

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD APRIL 18, 2016.**

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

Donald Covin, Chairman  
Carl Jennings, Vice-Chairman  
Michael Winick, Commissioner  
Yvonne Russell-Mann, Commissioner  
Dorthia Johnson, Commissioner

Absent: Commissioners Carmen Rivera, Andres Mejer.

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

Staff Present: Daniel Gibson, Chief of Staff  
Louis Carretta, Jr., Director of Maintenance  
Brandy Lynch, Director of Management  
Danny Marino, Supervisor of Maintenance  
Katherine Young, Finance  
Sophia Banks, Office Manager  
Dorothy Amedu, Social Services.

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

**BOARD ANNOUNCEMENT: (READ BY THE EXECUTIVE DIRECTOR)**

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 Secretary 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 MARCH 21, 2016.**

There were no corrections or comments to the Minutes of the Regular Meeting, March 21, 2016.

Commissioner Johnson made a motion to accept and approve the minutes of March 21, 2016 Regular Minutes as presented, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Motion Carried.

**ADOPTION OF THE MINUTES OF THE EXECUTIVE SESSION MEETING OF MARCH 21, 2016.**

There were no corrections or comments to the Executive Session Minutes of March 21, 2016.

Commissioner Winnick made a motion to accept and approve the Executive Session Minutes of March 21, 2016, seconded by Chairman Covin.

Roll Call Vote taken:

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

Motion Carried.

**RESOLUTION 04-02-2016 –RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF APRIL, 2016, INCLUDING SECTION 8 EXPENDITURES.**

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

Commissioner Russell-Mann made a motion to accept and approve the List of Bills Resolution 04-01-2016 in the amount of \$1,390,457.48, seconded by Commissioner Winnick.

Roll Call vote Taken:

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

Motion Carried.

Public Comment was called for on this Resolution and this Resolution only, with on response.

**RESOLUTION 04-02-2016 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXECUTE AN INTER-AGENCY AGREEMENT WITH ASBURY PARK HOUSING AUTHORITY.**

The Secretary stated that a few changes have been made to the contract.

- Maestro Community Development Corporation, as an autonomous subsidiary of the LBHA will participate in redevelopment activities associated with the Asbury Park Housing Authority.
- The Amount has been increased to \$505,000.00 compensating the LBHA for (150) person hours per week.
- Hours of staff have increased for staff members to be in APHA at all times.

There was a brief discussion on the Redevelopment of Bostonway and the grants that have been submitted on behalf of the APHA Authority. Also, the progress that has been accomplished with the Authority and were LBHA plans to lead them in the future was also discussed with the Secretary and Commissioners.

Commissioner Winnick made a motion to accept and approve Resolution 04-02-2016 as presented, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Motion Carried.

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

**RESOLUTION 04-03-2016 – RESOLUTION ACCEPTING APPLICATION OF RETIREMENT FROM CHRIS CAMPIONE AND AUTHORIZING THE EXECUTIVE DIRECTOR OT FORWARD TO STATE NECESSARY CERTIFICATIONS OF SERVICE AND TO MAKE NECESSARY BUDGET ADJUSTMENTS.**

The Secretary stated that Retirees will require a Board Resolution that must be presented to the Board of Commissioners for their approval to accept the application of retirement. It will also require that the Board give authorization to the Executive Director to forward necessary certifications of services to the State, and to amend the Budget for a replacement and/or adjustment in the current staff to handle the duties of the retiree.

Commissioner Russell-Mann made a motion to accept and approve Resolution 04-03-2016 as presented, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Motion Carried.

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

**THERE ARE NO ADDED STARTERS FOR THIS BOARD OF COMMISSIONERS MEETING OF APRIL 18, 2016.**

Legal Counsel Kennedy stated that at the Last Board Meeting, March 21, 2016, the Board passed a motion to accept and approve an added starter for a a Soft Second Mortgage for 7 Hope lane, Resolution 03-07-2016. The Resolution was not prepared as in came in at the last minute. Legal Counsel Kennedy stated that it has been prepared and all that is required for tonight's meeting is signatures.

All were in agreement with Legal Counsel, Kennedy on Resolution 03-07-2016.

**COMMISSIONERS COMMENTS AND CONCERNS:**

Commissioner Winnick wished all present a Happy Easter and Happy Passover.

Commissioner Jennings stated that the College Tour was a success and thanked Legal Counsel Kennedy for his generous donation toward the College Tour and also thanked LBHA for all of their assistance. He also wished everyone a Happy Passover.

**PUBLIC PARTICIPATION:**

Commissioner Jennings made a motion to open the Meeting for Public Participation, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Motion Carried.

The Chairman stated that the Meeting is now open for Public Participation, anyone who would like to address the Board of Commissioners, please stand and state your name and address and limit your discussion to (2) minutes.

Marion Poland 9 K Kennedy Towers: She expressed a lot of concerns with the building and stated that she felt unsafe at the building since she is being harassed by other residents of the building.

Chairman Covin stated that she will meet with Brandy Lynch, Director of the Site Managers and a report will be given to Mr. Garrett, then forwarded to the Board of Commissioners.

Mrs. Poland thanked the Board and left the meeting.

There being no further matters for Public Participation, Commissioner Jennings made a motion to close Public Participation, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Motion Carried.

#### **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 and matters pertaining to the Executive Directors contract. 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 confidentially will no longer exist.

Commissioner Winnick made a motion to enter into Executive Session to discuss matters of personnel and matters pertaining to the Executive Directors contract, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Motion Carried.

Now in Executive Session. 5:48 p.m.

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

Legal counsel Kennedy stated that Executive Session concluded at approximately 6:21 p.m. Commissioner Winnick made the motion to conclude Executive Session, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Motion Carried.

Legal Counsel Kennedy was advised to serve the Executive Director with a Rice Notice for the May, 2016 Board of Commissioners Meeting. Legal Counsel Kennedy has advised the Board that all Evaluation Forms will be discussed along with the Executive Directors contract.

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of April 18, 2016, Commissioner Winnick made a motion to adjourn the meeting seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

Meeting Adjourned.

  
\_\_\_\_\_  
Tyrone Garrett, Secretary      Date      5/16/16



RESOLUTION #	05-01-2016
DATE	05-16-2016
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 May 16, 2016 and

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

1.	Regular List of Bills	\$	354,503.18
2.	Payroll	\$	205,662.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	11,351.19
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	774,601.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	97.65

**TOTAL FOR THE MONTH OF MAY 2016 \$ 1,346,215.02**

**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 May, 2016 List of Bills.

**ADOPTED:**

  
SECRETARY

5/16/16  
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 #	05-02-2016
DATE	05-16-2016
ITEM #	#3

Resolution No. 05-02-2016

**RESOLUTION TO AMEND INTRODUCED BUDGET PRIOR TO ADOPTION**

WHEREAS, the Long Branch Housing Authority for the July 1, 2016 to June 30, 2017 fiscal year was approved for introduction on the 21<sup>th</sup> day of March 2016, and

WHEREAS, it is desired to amend said introduced budget,

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Long Branch Housing Authority, County of Monmouth that the following amendments to the approved budget of July 1, 2016 to June 30, 2017 fiscal year be made:

**CAPITAL BUDGET**

	From	To
Total Capital Appropriations	\$803,744.00	\$988,344.00

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 Long Branch Housing Authority Budget so amended.

Secretary's Signature


5/16/16  
Date


**Governing Body Recorded Vote**


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


RESOLUTION #	05-02-2016
DATE	05-16-2016
ITEM #	#3


  
-----  
Tyrone Garrett, Secretary      Date 5/16/16


  
----- Donald Covin, Chairman


  
----- Carl Jennings, Vice-Chairman

  
----- Michael Winnick Commissioner

  
----- Carmen Rivera Commissioner

  
----- Yvonne Russell-Mann Commissioner

  
----- Dorthia Johnson, Commissioner

  
----- Andres Mejer Commissioner

## 2016 ADOPTED BUDGET RESOLUTION

**Long Branch**  
(Name)

RESOLUTION #	<u>05-03-2016</u>
DATE	<u>05-16-2016</u>
ITEM #	<u># 4</u>

### HOUSING AUTHORITY

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Long Branch Housing Authority for the fiscal year beginning 7/1/2016 and ending, 6/30/2017 has been presented for adoption before the governing body of the Long Branch Housing Authority at its open public meeting of 5/16/2016; 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 \$ 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 presented for adoption reflects Total Capital Appropriations of \$ 988,344 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 7/1/2016 and ending, 6/30/2017 has been presented for adoption before the Housing Authority, at an open public meeting held on 5/16/2016 that the Annual Budget and Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2016 and, ending, 6/30/2017 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)

5/16/16  
(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 #	05-03-2016
DATE	05-16-2016
ITEM #	#3

 5/16/16  
-----  
Tyrone Garrett, Secretary      Date

 Donald Covin, Chairman  
-----  
 Carl Jennings, Vice-Chairman  
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 Michael Winnick Commissioner  
-----  
 Carmen Rivera Commissioner  
-----  
 Yvonne Russell-Mann Commissioner  
-----  
 Dorthia Johnson, Commissioner  
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 Andres Mejer Commissioner  
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RESOLUTION #	05-04-2016
DATE	05-16-2016
ITEM #	#5

**RESOLUTION AUTHORIZING WALLACE ROBERTS AND TODD, (WRT) TO CONTINUE THE SCOPE OF WORK AND EXPERTISE IN THE PLANNING PHASE WITH THEIR ARCHITECTURAL DRAWINGS AND DESIGNS FOR SCATTERED SITES OWNED BY MAESTRO CDC AND LBHA**

**WHEREAS**, as of August 20, 2003 Resolution 08/06/2003 identified the Penrose Development Team as Developers for HOPE VI which included scattered site owned by Maestro CDC and LBHA; and

**WHEREAS**, as the original plan included a scope of work and buildout for the scattered sites created by Wallace Roberts and Todd (WRT); and

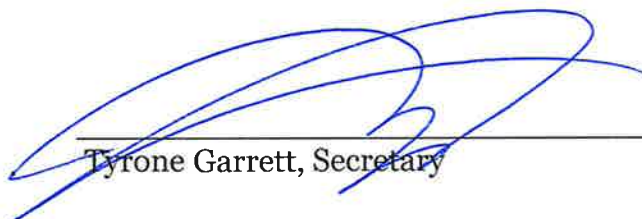
**WHEREAS**, LBHA and Maestro would like to continue the scope of work and expertise of WRT for the individual work on this component of the original HOPE VI plan, and




**WHEREAS**, the work product was created by WRT and should be continued for consistency with the use of Replacement Housing Factor funds (RHF) in the amount of \$320,000.00; and

**WHEREAS**, based on these factors WRT will continue to support the planning phase with their Architectural Drawings and Designs; and

**WHEREAS**, funds are available as certified by the Finance Department.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the LBHA, that they authorize WRT to provide these services based on the original scope of scattered site plans under the executed Hope VI Program.

  
 Tyrone Garrett, Secretary
 
 5/16/16  
 Date

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

05-05-2016

**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 16<sup>th</sup> day of May, 2016.*

  
\_\_\_\_\_  
Tyrone Garrett, Executive Director



RESOLUTION #	05-05-2016
DATE	05-16-2016
ITEM #	#Added Factor

  
Tyrone Garrett, Secretary      5/16/16  
Date

  
Donald Covin, Chairman

  
Carl Jennings, Vice-Chairman

  
Michael Winnick Commissioner

  
Carmen Rivera Commissioner

  
Yvonne Russell-Mann Commissioner

  
Dorthia Johnson, Commissioner

  
Andres Mejer Commissioner