

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR ANNUAL REORGANIZATIONAL MEETING OF THE BOARD OF COMMISSIONERS HELD MAY 16, 2016.

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
Carmen Rivera, Commissioner
Dorthia Johnson, Commissioner
Andres Mejer, Commissioner (arrival 5:10 pm)

Absent: All present

Also Present: Tyrone Garrett, Executive Director/Secretary
Kevin Kennedy, Esq., Legal Counsel (arrival 5:12 pm)

Staff Present: Danny Marino, Maintenance Supervisor
Brandy Lynch, Director of Management
Thomas Sahlin, Assistant Comptroller
Katherine Young, Accounting
Sophia Banks, Office Manager
Allison Toy, IT
Deidre Amato, Section 8
Lisa Normandia, Housing Assistant

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.

NOMINATIONS FOR CHAIRMAN:

Commissioner Winnick made a nomination of Donald Covin as Chairman, seconded by Commissioner Jennings.

No other nominations given at this time.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Rivera, Jennings, Johnson, Mejer.

Opposed, None.

Absent, None

Abstention, None.

Commissioner Donald Covin accepts the position of Chairman for the year 2016-2017.

Motion Carried.

Applause.

NOMINATIONS FOR VICE-CHAIRMAN:

Commissioner Russell-Mann made a nomination of Carl Jennings for Vice-Chairman, seconded by Chairman Covin.

No other nominations given at this time.

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Commissioner Carl Jennings accepts the position of Vice-Chairman for the year 2016-2017.

Motion Carried.

Applause.

PRESENTATION YEAR END REPORT FROM THE EXECUTIVE DIRECTOR:

At this time the year end presentation was given by Mr. Garrett, Executive Director. When presentation was concluded, questions were taken and Mr. Garrett addressed all concerns from the Commissioners.

Presentation is hereto attached.

ADOPTION OF THE MINUTES OF THE REGULAR AND EXECUTIVE SESSION OF APRIL 18, 2016.

Commissioner Johnson made a motion to adopt and approve the Minutes of the Regular and Executive Session of April 18, 2016 as presented, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

RESOLUTION 05-01-2016 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF MAY, 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 05-01-2016 in the amount of \$1,346,215.02, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Motion Carried.

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

RESOLUTION 05-02-2016 – RESOLUTION AUTHORIZING THE AMEND INTRODUCED BUDGET PRIOR TO ADOPTION DCA.

RESOLUTION 05-03-2016 – RESOLUTION AUTHORIZING 2016 ADOPTED BUDGET RESOLUTION DCA SUBMISSION.

Commissioner Jennings made a motion to accept and approve Resolution 05-02-2016 and Resolution 05-03-2016 as presented, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

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

RESOLUTION 05-04-2016 – 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.

The Secretary stated that he would like to continue to work with WRT in the future for the scattered sites that we would like acquire and redevelop under Maestro subsidiary. WRT has been the Architect with all our developments and LBHA is pleased with the work WRT has performed in the past. WRT has laid out the dynamics of the work and continue to provide full information regarding all projects. WRT shall perform its services consistent with the professional skill and care ordinarily provided by their firm. WRT shall provide all master planning and conceptual design services.

Legal Counsel Kennedy stated that this is a professional services and we are not required to go out to bid.

After a brief discussion among the Commissioners and Executive Director, the Executive Director stated that HUD will recapture the funds if they are not spent for redevelopment, therefore we are seeking scattered sites for this purpose.

Commissioner Winnick made a motion to accept and approve Resolution 05-04-2016 as discussed and presented, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

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

ADDED STARTER:

Legal Counsel Kennedy stated that he received another Soft Second Mortgage with respect to the property located at 1 Hope Lane, Long Branch, NJ Block 314, Lot 4.08. We have presented these in the past. Owner, Lisa Ryder is proposing to recast the terms and conditions of her existing First Mortgage, this has no cost to the Authority.

RESOLUTION 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)

Commissioner Winnick made a motion to accept and approve Resolution 05-05-2016 as presented by Legal Counsel Kennedy, seconded by Commissioner Mejer.

Roll Call Vote Taken:

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

Motion Carried.

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

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Winnick stated that Memorial Day is approaching and to please remember all who have sacrificed for our country.

PUBLIC PARTICIPATION:

Commissioner Winnick made a motion to enter into Public Participation, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

Joseph Turpin, Hobart Manor Resident. He stated that he had concerns with the parking in his complex during the summer months. He offered a suggestion of a shuttle for beach goers.

Janice Stathum, Hobart Manor Resident. She stated she had the same concerns for parking during the summer months with heavy beach goers. She went on to further state that the parking sign in front of 19 Hobart Manor is down and needs to be replaced.

There was a discussion on the parking situation in and around the Hobart Manor Complex among the Commissioners, Executive Director, and residents in the audience that were concerned.

Chairman Covin stated that he was aware of the down sign and also stated that Mr. Garrett will provide a solution to the parking matter. He went on to further state that they should touch base with their Site Manager with a plan that has been put in place.

The Hobart Manor Residents thanked the Board and Mr. Garrett for their time.

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

Roll Call Vote Taken:

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

Opposed, None.

Absent, None.

Abstention, None.

Motion Carried, Public Participation closed.

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 confidentiality will no longer exist.

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

Roll Call Vote Taken:

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

Opposed, None.

Abstention, None.

Motioned Carried.

Now in Executive Session.

BACK IN PUBLIC PORTION OF THE MEETING.

Legal Counsel Kennedy stated that Executive Session concluded at approximately 6:48 pm. Commissioner Winnick made a motion to conclude Executive Session, seconded by Vice-Chairman Jennings.

All in Favor: All Ayes,
Opposed, None.

Legal Counsel Kennedy stated that matters of the Executive Directors evaluation and contract were discussed and as previously stated and 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.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of May 16, 2016, Commissioner Winnick made a motion to adjourn the meeting to Rooney's Restaurant, seconded by Chairman Covin.

All in Favor: All Ayes.
Opposed, None.

Meeting Adjourned:


Tyrone Garrett, Secretary

Date.

6/20/16.

RESOLUTION #	06-01-2016
DATE	06-20-2016
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 June 20, 2016 and

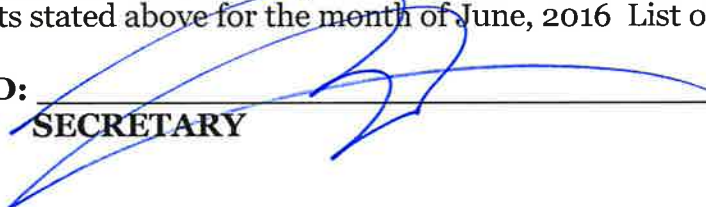
WHEREAS, said Commissioners accept and approve payment of the bills for the month of June 2016 the amounts are as follows:

1.	Regular List of Bills	\$	218,528.56
2.	Payroll	\$	201,753.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	15,417.72
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	772,299.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-





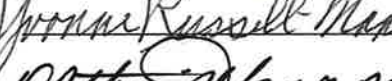


TOTAL FOR THE MONTH OF JUNE 2016 \$ 1,207,998.28

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 June, 2016 List of Bills.

ADOPTED:



 SECRETARY 6/20/16
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 #	06-02-2016
DATE	06-20-2016
ITEM #	#.3

RESOLUTION AUTHORIZING CONTRACT RENEWAL FOR AUDITING SERVICES FOR FISCAL YEAR JULY 1, 2015 TO JUNE 30, 2016 TO HYMANSON, PARNES & GIAMPAOLO IN THE AMOUNT OF \$14,015.

WHEREAS, Long Branch Housing Authority (LBHA) 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 requires the services of an independent Public Auditor; and

WHEREAS, LBHA awarded the auditing service contract to Hymanson, Parnes & Giampaolo for fiscal year end June 30, 2015 and renewable for second year at the option of LBHA; and

WHEREAS, their audit for last year is thorough and satisfactory with the Board; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes award of a contract for auditing services for fiscal year July 1, 2015 to June 30, 2016 to Hymanson, Parnes & Giampaolo in the amount of \$14,015 subject to Legal Counsel Approval.


 Tyrone Garrett, Secretary Date 6/20/16

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

RESOLUTION #	06-03-2016
DATE	06-20-2016
ITEM #	#4

RESOLUTION

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 is required by Law, the Long Branch Housing Authority has an Executive Director; and

WHEREAS, as required by Law, there is an existing Contract between the Long Branch Housing Authority and the Executive Director; and

WHEREAS, the current Contract between the Long Branch Housing Authority and the Executive Director is for a four (4) year period; and

WHEREAS, the current Contract is set to expire on or about June 30, 2016; and

WHEREAS, pursuant to New Jersey law, the performance of the Executive Director of the past year was formally evaluated; and

WHEREAS, the results of the said evaluation were positive; and

WHEREAS, the Board Members are of the belief that the Contract should be renewed / extended for a 5 year period; and

WHEREAS, funds are available for such a Contract renewal / extension; and

WHEREAS, it is believed that renewing / extending the Contract, as aforesaid, will be in the best interest of the PHA and its residents;

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 award a 5 year Contract to the Executive Director, effective May 1, 2016, at the following compensation rates:

Year 1 (May 1, 2016 – April 30, 2017)
Base Salary: \$219,543.00
Plus 3% COLA

Year 2 (May 1, 2017 – April 30, 2018)
Base Salary: \$219,543.00
Plus 3% COLA

Year 3 (May 1, 2018 – April 30, 2019)
Base Salary: \$219,543.00
Plus 3% COLA

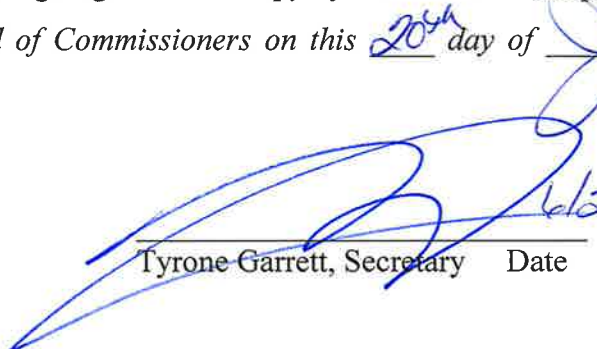
Year 4 (May 1, 2019 – April 30, 2020)
Base Salary: \$219,543.00
Plus 3% COLA

RESOLUTION #	06-03-2016
DATE	06-20-2016
ITEM #	#4

Year 5 (May 1, 2030 – April 30, 2021)
 Base Salary: \$219,543.00
 Plus 3% COLA

2. That the within Resolution is subject to the execution of a mutually acceptable Contract of Employment, in a form substantially similar to the document attached hereto.
3. That the Chair, Vice Chair, and other Members of the Board are hereby authorized to sign any and all documents necessary to effectuate the intentions of the within Resolution – including, but not limited to, the actual Contract of Employment.
4. That the within Resolution and, by extension, the Contract, shall, in all respects, comply with prevailing provision of New Jersey Law.
5. That the within Resolution and, by extension, Contract shall, in all respects, comply with prevailing HUD Rules and Regulations.
6. That the within Resolution and Contract shall be subject to the review and approval of the Department of Housing and Urban Development (if necessary), the State of New Jersey (if necessary), and any other agency having jurisdiction over the matter.
7. That a copy of the within Resolution and Contract shall be forwarded to the PHA Fee Accountant for further confirmation as to the HUD-compliant nature of the same.
8. The within Resolution shall be retroactively effective as of May 1, 2016.

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Long Branch Housing Authority Board of Commissioners on this 20th day of June, 2016.


 Tyrone Garrett, Secretary Date

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

06/04/2016
Added Statel
06/20/16

**RESOLUTION AUTHORIZING SUBORDINATION OF SOFT SECOND MORTGAGE
WITH RESPECT TO THE PROPERTY LOCATED AT 5 HOPE LANE,
LONG BRANCH, NJ (BLOCK 314, LOT 4.06)**

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 Penrose 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 5 Hope Lane, Long Branch, New Jersey (more formally identified as Block 314, Lot 4.06);

WHEREAS, the said Unit was purchased by Joan Lawrence; and

WHEREAS, pursuant to the Contract of Sale Documents, the said Joan Lawrence 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 the Long Branch Housing Authority and / or the 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 2nd Lien will be released); and

WHEREAS, in conjunction with a proposed refinance, Joan Lawrence 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 Long Branch Housing Authority and / or the Garfield Court Urban Renewal Home Ownership, Inc. agree to subordinate the Soft Second Mortgage (to the new First Lender); and

06/04/2016
Added Starter
06/20/2016

WHEREAS, in effect, at the conclusion of the proposed refinance transaction, the new Lender will have a first Lien against the Unit, and the Long Branch Housing Authority / 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 Joan Lawrence property (5 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 (if such consent is, in fact, necessary).
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 20th day of June, 2016.


Tyrone Garrett, Executive Director

06/04/2016
Added Starter
06/20/16

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