

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 20, 2017.**

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

Donald Covin, Chairman  
Carl Jennings, Vice-Chairman  
Yvonne Russell-Mann, Commissioner  
Dorthia Johnson, Commissioner  
Andres Mejer, Commissioner

Absent: Michael Winnick, Commissioner  
Maritza Berrios, Commissioner

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

Staff Present: Louis Carretta, Director of Operations  
Tony Rockhill, Supervisor of Maintenance  
Thomas Sahlin, Assistant Comptroller

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.**

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 21, 2017.**

There was no discussion or comments of the minutes as presented.

Commissioner Johnson made a motion to accept and approve the minutes of the February 21, 2017 as presented at this meeting, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

**RESOLUTION 03-01-2017 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF MARCH 2017 INCLUDING SECTION 8 EXPENDITURES.**

Commissioner Russell-Mann stated that she has reviewed the List of Bills with the Finance Department Thomas Sahlin, Comptroller. All Questions were satisfied.

Commissioner Russell-Mann made a motion to approve the List of Bills in the amount of \$1,222,195.42, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

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

**RESOLUTION 03-02-2017 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO EXECUTE AN INTER-AGENCY AGREEMENT WITH THE ASBURY PARK HOUSING AUTHORITY.**

There was a brief discussion of the Inter-Local Agreement with the Secretary and the Commissioners present. The Secretary stated that Asbury Park Board of Commissioners have voted on the contract at their meeting on March 13, 2017. He went on to further state that the Maintenance portion has been scaled down to where Asbury Park Maintenance Department will have to proceed mainly on their own with the leadership and direction of LBHA Director of Maintenance. The contract amount will remain the same with \$300,000.00 compensating LBHA for 100 person hours per week and \$150,000 for the redevelopment consulting service for Lincoln Village. The contract amount remains the same.

Commissioners Jennings made a motion to accept and approve Resolution 03-02-2017 as presented and discussion, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Motion Carried.

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

**RESOLUTION 03-03-2017 – RESOLUTION ADOPTING 2017 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.**

The Secretary stated that this is our Annual Submission to HUD on our Five Year Annual Plan. He went on to state that not much has changed, only implementation of the flat rents and the smoking band policy. HUD has cut our Authority's budget by 12%. A brief discussion followed on the cuts from HUD.

Commissioner Johnson made a motion to accept and approve Resolution 03-03-2017 as presented and per discussion, seconded by commissioner Mejer.

Roll Call vote Taken:

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

Motion Carried:

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

**ADDED STARTER:**

Legal Counsel Kennedy took the floor at this time regarding T-Mobile and Kennedy Towers Roof Top Lease. Kennedy Towers Roof Top must be replaced and all equipment on the roof top must be removed. T-Mobile will not remove their equipment. The roof is getting very bad and coming into the apartments on the 9<sup>th</sup> floor leaving the authority to move some of the residents out of their units. Legal Counsel stated that he would like the Board of Commissioners to authorize the LBHA to negotiate amendments to the existing LBHA-T-Mobil lease for further formal ratification of the Board. He stated that

this can be done by motion to expedite the process and a formal Resolution will be presented at the April, 2017 Board Meeting.

After a brief discussion, Commissioner Mejer made a motion to accept and approve Motion as presented by Legal Counsel, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Motion Carried.

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

**COMMISSIONERS COMMENTS AND CONCERNS:**

Commissioner Johnson stated that she spoke with Carmen Rivera and she stated that she missed everyone and when in Puerto Rico – come and visit her.

Commissioner Mejer thanked Mr. Garrett for is foresight and leadership and is grateful for the direction he is leading us in.

Chairman Covin thanked everyone who participated and supported the College Tour.

Commissioner Jennings thanked everyone for the help and support for the College Tour.

**PUBLIC PARTICIPATION:**

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

All in Favor: All Ayes

Opposed: None

Absent: Commissioners Winnick, Berrios.

Chairman Covin stated that the Meeting is now open for Public Participation. Anyone wishing to address the Board of Commissioners, please stand, state your name and address and limit you discussion to (3) minutes.

There being no Public present, Commissioner Jennings made a motion to close Public Participation, seconded by Commissioner Mejer.

**EXECUTIVE SESSION:**

There are no matters for Executive Session.

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of March 20, 2017, Commissioner Mejer made a motion to adjourn the meeting, seconded by Chairman Covin.

All in Favor: All Ayes

Opposed: None

Absent: Commissioners Winnick, Berrios.

Meeting Adjourned.

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

Date

5.15.17

RESOLUTION #	05-01-2017
DATE	05-15-2017
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 15, 2017 and








**WHEREAS**, said Commissioners accept and approve payment of the bills for the month of May 2017 the amounts are as follows:

1.	Regular List of Bills	\$	959,732.72
2.	Payroll	\$	211,175.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	18,785.51
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	739,630.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-

**TOTAL FOR THE MONTH OF MAY, 2017 \$ 1,929,323.23**

**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 May, 2017 of List of Bills.

**ADOPTED:** \_\_\_\_\_ 5/15/17  
**SECRETARY** **DATE**

 \_\_\_\_\_ **DONALD COVIN, CHAIRMAN**  
 \_\_\_\_\_ **CARL JENNINGS, VICE-CHAIRMAN**  
 \_\_\_\_\_ **MICHAEL WINNICK, COMMISSIONER**  
 \_\_\_\_\_ **YVONNE RUSSELL-MANN COMMISSIONER**  
 \_\_\_\_\_ **DORTHIA JOHNSON, COMMISSIONER**  
 \_\_\_\_\_ **ANDRES MEJER, COMMISSIONER**  
 \_\_\_\_\_ **MARITZA BERRIOS, COMMISSIONER**

RESOLUTION #	05-02-2017
DATE	05-17-2017
ITEM #	#3

**RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO ENTER INTO A CONTRACT WITH MPE CONSULTING AND DESIGN FOR "AS NEEDED" ARCHITECTURAL AND ENGINEERING SERVICE FOR ALL DEVELOPMENTS FOR ONE YEAR ENDING APRIL 30, 2018 SUBJECT TO LEGAL COUNSEL OPINION**

**WHEREAS**, the Long Branch Housing Authority has a need for Architectural and Engineering for all Sites Services for the year May 1, 2017 through April 30, 2018 ; and

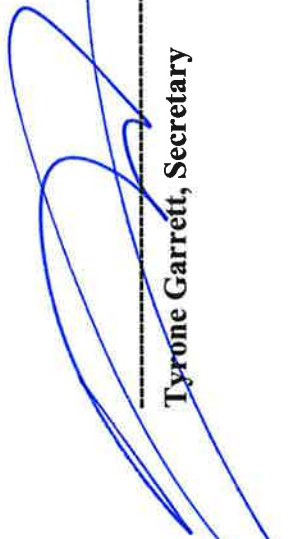
**WHEREAS**, in accordance with P.L. 1985, chapter 440(C40A:11-4-4) and (C.40:11-4.5) the Long Branch Housing Authority actively sought Architectural and Engineering firms to submit qualification on this contract in accordance with specifications developed by Long Branch Housing Authority staff; and


**WHEREAS**, the result of the public bid, (4) responses were received and MPE Consulting and Design LLC 1035 N. Black Horse Pike, suite 3 Williamstown, New Jersey 08094 was found to be best qualified for Architectural/Engineering on an "as needed basis" for all of the developments; and


**WHEREAS**, the said contract is scheduled to expire on or about April 30, 2018 with an option to extend for an additional year if both parties agree for Architectural/Engineering on an "as needed basis" for all of the developments; and

**WHEREAS**, funds are available for this contract

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Long Branch Housing Authority is hereby authorized to enter into contract with MPE Consulting and Design LLC1035 N. Black Horse Pike, suite 3 Williamstown, New Jersey 08094 , in the amount not to exceed \$50,000.00 for one year period May 1, 2017 to April 30, 2018 subject to Legal Counsel opinion.

  
\_\_\_\_\_  
Tyrone Garrett, Secretary      Date      5/15/17

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

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

RESOLUTION #	05-03-2017
DATE	05-15-2017
ITEM #	# 4

**RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY  
TO DISPOSE OF, SELL, DONATE, OR OTHERWISE TRANSFER ONE  
VEHICLE**

**WHEREAS**, the Long Branch Housing Authority is a duly organized Housing Authority, operating and existing under the laws of the United States of America and the State of New Jersey; and

**WHEREAS**, the Housing Authority is the owner of the following one vehicle:

- A. 2001 Dodge E 250 Pick-Up

**WHEREAS**, details pertaining to the said vehicle include, but are not limited, the following:

- A. **2001 Dodge E 250 Pick-Up**

VIN #386KS26Z91M564306

Vehicle Number: #5337

Estimate Mileage: approximately 43,156

Ownership Status: owned outright by the LBHA

Condition: generally unreliable (for daily PHA purposes) as the same is in need of some form of maintenance/repair almost on a monthly basis

**WHEREAS**, in the said conditions, in the absence of an extreme overhaul, the said vehicle are no longer suitable for PHA purposes; and

**WHEREAS**, the Housing Authority has a Vehicle Committee, consisting of the PHA's Assistant Executive Director, Director of Maintenance, Finance Department Head, and Hope VI Coordinator; and

**WHEREAS**, the said Vehicle Committee has reviewed the matter and weighed the benefits and detriments of the following:

- The reliability of the said vehicle;
- The condition of the said vehicle;



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- The cost to obtain new vehicle; and

**WHEREAS**, after analyzing the above factors, the PHA's Vehicle Committee has

recommended that the Housing Authority take the following actions:

- Disposal/sale/transfer of the aforesaid one vehicle; and

**WHEREAS**, the Housing Authority Board of Commissioners has reviewed the said matter as well; and

**WHEREAS**, based upon the same, and after final analysis, the Board of Commissioners declares that the aforesaid one vehicle are no longer needed for public purposes;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Long Branch Housing Authority as follows:

1. That at the discretion of the Long Branch Housing Authority Executive Director, the Authority may employ any combination of the following options relative to the one vehicle referenced above:

- Outright disposal of the same;
- Outright gift/donation to the City of Long Branch (or some other type of municipal entity);
- Sale (at nominal consideration price) to the City of Long Branch (or some other type of municipal entity);
- Sale of the vehicle to the highest bidder(s); or
- Maintenance of the said vehicle(s) in the general overall PHA fleet of vehicle (for random/specialized use, as necessary).

2. That the Long Branch Housing Authority Executive Director, or his designee, shall, at some point in the future, advise the Board of Commissioners as to the ultimate disposition of the said vehicle.

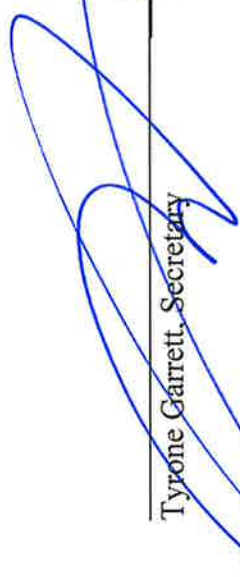
3. That any sale/donation shall be accompanied by appropriate disclaimer language confirming that the vehicle(s) are being transferred in "as is" condition, without any representations or warranties associated therewith.

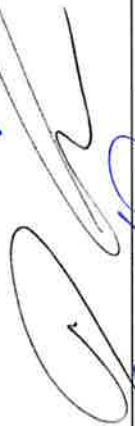






4. That any such donation/transfer shall be effectuated in

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5. That the Long Branch Housing Authority Chairman, Executive Director, Assistant Executive Director, Attorney, and other representatives are hereby authorized to sign any and all documents necessary to effectuate the intentions of the within Resolution.
6. That the within Resolution shall comply with all prevailing provisions of HUD regulations/New Jersey law.
7. That the within Resolution shall take effect immediately.

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 15<sup>th</sup> day of May, 2017.

  
 Tyrone Garrett, Secretary Date 5/15/17

	Donald Covin, Chairman
	Carl Jennings, Vice-Chairman
	Michael Winnick, Commissioner
	Yvonne Russell-Mann, Commissioner
	Dorthia Johnson, Commissioner
	Andres Mejer, Commissioner
	Maritza Berrios, Commissioner



## 2017 ADOPTED BUDGET RESOLUTION

RESOLUTION #	<u>05-05-2017</u>
DATE	<u>05-15-2017</u>
ITEM #	<u># 6</u>

Long Branch  
(Name)

### HOUSING AUTHORITY

**FISCAL YEAR: FROM:** 07/01/2017 **TO:** 06/30/2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Long Branch Housing Authority for the fiscal year beginning 7/1/2017 and ending, 6/30/2018 has been presented for adoption before the governing body of the Long Branch Housing Authority at its open public meeting of 5/15/2017; 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 \$ 17,165,399, Total Appropriations, including any Accumulated Deficit, if any, of \$ 16,844,317 and Total Unrestricted Net Position utilized of \$ 320,802; 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 7/1/2017 and ending, 6/30/2018 has been presented for adoption before the Housing Authority, at an open public meeting held on 5/15/2017 that the Annual Budget and Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2017 and, ending, 6/30/2018 is hereby adopted and shall constitute appropriations for the purposes stated; and

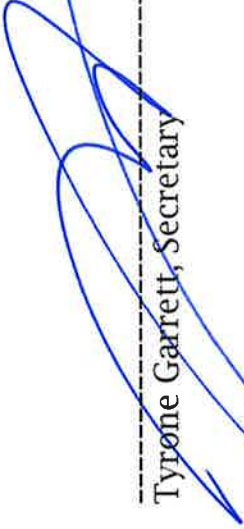
BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the ~~Director~~ of the Division of Local Government Services.

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


5/15/2017  
 \_\_\_\_\_  
 (Date)


Governing Body Member:	Recorded Vote	Aye	Nay	Abstain	Absent
Carl Jennings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Covin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Winnick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maritza Berrios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yvonne Russell-Mann	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dorthis Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andres Mejer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


RESOLUTION #	05-05-2017
DATE	05-15-2017
ITEM #	#6


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


5/15/17  
\_\_\_\_\_  
Date

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

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

  
\_\_\_\_\_  
Michael Winnick Commissioner

  
\_\_\_\_\_  
Yvonne Russell-Mann Commissioner

  
\_\_\_\_\_  
Dorthia Johnson, Commissioner

\_\_\_\_\_  
absent

\_\_\_\_\_  
absent

\_\_\_\_\_  
Andres Mejer Commissioner

\_\_\_\_\_  
absent

\_\_\_\_\_  
absent

\_\_\_\_\_  
Maritza Berrios, Commissioner