

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD AUGUST 20, 2018

The Meeting Convened at 5:00 PM with the following persons present:

Carl Jennings, Chairman
Andres Mejer, Vice-Chairman (Arrived 5:20PM)
Donald Covin, Commissioner
Dorthia Johnson, Commissioner
Maritza Berrios, Commissioner
Michael Winnick, Commissioner
Yvonne Russell-Mann, Commissioner

Also Present: Kevin Kennedy, Esq., Legal Counsel

Staff Present: Gloria J. Wright, Executive Director
Sophia Loren Banks, Executive Administrative Assistant
Cindy Toy, Comptroller
Anthony Rockhill, Maintenance Lead
Allison Toy, Quality Control Liaison
Dorothy Amedu, Community Supportive Services Administrator
Iris Blanco, Director of HCV Program
Natalie Turner, Assistant Executive Director
Lisa Normandia, Assistant Director of Management

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

CALL TO ORDER - BOARD ANNOUNCEMENT: (READ BY KEVIN KENNEDY, LEGAL COUNSEL)

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 JENNINGS LED THE SALUTE TO THE FLAG:

Gloria J Wright, Executive Director opened the meeting with Roll Call. Commissioners present and absent are listed above.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF JULY 16, 2018

Commissioner Winnick made a motion to approve and accept the minutes of July 16, 2018 as presented, seconded by Donald Covin.

Roll Call Vote Taken:

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

Opposed, None.
Absent, Vice-Chairman Mejer
Motion, Carried.

ADOPTION OF THE EXECUTIVE SESSION MINUTES OF THE REGULAR MEETING OF JULY 18, 2018

TABLED UNTIL NEXT MEETING AT THE REQUEST OF LEGAL COUNSEL KEVIN KENNEDY

ADOPTION OF THE EXECUTIVE SESSION MINUTES OF THE SPECIAL MEETING OF APRIL 23, 2018

TABLED UNTIL NEXT MEETING AT THE REQUEST OF LEGAL COUNSEL KEVIN KENNEDY

EXECUTIVE DIRECTORS REPORT:

Executive Director Wright provided the board with relevant activities and news for the month of July 2018. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

Resolution 08-01-2018 – Resolution approving the expenditures for the month of July 2018 including Section 8 Expenditures

Commissioner 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 07-01-2018 the List of Bills for \$1,387,193.52 seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.
Absent, Vice-Chairman Mejer
Motion, Carried.

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

Resolution 08-02-2018 - Resolution approving the transaction, authorizing a contract for emergency services with Fire Security Technologies, ratifying action, authorizing an expenditure of funds in an amount not to exceed \$22,000.00 and authorizing the Executive Director to do all things necessary to effectuate the transaction.

Legal Counsel Kevin Kennedy commented that since this is an emergency, New Jersey Law allows for a process to handle emergencies without going out for bid therefore this is a non-bid contract due the emergency circumstances where no notice was advertised in the newspapers. Executive Wright concurred with the comment made by Kevin Kennedy.

Commissioner Winnick made a motion to approve and accept Resolution 08-02-2018 as presented, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.
Absent, Vice-Chairman Mejer
Motion, Carried.

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

Resolution 08-03-2018 - Resolution approving the transaction, authorizing membership renewal in the New Jersey Public Housing Authority Joint Insurance Fund, authorizing an expenditure of funds and authorizing the Executive Director to do all things necessary to effectuate the transaction.

Commissioner Russell-Mann made a motion to approve and accept Resolution 08-03-2018 as presented, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.
Absent, Vice-Chairman Mejer
Motion, Carried.

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

Resolution 08-04-2018 – Resolution authorizing the submission of the certification under Section 8 Management Program (SEMAP) for fiscal ending June 30, 2018 as required by HUD Regulation.

Commissioner Covin made a motion to approve and accept Resolution 08-03-2018 as presented, seconded by Commissioner Winnick.

Roll Call Vote Taken:

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

Opposed, None.
Absent, Vice-Chairman Mejer
Motion, Carried.

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

Resolution 08-05-2018 - Resolution approving the transaction, authorizing a write-off of Tenant Account Receivables (TARs) for Fiscal Year ending June 30, 2018 and authorizing the Executive Director to do all things necessary to effectuate the transaction

Commissioner Winnick stated that the TAR's are going up significantly, more than the previous years.

Executive Wright, agreed and noticed the same pattern over the years.

Commissioner Covin interjected, to follow in line with Commissioner Winnick, at one point the Authority was looking into a collection agency to assist in collecting monies owed. Not sure as to where we are at on this matter?

Commissioner Winnick commented that generally collection agencies get 25% of what they collect and do not know how good they are on collecting money on skips.

Kevin Kennedy stated that he presented some names of debt collection companies to Tyrone then to Tom; he can resubmit those companies to Executive Director Wright.

Chairman Jennings stated to please resubmit the names.

Lisa Normandia added that the Authority is taking tenants to small claims court to recoup monies owed. Last month, the Authority has taken about 10 tenants to small claims court. From one of the rounds of court, two are currently making payments.

Executive Director Wright commented we will look into whether it is worth, cost benefit analysis, to retain an agency to help the Authority to collect the money or if there is something that we can do internally before it gets to 17K with the tenants.

Commissioner Winnick made a motion to approve and accept Resolution 08-03-2018 as presented, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None.
Absent, Vice-Chairman Mejer
Motion, Carried.

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

Resolution 08-06-2018 to purchase a quarter page ad New Jersey Repertory Company

Commissioner Winnick requested the board purchase a half-page rather than a quarter with a not to exceed amount of \$500.00. The Repertory Company is doing a wonderful things in the community.

For the record, Vice-Chairman Mejer joined the meeting at 5:20PM

Commissioner Winnick made a motion to approve and accept Resolution 08-06-2018, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.
Absent, Vice-Chairman Mejer
Motion, Carried.

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

Resolution 08-07-2018 Authorizing the Executive Director to receive an annual Cost Of Living Adjustment (COLA)

Chairman Jennings asked was Executive Director Wright receive a Rice Notice.

Kevin Kennedy stated Executive Director Wright was served with a Rice Notice yet the matter should be addressed in close session.

Motion will be held for Closed Executive Session.

MOTION TO MEMORIALIZE RESOLUTION 05-05-2018 ACKNOWLEDGING A CONCLUSION OF THE INTERLOCAL SERVICE AGREEMENT WITH THE ASBURY PARK HOUSING AUTHORITY

Chairman Jennings requested that since these motions (Resolutions 05-05-2018 & 06-03-2018) have been voted upon previously and we are just memorializing the vote, can a consent agenda or a block vote be made to taken whereby memorialize in one action item, rather than filing motions on each item separately.

Executive Director Wright stated yes, board preference.

Commissioner Winnick made a motion to approve and accept Resolution 08-06-2018, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.
Absent, None
Motion, Carried.

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

MOTION TO MEMORIALIZE RESOLUTION 06-03-2018 CONDITIONALLY AUTHORIZING A \$4,000 SEVERANCE PAYMENT TO THE FORMER CHIEF OF STAFF

Memorialized above.

PUBLIC PARTICIPATION:

Commissioner Winnick made a motion to open Public Participation, seconded by Commissioner Covin.

All in Favor, All Ayes
Opposed, None
Absent, None
Abstain, None

Motion, Carried

NO PUBLIC PARTICPATION

Commissioner Covin made a motion to close Public Participation, seconded by Commissioner Russell-Mann

Roll Call Taken:

All in Favor, All Ayes

Absent, None

Opposed, None

Absent, None

Motion Carried

COMMISSIONERS COMMENTS AND CONCERNS:

Chairman Jennings commented on the Going home service of one our residents Ida Daniels. The service was very moving service. Secondly, I wanted to commend on the extraordinary work completed by Executive Director Wright and Cindy Toy as well as the entire staff on the APHA Response. I could not be more proud of the staff.

EXECUTIVE SESSION:

At 5:31 PM Legal Counsel Kevin Kennedy requested a motion to go into/open Executive Session for the purpose of discussing personnel matters, Executive Directors COLA, Conclusion of the Inter-Local Agreement with the Asbury Park Housing Authority, discussion of possible litigation, litigation and contractual matters and other matters allowed.

Commissioner Winnick made a motion to open Executive Session, seconded by Vice-Chairman Mejer

Roll Call Taken:

All in Favor, All Ayes

None, Opposed

Absent, None

Motion, Carried

At 5:53 PM, Vice-Chairman Mejer made a motion to close Executive Session and to Re-open Public Session, seconded by Commissioner Johnson

Roll Call Taken:

All in Favor, All Ayes

None Opposed

Absent, None
Motion Carried

Back in Public Session at 5:54 PM

Resulting from Executive Session Resolution 08-07-2018 Authorizing the Executive Director to receive an annual Cost Of Living Adjustment (COLA) was brought back into motion.

Vice-Chairman Mejer made the motion to approve and accept Resolution 08-07-2018, as presented, seconded by Commissioner Winnick.

Roll Call Vote Taken:

Ayes, Commissioner Covin, Johnson, Berrios, Vice-Chairman Mejer, Russell-Mann, Winnick and Chairman Jennings

Opposed, None.
Absent, None
Abstain, None
Motion Carried

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of August 20, 2018, Commissioner Winnick made a motion to adjourn the meeting, seconded by Vice-Chairman Mejer.

All in Favor, All Ayes
None Opposed
Absent, None
Motion Carried

Meeting Adjourned at 5:58 PM.

Gloria J Wright, Secretary

Date