

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD JUNE 15, 2015.

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

Donald Covin, Chairman
Carl Jennings, Vice-Chairman (arrival 5:05 PM)
Michael Winnick, Commissioner
Yvonne Russell-Mann, Commissioner
Dorthia Johnson, Commissioner
Andres Mejer, Commissioner

Absent, Carmen Rivera, Commissioner

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

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

BOARD ANNOUNCEMENT:

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 the convening the meeting.

THE CHAIRMAN LED THE SALUTE TO THE FLAG.

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

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF MAY 18, 2015.

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.

Commissioner Russell-Mann made a motion to accept and approve the Minutes as presented, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Motion carried.

Please note that Vice-Chairman Jennings arrived during the vote for the Regular Meeting, therefore abstaining.

ADOPTION OF THE MINUTES OF THE EXECUTIVE SESSION MEETING OF MAY 18, 2015.

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

None noted.

Commissioner Johnson made a motion to accept and approve the Minutes as presented, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Motion Carried.

RESOLUTION 06-01-2015 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF JUNE, 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 06-01-2015 as reviewed and approved in the amount of \$1,352,709.71, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Abstention, None.

Motion Carried.

Public Comment was called for on this Resolution and this Resolution only, with no response. (No Public Present)

RESOLUTION 06-02-2015 – RESOLUTION AUTHORIZING THE OPERATING BUDGET FY JULY 2, 2015 – JUNE 30, 2016 – DCA SECOND SUBMISSION.

The Secretary stated that DCA is satisfied with their concerns and all questions and explanations have been received to DCA satisfaction.

Commissioner Mejer made a motion to accept and approve Resolution 06-02-2015 as presented, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioner Rivera.

Abstention, None.

Motion Carried.

Public Comment was called for on this Resolution and this Resolution only, with no response. (No Public Present)

ADDED STARTER:

RESOLUTION 06-03-2015 – AMENDMENT TO THE PERSONNEL POLICY REGARDING SEXUAL HARASSMENT.

Legal Counsel Kennedy stated that the Personnel Committee has reviewed the Sexual Harassment Policy and states that it should be adopted and put in place.

Commissioner Mejer stated that the only thing he will ask is that there be examples of general nature “including, but not limited to” placed in the policy. He went on to further state that Legal Counsel Kennedy did an excellent job in researching this policy.

At this time Legal Counsel, Kennedy read the entire Resolution into the record, Resolution 06-03-2015.

Commissioner Mejer made a motion to accept and approve Resolution 06-03-2015, Added Starter, seconded by Commissioner Russell-Mann.

Legal Counsel Kennedy stated that he will retype the Resolution with the changes and it will be signed at the next Board of Commissioners Meeting in July, 2015.

Roll Call Vote Taken:

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

Motion Carried.

Public Comment was called for on this Resolution and this Resolution only, with no response. (No Public Present)

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Johnson stated to all the Fathers to have a Blessed Father's Day.

Commissioner Russell-Mann stated the same.

Commissioner Mejer stated to have a Happy Father's Day and a safe 4th of July.

Commissioner Winnick stated that this will be his last Board of Commissioners Meeting, he will be resigning.

PUBLIC PARTICIPATION:

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

All in Favor: All Ayes
Opposed: None

There is no Public Present for Public Participation.

No Public Participation for the Board of Commissioners Meeting of June 15, 2015.

EXECUTIVE DIRECTORS COMMENTS:

The Secretary stated that there will be more modifications to the Budget and once all is in place, it will be presented to the Board of Commissioners.

Chairman Covin stated that the Board of Education has a new Health Care Package called Entity for all of the employees. It has saved the Board of Education a very large amount of money.

Mr. Garrett stated that he will look into the matter and thanked Chairman Covin for the information.

EXECUTIVE SESSION:

There are no matters for Executive Session.

ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of June 15, 2015, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

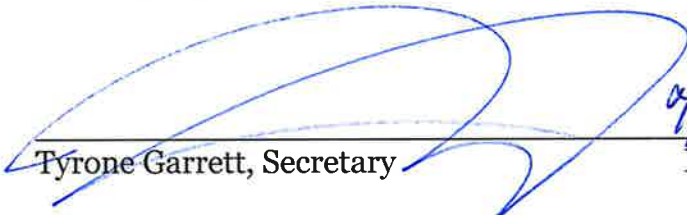
Opposed, None.

Absent, Commissioner Rivera.

Abstention, None.

Motion Carried:

Meeting Adjourned.


Tyrone Garrett, Secretary

06/15/15
Date

RESOLUTION #	07-01-2015
DATE	07-20-2015
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 July 20, 2015; and

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

1.	Regular List of Bills	\$	234,786.56
2.	Payroll	\$	274,637.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	66,515.66
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	775,344.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-

TOTAL FOR THE MONTH OF JULY 2015 \$ 1,351,283.22

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 July, 2015 List of Bills.

ADOPTED:

SECRETARY

7/20/15

DATE

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SECRETARY

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DONALD COVIN, CHAIRMAN

[Handwritten signature]

CARL JENNINGS, VICE-CHAIRMAN

[Handwritten signature]

MICHAEL WINNICK, COMMISSIONER

[Handwritten signature]

CARMEN RIVERA, COMMISSIONER

[Handwritten signature]

YVONNE RUSSELL-MANN COMMISSIONER

[Handwritten signature]

DORTHIA JOHNSON, COMMISSIONER

[Handwritten signature]

ANDRES MEJER, COMMISSIONER

RESOLUTION #	07-02-2015
DATE	07-20-2015
ITEM #	#3

**RESOLUTION ACCEPTING GENERAL RELEASE WITH RANDOLPH PHILLIPS
LONG BRANCH HOUSING AUTHORITY EMPLOYEE FOR RETIREMENT**

WHEREAS, the Long Branch Housing Authority is a duly organized entity operating and existing under the Laws of the United States of America and the State of New Jersey; and

WHEREAS, the Commissioners of the Housing Authority of the City of Long Branch convened in a Regular Meeting on July 20, 2015; and

WHEREAS, Randolph Phillips has served the Long Branch Housing Authority for over (24) years and has been a very committed and loyal employee; and

WHEREAS, Randolph Phillips has Retired from the Long Branch Housing Authority, and a General Release has been received from the NJ Division of Pensions and Benefits (hereto attached); and


WHEREAS, Randolph Phillips Retirement payment is as follows:

- | | |
|-------------------------|--------------------|
| 1. Vacation leave | \$ 9,208.63 |
| 2. Sick Leave | 5,000.00 |
| 3. Retirement Incentive | <u>15,000.00</u> |
| 4. Grand Total | \$29,208.63 |

(See attached from Finance Department)

WHEREAS, that the within resolution has been certified by the Finance Office.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Long Branch Housing Authority that they accept and approve that the General Release with LBHA Employee Randolph Phillips (attached) and retirement payment.

	Tyrone Garrett, Secretary	7/20/15	Date
	Donald Covin, Chairman		
	Carl Jennings, Vice-Chairman		
	Michael Winnick Commissioner		
	Carmen Rivera Commissioner		
	Yvonne Russell-Mann Commissioner		
	Dorthia Johnson, Commissioner		
	Andres Mejer Commissioner		

RESOLUTION #	07-03-2015
DATE	07-20-2015
ITEM #	#4

RESOLUTION TO RENEW MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND.

WHEREAS, Public Housing Authorities in the State of New Jersey are permitted to join together to form a Joint Insurance Fund as permitted by N.J.S.A. 40A:10-36 et. seq.; and

WHEREAS, the statutes regulating the creation and establishment of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such fund; and

WHEREAS, the governing body of the Long Branch Authority has determined that membership in the Joint Insurance Fund is in the best interest of the **Authority**.

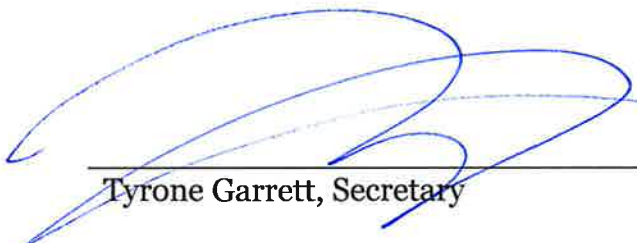
NOW THEREFORE, BE IT RESOLVED, that the governing body of the **Authority** does hereby resolve and agree to renew its membership in the NJPHA Joint Insurance Fund, effective January 1, 2016 to expire on December 31, 2018 for the purpose of establishing the following types of coverage:




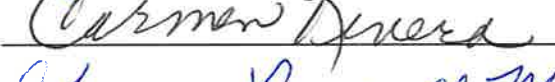

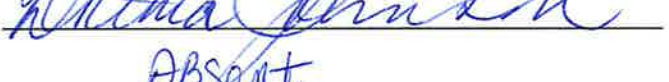

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY;

BE IT FURTHER RESOLVED that Tyrone Garrett, J.D. is authorized to execute the application for membership and the accompanying certification on behalf of the **Authority** and

BE IT FURTHER RESOLVED that the governing body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying their membership in the FUND as are required by the FUND'S Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said document shall become effective only upon the applicant's admission to the FUND following approval by the FUND, passage by the Authority of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs

AYES:
NAYS:
ABSTAIN:


 _____ Tyrone Garrett, Secretary 7/20/15
_____ Date

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

RESOLUTION #	07-04-2015
DATE	07-20-2015
ITEM #	#5

RESOLUTION AUTHORIZING THE VACATE TENANT BALANCE WRITE-OFF FOR FISCAL YEAR ENDING JUNE 30, 2015.

WHEREAS, the Housing Authority of the City of Long Branch (LBHA) has recorded on its books an amount of rent and charges owed for former residents who have vacated their apartments; and








WHEREAS, LBHA makes diligent efforts to collect the funds where feasible but there are some accounts not collectible because of unknown whereabouts or lack of resources; and

WHEREAS, Federal Regulation requires that a resolution be submitted to the U.S. Department of Housing and Urban Development for the amount of rent loss for the fiscal year.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners accept and approve the amount of Uncollectible Rent \$ 32,292.87 as the rent loss for the fiscal year ending June 30, 2015.


 Tyrone Garrett, Secretary

7/20/15
 Date

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

RESOLUTION #	07-05-2015
DATE	07-20-2015
ITEM #	#6

RESOLUTION AUTHORIZING LONG BRANCH HOUSING AUTHORITY TO AMEND THE 1939 COOPERATION AGREEMENT WITH THE CITY OF LONG BRANCH (AND AMENDING CERTAIN BY-LAWS)

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

WHEREAS, on or about January 26, 1939, the Long Branch Housing Authority entered into a Cooperation Agreement with the City, essentially providing for the modern establishment of the Long Branch Housing Authority; and

WHEREAS, despite the length of time which has passed since the execution of the Agreement, and whereas despite the changes which have occurred in some of the Prevailing Governing Regulations, the said Cooperation Agreement remains in full force and effect; and

WHEREAS, the said Agreement is the basis upon which the United States of America (through the Department of Housing and Urban Development) subsidizes certain rents for various LBHA Tenants; and

WHEREAS, the said Cooperation Agreement is attached hereto; and

WHEREAS, the said Cooperation Agreement provides authority to the Long Branch Housing Authority to develop and administer Affordable Housing Developments within the City of Long Branch; and

WHEREAS, the Housing Authority is requesting to modify the said Cooperation Agreement so that the Long Branch Housing Authority can, independently or with a partner, develop, administer, and / or maintain Affordable Housing Developments both within the City of Long Branch and outside of the City of Long Branch; and

WHEREAS, such a modification needs to be officially memorialized by both the Long Branch Housing Authority and the City of Long Branch; and

WHEREAS, an amendment to the Cooperation Agreement is attached hereto; and

WHEREAS, such an amendment to the Cooperation Agreement (allowing development / construction / maintenance of Affordable Housing facilities in and outside the City of Long Branch) will not compromise the overall interests of the Housing Authority or the City of Long Branch; and

WHEREAS, such an amendment (allowing construction / development / maintenance of Affordable Housing facilities both within and outside the City of Long Branch) will not compromise the overall spirit, intent, or purpose of the initially executed Cooperation Agreement; and

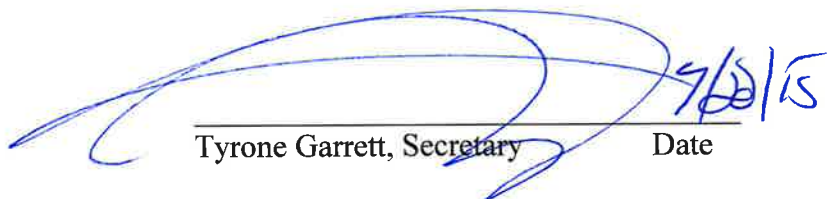
WHEREAS, other good cause having been shown;

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

1. That in exchange for \$1.00 (One Dollar) and other good and valuable consideration, the Long Branch Housing Authority is hereby authorized to modify / amend the 1939 Cooperation Agreement so that the Long Branch Housing Authority can, independently or jointly (with partners), develop, construct, administer, and operate Affordable Housing units both within and outside of the geographical limits of the City of Long Branch.
2. That the said modification to the Cooperation Agreement shall, in all respects, be subject to all Prevailing Rules and Regulations of the United States of America, the State of New Jersey, and the City of Long Branch.
3. That the remaining portions of the 1939 Cooperation Agreement, unless modified herein, or modified by prior action / custom, shall remain in full force and effect.
4. That the Long Branch Housing Authority Chair, Vice Chair, Executive Director, Chief of Staff, Attorney, and other appropriate representatives are hereby authorized to sign any and all documents necessary to effectuate the intentions of the within Resolution – including, but not limited to, the attached amendment to the Cooperation Agreement, or a document substantially similar thereto.
5. That the within Resolution shall also serve as a document authorizing the LBHA By-Laws to be modified accordingly.
6. That the within Resolution is subject to the City of Long Branch adopting a corresponding / authorizing Resolution as well.
7. That the within Resolution shall take effect immediately.

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners of the Long Branch Housing Authority on this 20th day of

July, 2015.


Tyrone Garrett, Secretary Date 9/20/15

Donald Covin, Chairman

Carl Jennings, Vice-Chairman

Michael Winnick Commissioner

Carmen Rivera Commissioner

Yvonne Russell-Mann Commissioner

Dorthia Johnson, Commissioner

Andres Mejer Commissioner

RESOLUTION # 04-06-2015
DATE 07-20-2015
ITEM # #7

**RESOLUTION AUTHORIZING THE SALE OF 2010 FORD F250 SUPER DUTY
REGULAR CAB PICK-UP TRUCK TO SHORE POINT**

WHEREAS, the Long Branch Housing Authority is a duly organized Housing Authority operating and existing under the laws of the United States of America and the State of New Jersey; and

WHEREAS, the Long Branch Housing Authority owns a 2010 Ford F250 Super Duty Regular Cab Pick-Up truck and is part of the Maintenance Fleet at the Long Branch Housing Authority; and

WHEREAS, said vehicle is being transferred to LBHA subsidiary shore Point to conduct business and procure business of the private sector; and *

WHEREAS, N.J.S.A. 40A:11-36 provides that the governing body of a municipality may authorize the sale of any property and;

WHEREAS, Long Branch Housing Authority is selling the pick-up truck 2010 Ford F250 Super Duty Regular Cab to Shore Point in the amount of \$1.00, and

WHEREAS, sufficient funds are approved by the Finance Department.

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the LBHA authorizes the Long Branch Housing Authority to to sell the 2010 Ford F250 Super Duty Regular Cab Pick-Up truck for the amount of \$1.00 to Shore Point.


Tyrone Garrett, Secretary



Date

* whereas, the said vehicle is no longer needed for public purposes; and


Donald Covin, Chairman



Carl Jennings, Vice-Chairman


Michael Winnick, Commissioner


Carmen Rivera, Commissioner


Yvonne Russell-Mann, Commissioner


Dorthia Johnson, Commissioner


Andres Mejer, Commissioner

TABLED

RESOLUTION #	07-07-2015
DATE	07-20-2015
ITEM #	#

RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO INSTALL TWO EMERGENCY GENERATORS AT HOBART MANOR.

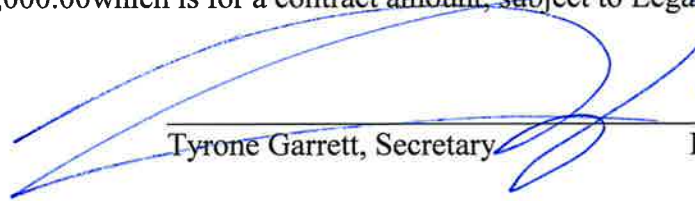
WHEREAS, the Long Branch Housing Authority has a need for the install of two emergency generators at Hobart Manor, and;


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 contractors to bid on this contract in accordance with specifications developed by MPE; and

WHEREAS, result of the public bid, (2) two bid was received and upon recommendation of MPE, Alpine East Electrical., with a principal Place of business at 137 Bruce Drive, Manahawkin, NJ has been determined to be the lowest responsible responsive bidder with a bid of \$244,000.00; and

WHEREAS, funds are available for this contract.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the LBHA authorizes the Long Branch Housing Authority to contract for the aforementioned services with Alpine East Electrical., with a principal Place of business at 137 Bruce Drive, Manahawkin, NJ has been determined to be the lowest responsible responsive bidder with a bid of \$244,000.00 which is for a contract amount, subject to Legal Counsel Opinion.


 Tyrone Garrett, Secretary Date 7/20/15

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

RESOLUTION #	06-03-2015
DATE	06-15-2015
ITEM #	Added Statute

RESOLUTION AUTHORIZING ADOPTION OF A SEXUAL HARASSMENT POLICY

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 a public entity, it is incumbent for the PHA to have an updated / modern / legally sufficient Sexual Harassment Policy; and

WHEREAS, the absence of such a Sexual Harassment Policy could detrimentally affect employee morale; and

WHEREAS, the absence of such a Sexual Harassment Policy could very well compromise the overall legal interests of the entity; and

WHEREAS, the absence of such a Sexual Harassment Policy will not advance the overall interests of the PHA employees; and

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


1. That the Long Branch Housing Authority hereby adopts the Sexual Harassment Policy which is attached hereto, or a document substantially similar thereto.
2. That the said Sexual Harassment Policy shall become an integral part of the Long Branch Housing Authority Personnel Policy.
3. That the new Sexual Harassment Policy shall entirely supersede and replace the existing LBHA Sexual Harassment Policy.
4. That the new Sexual Harassment Policy shall be distributed to each LBHA employee / commissioner, as evidenced by a signed confirming receipt.
5. That the new Sexual Harassment Policy shall be prominently displayed in the LBHA Administrative Offices where other such important Legal Notices are typically displayed.
6. That the new Sexual Harassment Policy shall be subject to the PHA Insurance representatives specifically reviewing / approving the same.
7. That the within Resolution shall take effect immediately.


RESOLUTION #	06-03-2015
DATE	06-15-2015
ITEM #	Added/State

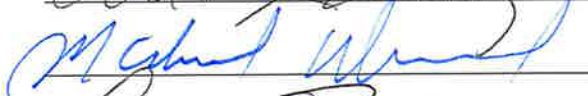
I hereby certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners of the Long Branch Housing Authority on this 15 day of June, 2015.



Tyrone Garrett, Executive Director


7/20/15



Donald Covin, Chairman



Carl Jennings, Vice-Chairman


Michael Winnick, Commissioner


Carmen Rivera, Commissioner


Yvonne Russell-Mann, Commissioner


Dorthia Johnson, Commissioner


Andres Mejer, Commissioner