

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MAY 15, 2017 ANNUAL REORGANIZATIONAL MEETING.**

The Session convened at 5:00 p.m. with the following persons present:

Donald Covin, Chairman  
Carl Jennings, Vice-Chairman  
Michael Winnick, Commissioner  
Yvonne Russell-Mann, Commissioner  
Dorthisa Johnson, Commissioner

Absent: Andres Mejer, Commissioner  
Maritza Berrios, Commissioner

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

Staff Present: Thomas Sahlin, Comptroller  
Danny Marino, Assistant Maintenance Director  
Sophia Banks, Administrative Assistant  
Kenya Hopson, First Floor Assistant

The Chairman announced that all Cell phones be turned off or put on vibrate for the Meeting.

**BOARD ANNOUNCEMENT: (READ BY THE 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.**

**NOMINATIONS OF CHAIRMAN/VICE-CHAIRMAN:**

**At this time the meeting is turned over to our Legal Counsel for Nominations of Chairman and Vice-Chairman for the year 2017-2018.**

Legal Counsel Kennedy stated that the floor is open for nominations for the position of Chairman.

Commissioner Russell-Mann made a motion to elect Donald Covin as the Chairman, seconded by Commissioner Winnick.

Legal Counsel Kennedy asked if there were any other nominations, seeing none, the Secretary will cast a single ballot.

Donald Covin is Chairman of the Board of Commissioners for the coming year of 2017 – 2018.

Applause was given.

Legal Counsel Kennedy stated that the floor is open for nominations for the position of Vice-Chairman.

Commissioner Winnick made a motion to elect Carl Jennings as the Vice-Chairman, seconded by Commissioner Covin.

Legal Counsel Kennedy asked if there were any other nominations, seeing none, the Secretary will cast a single ballot.

Carl Jennings is the Vice-Chairman of the Board of Commissioners for the coming year of 2017-2018.

Applause was given.

Meeting turned over to the Chairman for Agenda items.

### **ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF MARCH 20, 2017.**

There was no discussion or comments of the minutes as presented. These minutes could not be passed in the April Meeting as there was not a quorum to pass.

Commissioner Russell-Mann made a motion to accept and approve the minutes of that March 20, 2017 meeting as presented at the April, 2017 and May, 2017 Board of Commissioners Meeting, seconded by Chairman Covin.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Jennings, Johnson, Chairman Covin.

Opposed, None.

Absent, Commissioners Mejer and Berrios.

Abstention, Commissioner Winnick.

Motion Carried.

**ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF APRIL 17, 2017.**

These minutes cannot be voted on, there is a lack of quorum, they will be voted on at the June, 19, 2017 Board of Commissioners Meeting.

**RESOLUTION 05-01-2017 – RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF MAY, 2017 INCLUDING SECTION 8 EXPENDITURES.**

Commissioner Russell-Mann stated that she has reviewed the List of Bills with the Finance Department Thomas Sahlin, Comptroller along with Commissioner Winnick. All questions were satisfied. Commissioner Russell-Mann made a motion to approve the List of Bills in the amount of \$1,929,323.23, seconded by Commissioner Jennings.

Roll Call vote Taken:

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

Motion Carried.

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

**RESOLUTION 05-02-2017 – 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.**

Commissioner Winnick made a motion to accept and approve Resolution 05-02-2017 as presented and with a brief discussion, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

Motion Carried.

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

No Public Present.

**RESOLUTION 05-03-2017 – RESOLUTION AUTHORIZING THE LONG BRANCH HOUSING AUTHORITY TO DISPOSE OF, SELL, DONATE, OR OTHERWISE TRANSFER ONE VEHICLE.**

The Secretary stated that this vehicle was in the Maintenance Fleet and is of no longer in working condition and unsafe for the staff to use. The maintenance on the vehicle was extremely costly.

Commissioner Winnick made a motion to accept and approve Resolution 05-03-2017 as presented, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:

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

Motion Carried.

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

No Public Present.

**RESOLUTION 05-04-2017 – RESOLUTION AUTHORIZING THE PURCHASE OF THE ONE (1) VEHICLE UNDER NEW JERSEY STATE CONTRACT #A88213-LINE 5 FOR THE LONG BRANCH HOUSING AUTHORITY.**

The Secretary stated that this is going to replace the vehicle that will be disposed of, Resolution 05-03-2017.

Commissioner Winnick made a motion to accept and approve Resolution 05-04-2017 as presented, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Motion Carried.

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

No Public Present.

**RESOLUTION 05-05-2017 – RESOLUTION AUTHORIZING THE SECOND SUBMISSION TO DCA HUD 2017/2018 APPROVED BUDGET.**

The Secretary stated that all questions have been addressed and all Financial Disclosures from Commissioners, Executive Director, Legal Counsel, and staff have been submitted and all highest salaries have been reported to DCA as required for seconded submission.

Commissioner Jennings made a motion to accept and approve Resolution 05-05-2017 as presented, seconded by Commissioner Johnson.

Roll Call Vote Taken:

Ayes, Commissioners Russell-Mann, Winnick, Jennings, Johnson, Chairman Covin.  
Opposed, None.  
Absent, Commissioners Mejer, Berrios.  
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 May 15, 2017.

**MOTIONS:**

There is a motion on the floor to purchase an ad, inside back cover for \$300.00, for the Jewish War Veterans, past has been \$250.00, not available for purchase for the year 2017, so going with the \$300.00 ad.

Commissioner Covin made a motion to purchase an ad, inside back cover for \$300.00 for the Jewish War Veterans, seconded by Commissioner Johnson.

Roll Call Vote Taken

Ayes, Commissioners Russell-Mann, Winnick, Jennings, Johnson, Chairman Covin.  
Opposed, None.

Absent, Commissioners Mejer, Berrios.  
Abstention, None.

Motion Carried.

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

No Public Present.

**PUBLIC PARTICIPATION:**

Commissioner Jennings made a motion to open the meeting for Public Participation, seconded by Commissioner Russell-Mann.

All in Favor, All Ayes.

Opposed, None

Absent, Commissioners Mejer, Berrios.

Seeing that there is no Public for Public Participation, Commissioner Winnick immediately made a motion to close Public Participation, seconded by Commissioner Jennings.

All in Favor, All Ayes.

Opposed, None.

Absent, Commissioners Mejer, Berrios.

Commissioner Johnson pointed out an error in the Rental Report for Presidential Estates. The Secretary stated that this will be corrected in next month's report.

**COMMISSIONERS COMMENTS AND/OR CONCERNS:**

There are no Commissioners Comments for this Board Meeting.

**EXECUTIVE DIRECTOR:**

There was a brief discussion on the NO SMOKING BAND POLICY for all LBHA Developments, Offices, Common areas with the Secretary and Commissioners.

The Secretary stated that right now we are in the educational stages and referring residents to organizations that can assist the Authority and help the smoking addiction. He went on to further state that this will be a battle and once all signs and all education is in place, the policy will be enforced to fullest extent possible. This is a HUD mandate policy that all Authority's across the nation must abide by, this is not a ruling from LBHA.

**ADJOURNMENT:**

There being no further matters of discussion for this Board of Commissioners Meeting of May 15, 2017, the Meeting is being recessed to Charley's Restaurant on Ocean Avenue.

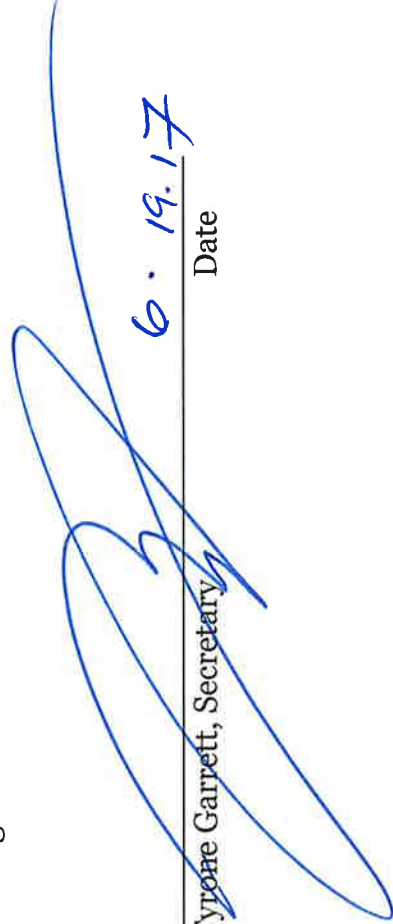
Motion made to recess the meeting by Commissioner Winnick, seconded by Chairman Covin.

All in Favor: All Ayes.

Opposed: None

Absent: Commissioners Mejer, Berrios.

Meeting Recessed:

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

6.19.17

Date

RESOLUTION #	06-01-2017
DATE	06-19-2017
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 June 19, 2017 and

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

1.	Regular List of Bills	\$	412,670.14
2.	Payroll	\$	284,539.00
3.	Additional Matters	\$	-0-
4.	HMFA Bonds	\$	-0-
5.	Maestro	\$	17,735.72
6.	Hope VI	\$	-0-
7.	Wire Transfers	\$	-0-
8.	Housing Vouchers/F.S.S.	\$	732,724.00
9.	F.S.S. Escrow	\$	-0-
10.	Shore Point	\$	-0-

**TOTAL FOR THE MONTH OF JUNE, 2017 \$ 1,447,668.86**

**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 June, 2017 of List of Bills.

**ADOPTED:**

 \_\_\_\_\_  
SECRETARY DATE 6/19/17

 \_\_\_\_\_  
DONALD COVIN, CHAIRMAN

 \_\_\_\_\_  
CARL JENNINGS, VICE-CHAIRMAN

 \_\_\_\_\_  
MICHAEL WINNICK, COMMISSIONER 7/1/17

ABSENT \_\_\_\_\_  
YVONNE RUSSELL-MANN COMMISSIONER

 \_\_\_\_\_  
DORTHIA JOHNSON, COMMISSIONER

ABSENT \_\_\_\_\_  
ANDRES MEJER, COMMISSIONER

 \_\_\_\_\_  
MARITZA BERRIOS, COMMISSIONER



RESOLUTION #	06/02/2017
DATE	06/19/2017
ITEM #	# 3


**RESOLUTION AUTHORIZING A FLAT RENT REVISION FOR LONG  
BRANCH HOUSING AUTHORITY RESIDENTS**

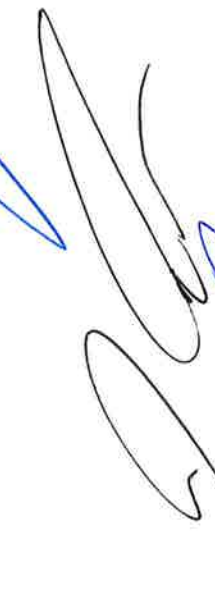
**WHEREAS**, During the Long Branch Housing Authority 2016 HUD file audit it was found that the "Flat Rents" used for our Public Housing units are currently below the 2016 Flat Rent Standard. January 17, 2014, the President signed the 2014 Appropriations Act requiring PHA's to establish Flat Rents at no less than 80% of the FMR ; and

**WHEREAS**, It was advised by the HUD Auditor that by 2017 we bring our current flat rents up to a minimum 80% of the Fair Market Rent guidelines issue by HUD (Housing & Urban Development) yet not to exceed 110% and each year after review our flat rents in comparison to HUD guidelines for that current year and make adjustments as necessary; and

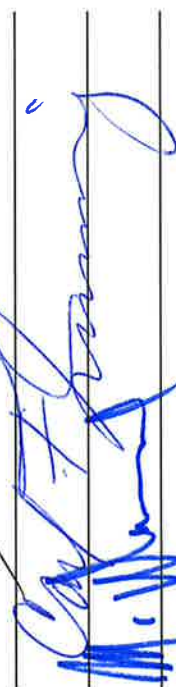
**WHEREAS**, there has been a forty-five (45) day review and comment period from residents, Tenant associations Presidents and RAB members. All were given the opportunity to review the Flat Rent Increase and make written comments to the Long Branch Housing Authority. No written comments were received by the Housing Authority to review.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners that the LBHA's Flat Rent Increase (attached) will be for 2017, subject to annual adjustment starting June 2017 and these flat rents are fair and rational.

  
\_\_\_\_\_  
Tyrone Garrett, Secretary      6/19/17      Date



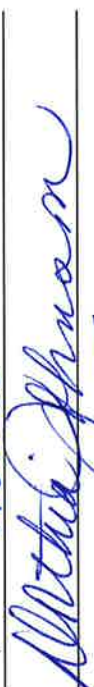
Donald Covin, Chairman



Carl Jennings, Vice-Chairman



Michael Winnick, Commissioner *PHM*



Yvonne Russell-Mann, Commissioner



Dorthia Johnson, Commissioner

Andres Meier, Commissioner

# 2017 ADOPTED BUDGET RESOLUTION

## Long Branch

(Name)

## HOUSING AUTHORITY

RESOLUTION #	<u>06-03-2017</u>
DATE	<u>06-19-2017</u>
ITEM #	<u># 4</u>

**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) \_\_\_\_\_ (Date)

Governing Body Member:	Recorded Vote		
	Aye	Nay	Abstain
Carl Jennings			Absent
Donald Covin			
Michael Winnick			
Maritza Berrios			
Yvonne Russell-Mann			
Dorthis Johnson			
Andres Mejer			

# HOUSING AUTHORITY OF THE CITY OF LONG BRANCH




Garfield Court Administration Building  
2 Hope Lane • P.O. Box 337 • Long Branch, NJ 07740


Tyrone Garrett, JD, P.H.M.,  
**Executive Director**


RESOLUTION #	06-03-2017
DATE	06-19-2017
ITEM #	#4


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


6/19/17  
\_\_\_\_\_  
Date


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


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

  
\_\_\_\_\_  
Michael Winnick Commissioner **P14M**

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

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

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

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

RESOLUTION #	06-04-2017
DATE	06-19-2017
ITEM #	Added Staffer

**RESOLUTION ACKNOWLEDGING RECEIPT OF AN  
ADMINISTRATIVE CONSENT ORDER**

**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**, a Complainant (identified as “R.C.”) previously instituted a lawsuit against the Long Branch Housing Authority, under Docket No. DCR: EN25WWM-63849; AND

**WHEREAS**, the said lawsuit alleged violations of the Law Against Discrimination; and

**WHEREAS**, for a variety of legal reasons, the parties have agreed to settle the matter;

and

**WHEREAS**, pursuant to the Settlement, the Housing Authority is required to sign an Administrative Consent Order which is attached hereto and incorporated herein at length.

**WHEREAS**, the said Administrative Consent Order imposes various obligations on the PHA – including, but not limited, to the following:

- An obligation to ensure compliance with prevailing provisions of the New Jersey Law Against Discrimination;
- An obligation to post notices, in conspicuous PHA places, regarding the Law Against Discrimination, and other rights associated therewith;
- An obligation to ensure that Long Branch Housing Authority Managers, Supervisors, Employees, and Agents are appropriately trained with respect to the Law Against Discrimination, and rights associated therewith;
- An obligation (within 60 days) for the PHA to review and revise (as necessary) anti-discrimination policies in housing and employment matters;
- An obligation to provide the State of New Jersey with confirming documentation that PHA Policies have appropriately been reviewed / updated / modified;

RESOLUTION #	C6-04-2017
DATE	06-19-2017
ITEM #	Addel Starter

- An obligation for the PHA to appropriately train Supervisors / Managers / Agents / Human Resource Personnel regarding the Law Against Discrimination, and other relevant employment laws; and
- An obligation to inform tenants of the Administrative Consent Order and / or rights associated with the Law Against Discrimination;

**WHEREAS**, their Board Members have formally reviewed the terms of the Administrative Consent Order; and

**WHEREAS**, Board Members recognize that fulfillment of the directives set forth in the Administrative Consent Order will further strengthen the PHA's institutional commitment to anti-discriminatory measures; and

**WHEREAS**, Board Members recognize the importance of the said issues; and


**WHEREAS**, Board Members recognize that reviewing, updating, and maintaining appropriate employment / personnel policies 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 hereby formally acknowledges receipt of the subject Administrative Consent Order.
2. That the Board of Commissioners hereby authorizes the Executive Director to implement training sessions as referenced in the Administrative Consent Order.
3. That the Board hereby authorizes the Executive Director to arrange for employment policies to be reviewed / updated / modified, as necessary, in conjunction with the Administrative Consent Order.
4. That the Board hereby authorizes the Executive Director to arrange for appropriate notices to be conspicuously placed on PHA bulletin boards and other such places where such notices are typically posted.
5. That the Board hereby authorizes the Executive Director to satisfy the other terms and conditions of the Administrative Consent Order.

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6. That the Board hereby authorizes the Executive Director to advise PHA employees of the existence of the Administrative Consent Order, and the contents of the same.
7. That the Board hereby authorizes the Executive Director to arrange for the LBHA tenants to be reasonably notified of the Administrative Consent Order, and any new policies issued / created / updated as a result of the same.
8. That, subject to the issuance / receipt of a Certification of Funds, the Board hereby authorizes the payment of the twenty-five thousand (\$25,000.00) dollar payment amount referenced therein (in conjunction with any available / applicable PHA insurance proceeds.)
9. That the Board hereby authorizes the Executive Director, the Chairman, and / or any other representative to sign the attached Administrative Consent Order, or a document substantially similar thereto.
10. That the within Resolution shall take effect immediately.

  
 Tyrone Garrett, Secretary      Date 6.19.17

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

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

  
 \_\_\_\_\_ Michael Winnick, Commissioner **P11M**

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

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

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

  
 \_\_\_\_\_ Martiza Berrios, Commissioner