

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

The Meeting Convened at 5:13 PM with the following persons present:

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

Absent: Andres Mejer, Commissioner

Also Present: Kevin Kennedy, Esq., Legal Counsel (Meeting Arrival 5:05PM)

Staff Present: Daniel Gibson, Chief of Staff
Sophia Loren Banks, Executive Administrative Assistant
Katherine Young, Accounts Payable/Finance
Lou Carretta, Assistant Executive Director of Operations
Anthony Rockhill, On-Call Supervisor
Takia Walker, Director of Management
Dorothy Amedu, Community Support Service Administrator

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

BOARD ANNOUNCEMENT: (READ BY CHIEF OF STAFF DANIEL GIBSON)

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.

Daniel Gibson opened the meeting with Roll Call. Commissioners present and absent are listed above. The meeting was paused briefly, Reynwood Communications took pictures of the board members (group/individual) for the new Long Branch Housing Authority's website. Daniel Gibson continued the meeting after photos of the Board were taken by Reynwood Communications. Daniel Gibson proposed adopting on all three sets of minutes (Regular Meeting of October 16, 2017, Executive Session of September 19, 2017 and Executive Session of October 19, 2017) simultaneously. All Board members presented can vote on all three; all agreed to adopt all minutes together.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2017.

Chairman Covin made a motion to accept and approve the minutes of October 16, 2017 as presented, seconded by Commissioner Berrios.

Vice-Chairman Jennings **noted that there are no members from the public present.**

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Johnson, Russell-Mann, Berrios and Chairman Covin.

Opposed, None.

Absent, Commissioner Mejer.

Motion Carried.

ADOPTION OF THE MINUTES OF THE MINUTES OF THE EXECUTIVE SESSION OF SEPTEMBER 19, 2017.

Chairman Covin made a motion to accept and approve the minutes of October 16, 2017 as presented, seconded by Commissioner Berrios.

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Johnson, Russell-Mann, Berrios and Chairman Covin.

Opposed, None.

Absent, Commissioner Mejer.

Motion Carried.

ADOPTION OF THE MINUTES OF THE MINUTES OF THE EXECUTIVE SESSION OF OCTOBER 16, 2017.

Chairman Covin made a motion to accept and approve the minutes of October 16, 2017 as presented, seconded by Commissioner Berrios.

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Johnson, Russell-Mann, Berrios and Chairman Covin.

Opposed, None.

Absent, Commissioner Mejer.

Motion Carried.

Resolution 11-01-2017 - Resolution Approving Expenditures for the month of October, 2017 including Section 8 Expenditures.

Commissioners Russell-Mann stated that finance committee has reviewed the List of bills with the Finance Department and that all questions have been satisfied.

Commissioner Russell-Mann made a motion to accept and approve Resolution 11-01-2017 the List of Bills in the amount of **\$1,302,366.13**, seconded by Commissioner Johnson.

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Johnson, Russell-Mann, Berrios and Chairman Covin.

Opposed, None.

Absent, Commissioner Mejer.

Motion Carried

Commissioner Winnick commented on the bill for mold clean up at Presidential Estates. He stated that during the Finance meeting, the Finance Committee learned that Presidential and other sites are not properly vented or people are not aware of how to turn on the blowers yet the Authority will have an ongoing mold problem if not addressed. Stating that mold is a dangerous as it pertains to medical concerns such as asthma. The mold cleanup is expense for Presidential, the cost is about \$56K.

Lou Carretta, Director of Operations and Management interjected that all tax credit sites when build were not built with windows to open up to vent the bathrooms. All Pennrose properties are planned and built this way for whatever reason; not knowing why. There is a fan in each bathroom, normally the when the light is switched on the fan would automatically come on yet the fan and light are on separate switches. The residents taking a shower would have to make sure that the vent is on willing taking a shower.

Commissioner Winnick asked Lou Carretta is there any way to bypass this so that the fan is constantly on? Lou is looking into a fix for the vents if feasible; will be rewiring one unit to have the vents interlocking. Lou Carretta will provide a report to the board on the rewiring of the vents at the next board meeting.

No public present.

Resolution 11-02-2017 – Resolution Authorizing the Long Branch Housing Authority Section 8 Housing Choice Voucher Program Fair Market Rents 2018

Daniel Gibson stated that this resolution is updating the amount of money to be charged by Section 8 to landlord for units of varied sizes. Commissioner Russell-Man made a motion to accept and approve Resolution 11-02-2017, seconded by Chairman Covin.

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Johnson, Russell-Mann, Berrios and Chairman Covin.

Opposed, None.

Absent, Commissioner Mejer.

Motion Carried

No public present.

Resolution 11-03-2017 – Resolution Authorizing the Vacate Tenant Balance Write-Off for Fiscal Year Ending December 31, 2017

Vice-Chairman Jennings made a motion to accept and approve Resolution 11-03-2017, seconded by Commissioner Russell-Man.

Commissioner Winnick posed a question is it realistic to go with this \$23k when last year we did \$47K? Chairman Covin exclaimed that in talking to Tom Sahlin, Interim Executive Director, he feels we are going to go after people, hoping that will reduce the amount. Commissioner Winnick asked Kevin Kennedy his opinion on the matter. Kevin Kennedy stated that in the past we decided to go after significant amounts with a collection agency due to the legal fees not being feasible. Kevin Kennedy also stated that he is working on a better court process with Takia Walker, Director of Management which would get the residents to court more quickly. In recouping signification amounts Kevin Kennedy suggested that engagement with a collection agency would be best. Kevin Kennedy will follow up with Tom Sahlin regarding the collection agency process. Board requested a RFP be submitted for a collection agency.

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Russell-Mann, Johnson, Berrios, and Chairman Covin.

Opposed, None.

Absent, Commissioners Mejer

Abstention, None.

Motion Carried

No public present.

Resolution 11-04-2017 – Resolution Establishing an Additional Check Signer for All Long Branch Housing Authority Accounts

Chairman Covin made a motion to accept and approve Resolution 11-04-2017, seconded by Commissioner Russell-Man.

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Russell-Mann, Johnson, Berrios, and Chairman Covin.

Opposed, None.

Absent, Commissioners Mejer

Abstention, None.

Motion Carried

No public present.

THERE ARE NO ADDED STARTERS FOR THIS BOARD OF COMMISSIONERS MEETING OF NOVEMBER 20, 2017.

MOTION TO DONATE MONIES TO THE LONG BRANCH 14U YOUTH FOOTBALL AND CHEER TO COMPETE IN THE NATIONAL CHAMPIONSHIP IN ORLANDO, FLORIDA.

Chairman Covin presented a donation of \$1000.00 based on Finance to the Long Branch 14U Youth Football and Cheer for their amazing accomplishment. Hearing no objection, requested a motion to donate \$1000.00. Chairman Covin made a motion to approve seconded by Chairman Covin.

Roll Call Vote Taken:

Ayes, Commissioners Winnick, Jennings, Russell-Mann, Johnson, Berrios, and Chairman Covin.

Opposed, None.

Absent, Commissioners Mejer

Abstention, None.

Motion Carried

No public present.

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Winnick like to wish everyone a Happy Thanksgiving.

Yvonne Russell-Mann wished everyone a Happy Thanksgiving.

There are no comments from the other Commissioner present.

PUBLIC PARTICIPATION:

No one from the public took part in Public Participation.

Commissioner Winnick made a motion to open/close Public Participation, seconded by Commissioner Russell-Mann.

Roll Call Vote Taken:
All in favor, All Ayes

Opposed, None.
Absent, Commissioners Mejer
Abstention, None.

Motion Carried

Kevin Kennedy commented on the 2018 Meeting dates. Many other agencies had problems for not properly advertising meeting schedules which LBHA was excluded from; ensure that we are advertising in the stick parameters of the guidelines. Please touch base with Tom Sahlin, Interim Executive Director.

EXECUTIVE SESSION:

At 5:35PM, Legal Counsel Kevin Kennedy requested a motion to go into Executive Session for the purpose of discussing personal matters, pending/potential litigation and other matters allowed.

Commissioner Winnick made a motion to open the Executive Session, second by Chairman Covin.

Roll Call Vote Taken:
All in favor, All Ayes

Opposed, None.
Absent, Commissioners Mejer
Abstention, None.

Motion Carried

At 6:13PM, Chairman Covin made a motion to close Executive Session, seconded by Commissioner Winnick.

ADJOURNMENT:

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

All in Favor, All Ayes.
Opposed, None.

Meeting Adjourned at 6:15 PM.

Thomas Sahlin, Secretary

Date