

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD AUGUST 17, 2015.

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

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

Absent: Carmen Rivera, Commissioner
Dorthia Johnson, 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: (READ BY SECRETARY)

In accordance with the Local Public Meeting 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 Secretary inquired if any changes were needed to be made to the Agenda?

Legal Counsel stated none noted, Agenda stands.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF JULY 20, 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 Jennings made a motion to accept and approve the Minutes of July 20, 2015 regular meeting as presented, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Motion Carried.

ADOPTION OF THE MINUTES OF THE EXECUTIVE SESSION MEETING OF JULY 20, 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.

Commissioners Jennings made a motion to accept and approve the Minutes of the Executive Session as presented, seconded by Chairman Covin.

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

Motion Carried.

ADOPTION OF THE MINUTES OF THE SPECIAL MEETING OF AUGUST 6, 2015. (VIA TELEPHONE)

Commissioner Winnick made a motion to accept and approve the Minutes of the Special Meeting of August 6, 2015 – Via Telephone, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Motion Carried.

Legal Counsel Kennedy Memorialized Resolution 08-01-2015 –The Convening of a Special Meeting and Resolution 08-02-2015 – Resolution Authorizing Award of a Contract to Install Two Emergency Generators at Hobart Manor. Legal Counsel stated

that we are reconfirming the vote that was taken at the Special Meeting of August 6, 2015, via telephone.

Commissioner Winnick made a **(New)** motion **to reconfirm the vote** taken via telephone for Resolution 08-01-2015, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

New Vote to reconfirm: for Resolution 08-02- 2015 – Resolution Authorizing Award of a Contract to Install Two Emergency Generators at Hobart Manor motioned by Commissioner Winnick, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Motion Carried.

RESOLUTION 08-03-2015 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF AUGUST 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 08-03-2015 as reviewed and approve in the amount of \$1,404,721.79, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

No Public Present for Public Comments on this Resolution.

RESOLUTION 08-04-2015 – RESOLUTION AUTHORIZING SUBMISSION OF THE CERTIFICATION UNDER THE SECTION 8 MANAGEMENT PROGRAM (SEMAP) FOR FISCAL YEAR ENDING JUNE 2015 AS REQUIRED BY HUD REGULATIONS.

The Secretary stated that this is our Annual Submission for our Section 8 Voucher Certification to HUD.

Commissioner Mejer made a motion to accept and approve Resolution 08-04-2015 as presented, seconded by Chairman Covin.

No Public Present for Public Comments on this Resolution.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Rivera, Johnson.

Abstention, None.

Motion Carried.

No Public Present for Public Comments on this Resolution.

RESOLUTION 08-05-2015 – RESOLUTION ADOPTING CAPITALIZATION POLICY 2015 UPDATE.

The Secretary stated that this policy is mandated by HUD. They have changed the formula regarding our assets and equipment for purposes of determining, distinguishing, and recording non-expendable equipment and personal property acquired in connection with the Authority's operation. The cut-off value for capitalization of its equipment should be updated to \$5,000.00.

Commissioner Mejer made a motion to accept and approve Resolution 08-05-2015 as presented, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Rivera, Johnson.

Abstention, None.

Motion Carried.

No Public Present for Public Comments on this Resolution.

RESOLUTION 08-06-2015 – RESOLUTION ADOPTING INTERNAL CONTROL POLICY UPDATE.

The Secretary stated that this Resolution represents updates to comply with the Code of Federal Regulations for Internal Control Policies as mandated by HUD for the LBHA Operations guidelines. HUD has changed the Mandatory Disclosures of Violations of Criminal Law and Mandatory Disclosures, this is the last page of the policy. The Secretary further stated that LBHA has no issues to disclose and has no criminal activity.

Commissioner Winnick made a motion to accept and approve Resolution 08-06-2015 as presented, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Motion Carried.

No Public Present for Public Comments on this Resolution.

RESOLUTION 08-07-2015 – RESOLUTION AUTHORIZING CONTRACT RENEWAL FOR AUDITING SERVICES FOR FISCAL YEAR JULY 1, 2014 TO JUNE 30, 2015 TO HYMANSON, PARNES & GIAMPAOLO IN THE AMOUNT OF \$14,015.00

There was a discussion with the Secretary and Commissioners on how long an Auditor should stay in one Authority. It was advised that there should be a limit on keeping auditors and they should be disqualified for (1) year.

Legal Counsel Kennedy will investigate the regulations regarding auditing services to Housing Authorities.

Commissioners Russell-Mann made a motion to accept and approve Resolution 08-07-2015, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Abstention, None.

Motion Carried.

No Public Present for Public Comments on this Resolution.

RESOLUTION 08-08-2015 – RESOLUTION AUTHORIZING AWARD OF A FEE ACCOUNTANT SERVICES CONTRACT TO POLCARI & CO.

The Secretary stated that we went out to Bid and Polcari & Co. are the only bidders. This is a new contract. The Fee Accountant works alongside of the Finance Department to prepare for the Audit. Polcari has been with LBHA for at least (14) years. They have a different roll then an auditor, they prepare all year round for the auditor and prepare quarterly statements.

Commissioner Russell-Mann made a motion to accept and approve Resolution 08-08-2015, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Rivera, Johnson.

Abstention, None.

Motion Carried.

No Public Present for Public Comments on this Resolution.

RESOLUTION 08-09-2015 – RESOLUTION AUTHORIZING AWARD OF A CONTACT FOR BED BUG EARLY DETECTION MONITORING DEVICES AT VARIOUS LONG BRANCH HOUSING SITES TO BED BUG PLUG.

The Secretary states that this was a sole source bidder. This equipment is not similar to anything on the market. It is under the threshold of \$17,500.00. This will be strictly for the senior sites. As of this date, this product is not UL approved. Rutgers University has tried the product and maintains that it is a preventive maintenance item and is impressed with the product.

There was a discussion on this product with the Commissioners and Secretary asking questions about UL Approval and if other Authorities have used the product. It has been decided by the Commissioners that this item will be tabled until Legal Counsel can obtain further information regarding this product. The Commissioners did note that LBHA should not be exposed for any liabilities.

Commissioner Winnick Made a motion to table Resolution 08-09-2015 as per discussion, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Rivera, Johnson.

Abstention, None.

Motion Carried.

No Public Present for Public Comments on this Resolution.

ADDED STARTERS:

There are no added starters at this time.

PUBLIC PARTICIPATION:

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

All in Favor: All Ayes

Opposed: None

There is no Public Present for Public Participation.

Commissioner Winnick made a motion to Close Public Participation, seconded by Commissioner Mejer.

All in Favor: All Ayes

Opposed: None

Public Participation closed.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Jennings stated that he attended the NAHRO Conference last month. He stated that LBHA is ahead of the game with many of the topics that were discussed. He went on to further state that he would like to see LBHA submit for a NAHRO Award.

Commissioner Winnick stated that he will be married for (45) years tomorrow and stated that he would like to commend his wife Gloria for putting up with him all of these years.

All present congratulated Commissioner Winnick.

EXECUTIVE DIRECTORS REPORT:

Mr. Garrett stated that the City approved the Cooperation Agreement at their City Council Meeting a few weeks ago. City Council approval as well as LBHA approval was sent to HUD for their approval.

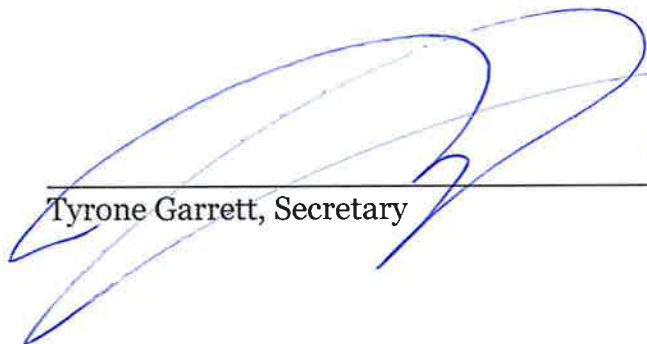
EXECUTIVE SESSION:

There are no matters for Executive Session.


ADJOURNMENT:

There being no further matters of discussion for this Board of Commissioners Meeting of August 17, 2015, Commissioner Winnick made a motion to adjourn the meeting seconded by Commissioner Mejer.

Meeting Adjourned:



Tyrone Garrett, Secretary



Date

RESOLUTION #	<u>09-01-2015</u>
DATE	<u>09-21-2015</u>
ITEM #	<u>#2.</u>

**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 September 21, 2015; and

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

1.	Regular List of Bills	\$	425,769.35
2.	Payroll	\$	203,500.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	6,315.67
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	790,538.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	2,600.00

TOTAL FOR THE MONTH OF SEPTEMBER, 2015 \$ 1,428,723.02

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 September, 2015 List of Bills.

ADOPTED:

SECRETARY

DATE

(Signature)

DONALD COVIN, CHAIRMAN

Absent

CARL JENNINGS, VICE-CHAIRMAN

(Signature)

MICHAEL WINNICK, COMMISSIONER

(Signature)

CARMEN RIVERA, COMMISSIONER

(Signature)

YVONNE RUSSELL-MANN COMMISSIONER

(Signature)

DORTHIA JOHNSON, COMMISSIONER

Absent

ANDRES MEJER, COMMISSIONER

RESOLUTION #	09-02-2015
DATE	09-21-2015
ITEM #	#3

RESOLUTION TO APPROVE 2015 DCA BUDGET AMENDMENT

WHEREAS, the local municipal budget for the year 2015 was approved on the 20th of April, 2015; and


WHEREAS, it is desired to amend said approved budget per DCA review to change the "Total Unrestricted Net Position utilized" from \$170,957 to \$531,249 so that the "Total Net Appropriations" would be equal to "Total Anticipated Revenues".


NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following amendments to the approved budget of 2015.


BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the 2015 local municipal budget so amended.




 Tyrone Garrett, Secretary 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 #	09-03-2015
DATE	09-21-2015
ITEM #	#4

RESOLUTION AUTHORIZING RENEWAL OF AWARD OF A CONTRACT FOR SPECIAL LEGAL COUNSEL TO THE LAW OFFICE OF FLORIO PERRUCCI STEINHARDT & FADER, L.L.C. TO THE LONG BRANCH HOUSING AUTHORITY FOR REDEVELOPMENT UTILIZING NJHMFA TAX CREDITS AND ALL REDEVELOPMENT ISSUES.

WHEREAS, the Long Branch Housing Authority requires the services of a licensed law firm to provide Special Legal Counsel to represent its legal interest in redevelopment utilizing NJHMFA Tax Credits and all Redevelopments issues; and

WHEREAS, the Law Firm of Florio Perrucci Steinhardt & Fader, L.L.C. (I.E. Lester Taylor, Esq.) has been found to meet all requirements and the firms performance as the LBHA's Special Legal Counsel for the past several years, indicates an ability and capacity to represent the LBHA in a satisfactory manner; and

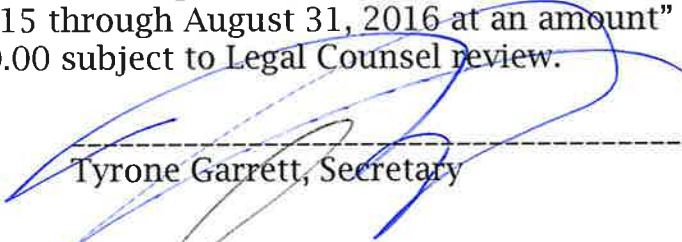
WHEREAS, the price proposal of \$150.00 hourly rate with a "not to exceed" amount of \$35,000.00 for a twelve (12) month period is reasonable for Special Counsel in Redevelopment issues; and

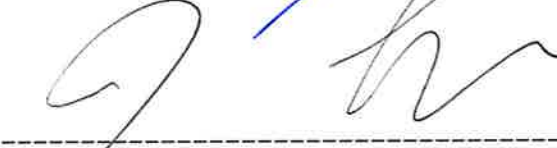
WHEREAS, this renewal will commence on September 1, 2015 through August 31, 2016

WHEREAS, this resolution shall be considered retroactive from September 1, 2015 with an option to automatically extend for an additional year if both parties agree; and

WHEREAS, funds are available for this said contract; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the LBHA authorizes a contract with the Law Office of Florio Perrucci Steinhardt & Fader, L.L.C. (i.e. Lester Taylor Esq.) of Rochelle Park, NJ for Special Legal Counsel for a period of one (1) year commencing on September 1, 2015 through August 31, 2016 at an amount" not to exceed" \$35,000.00 subject to Legal Counsel review.

 Tyrone Garrett, Secretary 9/21/15
Date

 Donald Covin, Chairman

ABSENT Carl Jennings, Vice-Chairman

 Michael Winnick, Commissioner

 Carmen Rivera, Commissioner

 Yvonne Russell-Mann, Commissioner

 Dorthia Johnson, Commissioner

ABSENT Andres Mejer, Commissioner

RESOLUTION #	09-04-2015
DATE	09-21-2015
ITEM #	#5

RESOLUTION AUTHORIZING LEGAL SERVICES (GENERAL COUNSEL) TO THE LAW OFFICE OF KEVIN E. KENNEDY, LLC.

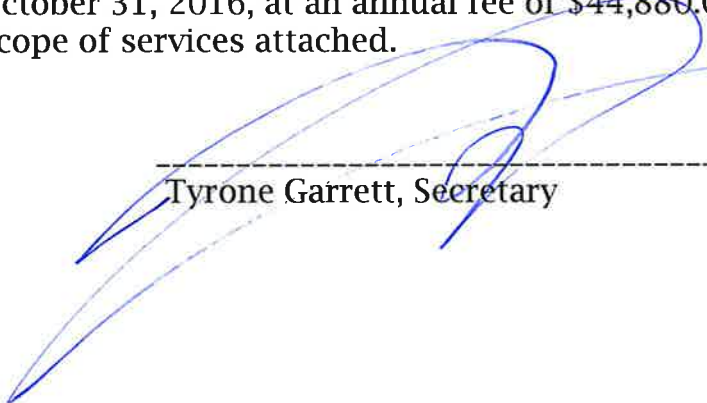
WHEREAS, the Long Branch Housing Authority requires the services of a licensed law firm to provide legal services and provide legal representation as General Counsel and has advertised for and received one (1) proposals; and

WHEREAS, the proposal received from the Law Office of Kevin E. Kennedy, LLC, the LBHA's current General Counsel has been found to meet all requirements stated in the Request for Proposal and the firm's performance as the LBHA's General Counsel for the past year, indicates an ability and capacity to represent the LBHA in a satisfactory manner, and the price proposal of \$30,250.00 for Legal Services and \$14,630.00 for Tenant Litigation Services is reasonable; and

WHEREAS, funds are available for this contract; and

WHEREAS, an agreement with the Law Office of Kevin E. Kennedy, LLC, and the LBHA the shall commence November 1, 2015 through October 31, 2016 with an option to renew if both parties are in agreement,


NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the LBHA authorizes a contract with the Law Office of Kevin E. Kennedy, LLC, 165 Highway 35, Red Bank, N.J. 07701 for General Counsel Legal Services for a period of one (1) year commencing on November 1, 2015 through October 31, 2016, at an annual fee of \$44,880.00 in accordance with the scope of services attached.



Tyrone Garrett, Secretary

9/21/15


Date




Donald Covin, Chairman

ABSENT


Carl Jennings, Vice-Chairman




Michael Winnick, Commissioner



Carmen Rivera, Commissioner



Yvonne Russell-Mann, Commissioner



Dorthia Johnson, Commissioner

ABSENT

Andres Mejer, Commissioner