

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD NOVEMBER 16, 2015.**

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

Donald Covin, Chairman  
Michael Winnick, Commissioner  
Yvonne Russell-Mann, Commissioner  
Carmen Rivera, Commissioner  
Dorthia Johnson, Commissioner

Absent: Carl Jennings, Vice-Chairman  
Andres Mejer, Commissioner

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

Staff Present: Louis Carretta, Jr., Director of Maintenance  
Brandy Lynch, Director of Management  
Tony Rockhill, Maintenance  
Sophia Banks, Office Manager

**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 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 of the meeting.

**THE CHAIRMAN LED THE SALUTE TO THE FLAG.**

The Chairman inquired if any changes were needed to be made to the Agenda?

Legal Counsel Kennedy stated none noted, Agenda stands.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 19, 2015.**

There were no discussion or comment to the minutes. No corrections or changes noted.

Commissioner Winnick made a motion to accept and approve the minutes of October 19, 2015 as presented, seconded by Chairman Covin

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Jennings, Mejer.

Abstention, Commissioner Winnick.

Motion Carried.

**RESOLUTION 11-01-2015 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF NOVEMBER, 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 11-01-2015 in the amount of \$1,407,932.41, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Jennings, Mejer.

Abstention, None.

Motion Carried.

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

No Public Present.

**RESOLUTION 11-02-2015 – RESOLUTION AUTHORIZING AMENDING OF A CONFLICT OF INTEREST POLICY.**

Commissioner Winnick inquired as to what the amendment was because it didn't look like any changes.

The Secretary stated that the only change is that you must sign that you have read and received.

Commissioner Winnick made a motion to accept and approve Resolution 11-02-2015 as presented and question answered, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Jennings, Mejer.

Abstention, None.

Motion Carried.

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

No Public Present.

**ADDED STARTERS:**

There are no added starters.

There are no motions.

Since there is no Public Present, there is no Public Participation.

**COMMISSIONERS COMMENTS AND CONCERNS.**

All Commissioners present wished all a Happy Thanksgiving and asked everyone to pray for this world especially Paris.

**EXECUTIVE SESSION:**

Commissioner Russell-Mann made a motion to enter into Executive Session, seconded by Commissioner Rivera.

All in Favor: All Ayes

Opposed: None.

Absent: Two.

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 potential Litigation. 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 at approximately 5:08 p.m.

Legal Counsel stated that we are back into Public Portion of the Meeting and it concluded at approximately 5:13 p.m. Matters of potential Litigation were discussed. Legal Counsel once again state that Executive Session Minutes will be kept confidential until such time the need or confidentiality will no longer exist.

**BACK IN PUBLIC PORTION OF THE MEETING.**

**ADJOURNMENT:**

There being no further matters of discussion for this Board of Commissioners Meeting of November 16, 2015, Commissioner Winnick made a motion to adjourn the meeting, seconded by Commissioner Rivera.

All in Favor: All ayes  
Opposed, None.  
Absent, Two.

Meeting Adjourned.

A large, stylized handwritten signature in blue ink, written over a horizontal line. The signature is fluid and cursive, extending across most of the width of the line.

Tyrone Garrett, Secretary

12/21/15  
Date

RESOLUTION #	12-01-2015
DATE	12-21-15
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 December 21, 2015; and

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

1.	Regular List of Bills	\$	201,785.17
2.	Payroll	\$	199,110.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	23,895.52
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	777,917.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-

**TOTAL FOR THE MONTH OF DECEMBER 2015 \$ 1,202,707.69**

**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 December, 2015 List of Bills.

**ADOPTED:**

  
\_\_\_\_\_  
**SECRETARY**

12/21/15  
\_\_\_\_\_  
**DATE**

  
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**DONALD COVIN, CHAIRMAN**

  
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**CARL JENNINGS, VICE-CHAIRMAN**

  
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**MICHAEL WINNICK, COMMISSIONER**

ABSENT  
\_\_\_\_\_  
**CARMEN RIVERA, COMMISSIONER**

  
\_\_\_\_\_  
**YVONNE RUSSELL-MANN COMMISSIONER**

  
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**DORTHIA JOHNSON, COMMISSIONER**

ABSENT  
\_\_\_\_\_  
**ANDRES MEJER, COMMISSIONER**

RESOLUTION #	<u>12-02-2015</u>
DATE	<u>12-21-15</u>
ITEM #	<u>#3</u>

(a)

**RESOLUTION AUTHORIZING ACCEPTANCE AND CONFIRMING RECEIPT OF INDEPENDENT AUDITOR'S REPORT FOR YEAR ENDING JUNE 30, 2015**

**WHEREAS**, the Long Branch Housing Authority is required to conduct an audit of the authority's accounts and operations in accordance with the U.S. Department of Housing and Urban Development regulations and with New Jersey Statutes and Administrative code; and


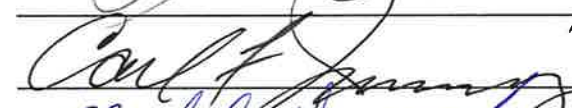

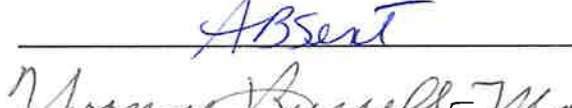

**WHEREAS**, the Board of Commissioners has retained Hymanson, Parnes, & Giampaolo, Certified Public Accountant to perform the audit of the said accounts and operations for Fiscal Year Ending June 30, 2015;

**WHEREAS**, Hymanson, Parnes, & Giampaolo has supplied the Long Branch Housing Authority with a written report entitled "Long Branch Housing Authority Financial Statements and Supplemental Information Years Ended June 30, 2015.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Long Branch confirms that:

1. That the Board of Commissioners have received the Independent Auditor's Report of the Housing Authority of the City of Long Branch for the year ending June 30, 2015; and
2. That the Board of Commissioners, after review, accepts the said audit and authorizes the corrective actions as stated.

  
 \_\_\_\_\_ Tyrone Garrett, Secretary Date 12/21/15

  
 \_\_\_\_\_ Donald Covin, Chairman  
  
 \_\_\_\_\_ Carl Jennings, Vice-Chairman  
  
 \_\_\_\_\_ Michael Winnick, Commissioner  
 \_\_\_\_\_ ABSENT \_\_\_\_\_ Carmen Rivera, Commissioner  
  
 \_\_\_\_\_ Yvonne Russell-Mann, Commissioner  
  
 \_\_\_\_\_ Dorthia Johnson, Commissioner

RESOLUTION #	12-02-2015
DATE	12-21-15
ITEM #	#3

(b.)

**HOUSING AUTHORITY OF THE CITY OF LONG BRANCH  
TRANSMITTAL FORM**

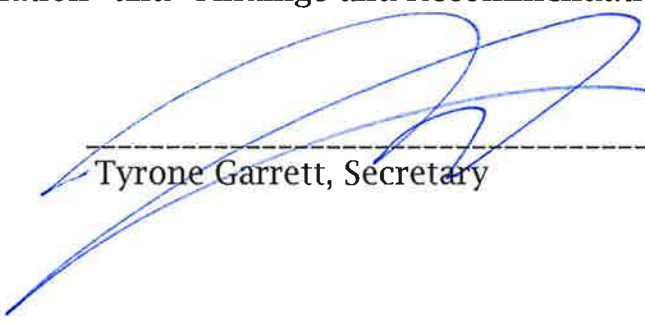
**LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD**


**AUDIT REVIEW CERTIFICATE**

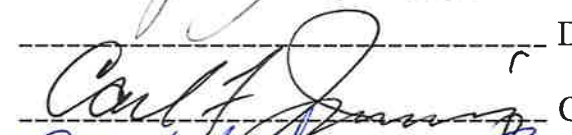
We, the members of the governing body of the Housing Authority of the City of Long Branch being of full age and being duly sworn according to law, upon our oath depose and say:


1. We are duly appointed members of Housing Authority of the City of Long Branch.
2. We certify, pursuant to N.J.S.A. 40AF:SA-17, that we have each reviewed the annual report for the fiscal year ended 2015 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings and Recommendations".

  
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Tyrone Garrett, Secretary

12/21/15  
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Date

  
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Donald Covin, Chairman

  
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Carl Jennings, Vice-Chairman

  
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Michael Winnick, Commissioner

RESOLUTION #	<u>12-02-2015</u>
DATE	<u>12-21-15</u>
ITEM #	<u>#3</u>

(c.)

**HOUSING AUTHORITY OF THE CITY OF LONG BRANCH  
TRANSMITTAL FORM**

**LOCAL AUTHORITIES  
BOARD RESOLUTION**

**PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD**

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of Housing Authority of the City of Long Branch hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2015 and specifically has reviewed the sections of the audit report entitled "Audit Findings" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED**, that the secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON DECEMBER 21, 2015.**

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

12/21/15  
Date

\_\_\_\_\_  
Donald Covin, Chairman

\_\_\_\_\_  
Carl Jennings, Vice-Chairman

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Michael Winnick, Commissioner



RESOLUTION #	<u>12-03-2015</u>
DATE	<u>12-21-15</u>
ITEM #	<u>#4</u>

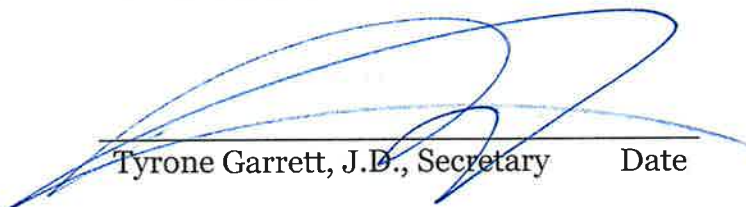
**RESOLUTION AUTHORIZING FUND COMMISSIONER APPOINTMENT FOR THE LONG BRANCH HOUSING AUTHORITY JIF MEMBER TO NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND PURSUANT TO THE JIF BYLAWS.**





**WHEREAS**, the Long Branch Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund;

**WHEREAS**, the bylaws of said Fund require that each member Housing Authority/Non-profit appoint a FUND COMMISSIONER to represent and serve that Authority/Non-profit as it's' representative to said Fund; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Long Branch Housing Authority does hereby appoint Tyrone Garrett, J.D., Executive Director, as its FUND COMMISSIONER and Anthony Greene, Leased Housing Specialists as its Alternate Fund Commissioner to the New Jersey Pubic Housing Authority Joint Insurance Fund for the Fund Year **2016**.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE LONG BRANCH HOUSING AUTHORITY AT A MEETING HELD ON MONDAY, DECEMBER 21, 2015.

  
 Tyrone Garrett, J.D., Secretary      Date

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

RESOLUTION #	12-04-2015
DATE	12-21-15
	#5

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO A ONE-YEAR CONTRACT WITH HOUSINGHUB SOFTWARE FOR THE PURCHASE OF LICENSES AND ONGOING MAINTENANCE OF INDUSTRY SPECIFIC HOUSING AUTHORITY A MANGEMENT AND ACCOUNTING SOFTWARE**

**WHEREAS**, the Long Branch Housing Authority ("the **Authority**") administers federal programs funded by the U.S. Department of Housing and Urban Development ("**HUD AND MULTI-FAMILY HOUSING**"); and

**WHEREAS**, the Authority requires a robust housing and accounting software that meets the initiatives including, but no limited to LIHTC program requirements of HUD; and

**WHEREAS**, the Authority requires training, implementation, and ongoing maintenance and support services related to the housing and accounting software; and

**WHEREAS**, the funding sources for the proposed contract have been identified as: Public Housing Capital Funds, Public Housing Operating Subsidy, Housing Choice Voucher Administration Fees, and Moderate Rehabilitation Administrative Fees; and

**WHEREAS**, the Authority wishes to utilize the unique benefits of HAI Group in the amount of \$53,329.00 to eliminate the majority of the costs associated with implementation; and

**WHEREAS**, *HousingHub* is the choice of an extensive and careful six (6) month staff assessment process.


**WHEREAS**, the Authority desires to (i) finalize negotiations with HSS (HousingHub) Software, and (ii) enter into a one-year contract with HSS (HousingHub) Software (the "**Contract**").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LONG BRANCH HOUSING AUTHORITY THAT:**

1. The above recitals are true and correct, and form the basis for the Board of Commissioners of the Long Branch Housing Authority actions as set forth in this Resolution.
2. The Contract is hereby approved, and the Acting Executive Director is hereby authorized to negotiate and enter into the Contract with HSS HousingHub Software
3. The initial Contract term shall not exceed one (1) year.
4. This resolution shall take effect immediately.
5. All contracts by Phase are subject to Legal Counsel Review.

**APPROVED AS TO FORM AND LEGALITY:**

**REVIEWED BY:**

  
 Name KEVIN E. KENNEDY  
 Company \_\_\_\_\_  
 Title ATTY FOR LBHA

\_\_\_\_\_  
 Name, Title

Date: 12/23/15

Date: \_\_\_\_\_

  
 Tyrone Garrett, Secretary

12/21/15  
 Date



Donald Coyin, Chairman