

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD JANUARY 20, 1015.

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

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

Late: Donald Covin, Vice-Chairman (arrival 5:35 PM)

Absent: Andres Mejer, Commissioner

Also Present: Tyrone Garrett, J.D. Executive Director/Secretary
Richard Shaklee, Esq., Legal Counsel
(For Kevin Kennedy, Esq.)

Tyrone Garrett, Secretary read the required Notice and Legal Counsel Shaklee declared this Board of Commissioners Meeting of January 20, 2015 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 at 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.

The Secretary led the Salute to the Flag.

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

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 15, 2014.

The Secretary asked if there were any corrections, changes, or comments to the minutes.

None noted.

There were no discussions or comments of the minutes presented.

Commissioner Johnson made a motion to accept and approve the minutes of December 15, 2014 as presented, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

Motion Carried.

RESOLUTION 01-01-2015 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF JANUARY, 2015 INCLUDING SECTION 8 EXPENDITURES.

Commissioner Russell-Mann stated that she has reviewed the List of Bills with Commissioner Winnick and the Finance Committee with questions and has received satisfactory answers and approves the List of Bills for Payment. Commissioner Russell-Mann made a motion to accept and approve the List of Bills as presented with all questions answered satisfactory in the amount to \$1,442,066.94, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

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

Motion Carried.

Mr. Garrett asked that the Commissioners vote on the following three (3) Resolutions at the same time.

RESOLUTION 01-02-2015 – RESOLUTION AUTHORIZING ACCEPTANCE AND CONFIRMING RECEIPT OF INDEPENDENT AUDITOR’S REPORT FOR YEAR ENDING JUNE 30, 2014.

RESOLUTION 01-03-2015 – RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF LONG BRANCH TRANSMITTAL FORM LOCAL AUTHORITIES GROUP AFFIDAVITS FORM (AUDIT REVIEW CERTIFICATE).

RESOLUTION 01-04-2015 – RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF LONG BRANCH TRANSMITTAL FORM LOCAL AUTHORITIES BOARD RESOLUTION PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD.

Mr. Garrett stated that these (3) resolutions pertain to our Audit and submission to HUD and DCA. He went on to further state that there were no financial findings, just recommendations such as:

1. GPS trackers in Maintenance vehicles so that the Authority would know where the vehicles are all times including after hours and on weekends. This will be documented to a computer program and will limit the risk of an employee using the vehicle afterhours for unauthorized use (Risk Management).
2. Retreats for Board of Commissioners to safe guard the Board and to give refreshers on all areas of the Authority.
3. The HCV Program at the present time the inspector prepares the inspection report, to have the person, who let in the inspector into the apartment, sign the form or a sheet on the clipboard. This will give assurance that there will not be a drive by inspection.
4. For a tighter internal control, have HCV and Site Managers rotate the files they work on during on operating cycle. An operating cycle could be (1) year, (6) months, or (1) month. This way the same person does not work on the same file year after year.
5. For a tighter internal control, have the maintenance department work on the same procedures as item #4.
6. Lastly, there should be tighter IT security procedures to guard against a disgruntle employee to wipe clean the hard drive at will and for recovery procedures to backup data on the cloud and the mirror drive to ensure the integrity of the data for easy installation if it needs to be performed. Also, to check that all the required data is being backup on all the local PC's.

Discussion followed on the audit with Mr. Garrett and the Commissioners. Commissioner Winnick asked that regarding the Maestro Audit, that after the Maestro Board of Commissioners reviews same, that the LBHA Board of Commissioners will be given a copy of their audit.

Mr. Garrett stated that verification of the Maestro Audit will be forward to the LBHA Board of Commissioners when audit takes place.

There being no further discussion on these Audit Resolutions, Commissioner Winnick made a motion to accept and approve Resolutions 01-02-2015, 01-03-2015, 01-04-2015 as presented and per discussion, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Motion carried.

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

ADDED STARTER:

RESOLUTION 01-05-2015 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO SELL THE UNIT LOCATED AT 42 UNIVERSITY PLACE, LONG BRANCH, NJ (BLOCK 314, LOT 4.01)

Mr. Garrett stated that this is the last unit that we had to sell and thanked Dorothy Amedu and Chris Pugliese for all their hard work.

Congratulations was given from the Board of Commissioners to Mr. Garrett and his staff.

Commissioner Winnick made a motion to accept and approve Resolution 01-05-2015, added starter, as presented, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

Motion Carried.

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

EXECUTIVE DIRECTORS COMMENTS:

Mr. Garrett stated that in June, 2015 he is making a presentation to the State on Gregory School. The presentation will be in concert with Maestro, LBHA, and Conifer Realty. It should take about (75) minutes. Information will be forth coming to the Board of Commissioners.

Chamber of Commerce Dinner is going to be held on March 20, 2015 at the Ocean Place Resort and Spa. The tickets are 100.00 per person or a table of ten totaling \$1,000.00 to which we must be able to distribute the tickets. There is another alternative for a full page ad journal with (2) dinner tickets total the same amount \$1,000.00. I will have Sally take a poll and we will take it from there.

Mr. Garrett also stated that he is attempting to set up travel and training courses for the Commissioners and Staff for the New Year. He went on to further state that the staff is working very hard and appreciates it.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Winnick stated that it is a great event in the fact that all the Homeownership units have been sold. He went on to further thank the staff for all of their hard work and efforts.

Commissioner Russell Mann also stated that it was great that the last unit of Homeownership has been sold.

Commissioner Rivera enjoyed the Christmas Party and thanked Mr. Garrett for a nice evening.

Commissioner Johnson stated that she was glad to see the year 2015 and grateful for the hard work of Mr. Garrett and his staff.

Chairman Jennings thanked Mr. Garrett for purchasing tickets for the MLK event and for also his attendance to some of the events. He also congratulated Mr. Garrett on the sale of the last Homeownership unit and also congratulate Natalie on having all the units at the Gregory School Complex occupied.

Natalie stated that she could not take the credit for Gregory School, it was all Takia Walker who took care of the Gregory School.

PUBLIC PARTICIPATION:

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

Roll Call Vote Taken:

All in Favor: Commissioners Russell-Mann, Winnick, Rivera, Johnson, Chairman Jennings.

Opposed, None.

Absent, Commissioners Covin, Mejer.

Abstention, None.

Chairman Jennings announced that the meeting is now open for Public Participation. Anyone that would like to present a matter to the Board of commissioners, please stand, state your name and limit your comments to five (5) minutes.

Gloria Smith a long time resident of Public Housing. She was present at the meeting to express her concerns and issues with relocation from her unit in Seaview Manor to Hobart Manor Senior complex. She stated that she was offered a unit in Hobart Manor, came in to address the paper work and at that time was told she could not transfer because she has a large balance owed on her current unit. The balance that is owed is from water damaged created by her washing machine. She was making payments of \$100.00 per month and just stop the payments because she had no money for groceries. She went on to further state that she is afraid to live in her unit because of the young man that was killed by gun shot in front of her unit. She also stated that her water bill seems very high.

There was a discussion with the Commissioners, Mr. Garrett, and Natalie Turner, Director of Housing and Ms. Smith regarding the repayment of the monies owed. Mr. Garrett stated that Pennrose Properties would just evict Ms. Smith, but we chose to let her make payment options. After further discussion it was agreed upon with Ms. Smith, Board of Commissioners and Mr. Garrett that a payment of \$50.00 a month additional to the rent will be made until the balance is cleared. At that time, Ms. Smith will have the opportunity to transfer to Hobart Manor if and when a unit is available. The water issue was addressed stating that the water consumption is over and above the normal usage. Residents from Seaview Manor and Presidential Estates are given a check each month in the amount \$55.00 for the fire suppression line that is not the residents responsibility to pay, the line they do pay for is strictly their consumption.

Mr. Garrett stressed that the repayment agreement must be keep in order for a transfer can be made.

Ms. Smith thanked the Board and Mr. Garrett for their time and stated that it was acceptable to her to make an additional payment of \$50.00 per month toward the balance.

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

Roll call vote was taken:

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

Please let the record reflect that Vice-Chairman Covin is present to participate in this Board of Commissioners Meeting.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of January 20, 2015, Commissioner Winnick made a motion to adjourn, seconded by Commissioner Russell-Mann.

All in Favor: Commissioners Russell-Mann, Winnick, Rivera, Covin, Johnson, Chairman Jennings.
Opposed, None.
Absent, Commissioner Mejer.
Abstention, None.

Meeting Adjourned.



Tyrone Garrett, Secretary

2/17/15

Date

RESOLUTION #	02-01-2015
DATE	02-17-2015
ITEM #	# 2

**APPROVAL OF THE LONG BRANCH HOUSING
AUTHORITY LIST OF BILLS**

WHEREAS, the Commissioners of the Housing Authority of the City of Long Branch convened in a Regular Meeting on February 17, 2015; and

WHEREAS, said Commissioners accept and approve payment of the bills for the month of February 2015 the amounts are as follows:

1.	Regular List of Bills	\$	366,045.80
2.	Payroll	\$	224,513.60
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	37,899.53
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	782,345.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-

TOTAL FOR THE MONTH OF FEBRUARY, 2015 \$ 1,410,803.93

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Long Branch that they accept and approve the amounts stated above for the month of February, 2015 List of Bills.

ADOPTED:

SECRETARY

2/17/15

DATE

CARL JENNINGS, CHAIRMAN

DONALD COVIN, VICE-CHAIRMAN

MICHAEL WINNICK, COMMISSIONER

CARMEN RIVERA, COMMISSIONER

YVONNE RUSSELL-MANN COMMISSIONER

DORTHIA JOHNSON, COMMISSIONER

ANDRES MEJER, COMMISSIONER

RESOLUTION #	02-02-2015
DATE	02-17-2015
ITEM #	Added State

RESOLUTION AUTHORIZING APPROVAL OF A HMGP GRANT AGREEMENT BETWEEN THE STATE OF NEW JERSEY AND THE LONG BRANCH HOUSING AUTHORITY FOR EMERGENCY GENERATOR AT HOBART MANOR

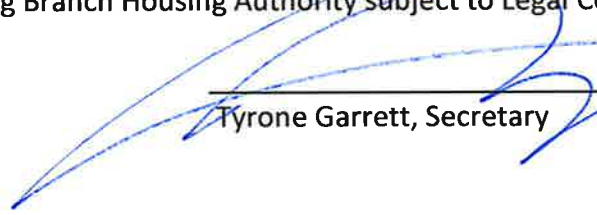
WHEREAS, the Long Branch Housing Authority has a need for Emergency generators at the Hobart Manor; and

WHEREAS, the HMGP Grant Agreement is in the amount of \$ 250,000 for Emergency generators at the Hobart Manor, which has been approved, Project Number FEMA-DR-4086-NJ-0135-R ; and

WHEREAS, Long Branch Housing Authority agrees to the terms of the HMGP Grant Agreement between the State of New Jersey and the Long Branch Housing Authority; and

WHEREAS, funds are available for this project up to \$250,000 through the HMGP Grant program, Project Number FEMA-DR-4086-NJ-0135-R


NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the LBHA authorizes a HMGP Grant program agreement be signed with the state of New Jersey and the Long Branch Housing Authority subject to Legal Counsel Opinion.




Tyrone Garrett, Secretary

2/17/15


Date



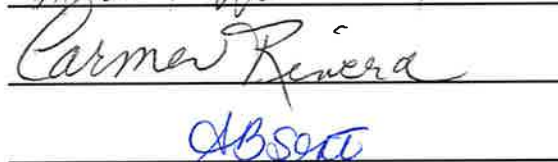
Carl Jennings, Chairman



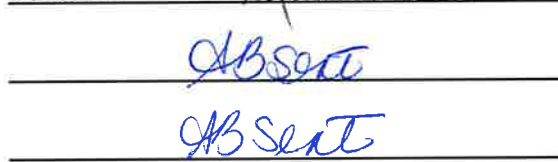
Donald Covin, Vice-Chairman



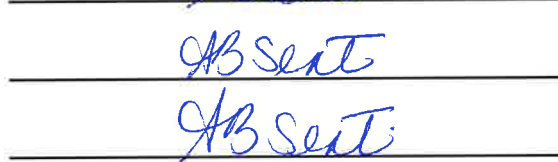
Michael Winnick, Commissioner



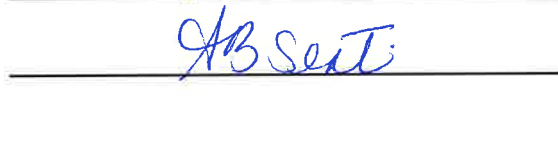
Carmen Rivera, Commissioner



Yvonne Russell-Mann, Commissioner



Dorthia Johnson, Commissioner



Andres Mejer, Commissioner