corrections to the amount of time being thirteen total days with 6 1/2 financial compensation and 6 vacation days, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioners Mejer.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.
ADDED STARTERS:

There are no added starters at this time.

MOTIONS:

The Secretary stated we have received an Ad Journal for the Jewish War Veterans. It is for a Full Page Ad totaling $200.00. There are no tickets, just Ad Journal.

The Secretary asked Commissioner Winnick if he wanted LBHA to take a larger Ad, his reply was a full page Ad is sufficient.

Commissioner Covin made a motion to accept and approve a full page Ad totaling $200.00 for the Jewish War Veterans, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Rivera, Covin, Johnson, Chairman Jennings. Opposed, None. Absent, Commissioner Mejer. Abstention, Commissioner Winnick.

No Public Comment given.

EXECUTIVE DIRECTOR REPORT:

The Secretary stated that included with the Annual Plan is the aggressive natural LBHA is starting to take in terms of trying to create redevelopment opportunities for the agency whether it be finishing up the phases at Woodrow Wilson or the second phase Gregory School. Based on the current sequestration issues, it is hitting hard on everyone and Asbury Park is going to have to make some adjustments staff wise to accommodate for the sequestration. One thing, LBHA is in a fortunate position based on the numbers coming over, and because we have gone to redevelopment opportunities with mixed finance and mixed finance communities where we allowed for fluctuation in economic balance as to how units are subsided. We are not totally dependent on HUD to subside our units anymore and this helps with our overall budget because we are now not totally dependent on HUD and any subsidy they give us. This is not to say that they will not try anymore and if this would affect us directly, but right now we are pretty stable based on the current situation. Other Authorities that have not taken on the redevelopment initiative as LBHA, are in a different boat, so financially it was a good thing that we moved toward mixed financial communities.

The Secretary went on to further state that we have partnered with Conifer Developers to submit an application to Newark Housing Authority in an attempt to be consider the developer in one of their redevelopment projects. So this is LBHA being aggressive. So again I don’t know many other Housing Authorities who are looking to take over redevelopment of other Housing Authorities, but we are putting ourselves out there with Conifer in attempt to gain that opportunity for their Choice Neighborhood location. It is
worth a shot because there are a lot of big entities shooting for it, but we thought it would be a good idea to try and partner with someone and go for it. In reality, the Choice Neighborhoods is not a one year two year project; it goes for about ten years with stretches close to a billion dollars. What I am hoping is that they selected several developers which would give us a chance to be selected and offered the opportunity.

Please let the record reflect that Commissioner Mejer is present to participate in the Board of Commissioners Meeting of March 18, 2013.

Commissioner Mejer also apologized for his tardiness.

Chairman Jennings inquired if the redevelopment would be commercial or residential?

The Secretary stated that we told them it would have to be a combination of both mixed residential and ideas to incorporate a park with a golf course. At the end of the day, I am trying to get LBHA with more redevelopment opportunities so that there is some source of revenue stream that comes back to us to build more affordable housing, but to also keep our funding stream alive and self-sufficient.

The Secretary stated that we did start bedbug treatment at Kennedy Towers last week and we will continue to move towards Chester A. Arthur. We will be using a different approach when exterminating. The units that do not have bedbugs we will be doing an in-house exterminating at the same time that Terminix is aggressively treating units with extreme bedbugs. There were some residents that were not prepared based on physical issues and there were some that totally ignored LBHA and just did not prepare. Those individuals will be handled in the same manner that the resident in Chester A. Arthur was handled. We will move to ask them to leave because we are wasting money if we are not able to exterminate all the units at the same time. We have no choice but to go through the court system.

Commissioner Mejer inquired if the individual at Chester A. Arthur has been removed.

The Secretary stated that yes he is gone and will not be permitted to return. It is so bad that we cannot throw his things away just yet, we have to exterminate with his things in the unit and then after a few weeks we can dispose of his property and prepare for an actual extermination of the unit. We believe we have found the root of the bedbug situation with this unit and hopefully the situation will be resolved. After extermination of the building, the residents must follow the upkeep, otherwise the bedbug situation will just keep recurring. We have had meetings and passed out literature to education the seniors on the upkeep and on the dos and don’ts.

Commissioner Covin asked the difference in Terminix extermination and LBHA extermination.

The Secretary stated that Terminix freezes and LBHA still uses a spray which is acceptable for units without bedbugs and has even worked for units with bedbug infestation, but want to take a different approach going forward.
Commissioner Johnson inquired about the preparation for the extermination of bedbugs.

The Secretary stated that everything must be placed in plastic bags.

Commissioner Johnson stated that if they have bedbugs on their clothing and put them in the bag with bedbugs, they will still have infestation.

The Secretary stated that they must wash and dry their clothes before they place them in the bags. Everything must be washed, clothes, sheets, towels, etc.

After a discussion on the bedbug situation in our Senior Citizen developments with the Commissioner and Secretary, the Secretary stated that we will do our best to try and assist the Seniors whether it be through Social Services or contacting family members to assist in preparation of extermination. We are still faced with the situation that there are some individuals that will just refuse extermination of any type.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Rivera wished all a Happy Easter.

Commissioner Russell-Mann wished all a Happy Easter.

Commissioner Covin was pleased with the progress that is happening at LBHA and stated that a lot of people are excited.

Commissioner Winnick congratulated Lester Taylor with running for Mayor in East Orange and also wished everyone a Happy Holiday.

The Secretary stated that the Open House for our Home Ownership units will be this Saturday, March 23, 2013 from 1 to 3 pm. We have a model unit that will be viewed in hopes that this will help the sales of the remaining units. Also, we finally closed on the unit with Mrs. Rodriguez. She will be able to take possession around April 1, 2013.

PUBLIC PARTICIPATION:

Commissioner Covin made a motion to enter into Public Participation, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, None.
Abstention, None.
Chairman Jennings announced that the meeting was now open for public comments. Please stand, state your name and address and limit your comments to five minutes.

There being no public to offer comments, Commissioner Winnick made a motion to close Public Participation, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, None.
Abstention, None.

Chairman Jennings stated that Commissioner Johnson had a matter to bring before the Board of Commissioners concerning the Homeownership units with regards to separation of yards.

The Secretary stated that LBHA will be the landscapers and will maintain the properties. Also, since they will own their space, LBHA is in hopes that everyone will be respectful of their neighbors.

Commissioner Mejer asked what they get in purchasing one of the Homeownership units. Is there an association fee for services and do they have their own utilities.

The Secretary stated that there will be an association fee of $50.00 monthly, LBHA will maintain the property and all utilities are in their names, they own the unit and is strictly the home owner. He went on to further state that there will be mandatory unit inspections because they are all attached and we want to prevent any issues before they become a major repair. It will be the responsibility of the home owner to maintain and repair any problems that arise. All issues will be identifying by LBHA Maintenance Staff. This will become part of the deed restriction. If a homeowner refuses to make the repairs, LBHA will repair and charge the homeowner or increase the association fees.

EXECUTIVE SESSION:

There are no matters for Executive Session for the Board of Commissioners Meeting of March 18, 2013.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioner Meeting of March 18, 2013, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Mejer.
Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, None.
Abstention, None.

Meeting Adjourned.

[Signature]

2/15/2013

Tyrone Garrett, Secretary

Date
MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF
COMMISSIONERS REGULAR MEETING HELD FEBRUARY 20, 2013.

The Session convened at 5:00 PM with the following persons present:

Carl Jennings, Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner
Andres Mejer, Commissioner

Late: Donald Covin, Vice-Chairman (arrival 5:25 PM)

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Esq., Legal Counsel

THE CHAIRMAN ANNOUNCED THAT ALL CELL PHONES BE TURNED
OFF OR PUT ON VIBRATE FOR THE MEETING.

In accordance with the local Public Meetings Act of 1975 and as amended, advanced
notice of the meeting including the Agenda was sent to local newspapers, delivered to
the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and
posted at all Long Branch Housing Authority Offices at least (48) hours prior to
convening the Meeting.

THE CHAIRMAN LED THE SALUTE TO THE FLAG.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF
JANUARY 23, 2013.

There was no discussion or comments.

Commissioner Johnson made a motion to accept and approve the Minutes of the
Regular Meeting of January 23, 2013 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners  Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman
Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

RESOLUTION 02-01-2013 – RESOLUTION APPROVING EXPENDITURES
FOR THE MONTH OF JANUARY, 2013 INCLUDING SECTION 8
EXPENDITURES.
Commissioner Russell-Mann stated that the bills have been reviewed with the Finance Committee of the Authority. All questions have been satisfied. Commissioner Russell-Mann made a motion to accept and approve Resolution 02-01-2013 for $2,944,970.35, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

Commissioner Winnick stated that with Check 26263 - Woodrow Wilson Infrastructure Payment for $1,582,682.97 being so large, that back-up could be provided with the list of bills. We did receive back-up today, but in the future, would just like it attached.

The Secretary stated that he has no problem with attaching back-up documentation when a payment this large.

RESOLUTION 02-02-2013 - RESOLUTION AUTHORIZING OFFICIAL TRAVEL BY LBHA STAFF, COMMISSIONERS, AND RESIDENTS TO ATTEND DESIGNATED TRAINING WORKSHOPS AND CONFERENCES.

The Secretary stated that we did not add the verbiage that Commissioner Winnick requested at the last Board of Commissioners Meeting. The verbiage was regarding the Travel Resolution stating that the budget based on our expenditure is consistent with the budget line item for travel. What we did, was utilized the Certification of Funds that we use for all of our Resolutions were funds are requested. The Certification will certify that the funds are available and what source of funding it will be drawn on.

The Secretary asked Commissioner Winnick if this is acceptable.

Commissioner Winnick was in agreement.

Commissioner Rivera made a motion to accept and approve Resolution 02-02-2013 as presented, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.
ADDED STARTERS:

There are no added starters at this time.

MOTIONS:

The Secretary stated that there are three motions to purchase tickets or ad journals:

1. Ocean Chapter of Drifters, Inc.
   Ad Journal for $70.00 from LBHA
   Ad Journal for $70.00 from Maestro

Commissioner Winnick made a motion to accept the ad journals for $70.00 from LBHA and from Maestro, seconded by Commissioner Johnson.

Commissioner Russell-Mann stated that this Organization is sponsoring scholarships for local residents and an LBHA resident is the recipient of a scholarship.

Ayes, Commissioners Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, Commissioner Russell-Mann.

Public Comment was called for on this Motion and this Motion only, with no response.

2. NAACP – Taking Success into our Own Hands – Long Branch High School (50) tickets at $10.00 each totaling $500.00

The Secretary stated that Chris Broussard, ESPN Sports Columnist will be speaking with the children. We will be sending (50) of LBHA resident children to listen to him speak on Taking Success into our Own Hands. This event is sponsored by the NAACP, Long Branch Chapter.

Commissioner Winnick made a motion to accept and approve the purchase of (50) tickets at $10.00 each totaling $500.00 allowing LBHA residents to attend, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Motion and this Motion only, with no response.

3. KJ 525 Philanthropy Club – 5th Annual Fund Raising Luncheon
   Purchase (10) tickets at $40.00 each totaling $400.00.
Commissioner Winnick made a motion to accept the purchase of (10) tickets at $40.00 each, totaling $400.00, seconded Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Mejer.
Opposed, None.
Absent, Commissioner Covin.
Abstention: Commissioners Jennings, Johnson.

Commissioner Mejer asked what this club represents.

The Secretary stated that Jerome Hamlin and his wife, Kathryn started the KJ 525 Philanthropy Club. They offer finance training, budgeting classes, and prep courses and teach self-sufficiency to high school and college students. They also raise funds to award scholarships to deserving young women and young men of the area.

Public Comment was called for on this Motion and this Motion only, with no response.

Please let the record reflect that Commissioner Covin is present to participate in this Board of Commissioners Meeting of February 20, 2013.

The Secretary stated that there was one item that was brought to his attention. It was in the Maintenance Report. The Maintenance Report included the Woodrow Wilson Homes that is in redevelopment. The Secretary stated that this report was given in error.

Commissioner Mejer had a question regarding the inspections of Presidential Estates and why so many were scheduled and not completed. He inquired as to what transpired with these inspections.

The Secretary stated that scheduled inspections are sometimes canceled by the resident because they are unable to leave work or take off to be present in their units at the time of the inspection. Therefore, we must reschedule making the site manager do double work. Also, when recertification’s are done, inspections must be performed, sometimes having twenty-five inspections in one month. These inspections are required for all Tax Credit sites which are intense and time consuming. The Secretary went on to say that the inspections have been shifted from the site managers to an individual person and that person has not been in and there is no back-up person at this time. This is an employee and not a contracted person. We made the change from the site managers doing the inspections to one individual person because they became too time consuming. Recertification’s are very intense and the site managers are needed to devote more time to this task as well as their rent collections. This also has freed up the site managers time to deal with the daily operations of the Authority. The Secretary stated that we have three inspectors, one for Section 8, one that will perform annual inspections for REAC and one for all housing units in all sites.
Commissioner Mejer also inquired about Garfield Court I and II with respect to court balances.

Commissioner Winnick stated that these are family units that leave and owe rent. This does not involve Senior Citizen units.

The Secretary stated that court balances mean that we are in proceedings with the court system. We only go to court once a month and at times shows a large balance depending on the date court is going to be held. If a resident is in the courts, we do not accept rent, making balances much higher.

**EXECUTIVE DIRECTOR REPORT:**

The Secretary stated that we had a meeting on the Home Ownership units and that Christopher Pugliese has been meeting with realtors with perspective buyers. We expect to have an Open House sometime in March. The Model has been completed and perspective buyers want to see a model, which will help with the sale of the remaining units. We are moving forward and in the right direction. The model unit will assist greatly in selling the remaining units. We are hopeful that by the summer months all the units will be sold.

**COMMISSIONERS REPORTS AND COMMENTS:**

Commissioner Russell-Mann stated that she went by Woodrow Wilson and stated that progress is being made and stated it was exciting to see how we have progressed.

Commissioner Covin apologized for being late stating that he had a basketball game and won.

Commissioner Winnick stated that he received an interesting phone call and the bottom line was, how happy I was with our Executive Director and where did I expect him to be in five or ten years. My answer was the Secretary of HUD and don’t try to get him, because whatever you offer him, I am going to double.

**PUBLIC PARTICIPATION:**

Commissioner Rivera made a motion to enter into Public Participation, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, None.
Abstention, None.

Chairman Jennings announced that the meeting was now open for public comments. Please stand, state your name, address and limit your comments to five minutes.
Robert Scroll took the floor at this time. He stated that he was homeless and living on the streets. He is disabled and has been living in Long Branch his whole life. He stated that he has an application with the LBHA and every time he comes to check on it, he gets the run around. He went on to further state that he wants a job and a one room apartment to live, he would like to have a stable life again. He was asking for any assistance he could receive. He is asking for help because it is cold out on the streets. No one in the City of Long Branch is helping him. He only receives social security disability. He cannot afford to pay a high rent.

After a lengthy plea from Mr. Scroll for help, he believes that he is at a City of Long Branch Council Meeting. (He is of the impression the Andres Mejer is the Mayor of Long Branch).

The Secretary stated that first off, this is not the City Council, this is the Long Branch Housing Authority. LBHA sole responsibility is to create affordable housing. All around you is affordable housing and it is 30% of your total income no matter what your income is. The process is that we do not have a provision for homelessness. We are not required to provide such a provision. At this time, the Secretary asked if Mr. Scroll knew what his number is on the waiting list.

Mr. Scroll stated that he doesn’t no, simply because he has never inquired.

The Secretary stated that we send out letters to inquire if the applicant is still interested in housing and keeping the application alive. In Mr. Scroll’s case, he is transient so Mr. Scroll would have to ask. When I speak of transient, we would send the letter to the address that is on the application and if you no longer live there, it would get sent back and forward to the inactive file. The Secretary stated that before you leave tonight, we will give you the number of how you placed on the waiting list, if in fact, you placed an application with LBHA. Also, we can give you a list of places in the County, that might be able to give you some services if you have not already been there.

Mr. Scroll stated yes he has been to ever agency in the County and has been turned down.

The Secretary stated that we will still give any information we can and we will provide you with your status on the LBHA waiting list. We will try our best to assist Mr. Scroll in his situation and not break any rules.

Chairman Jennings stated that he would like to clear up some confusion, (pointing to Andres Mejer) he is not the Mayor of Long Branch, he last name is Mejer.

A Section 3 worker at the Gregory School stated that he a question regarding prevailing wages. He feels that he has received in the first check, but not the remaining checks he is receiving for services performed.
The Secretary asked if he spoke to Mr. Gibson before coming to the meeting. He stated no, so the Secretary stated that prevailing wages is a HUD guideline of what you are to receive. There is also an inspection that takes place that audits payroll records to ensure that you are being paid properly. If there is an impropriety that is taking place, it will be corrected.

Eric Platts has been a Section 3 worker working with the Homeownership units. He stated that there are putting in rugs, sinks, and plumbing and one unit will be ready for the Grand Opening that is going to take place soon. He stated the progress has been a smooth one and has been grateful for working with all the contractors and has been able to pick up a trade. He stated that he just wanted to share this with the Commissioners.

Mr. Gibson, Section 3 Worker for Gregory School inquired about his status on the Section 8 program and is patiently waiting to be placed. He stated that he was denied because of his credit. He could understand a criminal background check, but not credit stating he has never had any credit. He also stated that he is very much enjoying his employed and proud that he was promoted and has a permanent job.

Commissioner Covin stated that he was proud of Mr. Gibson and how far he has progressed in life. Applause was given to Mr. Gibson.

There were a few other Section 3 Workers present stating that they are proud that they have a job, weather it is Gregory School, Woodrow Wilson, etc. and stating they are grateful that LBHA gave them a chance. They went on to further say that the Contractors are good guys and teaching skills to all of the Section 3 Workers.

The Secretary did say that on each site that Section 3 workers are employed, there is a minimum of twenty-five workers and we are hopeful that some or all will be picked up for permanent employment. The Section 3 Workers are paid by the Contractors. Unfortunately, if an employee is not picked up by a contractor for permanent employment and the project has ended and LBHA has no other adventures, that Section 3 Worker will be unemployed once again. LBHA does not have openings to hire any new staff member or maintenance employee.

There was a brief discussion with the Secretary and Board of Commissioners on the credit check and why it is essential to Affordable Housing. They also discussed issues when applying for housing.

At this time, the Secretary asked the Section 3 Workers present to wait after the meeting so he may speak with them on their issues to try and see if a solution can be reached. All present agreed.

Chairman Jennings thanked the Section 3 Workers present for their hard work and thanked them for dedication and services.
There being no further matters of discussion for Public Participation, Commissioner Winnick made a motion to Close Public Participation, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, None.
Abstention, None.

EXECUTIVE SESSION:

There are no matters for Executive Session for the Board of Commissioners Meeting of February 20, 2013.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of February 20, 2013, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, None.
Abstention, None.

Meeting Adjourned.

[Signature]

Tyrone Garrett, Secretary

Date 3/18/2013

The Session convened at 5:00 PM with the following persons present:

Carl Jennings, Chairman
Michael Winnick, Commissioner
Carmen Rivera, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthla Johnson, Commissioner
Andres Mejer, Commissioner

Absent: Donald Covin, Vice-Chairman

Also Present: Tyrone Garrett, J.D., Secretary
Kevin Kennedy, Esq., Legal Counsel

THE CHAIRMAN ANNOUNCED THAT ALL CELL PHONES BE TURNED OFF OR PUT ON VIBRATE FOR THE MEETING.

In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of the meeting including the Agenda was sent to local newspaper, delivered to the City Clerk’s Office, posted on the Long Branch Housing Authority Web Site, and posted at all Long Branch Housing Authority Offices a least (48) hours prior to convening the Meeting.

THE CHAIRMAN LED THE SALUTE TO THE FLAG.


There was no discussion or comments.

Commissioner Johnson made a motion to accept and approve the Minutes of the Regular Meeting of December 17, 2012 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, Commissioner Mejer.

RESOLUTION 01-01-2013 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF JANUARY, 2013 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated that the bills have been reviewed with the Finance Committee of the Authority. All questions have been satisfied. Commissioner Russell-
Mann made a motion to accept and approve Resolution 01-01-2013 for $1,502,703.54, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this resolution and this Resolution only, with no response.

RESOLUTION 01-02-2013 – RESOLUTION AUTHORIZING OFFICIAL TRAVEL BY LBHA STAFF, COMMISSIONERS, AND RESIDENTS TO ATTEND DESIGNATED TRAINING WORKSHOPS AND CONFERENCES.

Commissioner Winnick asked that a Certification of Funds needs to be attached to Travel Resolutions in the future, subject to and in accordance with the budgeted amount for fiscal year 2012/2013.

Commissioner Winnick made a motion to accept and approve Resolution 01-02-2013 with Certification of Funds to be attached and as amended, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

The Secretary stated that our Auditors state we do not have to do a Resolution on Travel, I feel it necessary that we continue to present the Resolution, so we will continue to present the Travel Resolution when it is necessary to do so.

Public Comment was called for on this Resolution and this Resolution only, with no response.

RESOLUTION 01-03-2013 – RESOLUTION AUTHORIZING FUND COMMISSIONER APPOINTMENTS FOR THE LONG BRANCH HOUSING JIF MEMBERS TO NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND PURSUANT TO THE JIF’S BYLAWS.

The Secretary stated that this is an annual submission where the Executive Director is appointed the Fund Commissioner for JIF Insurance. This has not changed in the last five years. In a manner generally prescribed by law, the Fund Commissioner is selected as a member of the governing body such as the Executive Director.
Commissioner Winnick made a motion to accept and approve Resolution 01-03-2013 as presented, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**RESOLUTION 01-04-2013 — OMNIBUS RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF LONG BRANCH AUTHORIZING AND RATIFYING EXECUTION OF DOCUMENTS IN CONNECTION WITH THE FINANCE, CONSTRUCTION AND MANAGEMENT OF THE GREGORY SCHOOL SENIOR PROJECT.**

The Secretary stated that this Resolution is to expedite the Administrative requirements necessary to move the Gregory School Project forward. In using a new Title Company for the Gregory School Development, they require an in-depth process that LBHA will use and follow. LBHA intends to design, develop, finance construction, and provide operation and maintenance of the property. In doing so, the Executive Director of the LBHA needs immediate authorization to execute on behalf of the Authority documents necessary to redevelop the Gregory School into affordable rental housing for seniors, once they have been approved by HUD and reviewed by our Special Redevelopment Counsel. This Resolution also further authorizes and ratifies all actions necessary to implement the development, financing, construction, operation and maintenance of the Project.

The Executive Director, the Authorized Officer, is authorized to execute on behalf of the Authority one or more of the following documents: Release of Declaration of Trust, Declaration of Restrictive Covenants in Favor of HUD, Regulatory and Operating Agreement between the Authority and the Owner Entity, HUD Non-Disbursement and Attornment Agreement, Amended and Restated Master Development agreement among the Authority, Maestro and the Developers, certain Authority Closing Certifications, and related HUD documents necessary to effectuate this project. There will be many related agreements, documents, memorandums of Ground Lease, and management agreements necessary to effectuate the project, and will be on file in the offices of the Authority, and will be available for review.

This Resolution states that it shall take effect immediately.

There was a brief discussion regarding Resolution 01-04-2013, Omnibus Resolution of the Board of Commissioners of the Housing Authority of the City of Long Branch Authorizing and Ratifying Execution of Documents in connection with the Finance,
Construction, and Management of the Gregory School Senior Project, among the Commissioners and the Executive Director.

Legal Counsel Kennedy stated that this Resolution is basically spelling out any and all matters related to the Gregory School Senior Project and does reference all previous Resolutions that have been accepted and approved by the LBHA Commissioners from the last three years.

Commissioner Mejers wanted clarification of the Resolution. “He stated that this Resolution was two-fold in that one is to retroactively approve what has already been approved and secondly it is to execute certain documents in the future that are going to be necessary in order to effectuate the plan”.

The Secretary stated that yes, but for the most part, we are complete with the execution of additional documents. These documents have all been in the original Evidentiary Documents that have been approved by HUD. The only other document that must be reviewed and agreed upon will be the maintenance and operations of the Gregory School Senior Project.

Commissioner Winnick made a motion to accept and approve Resolution 01-04-2013 as presented and discussed in detail, seconded by Commissioner Johnson.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response.

**ADDED STARTERS:**

There are no added starters at this time.

**EXECUTIVE DIRECTOR REPORT:**

The Executive Director stated that we have ticket requests that he would like to discuss and have approval to either purchase tickets or ad journals or both.

The Executive Director stated that Prevention First has been a great supporter to LBHA. When we put on our Health Fair, they were the ones that help us coordinate the event.

With regards to the Brookdale Community College Wilbur Ray Dinner, we normally purchase ten tickets, but this year I would like to hold five tickets just for the Maintenance Department, which would bring the total to fifteen tickets. They are the backbone of the agency and I would just like to give them the opportunity to attend an
event outside of the community. I would like to recognize their support and let them know that I acknowledge and appreciate them.

Commissioner Winnick stated that we should increase the number of tickets to at least twenty tickets to obtain a fair representation of the Authority from staff, Commissioners, and Residents.

Commissioner Johnson, stated that she agrees with Commissioner Winnick in the purchasing of extra tickets, but must be sure that the tickets will be utilized. The last few events, some of the tickets went to waste and there were many no shows, and money was thrown out the window.

Commissioner Winnick made a motion to approve retroactively the purchase of ten tickets for the MLK Guild of Greater Long Branch for a total amount of $120.00, seconded by Commissioner Johnson.

The Secretary stated that these tickets were purchased in advance because the event took place January 18, 2013 and the Board Meeting was not going to take place until the 23rd of January, so I took the liberty of going ahead and purchasing.

Ayes, Commissioners Winnick, Rivera, Johnson, Mejer
Opposed, None.
Absent, Commissioner Covin.
Abstention, Commissioners Jennings, Russell-Mann.

Public Comment was called for on this motion and this motion only, with no response.

Commissioner Mejer inquired as to who uses these tickets.

The Secretary stated that we give them to Residents, Seniors and some staff members.

Commissioner Mejer made a motion to accept and approve the purchase of three tickets to the Concordance Event totaling $150.00, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, Commissioner Mejer (not sure what his involvement is in the Concordance, wants to be on the safe side and abstain).

Public Comment was called for on this motion and this motion only, with no response.

Commissioner Russell-Mann made a motion to accept and approve the purchase of two tickets and 1/4-page journal ad for the Prevention First Gala totaling $625.00, seconded by Commissioner Rivera.
Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this motion and this motion only, with no response.

Commissioner Winnick made a motion to accept and approve the purchase of twenty tickets for the Brookdale Community College Wilbur Ray Dinner totaling $1,000.00, seconded by Commissioner Mejer.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this motion and this motion only, with one response.

Commissioner Mejer inquired about what the Wilbur Ray Dinner represents.

Commissioner Winnick stated that Wilbur Ray was very active in the Community of Long Branch. Chairman Jennings stated that he was in charge of the Security at the Brookdale Community College and was an advocate for education.

Chairman Jennings inquired about ad since they are honoring Tyrone Garrett.

It was stated that the ad journal has not come out at this time, but when it is presented to LBHA, we will purchase a full-page ad and present it to the Board for approval.

Commissioner Winnick made a motion to accept and approve the purchase of five tickets and a full-page ad journal to the Central Jersey Club totaling $375.00, seconded by Commissioner Russell-Mann.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this Motion and this Motion only, with no response.

Commissioner Winnick made a motion to accept and approve the purchase of five tickets and a full-page ad journal for the Long Branch Chamber of Commerce Libutti Award totaling $600.00, seconded by Commissioner Russell-Mann.
Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Public Comment was called for on this motion and this motion only, with no response.

Chairman Jennings stated that he did receive a phone call from Commissioner Covin. He apologies for not being present, stating basketball practice ran overtime.

PUBLIC PARTICIPATION:

Commissioner Mejer made a motion to enter into Public Participation, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Chairman Jennings announced that the meeting was now open for public comments. Please stand, state your name, address, and limit your comments to five minutes.

Katherine Darby, Resident Advocate for Seniors in Long Branch. She inquired as to the name of the Gregory School.

The Secretary stated that the name would be the Gregory School Senior Building and the Maestro Annex.

Ms. Darby also inquired about the entrance off Joline Avenue and feels that it would be unsafe to exit for Senior Citizens.

The Secretary stated that it is an entrance only; it will not be an exit of any kind. It is a major thoroughfare, so we need to keep the flow of traffic moving.

The Secretary wanted to bring to the attention of the Board of Commissioners the situation of Bed Bugs we have at Chester A. Arthur and Kennedy Towers. He stated that many of our Residents in these buildings are aging in place meaning that they are slowing down and not adequately able to take care of themselves or their units. This brings us to the infestation of the Bed Bugs. We are able to exterminate, but the upkeep and preparation by the tenant is lacking; they simply are just not physically able to keep up with housekeeping issues and or prepare and maintain once the unit has been exterminated. The last thing we want to do is to evict a Senior Citizen from their units because of infestation of bedbugs. LBHA is being aggressive in the bedbug situation.
LBHA is trying our best in resolving these issue, but the Residents must assist us to rid this infestation.

A lengthy discussion among the Commissioners, Secretary, and Staff Members regarding the Bed Bug situation, took place at this time. It is a very serious situation and we are actively seeking solutions to maintain a safe and decent quality of life for all of our residents. LBHA is looking into every avenue to resolve this issue. LBHA is very proactive in annual inspections of the units that are performed twice a year. In the inspections, the Site Manager will look for issues, health, housekeeping, any assistance they can offer, etc. Therefore, we do try to get a situation under control before it gets so far out of hand; it becomes a major problem for all involved.

Commissioner Winnick made a motion to close Public Participation, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Absent, None.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Russell-Mann stated that the Calendar is beautiful and thanked the Executive Director and staff.

Commissioner Rivera stated that it was a rough year last year and only hopes that the New Year will be a happier year.

Commissioner Johnson thanked the Maintenance staff for all they do. She stated “GO MAINTENANCE”.

The Executive Director stated that we have received our PHAS Score and LBHA is rated a High Performer, we received a (90). We are in good shape.

EXECUTIVE SESSION:

There are no matters for Executive Session for the Board of Commissioners Meeting of January 23, 2013.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of January 23, 2013, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Johnson.
Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Covin.
Abstention, None.

Meeting Adjourned.

Tyrone Garrett, Secretary   Date

2/20/2013