

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD JULY 21, 2014.

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

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

Absent: Michael Winnick, Commissioner
Yvonne Russell-Mann, Commissioner

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

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

Mr. Garrett read the required notice and Legal Counsel, Kevin Kennedy, Esq., declares this Board of Commissioners Meeting of July 21, 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.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF JUNE 16, 2014.

The Secretary stated that the minutes must be tabled. Quorum to vote on the minutes is not present.

Vice-Chairman Covin made a motion to table the Minutes of June 16, 2014 until the next Board Meeting, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

RESOLUTION 07-01-2014 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF JULY 2014 INCLUDING SECTION 8 EXPENDITURES.

Chairman Jennings stated that he has reviewed the List of Bills and approves for payment. Chairman Jennings made a motion to accept and approve the List of Bills as presented in the amount of \$1,929,033.54, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

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

Motion Carried.

RESOLUTION 07-02-2014 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO SELL THE UNIT LOCATED AT 42 UNIVERSITY DRIVE, LONG BRANCH, NJ (BLOCK 314, LOT 4.01).

The Secretary stated that this Resolution will be pulled. The purchaser pulled out of the contract. The couple who purchased the home came into money and wants to put \$8,000.00 down and finance the rest. There is no mortgage company that will give a mortgage for such a low amount. They buyers have pulled out of the contract.

Resolution has been pulled.

Please let the record reflect that Commissioner Andres Mejer is present to participate in the Board of Commissioners Meeting of July 21, 2014.

RESOLUTION 07-03-2014 - RESOLUTION AUTHORIZING THE VACATE TENANT BALANCE WRITE-OFF FOR FISCAL YEAR ENDING JUNE 30, 2014.

The Secretary asked for a motion to approve and discussion on this Resolution will follow.

Commissioner Covin made a motion to accept and approve Resolution 07-03-2014, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

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

The Secretary stated that the write-offs are somewhat high this year. The maintenance charges have been added into the actual write-offs in addition to the rent. What we normally do is take a resident to Small Claims Court for the overdue balance and at the same time look to set up repayment agreements for the residents that are still with LBHA. What I want to make clear is what is rent and what is Maintenance Charges so no one thinks that we are allowing a resident to stay free of charge or allow them to accumulate a large balance in terms of rent. For residents that have not paid their rent, the LBHA process is that once the individual has not paid rent on the given day that it is due, we do not accept rent after that particular time. Kevin files in the courts and now this is where the problem comes in terms of rent balance, it could take anywhere up to sixty to ninety days before that individual goes into court. This means that they have a rent dollar amount of \$800 it has doubled and sometime tripled in amount by the time we go into the courts. That individual owing that dollar amount will never be able to pay LBHA, so that is where we go into Small Claims Court process, which we have been doing. We are currently investigating a private collection agency because it is pretty intense in the Small Claims Courts.

The other side is the Maintenance Charges; Maintenance will charge a certain dollar amount for a repair, cleaning carpet, etc. The carpets that have been put in don't withstand a strong wear and tear so they can be destroyed very easily over a two to three year period. By the time they are vacating that unit, that carpet needs to be replaced. To replace the carpets is at a very high dollar amount anywhere from \$1,500 to \$2,000 depending upon the unit size; Maintenance includes that in the rents. So this brings us to a higher rent. I have asked Management to identify Maintenance Charges and Rent Charges. We need to have a full understanding of all the charges on a residents account.

After more discussion on the charges pertaining to the write-offs with the Secretary and Commissioners, the Secretary stated that LBHA will not change the rent process, but possibly change the maintenance charges that are place on a rent account. He went on to further state that we are seeking a Collection Agency to deal with Small Claims Courts. At this time, Natalie Turner, Director of Management, gave one Collection Agency to Mr. Garrett. Mr. Garrett stated that he is not happy with the split (split is 40/60) and further investigation will take place. We have grown in size so it would be beneficial for LBHA to have a collection agency to deal with the Small Claims Courts. I will advise the Board of Commissioners what Collection Agency we will hire to assist.

Kevin Kennedy stated that as soon as residents are late with the rents, the Managers turn it over for my office to file in the Courts for legal action. When a rent is in arrears for a month or two months, residents are more likely to pay, but when it gets into three

and four months, they cannot pay so a Collection Agency would take some of the burden off the Managers especially with all the new rules of the Tax Credit Sites.

A brief discussion continued regarding the write-offs and the changes that will be implemented.

There are no added starters at this time.

There are no motions to be presented at this time.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioners Dorthia Johnson: She stated that she was very pleased with everyone's performance this past weekend when there was an emergency in the building. Security, Maintenance, Fire Department, Police Department were all at the building within five minutes of the fire alarm going off. All of the seniors were very happy. She also stated that she brings greetings from all the seniors from the Gregory School Complex and all love their apartments and are happy to living in the building. She also Stated that the police come and ride around and check the complex and come in and talk with the Security Guards.

Mr. Garrett stated that we have in place a system for door monitors. We have revamped the system having two on-call individuals who are responsible for any issues at all the developments. They alternate weeks and are responsible for responding to any and all phone calls. They were given a phone solely for this purpose. They are also responsible for notify the Manager of the building and apprising them of the situation. There will be a person on site at all times and to keep me informed of all situations that arise.

Commissioner Donald Covin: He inquired if we have an agreement with the Long Branch Police Department. He stated that the reason for him asking this question is that he rode through Presidential Estates and noticed the police in marked and unmarked cars and felt happy to see them. He was inquiring if there was an agreement and if we were paying them.

Mr. Garrett stated that for the last ten years during the summer months, the summer months are different than the winter months, we decided to use off duty officers to walk or ride through all the developments. We call this Community Policing. I have asked the officers when they are able to, in certain circumstances, where there are lobbies, that they get out of the vehicles and walk into that lobby and just show themselves and have visible presences. In some circumstances, we have bikes that some of the officers will ride through all the developments. The Officers will drive through the developments instead of going around the developments.

Chairman Carl Jennings: He stated that he wanted to take a moment to commend our Maintenance Department. He received the graph that Mr. Garrett provided with the maintenance orders. It contained (140) work orders and close to (140) work orders

were completed in less than two days. He thanked the Maintenance Department for all their hard work and stated it was commendable.

PUBLIC PARTICIPATION:

Vice-Chairman Covin made a motion to enter into Public Participation, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Winnick, Russell-Mann.

Abstention, None.

Motion Carried.

Chairman Jennings announced that the meeting is open for Public Comments and that anyone that would like to present a matter to the Board of Commissioner, please stand, state your name and limit your comments to three (3) minutes.

Traci Blount, 201 Garrett Drive, Long Branch, Woodrow Wilson Commons:
She presented an issue she is having with damages done to her apartment and now facing eviction due to non- payment of damage issues.

Mr. Garrett stated that this is going to litigation and it is not in our best interest to discuss this matter. This resident should obtain legal counsel on her behalf.

Vice-Chairman Covin asked Mr. Garrett what is the normal procedure that is to be followed by LBHA in a situation as this.

Mr. Garrett stated that a resident is sent a cease notice, then a quit notice when the situation is not corrected. In extreme cases, a resident is sent a quit notice right away in destruction of a unit. In this particular case we have a brand new unit. We are talking about extensive destruction of a unit and also housekeeping issues.

Chairman Jennings stated that he did not realize that this case is in litigation and stated that there is nothing else this Board can do. You must take your case to court and deal with you issue there in front of a Judge.

This resident continued on with her issue and Mr. Garrett stated that this resident is not the lease holder, the lease holder is in Texas. Mr. Kennedy will send you a legal notice and in that notice everything will be explained to you.

Mr. Garrett stated further that the lease stated the lease holder is responsible for their guests.

Vice-Chairman Covin stated it is at the point that you must go to the courts get an attorney and have your opportunity to speak to the courts.

Commissioner Mejer stated that you already had your explanation three to four times. Unfortunately your opportunity is to get an attorney, or represent yourself, and address the matter in court. Alternatively, the attorney who sends you the notification, have a conversation with him or her and work it out and if you can't then you will have your day in court.

Katherine Darby, 465 Sairs Avenue. She stated that she has many issues to discuss, but will meet with Mr. Danny Gibson and deal with them.

One issue she would like to present is that she is still waiting for the Meeting with Congressman Pallone for the Hobart Manor residents regarding the Flat rent issue.

Mr. Garrett stated that he cancelled the meeting that was supposed to take place on August 8, 2014. He also stated that LBHA is in contact with his office to set a new date and time.

Mrs. Darby also asked if the seniors were going to have a picnic this year.

Mr. Garrett stated no, we could not satisfy everyone, we just gave up.

Mrs. Darby also inquired about transportation for seniors to the stores and doctors. She was under the impression that LBHA did this and asked why we stopped.

Mr. Garrett stated that we have never provided transportation to anything other than a LBHA event. The Long Branch Senior Center has a Scat Bus that provides transportation.

Mrs. Darby also asked about the Section 3 workers and if we would be hiring workers from the community.

Mr. Garrett stated that the last project is taking place at the Gregory School and all the workers have been hired.

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

All in Favor:

All Ayes, Commissioners Covin, Rivera, Johnson, Mejer, Chairman Jennings.
Opposed, None.

THERE ARE NO MATTERS FOR EXECUTIVE SESSION.

There being no further matters of discussion for this Board of Commissioners Meeting of July 21, 2014, Vice-Chairman Covin made a motion to adjourn the meeting, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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


Opposed, None.

Absent, Commissioners Winnick, Russell-Mann.

Abstention, None.

Motion carried.

Meeting adjourned.



Tyrone Garrett, Secretary

8/18/2014

Date