

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD APRIL 20, 2015.**

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

Carl Jennings, Chairman (via telephone)  
Donald Covin, Vice-Chairman  
Michael Winnick, Commissioner  
Carmen Rivera, Commissioner  
Yvonne Russell-Mann, Commissioner  
Dorthia Johnson, Commissioner  
Andres Mejer, Commissioner

Absent: None

Also Present: Tyrone Garrett, Executive Director, Secretary  
Kevin Kennedy, Legal Counsel

Vice-Chairman Covin filled the seat of Carl Jennings, Chairman as the Chairman was via telephone.

Legal Counsel Kennedy read the required Notice and Legal Counsel declared this Board of Commissioners Meeting of April 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.

Vice-Chairman Covin led the Salute to the Flag.

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

**EXECUTIVE SESSION:**

Legal Counsel Kennedy stated that at this time the Board of Commissioners will enter into Executive Session. He went on to further state that the Board of Commissioners will enter into Executive Session to discuss matters of Personnel. He went on to further state that "as indicated and by State Law" the Minutes of the Executive Session will be kept confidential until such time the need or confidentiality will no longer exist.

Entering Executive Session 5:05 PM.

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

Commissioner Russell-Mann made a motion to enter into Executive Session for matter of personnel as pertains to the Executive Director and former employee, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried.

Meeting now in Executive Session.

Back into Public Portion of the Meeting.

Commissioner Mejer made a motion to go back into Public portion of the meeting, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried.

Legal Counsel Kennedy stated that we are back into Public Portion of the Meeting and it concluded at approximately 6:23 PM. Matters of Personnel were discussed. Legal Counsel advised as to the need for the contents of the Executive Session discussion to remain confidential, for the unauthorized leaking of Executive Session information could compromise the overall interest of the LBHA.

At this time the meeting was turned over to Vice-Chairman Covin to conduct the meeting.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF  
FEBRUARY 17, 2015.**

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

None Noted.

There were no discussion or comments of the Minutes.

Commissioner Rivera made a motion to accept and approve the Minutes of February 17, 2015 as presented, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, Commissioner Mejer.

Motion Carried.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF MARCH 16, 2015.**

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

None Noted.

There were no discussion or comments of the Minutes.

Commissioner Winnick made a motion to accept and approve the Minutes as presented, seconded by Chairman Jennings.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, Commissioner Johnson.

Motion Carried.

**RESOLUTION 04-01-2015 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF APRIL, 2015, INCLUDING SECTION 8 EXPENDITURES.**

Commissioner Russell-Mann stated that she has reviewed the List of Bills with the Finance Committee and all questions were satisfied.

Commissioner Russell-Mann made a motion to accept and approve the List of Bills, Resolution 04-01-2015 as reviewed and approved, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried.

No Public Present to offer any public comments.

The Next two (2) Resolutions will be voted on with one vote:

**RESOLUTION 04-02-2015 – RESOLUTION AUTHORIZING THE OPERATING BUDGET FY JULY 1, 2015 – JUNE 30, 2016 – HUD SUBMISSION.**

**RESOLUTION 04-03-2015 – RESOLUTION AUTHORIZING THE OPERATING BUDGET FY JULY 1, 2015 – JUNE 30, 3016 – DCA SUBMISSION.**

The Secretary stated that on April 16, 2015 the Finance Committee met with our Fee Accountant, Tony Polari and the Administration team to review the Operating Budget for 2016. Based on the discussion, some changes are incorporated in the revised budget to which is presented in Resolution 04-02-2015 and Resolution 04-03-2015.

The Facts and Summary from the Finance Committee Meeting:

1. After a project is demolished, it can continue to receive operating subsidy in the form of Asset Reposition Fee (ARF) for three years. 2016 is the last year for the old Woodrow Wilson Project to receive Asset Reposition Fee of \$140,000. The subsidy revenue for the next year will be reduced by the same amount.
2. The operating subsidy of Public Housing Program is prorated at 82% and the Administrative Fee income from Housing Choice Program is funded at 79%. The revenue loss due to funding cut is \$419,000.00.
3. Last year we received Woodrow Wilson Land Lease fee of \$400k to make up the revenue loss from funding cut. This year, we have several development projects in the planning stage which will benefit the developing income for coming years, but not for this year.
4. In order to balance the budget, the administration has proposed to reduce cost by the following measures:

- a. To reduce staff by offering retirement incentive and not filing vacated positions. The total saving is \$230,000.00.
- b. To reduce quarterly stipend for staff who provide additional services to Asbury Park and Red Bank Housing Authorities. The total savings is \$80,000.00.
- c. To increase the office rent payable from Maestro to Central Office and to allocate more administration cost to Maestro. Total impact is \$101,000.00.

Brief discussion followed among the Commissioners and Secretary and Cindy Toy, Comptroller regarding all the changes that must be implemented in order to keep the budget balanced.

Commissioner Johnson made a motion to accept and approve Resolutions 04-02-2015 and Resolution 04-03-2015 as presented and with discussion that has taken place, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried.

No public present to offer public comment.

**RESOLUTION 04-04-2015 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE THE ASBURY PARK HOUSING AUTHORITY.**

The Secretary stated that this is the annual renewal of the current contract with all the same conditions with the LBHA getting compensated for annual rate of \$405,000.00 per year effective April 22, 2015.

Commissioner Mejer made a motion to accept and approve Resolution 04-04-2015 as presented, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried.

No public present to offer public comment.

**RESOLUTION 04-05-2015 – RESOLUTION ADOPTING 2015 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 this is the Annual Submission of our comprehensive guide to public housing agency policies, programs, operations and strategies for meeting all local housing needs and goals. Once HUD approves of our plan, a copy will be placed at each development.

Commissioner Winnick made a motion to accept and approve Resolution 04-05-2015 as presented, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried.

No public present to offer public comment.

**RESOLUTION 04-06-2015 – RESOLUTION AUTHORIZING OFFICIAL TRAVEL BY LBHA STAFF, COMMISSIONERS, AND EXECUTIVE DIRECTOR, TO ATTEND DESIGNATED TRAINING WORKSHOPS AND CONFERENCES.**

Commissioner Winnick asked that a break down and total amount for each Travel Resolution be placed into the body of the Resolution.

Mr. Garrett stated that he would see that it is done.

Commissioner Mejer made a motion to accept and approve Resolution 04-06-2015 with Commissioner Winnick's request, seconded by Commissioner Winnick.

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

Opposed, None.  
Absent, None.  
Abstention, None.

Motion Carried.

No public present to offer public comment.

**RESOLUTION 04-07-2015 – RESOLUTION AUTHORIZING THE CITY OF LONG BRANCH TO PARTICIPATE IN INTRA-/COUNTY MUTUAL AID AND ASSISTANCE AGREEMENTS WITH PARTICIPATING UNITS IN THE COUNTY OF MONMOUTH.**

The Secretary stated that this Resolution is from the City of Long Branch Emergency Management of the Uniform Shared Services and Consolidation Act which provides that any local governmental unit may enter into a contract with any other local governmental unit to provide or receive any service that each local unit is empowered to provide or receive with its own jurisdiction. This is on behalf of Emergency Management that provided us with funds to place a generator throughout the whole Hobart Manor Senior Complex. The benefit of entering into an agreement for mutual aid and assistance with the City of Long Branch for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property of each individual jurisdiction.

Commissioner Mejer made a motion to accept and approve Resolution 04-07-2015 as presented, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Motion Carried.

No public present to offer public comment.

**ADDED STARTER:**

There are no added starters.

**COMMISSIONERS COMMENTS AND CONCERNS:**

Chairman Jennings expressed his heartfelt thanks for all the calls and concerns during his recent illness.

**MOTION:**

Legal Counsel Kennedy asked for a motion from the Board of Commissioners to authorize the LBHA to execute a Subordination Agreement with respect to 1 Hope Lane property (with provision that LBHA would continue to have a second property) and authorize recording of said document. (Hereto attached).

Commissioner Mejer made a motion to accept and approve the motion made by Legal Counsel Kennedy, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried.

No public present to offer public comment.

Chairman Jennings asked Commissioner Covin, Russell-Mann and Mejer to form a Committee on revamping the Personnel Policy with regards to Sexual Harassment.

**PUBLIC PARTICIPATION:**

There is no public present for Public Participation.

No public participation for this Board of Commissioners Meeting of April 20, 2015.

**ADJOURNMENT:**

There being no further matters of discussion for this Board of Commissioners Meeting of April 20, 2015, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Opposed, None.



Absent, None.  
Abstention, None.

Motion Carried.

Meeting Adjourned.

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

5/18/15  
\_\_\_\_\_  
Date

RESOLUTION #	05-01-2015
DATE	05-18-2015
ITEM #	#3

**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 May 18, 2015; and

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

1.	Regular List of Bills	\$	310,224.05
2.	Payroll	\$	222,461.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	51,285.52
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	785,616.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	233.10

**TOTAL FOR THE MONTH OF MAY 2015 \$ 1,369,819.67**

**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 May, 2015 List of Bills.

**ADOPTED:**

  
SECRETARY

  
DATE

  
CARL JENNINGS, CHAIRMAN

  
DONALD COVIN, VICE-CHAIRMAN

  
MICHAEL WINNICK, COMMISSIONER

  
CARMEN RIVERA, COMMISSIONER

  
YVONNE RUSSELL-MANN COMMISSIONER

  
DORTHIA JOHNSON, COMMISSIONER

  
ANDRES MEJER, COMMISSIONER

## 2015 ADOPTED BUDGET RESOLUTION

RESOLUTION #	<u>05-02-2015</u>
DATE	<u>05-18-2015</u>
ITEM #	<u>#4</u>

**Long Branch**  
(Name)

### HOUSING AUTHORITY

**FISCAL YEAR: FROM: 07/01/2015 TO: 06/30/2016**

WHEREAS, the Annual Budget and Capital Budget/Program for the Long Branch Housing Authority for the fiscal year beginning 7/1/2015 and ending, 6/30/2016 has been presented for adoption before the governing body of the Long Branch Housing Authority at its open public meeting of 5/18/2015; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 15,272,013, Total Appropriations, including any Accumulated Deficit, if any, of \$ 15,803,262 and Total Unrestricted Net Position utilized of \$ 170,957; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 815,000 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Long Branch Housing Authority for the fiscal year beginning 7/1/2015 and ending, 6/30/2016 has been presented for adoption before the Housing Authority, at an open public meeting held on 5/18/2015 that the Annual Budget and Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2015 and, ending, 6/30/2016 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:  
Carl Jennings  
Donald Covin  
Michael Winnick  
Carmen Rivera  
Yvonne Russell-Mann  
Dorthia Johnson  
Andres Mejer

Recorded Vote				
Aye	Nay	Abstain	Absent	

TABLED  
5/18/15

RESOLUTION #	05-03-2015
DATE	05-18-2015
ITEM #	#5

**RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO ENTER INTO A CONTRACT WITH MPE CONSULTING AND DESIGN FOR "AS NEEDED" ARCHITECTURAL AND ENGINEERING SERVICE FOR ALL DEVELOPMENTS FOR ONE YEAR ENDING APRIL 30, 2016, SUBJECT TO LEGAL COUNSEL OPINION**

**WHEREAS**, the Long Branch Housing Authority has a need for Architectural and Engineering for all Sites Services"; and

**WHEREAS**, in accordance with P.L. 1985, chapter 440(C40A:11-4-4) and (C.40:11-4.5) the Long Branch Housing Authority actively sought Architectural and Engineering firms to submit qualification on this contract in accordance with specifications developed by Long Branch Housing Authority staff; and




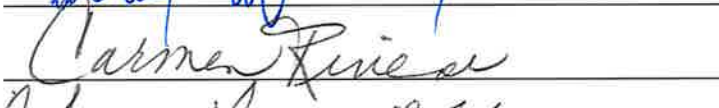
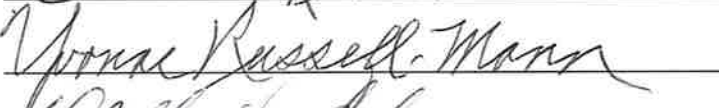

**WHEREAS**, result of the public bid, (3) responses was received and MPE Consulting and Design LLC 1035 N. Black Horse Pike ,Suite 3 Williamstown, New Jersey 08094 was found to be best qualified for Architectural/Engineering on an "as needed basis" for all of the developments; and

**WHEREAS**, the said contract is scheduled to expire on or about April 30, 2016 with an option to extend for an additional year if both parties agree for Architectural/Engineering on an "as needed basis" for all of the developments; and

**WHEREAS**, funds are available for this contract.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the LBHA is hereby authorized to enter into contract with MPE Consulting and Design LLC 1035 N. Black Horse Pike, Suite 3 Williamstown, New Jersey 08094, in the amount not to exceed \$50,000.00 for an additional one year period May 1, 2015 to April 30, 2016, Subject to Legal Counsel Opinion.

  
 Tyrone Garrett, Secretary 5/18/15  
Date

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


RESOLUTION #	05-04-2015
DATE	05-18-2015
ITEM #	Added Starter

### RESOLUTION

**WHEREAS**, the Long Branch Housing Authority is a duly organized Housing Authority, operating and existing in accordance with the Rules and Regulations of the United States of America, the State of New Jersey, and the City of Long Branch; and

**WHEREAS**, as is required by Law, the Long Branch Housing Authority has an Executive Director; and

**WHEREAS**, as required by Law, there is an existing Contract between the Long Branch Housing Authority and the Executive Director; and

**WHEREAS**, the current Contract between the Long Branch Housing Authority and the Executive Director is for a four (4) year period; and

**WHEREAS**, year 4 of the Contract begins on or about July 1, 2015 and extends through on or about June 30, 2016; and

**WHEREAS**, per prior actions / authority of the Board, the year 3 Contract salary amount was identified as \$206,960.00 (Two hundred six thousand nine hundred sixty dollars); and

**WHEREAS**, effective July 1, 2015, the Executive Director will start to receive the year 4 salary amount as referenced in the previously executed Contract; and

**WHEREAS**, the year four (4) Contract amount does not include a 4% Cost of Living Increase to which the Executive Director is otherwise entitled (as are other LBHA Employees); and

**WHEREAS**, the Housing Authority Board of Commissioners are of the belief that it is fair and appropriate that the year 4 salary amount include a 4% Cost of Living Increase; and

RESOLUTION #	05-04-2015
DATE	05-18-2015
ITEM #	Added Starter

**WHEREAS**, the Commissioners of the Long Branch Housing Authority are of the belief that it was always anticipated that the Executive Director would, in fact, receive a 4% Cost of Living Increase (as other LBHA employees have received); and

**WHEREAS**, for record-keeping purposes, the said situation should be officially clarified and amended, so as to avoid any accounting, contractual, or budgetary problems;


**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Long Branch Housing Authority as follows:


1. That the year 4 salary amount for the Executive Director Contract (July 1, 2015 through June 30, 2016) shall be established at \$215,238.00 (Two hundred fifteen thousand two hundred thirty eight dollars) (so as to include a 4% Cost of Living Increase).
2. That all other aspects of the Executive Director Contract, unless specifically modified herein, shall remain in full force and effect.
3. That the within Resolution shall, in all respects, comply with the Prevailing Provisions of New Jersey Law.
4. That the within Resolution shall, in all respects, comply with Prevailing HUD Rules and Regulations.
5. That a copy of the within Resolution shall be forwarded to the PHA Fee Accountant.


*I hereby certify that the foregoing is a true copy of a Resolution adopted by the Long Branch Housing Authority Board of Commissioners on this 18<sup>th</sup> day of May, 2015.*





RESOLUTION #	05-04-2015
DATE	05-18-2015
ITEM #	Added Statute


  
CARL JENNINGS, CHAIRMAN


  
YVONNE RUSSELL, VICE-CHAIRMAN

  
MICHAEL WINNICK, COMMISSIONER

  
ANDRES MAJER, COMMISSIONER

  
CARMEN RIVERA, COMMISSIONER

  
DONALD COVIN, COMMISSIONER

  
DORTHIA JOHNSON, COMMISSIONER

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Long Branch Housing Authority Board of Commissioners on this 18<sup>th</sup> day of May, 2015.

  
Tyrone Garrett, Executive Director