

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD FEBRUARY 16, 2016.**

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

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

Absent: Michael Winnick, Commissioner  
Andres Mejer, Commissioner

Also Present: Tyrone Garrett, Executive Director/Secretary (Via Telephone)  
Kevin Kennedy, Esq., Legal Counsel  
Daniel Gibson, Chief of Staff

Staff Present: Louis Carretta, Jr., Director of Maintenance  
Brandy Lynch, Director of Management  
Thomas Sahlin, Comptroller  
Tony Rockhill, Supervisor of Maintenance

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

**BOARD ANNOUNCEMENT: (READ BY LEGAL COUNSEL)**

In accordance with the Local Public Meetings Act of 1975 and 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.**

Chief of Staff Gibson inquired if there are any changes needed to be made to the Agenda?

None noted at this time, Agenda stands.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 19, 2016.**

There were no corrections or comments to the minutes of January 19, 2016.

Commissioner Jennings made a motion to accept and approve the minutes of January 19, 2016 regular minutes as presented, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Motion Carried.

**RESOLUTION 02-01-2016 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF FEBRUARY, 2016, INCLUDING SECTION 8 EXPENDITURES.**

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

Commissioner Russell-Mann made a motion to accept and approve the List of Bills Resolution 02-01-2016 as presented in the amount of \$1,148,591.49, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

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

**RESOLUTION 02-02-2016 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FAIR MARKET RENTS 2016.**

Anthony Greene, Supervisor of Section 8 stated that the payment standards are being raised to 105 % because the rents in Monmouth County have significantly increased over the last two years. Our clients have been experiencing difficulties with rentals because our payment standards are very low. The increase will assist our clients in finding suitable units that are safe decent and affordable.

Mr. Garrett stated that our Budget will be able to sustain this increase.

Commissioner Jennings made a motion to accept and approve Resolution 02-02-2016 as presented, seconded by Chairman Covin.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Jennings, Rivera, Johnson, Chairman Covin.  
Opposed, None.  
Absent, Commissioners Winnick, 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 for this Board of Commissioners Meeting of February 16, 2016.

**COMMISSIONERS COMMENTS AND CONCERNS:**

Commissioner Johnson stated that the Long Branch Housing Authority Calendar for the month of December, 2016 (picture of the entire Maintenance Department) says it all. She is very grateful for the Long Branch Housing Authority Maintenance Department.

Commissioner Jennings stated that the Maintenance Department did an excellent job on the snow plowing last week. He stated that he rode through the developments and they were all cleared.

Chairman Covin also thanked the Maintenance Department for the excellent job of snow removal.

**PUBLIC PARTICIPATION:**

There is no public present to participate in the Public Participation portion of the meeting.

**EXECUTIVE SESSION:**

There are no matters for Executive Session for this Board of Commissioners Meeting of February 16, 2016.

**ADJOURNMENT:**

There being no further matters of discussion for this Board of Commissioners Meeting of February 16, 2016, Commissioner Jennings made a motion to adjourn the meeting, seconded by Commissioner Rivera.

All in Favor: All Ayes  
Opposed, None  
Abstention: None

Meeting Adjourned.

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

3.21.16  
\_\_\_\_\_  
Date

RESOLUTION #	03-01-2016
DATE	03-21-2016
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 March 21, 2016 and

**WHEREAS**, said Commissioners accept and approve payment of the bills for the month of March 2016 the amounts are as follows:

1.	Regular List of Bills	\$	293,569.56
2.	Payroll	\$	207,172.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	62,601.92
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	775,198.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	916.00

**TOTAL FOR THE MONTH OF MARCH, 2016 \$ 1,339,457.48**

**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 March, 2016 List of Bills.

**ADOPTED:** \_\_\_\_\_ 3-21-16  
**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 #	<u>03-02-2016</u>
DATE	<u>03-21-2016</u>
ITEM #	<u># 3</u>

**RESOLUTION AUTHORIZING SUBORDINATION OF SOFT SECOND MORTGAGE WITH RESPECT TO THE PROPERTY LOCATED AT 1 HOPE LANE, LONG BRANCH, NJ (BLOCK 314, LOT 4.08)**

**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**, the Long Branch Housing Authority, in partnership with Pennrose Properties, LLC, essentially overseen the creation of an entity entitled Garfield Court Urban Renewal Homeownership, Inc.; and

**WHEREAS**, the referenced Urban Renewal Company arranged for the construction and sale of a dwelling Unit located at 1 Hope Lane, Long Branch, New Jersey (more formally identified as Block 314, Lot 4.08);

**WHEREAS**, the said Unit was purchased by Lisa Ryder; and

**WHEREAS**, pursuant to the Contract of Sale Documents, the said Lisa Ryder placed the following mortgages on / against the subject Unit; and

- 1) First Mortgage to the Purchaser's Designated Lender; and
  - 2) Soft Second Mortgage to Garfield Court Urban Renewal Home Ownership, Inc.;
- and

**WHEREAS**, the terms of the Soft Second Mortgage essentially provide that if the Purchaser owns / occupies the subject premises for an approximate period of ten (10) years, there will be no obligation to satisfy the said mortgage (i.e. the 2<sup>nd</sup> Lien will be released); and

**WHEREAS**, in conjunction with a proposed refinance, Lisa Ryder is proposing to recast the terms and conditions of her existing First Mortgage; and

**WHEREAS**, in order to do so, the new First Lender has requested that Garfield Court Urban Renewal Home Ownership, Inc. agree to subordinate the Soft Second Mortgage (to the new First Lender); and

**WHEREAS**, in effect, at the conclusion of the proposed refinance transaction, the new Lender will have a first Lien against the Unit, and Garfield Court Urban Renewal Home Ownership, Inc. will continue to have a Soft Second Lien on the subject property / Unit; and

**WHEREAS**, the said subordination will not impair the interests of the Long Branch Housing Authority; and


**WHEREAS**, for other good cause having been shown;


**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the

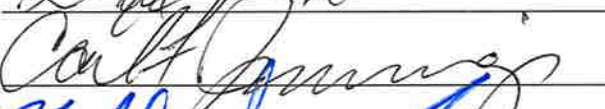
Long Branch Housing Authority as follows:

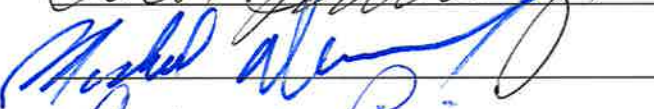
1. That the Long Branch Housing Authority is hereby authorized to subordinate its existing Soft Second Mortgage / Lien with regard to the subject Lisa Ryder property (1 Hope Lane), to the new Lender (or its Designee.)
2. That the within consent shall be contingent upon Pennrose Properties, LLC and the Garfield Court Urban Renewal Home Ownership, Inc. Corporation also agreeing to subordinate the said Lien.
3. That the form of Subordination Agreement shall be acceptable as to form by the Board Attorney.
4. That the Long Branch Housing Authority Chair, Executive Director, Chief of Staff, Attorney, and other representatives are hereby authorized to sign any and all documents necessary to effectuate the intentions of the within Resolution.


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 21<sup>ST</sup> day of March, 2016.


  
Tyrone Garrett, Secretary 3.21.16  
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 #	<u>03-03-2016</u>
DATE	<u>03-21-2016</u>
ITEM #	<u>#4</u>

**RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXTEND A CONTRACT WITH MPE CONSULTING AND DESIGN LLC "AS NEEDED" ARCHITECTURAL AND ENGINEERING SERVICE FOR ALL DEVELOPMENTS FOR ONE YEAR THRU APRIL 30, 2017, SUBJECT TO LEGAL COUNSEL OPINION**

**WHEREAS**, the Long Branch Housing Authority previously issued bid specifications for the purpose for soliciting bids associated with a Architectural/Engineering firm on an "as needed basis" for all of the developments for the year 2015 through 2016 with an option to extend for an additional year if both parties agree at an amount; and

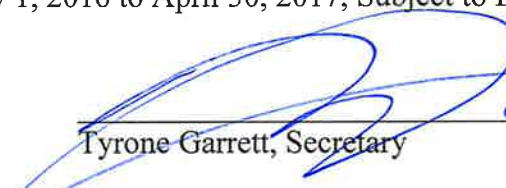
**WHEREAS**, the said bid specifications authorized the Long Branch Housing Authority to issue a one year contract with an option to renew the said contract for a second year; and








**WHEREAS**, the LBHA has previously contracted with MPE Consulting and Design LLC , 1035 North Black Horse Pike, Suite #3 Williamstown, NJ 08094 for the purpose of Architectural/Engineering services on an "as needed basis" for all of the developments; and

**WHEREAS**, the said contract was scheduled to expire on or about April 30, 2016; and

**WHEREAS**, the Housing Authority believes it is in the best interest of the LBHA to renew the said contract for an additional one year period.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the LBHA is hereby authorized to extend its contract with MPE Consulting and Design LLC, 1035 North Black Horse Pike, Suite #3 Williamstown, NJ 08094 in the amount not to exceed \$50,000.00 for an additional one year period; i.e., May 1, 2016 to April 30, 2017, Subject to Legal Counsel Opinion.

  
 Tyrone Garrett, Secretary 3.21.16  
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 #	03-04-2016
DATE	03-21-2016
ITEM #	#5

**RESOLUTION ADOPTING 2016 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.**


**WHEREAS**, the Congress, through the Quality Housing and Work Responsibility Act (QHWRA) has instituted a requirement that all Public Housing Authorities develop both one-year and five year strategic plans and further requires that Public Housing and Section 8 Residents and the general public have opportunity to comment on the plans; and




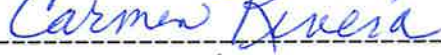
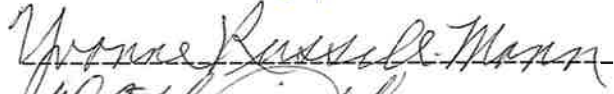


**WHEREAS**, the Staff of LBHA have developed a plan in accordance with the format and templates developed by HUD; and

**WHEREAS**, the goals and objective for the plan were developed in consultation with the Resident Advisory Board of the LBHA, consisting of the Resident Association Officers and other Residents of LBHA and participants in the Section 8 Rent Assistance Program; and

**WHEREAS**, the Resident Advisory Board and the Public will have an opportunity to review and provide written comment regarding all elements of the plan and the LBHA will consider those comments and provide specific responses to the received, if any and forward with the plan.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the LBHA approves the attached Agency Five Year Plan and authorizes the submission to the U.S. Department of Housing and Urban Development, subject to Legal Counsel Opinion.

  
 \_\_\_\_\_ Tyrone Garrett, Secretary 3.21.16  
Date

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

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

RESOLUTION #	03-05-2016
DATE	03-26-2016
ITEM #	#6

OMB No. 2577-0026  
Exp. 04/30/2016

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Long Branch Housing Authority

PHA Code: NJ008

PHA Fiscal Year Beginning: July 1, 2016

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE


- Operating Budget approved by Board resolution on: 03/21/2016
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Donald Covin	Signature: 	Date: 3/21/16
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RESOLUTION #	03-05-2016
DATE	03 21 2016
ITEM #	# 6

- HUD

  
Tyrone Garrett, Secretary

Date

3.21.16


  
Donald Covin, Chairman

  
Carl Jennings, Vice-Chairman

  
Michael Winnick Commissioner

  
Carmen Rivera Commissioner

  
Yvonne Russell-Mann Commissioner

  
Dorthia Johnson, Commissioner

  
Andres Mejer Commissioner

# 2016 HOUSING AUTHORITY BUDGET RESOLUTION

RESOLUTION #	<u>03-06-2016</u>
DATE	<u>03-21-2016</u>
ITEM #	<u>#7</u>

**Long Branch**  
(Name)

**FISCAL YEAR: FROM: 07/01/2016 TO: 06/30/2017**

WHEREAS, the Annual Budget and Capital Budget for the Long Branch Housing Authority for the fiscal year beginning, 7/1/2016 and ending, 06/30/2017 has been presented before the governing body of the Long Branch Housing Authority at its open public meeting of 3/21/2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 16,008,030 , Total Appropriations, including any Accumulated Deficit if any, of \$ 16,342,930 and Total Unrestricted Net Position utilized of \$ 334,900; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 803,744 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Long Branch Housing Authority, at an open public meeting held on 3/21/2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2016 and ending, 6/30/2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Long Branch Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 5/16/2016 .








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

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Carl Jennings				
Donald Covin				
Michael Winnick				
Carmen Rivera				
Yvonne Russell-Mann				
Dorthia Johnson				
Andres Mejer				

RESOLUTION # 03-06-2016  
DATE 03-21-2016  
ITEM # #7

- DCA

  
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Tyrone Garrett, Secretary      Date 3.21.16

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