

**MINUTES OF THE LONG RANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD FEBRUARY 19, 2014.**

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  
Andres Mejer, Commissioner

Also Present, Randy Phillips, Assistant Executive Director/Secretary  
(For Tyrone Garrett, Executive Director/Secretary)  
Kevin Kennedy, Esq., Legal Counsel

Legal Counsel, Kennedy read the required notice and Legal Counsel declares this Board of Commissioners Meeting of February 19, 2014 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 phone be turned off or put on vibrate for the meeting.

The Chairman led the Salute to the Flag.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD JANUARY 27, 2014.**

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

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

**RESOLUTION 02-01-2014 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF FEBRUARY, 2014 INCLUDING SECTION 8 EXPENDITURES.**

Commissioner Russell-Mann stated that she has reviewed the List of Bills along with Commissioner Winnick and the Finance Committee of LBHA. Commissioner Russell-Mann made a motion to accept and approve the List of Bills for the Month of February in the amount of \$1,520,591.04, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.

Opposed, None.

Absent, None.

Abstention, None.

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

**RESOLUTION 02-02-2014 – RESOLUTION OF CERTIFICATION OF COMPLIANCE FOR CONDUCTING COMPENSATION COMPARABILITY ANALYSIS CITY OF LONG BRANCH HOUSING AUTHORITY.**

There were no discussions or comments on this Resolution from the Commissioners

Commissioner Winnick made a motion to accept and approve Resolution 02-02-2014 as presented, seconded by Commissioner Rivera.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, Chairman Jennings.

Opposed, None.

Absent, None.

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 February 21, 2014.

**MOTIONS:**

Mr. Phillips stated that there is a motion needed to obtain Ad Journals and tickets for three (3) different community events.

1. Pilgrim Baptist Church – Men’s and Boy’s Community Breakfast held at the Pilgrim Baptist Church, Shrewsbury, NJ on March 15 at 8:00 am.

(10) Tickets @ \$5.00 each for a total of \$50.00.

2. KJ525 Philanthropy Club – Scholarship Luncheon at Branches, West Long Branch, March 22, 2014 11:30 A.M.

(10) Tickets @ \$40.00 each for a total of \$400.00.

3. Central Jersey Club – 505h Founders’ Day Luncheon held at the Eatontown Sheraton Hotel, Industrial Way East, Eatontown, NJ Saturday, April 12, 2014.

(8) Tickets @ \$50.00 each for a total of \$400.00

½ Page Ad @ \$75.00 for a total of \$75.00

Grand Total \$475.00.

Commissioner Winnick made a motion to accept the purchase of tickets and ad journals as presented, seconded by Commissioner Russell-Mann.

All in Favor: Motion #1 Pilgrim Baptist Church: Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Mejer, and Chairman Jennings.

Opposed, None.

Absent, None.

Abstention, None.

All in Favor: Motion #2 KJ525: Commissioners Russell-Mann, Winnick, Rivera, Covin, Mejer.

Opposed, None.

Absent, None.

Abstention, Commissioners Jennings, Johnson.

All in Favor: Motion #3 Central Jersey Club: Commissioners Russell- Mann, Winnick, Rivera, Covin, Johnson, Mejer, and Chairman Jennings.

Opposed, None.

Absent, None.

Abstention, None.



**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD JANUARY 27, 2014.**

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

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

Absent: Andres Mejer, Commissioner

Late: Carl Jennings, Chairman (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 January 27, 2013 to be a Lawful Meeting. Legal Counsel Kennedy also stated that Notice was placed in the newspaper (hereto attached) stating that due to the snow storm the meeting of the LBHA Board of Commissioners which was scheduled for January 22, 2014 was adjourned and carried to January 27, 2014 at 5:00 pm.

**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.

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

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

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

Opposed, None.

Absent, Commissioners Jennings, Mejer.

Abstention, Commissioner Johnson.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD  
DECEMBER 16, 2013.**

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

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Johnson.

Opposed, None.

Absent, Commissioners Jennings, Mejer.

Abstention, Commissioner Covin.

**RESOLUTION 01-01-2014 – RESOLUTION APPROVING EXPENDITURES  
FOR THE MONTH OF JANUARY 2014 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 January in the amount of \$1,306,573.54, seconded by Commissioner Winnick.

No questions from the Commissioners on this Resolution.

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

Opposed, None.

Absent, Commissioners Jennings, Mejer.

Abstention, None.

Public Comment was called for on this Resolution and this Resolution only, with no response. There is no public present.

**RESOLUTION 01-02-2014 – RESOLUTION AUTHORIZING OFFICIAL  
TRAVEL BY LBHA STAFF, COMMISSIONERS, AND RESIDENTS TO  
ATTEND DESIGNATED TRAINING WORKSHOPS AND CONFERENCES.**

Commissioner Covin made a motion to accept and approve Resolution 01-02-2014 as presented, seconded by Commissioner Rivera.

No questions from the Commissioners on this Resolution.

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

Opposed, None.

Absent, Commissioners Jennings, Mejer.

Abstention, None.

No public present for comments.

**RESOLUTION 01-03-2014 – RESOLUTION ACKNOWLEDGING AN ASSIGNMENT OF AN EXISTING “AS NEEDED” ARCHITECTURAL AND ENGINEERING SERVICE.**

The Secretary stated that SunRose Engineers Inc. major partner, Ambrose C. O’Donnell, passed away. Ambrose O’Donnell and Dan Fredrick have owned all common stock of SunRose Engineers, Inc. It is the resolution of the corporation to cease operations and dissolve the company as a result of the death. The dissolution effective date is at such time it is deemed that all contract obligations have been satisfied. Upon discovery of Ambrose O’Donnell’s illness, Dan Fredrick executed necessary provisions and put in place a new corporation, MPE Consulting and Design LLC, to simplify and ease into the transition for employees’ and clients. MPE Consulting and Design LLC will fulfill the contract obligations with the same personnel and fee schedule as SunRose Engineers. Dan Fredrick’s is the sole member of the new corporation. MPE Consulting and Design LLC will continue to provide the Housing Authority with quality professional service.

The Secretary stated that this is a name change due to death of a partner, nothing else will change.

Kevin Kennedy, Esq. stated that nothing is changing in the payment schedule, amount we are paying, etc., this is a standard procedure.

Please let the record reflect that Chairman Jennings is present to participate in this Board of Commissioners Meeting of January 27, 2014.

Commissioner Covin made a motion to accept and approve Resolution 01-03-2014 as presented, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, None.

No public present for comments.

**RESOLUTION 01-04-2014 – RESOLUTION RE-ADOPTING AND RE-AFFIRMING RESOLUTION.**

Legal Counsel, Kennedy stated that at the end of December 2013, the IRS issued a directive that all 457 Plans be amended so as to reflect and incorporate recent amendments to regulations regarding the worker, retiree, and Employer Recovery Act. This directive to amendment had to be effective December 31, 2013 and we received it on December 19, 2013 after the regularly scheduled Board of Commissioners meeting. An email poll was taken with an affirmative or negative vote and would be memorialized at the next scheduled meeting.

Out of an abundance of caution, the Long Branch Housing Authority Representatives are of the opinion that it would be appropriate to re-adopt and re-affirm at the next regularly scheduled Board Meeting in January that has been duly advertised for a regular public meeting of the Long Branch Housing Authority.

Commissioner Winnick made a motion to adopt and accept Resolution 01-04-2014 as presented, seconded by Commissioner Covin.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, None.

No public present for comments.

**1. RESOLUTION 01-05-2014 – RESOLUTION AUTHORIZING ACCEPTANCE AND CONFIRMING RECEIPT OF INDEPENDENT AUDITOR’S REPORT FOR YEAR ENDING JUNE 30, 2013.**

Commissioner Winnick made a motion to accept and approve Resolution 01-05-2014, seconded by Commissioner Covin.

Discussion:

The Secretary asked if there were questions and concerns regarding the audit.

Chairman Jennings stated that it was long.

The Secretary stated that as time goes on they will be more complex and lengthy as we continue to redevelop and take on more tasks and duties.

Legal Counsel, Kennedy stated that Resolutions **01-05, 01-06, 01-07 2014** can be adopted at the same time.

**2. RESOLUTION 01-06-2014 – HOUSING AUTHORITY OF THE CITY OF LONG BRANCH TRANSMITTAL FORM LOCAL AUTHORITIES GROUP AFFIDAVIT FORM PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD AUDIT REVIEW CERTIFICATE.**

**3. RESOLUTION 01-07-2014 – HOUSING AUTHORITY OF THE CITY OF LONG BRANCH TRANSMITTAL FORM LOCAL AUTHORITIES BOARD RESOLUTION PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD.**



Commissioner Winnick amended the motion to accept and approve Resolutions 01-05-2014, Resolution 01-06-2014, and Resolution 01-07-2014 as presented, seconded by Commissioner Johnson.

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

No public present for comments.

**PUBLIC PARTICIPATION:**

No need for Public Participation, no public present.

**EXECUTIVE DIRECTOR REPORT:**

The Secretary stated that he has request for the purchase of tickets and ad journals.

1. MLK Guild of Greater Long Branch. Due to timing the tickets have been purchased (10) tickets at \$12.00 each total of \$120.00. The event took place January 17, 2014. There is no Ad Journal to purchase.

Commissioner Covin made a motion to accept the purchase of said tickets, seconded by Winnick.

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

2. Prevention First Anniversary Gala. The request is for (2) tickets at \$250.00 each totaling \$500.00. There is no Ad Journal to purchase.

Commissioner Winnick made a motion to purchase said tickets, seconded by Commissioner Covin.

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

1. Naomi Benyard – Taekwondo United Karate Tournament. Naomi is the daughter of Nichele, LBHA’s Housing Inspector. Naomi is looking for

sponsorship to help towards transportation and hotel costs. There is no said amount.

Chairman Jennings made a motion to make a donation of \$300.00, seconded by Commissioner Winnick.

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, None.

3. The Ocean Chapter of Drifters, Inc. for the purchase of full page ad at \$65.00. There are no tickets to purchase.

Mr. Garrett stated that we will purchase (3) full page ads at a cost of \$65.00 each, (1) from Long Branch Housing Authority, (1) from Maestro CDC, and (1) from Team Evolve for a Total of \$130.00.

Commissioner Covin made a motion to purchase (3) full pages ads at a cost of \$65.00 each from (1) Long Branch Housing Authority, (1) Maestro CDC, and from (1) Team Evolve, seconded by Commissioner Winnick.

Ayes, Commissioners Winnick, Covin, Rivera, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioner Mejer.

Abstention, Commissioner Russell-Mann.

### **COMMISSIONERS COMMENTS AND CONCERNS:**

Commissioner Johnson expressed her appreciation for the good job the Maintenance Department did during the snow storm.

There was a brief discussion of the snow removal with Mr. Garrett and the Board of Commissioners with Mr. Garrett stating that his Maintenance Staff did a great job. The only development that was not quit finished was the Woodrow Wilson Homes Common because of the area, but was addressed; the complex is not fully occupied, which gave us some flexibility.

Chairman Jennings voiced his concern that the Bucky James Center was not plowed during the snow storm. There were different agencies that use the building and were upset over the fact that the walk way was not plowed.

The Secretary stated that when the office closes, the Bucky James Center will be closed. We will notify all the entities that use the building that it is closed as well as posting an announcement of the front door.

Chairman Jennings also stated that he had one comment. On MLK Holiday, he went to Virginia Beach to watch one of our Residents that will be graduating from Albright College in Pennsylvania this June that was voted for the All-Star Football Division 3, Devron Clarke. He played well and he is graduating college, and doing well. I just mention this because he is a product of the Long Branch Housing Authority.

The Secretary stated that if it has not already gone out, the Ribbon Cutting Invitation for the Woodrow Wilson Commons will be next week.

All Commissioners present stated that they have received and replied back.

Residents will be moving into Gregory School on February 1, 2014 and the Ribbon Cutting will be on March 3, 2014, invitations will be mailed shortly.

There being no further matters of discussion for this Board of Commissioners Meeting of January 27, 2014, Commissioner Covin made a motion to adjourn, seconded by Commissioners Johnson.

Meeting adjourned.

  
\_\_\_\_\_  
Tyrone Garrett, Secretary

\_\_\_\_\_  
Date

2.20.19

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LONG BRANCH HOUSING AUTH  
 2 HOPE LN  
 LONG BRANCH, NJ 077407080  
 Attn: SALLY MORRELL

**January 25, 2014**

Acct# 005165    Order # 0101974583

AD #	DATES	Advertisement/Description	Publications	NUMBER OF LINES	RATE PER LINE	TOTAL AMOUNT
0101974583	MTG 1/27		1 x	76	0.50	\$34.20
	1/25/14					
		<b>Affidavit of Publication Charge</b>				35.00
<b>TOTAL AMOUNT DUE</b>						<b>69.20</b>

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION BY RECEIVING AGENCY**

I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CERTIFICATION BY APPROVAL OFFICIAL**

I CERTIFY AND DECLARE THAT THIS BILL OR INVOICE IS CORRECT, AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O. # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CLAIMANT'S CERTIFICATION AND DECLARATION:**

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS BILL OR INVOICE IS CORRECT IN ALL ITS PARTICULARS; THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: January 25, 2014

Signature: 

Federal ID #: 061032273

Official Position: Clerk

Kindly return a copy of this bill with your payment so that we can assure you proper credit.

# Affidavit of Publication

Publisher's Fee \$34.20    Affidavit \$35.00

State of New Jersey } SS.

Monmouth/Ocean Counties

Personally appeared

*Daryl Wenner*

Of the **Asbury Park Press**, a newspaper printed in Freehold, New Jersey and published in Neptune, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

1/25/14

A.D. 2014

*[Signature]*

Sworn and subscribed before me, this  
25 day of **January, 2014**

*Kathleen A. Gibson*

Notary Public of New Jersey

## CITY OF LONG BRANCH

### LONG BRANCH HOUSING AUTHORITY SPECIAL / ADJOURNED MEETING

Please be advised that due to the snow storm, the meeting of the Long Branch Housing Authority Board of Commissioners, which was scheduled for January 22, 2014, was adjourned and carried to January 27, 2014 at 5:00 P.M. The said meeting will convene at the Long Branch Housing Authority Administrative Office, located at 2 Hope Lane, Long Branch, NJ. The agenda, to the extent known, includes the following:

- Approval of Minutes
- Approval of bills / vouchers
- Potential authorization for Authority representatives to attend designated training workshops
- Potential assignment of an Architectural / Engineering Contract
- Acceptance and review of the Auditor's Report
- Authorization to transmit Audit to appropriate authorities
- Reaffirmation of a Resolution amending the 457 Plan so as to reflect / incorporate recent administrative amendments
- Potential Executive Session
- Such other matters as may be presented to the Board

A copy of the Agenda is available for public inspection at the Authority's Administration Building. Formal action may be taken at the said meeting. The public is welcome to attend.

(\$34.20)

974583

Kathleen A. Gibson  
Notary Public State of New Jersey  
My Commission Expires Dec. 18, 2014

**LONG BRANCH HOUSING AUTHORITY  
SPECIAL / ADJOURNED MEETING**

Please be advised that due to the snow storm, the meeting of the Long Branch Housing Authority Board of Commissioners, which was scheduled for January 22, 2014, was adjourned / carried to **January 27, 2014** at 5:00 P.M. The said meeting will convene at the Long Branch Housing Authority Administrative Office, located at 2 Hope Lane, Long Branch, NJ. The agenda, to the extent known, includes the following:

- Approval of Minutes
- Approval of bills / vouchers
- Potential authorization for Authority representatives to attend designated training workshops
- Potential assignment of an Architectural / Engineering Contract
- Acceptance and review of the Auditor's Report
- Authorization to transmit Audit to appropriate authorities
- Reaffirmation of a Resolution amending the 457 Plan so as to reflect / incorporate recent administrative amendments
- Potential Executive Session
- Such other matters as may be presented to the Board

A copy of the Agenda is available for public inspection at the Authority's Administration Building. Formal action may be taken at the said meeting. The public is welcome to attend.

## Sally Morrell

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**From:** Christine Phillips [christinemphillips@verizon.net]  
**Sent:** Thursday, January 23, 2014 11:17 AM  
**To:** Sally Morrell  
**Cc:** Tyrone Garrett  
**Subject:** Special / Adjourned Meeting  
**Attachments:** Special - Adjourned Meeting (1-27-14).doc

Per your discussion of yesterday afternoon with Kevin, enclosed please find a proposed Notice for the snow adjourned Board Meeting. If acceptable, please arrange for the same to be published as quickly as possible.

Christine Phillips, Legal Assistant  
Law Office of Kevin E. Kennedy, LLC  
165 Highway 35  
Red Bank, NJ 07701  
Phone: (732) 936-1099  
Fax: (732) 936-1960

## Sally Morrell

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**From:** postmaster@ad.gannett.com  
**To:** LEGALS, APP  
**Sent:** Thursday, January 23, 2014 11:35 AM  
**Subject:** Delivered: Special - Adjourned Meeting (1-27-14)

**Your message has been delivered to the following recipients:**

LEGALS, APP

Subject: Special - Adjourned Meeting (1-27-14)



## Sally Morrell

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**From:** Beckett, Sharon [SBeckett@njpressmedia.com] on behalf of LEGALS, APP [ALEGALS@njpressmedia.com]  
**Sent:** Thursday, January 23, 2014 12:10 PM  
**To:** Sally Morrell  
**Subject:** RE: Special - Adjouruned Meeting (1-27-14)

I received your request to publish on 1/25.

### Sharon Beckett

Legal Clerk

3601 Hwy. 66 | Neptune, NJ 07754

T 1.888.516.9220 x 3666

[sbeckett@NJPressMedia.com](mailto:sbeckett@NJPressMedia.com)

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*\*\*Please note: An Affidavit of Publication (which is your notarized proof that you legally published your notice in the newspaper) will be charged and automatically added to your invoice unless you let us know **in writing** that you do not wish to have one.*

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**From:** Sally Morrell [<mailto:smorrell@lbhousing.org>]  
**Sent:** Thursday, January 23, 2014 11:35 AM  
**To:** LEGALS, APP  
**Cc:** Christine Phillips; Kevin Kennedy  
**Subject:** Special - Adjouruned Meeting (1-27-14)

Please publish Special Adjourned Meeting one time and provide affidavit of same. Thank you.