

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JUNE 20, 2016.

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

Carl Jennings, Vice-Chairman
Michael Winnick, Commissioner
Yvonne Russell-Mann, Commissioner
Carmen Rivera, Commissioner
Dorthia Johnson, Commissioner

Absent: Donald Covin, Chairman
Andres Mejer, Commissioner

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

Staff Present: Daniel Gibson, Chief of Staff
Danny Marino, Maintenance Supervisor
Brandy Lynch, Director of Management
Tom Sahlin, Assistant Comptroller

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

BOARD ANNOUNCEMENT: (READ BY CHIEF OF STAFF)

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.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF MAY 16, 2016.

There was no discussion of comments at this time.

Commissioner Winnick made a motion to adopt and approve the Minutes of the Regular Meeting of May 16, 2016 as presented, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

Motion Carried.

RESOLUTION 06-01-2016 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF JUNE, 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.

Discussion held on checks #32547 and 32552 issued to a Security Guard. The Chief of Staff and the Executive Director explained the Rent Concession policy and prevailing wage rate by the State of New Jersey. Rent Concession has to equal the prevailing wage rate. We had a labor investigation on this matter and this is wages that had to be paid to equal the prevailing wage rate.

Security guards cannot exceed (40) hours. We will be in compliance with the City of Long Branch Ordinance for Security in Senior Buildings.

Commissioner Russell-Mann made a motion to accept and approve the List of Bills as presented, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Motion Carried.

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

RESOLUTION 06-02-2016 – 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 \$14,015.00.

The Secretary stated that this is the second year option of renewal of current contract. There were no discussions or comments.

Commissioner Winnick made a motion to accept and approve Resolution 06-02-2016 as presented, seconded by Commissioner Rivera.

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

Motion Carried.

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

RESOLUTION 06-03-2016 – RESOLUTION AUTHORIZING THE CONTRACT OF EMPLOYMENT WITH THE EXECUTIVE DIRECTOR.

Legal Counsel Kennedy stated that a Rice Notice was served to the Executive Director. This was discussed at the last Board Meeting in Executive Session. He also stated that he has reached out to our Fee Accountant, Tony Polcari to make sure that there are no HUD violations to the contract.

There were no further discussion on this Resolution.

Commissioner Winnick made a motion to accept and approve Resolution 06-03-2016 as presented by Legal Counsel Kennedy, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Motion Carried.

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

ADDED STARTER:

RESOLUTION 06-04-2016- RESOLUTION AUTHORIZING SUBORNATION OF SOFT SECOND MORTGAGE WITH RESPECT TO THE PROPERTY LOCATED AT 5 HOPE LANE, LONG BRANCH, NJ (BLOCK 314, LOT 4.06)

Legal Counsel Kennedy stated that in effect, at the conclusion of the proposed refinance transactions the new Lender will have a first Lien against the Unit, and the Long Branch Housing Authority and Garfield Court Urban renewal Home Ownership, Inc. will continue to have a Soft Second Lien on the property know a 5 Hope Lane to Joan Lawrence. He also stated that this subordination will not impair the interests of the Long Branch Housing Authority. This essentially a refinance of a home loan.

There being no further discussion on Resolution 06-04-2016, Commissioner Winnick made a motion to accept this Added Starter, Resolution 06-04-2016 as presented by Legal Counsel, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Covin, Mejer.

Abstention, None.

Motion Carried.

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

ADOPTION OF THE MINUTES OF THE EXECUTIVE SESSION OF MAY 16, 2016.

There was no discussion or comments.

Commissioner Winnick made a motion to accept and approve the Minutes of Executive Session of May 16, 2016 as presented, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Covin, Mejer.

Abstention, None.

Motion Carried.

COMMISSIONERS COMMENTS AND CONCERNS:

All Commissioners present stated to audience to have a safe and nice 4th of July Holiday.

Commissioner Winnick also stated that the Memorial Day Event went well and was very nice.

PUBLIC PARTICIPATION:

Commissioner Russell-Mann made a motion to enter into Public Participation, seconded by Commissioner Rivera.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Covin, Mejer.

Abstention, None.

The Vice-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.

Marion Poland, 9K Kennedy Towers resident. She stated that she was upset, but not upset anymore, happy with everything, but lives in a hostile situation, Security Monitors have too much power, has communication problems with other residents. She continued for a bit without saying what she was looking for and what she would like the Board of Commissioners to address.

The Secretary stated that he was confused as to what she wanted the Staff and or Commissioners to handle or take care of.

Mrs. Poland stated nothing, just want to get some things off her chest.

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

All in Favor: All Ayes.

Opposed, None.

EXECUTIVE SESSION:

There are no matters for Executive Session for this Board of Commissioners Meeting of June 20, 2016.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of June 20, 2016, Commissioner Rivera made a motion to adjourn the meeting, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Opposed, None.

Absent, Commissioners Covin, Mejer.

Abstention, None.

Motion Carried.

Meeting Adjourned.



Tyrone Garrett, Secretary

7/18/16.

Date

RESOLUTION #	07-01-2016
DATE	07-18-2016
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 July 18, 2016 and

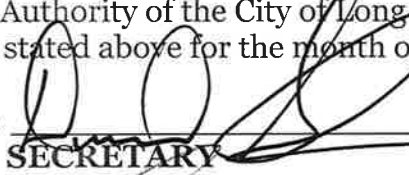
WHEREAS, said Commissioners accept and approve payment of the bills for the month of June 2016 the amounts are as follows:


1.	Regular List of Bills	\$	908,939.11
2.	Payroll	\$	290,343.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	197,303.87
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	769,780.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-


TOTAL FOR THE MONTH OF JULY 2016 \$ 2,166,365.98


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 July, 2016 List of Bills.


ADOPTED:

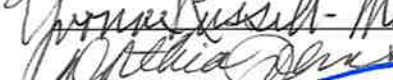
 **SECRETARY** 7/18/16
DATE


 **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>07-02-2016</u>
DATE	<u>07-18-2016</u>
ITEM #	<u>#3</u>

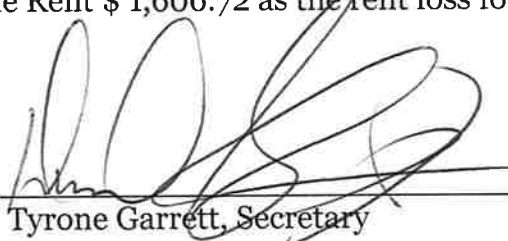
RESOLUTION AUTHORIZING THE VACATE TENANT BALANCE WRITE-OFF FOR FISCAL YEAR ENDING JUNE 30, 2016.


WHEREAS, the Housing Authority of the City of Long Branch (LBHA) has recorded on its books an amount of rent and charges owed for former residents who have vacated their apartments; and


WHEREAS, LBHA makes diligent efforts to collect the funds where feasible but there are some accounts not collectible because of unknown whereabouts or lack of resources; and

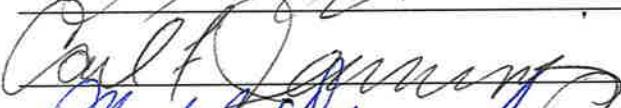
WHEREAS, Federal Regulation requires that a resolution be submitted to the U.S. Department of Housing and Urban Development for the amount of rent loss for the fiscal year.


NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners accept and approve the amount of Uncollectible Rent \$ 1,606.72 as the rent loss for the fiscal year ending June 30, 2016.



 Tyrone Garrett, Secretary

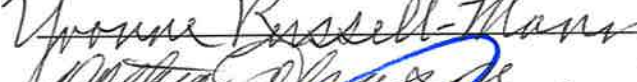

 Date



 Donald Covin, Chairman



 Carl Jennings, Vice-Chairman


 Michael Winnick, Commissioner


 Carmen Rivera, Commissioner


 Yvonne Russell-Mann, Commissioner


 Dorthia Johnson, Commissioner


 Andres Meier, Commissioner

RESOLUTION #	07-03-2016
DATE	07-18-2016
ITEM #	#4

RESOLUTION AUTHORIZING RETRO COMPENSATION TO RESIDENT MONITORING STAFF FOR THE PERIOD OF APRIL, 2014 TO APRIL, 2016 IN A TOTAL AMOUNT OF \$51,669.69.

WHEREAS, the Finance Department of Long Branch Housing Authority (LBHA) has researched and audited our method in offering wage concessions to resident monitoring staff and identified an error; and

WHEREAS, the audit has shown an underpayment to resident members of the monitoring staff that the monthly rent concession rate has to match with the Federal Minimum Wage of \$7.25; and

WHEREAS, the Department of Labor has advised LBHA to correct the deficiency for the two-year period from April, 2014 to April, 2016; and






WHEREAS, LBHA has noted the resident monitoring staff affected and calculated the amount owed for the past two years; and

WHEREAS, this is a one-time, non-recurring payment so it would not affect the resident's rent calculation; and

WHEREAS, LBHA has sufficient funding for the total payment in the amount of \$51,669.69.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the necessary payments according to the attached schedule within the next thirty (30) days.


7/18/16
 Tyrone Garrett, Secretary Date

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