MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD DECEMBER 17, 2018

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

Carl Jennings, Chairman
Andres Mejer, Vice-Chairman – Conferenced in via phone at 5:13PM
Donald Covin, Commissioner
Dorthia Johnson, Commissioner
Maritza Berrios, Commissioner
Michael Winnick, Commissioner
Nekesha Marshall, Commissioner

Staff Present: Gloria J. Wright, Executive Director
Sophia Loren Banks, Executive Administrative Assistant
Katherine Young, Accounts Payable Clerk
Vishruti Mehta, Assistant Comptroller
Allison Toy, Quality Control Liaison
Iris Blanco, Director of Housing Choice Voucher Program
Natalie Turner, Director of Management
Lou Carretta, Jr., Director of Maintenance Operations
Danny Marino, Maintenance Supervisor
Dorothy Amedu, Community Supportive Services Administrator
David G. Brown II, Contracting Officer

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 CHAIRMAN JENNINGS)

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.

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. Executive Director Wright stated to the Chairman that the there is a quorum.
ADOPTION OF THE PUBLIC SESSIONS MINUTES FOR NOVEMBER 19, 2018 BOARD MEETING

Commissioner Johnson made a motion to approve and accept the minutes of November 19, 2018 as presented, seconded by Commissioner Marshall.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Marshall and Chairman Jennings.

Opposed, None.
Absent, Vice-Chairman Mejer
Abstain, Commissioners Covin and Winnick
Motion, Carried.

ADOPTION OF THE EXECUTIVE SESSIONS MINUTES FOR NOVEMBER 19, 2018 BOARD MEETING

***TABLED, AWAITING MINUTES FROM ATTORNEY KEVIN KENNEDY***

Chairman Jennings requested that board to go out of order of the prepared agenda to allow for Helen Varvi to address the Board.

Helen Vavri, Program Development Specialist at Prevention First Middlesex addressed the Board. Helen stated she wanted to recognize Executive Director Wright and several of her staff, Dorothy Amedu and Takia Walker for their efforts to assist her in meeting her requirements for a grant by allowing her to do two parent sessions/workshops. She works with the school systems and at the last minute the school system could not accommodate the parenting workshops which left her panic stricken. Ms. Wright and the Long Branch Housing Authority staff stepped in to assist, making the workshops happen. The long and the short, we were able to have the parent workshops and meet the requirements of the grant. I would like to thank Ms. Wright and her staff for always coming through as well as the Board for their support.

EXECUTIVE DIRECTOR’S REPORT:

Executive Director Wright provided the board with relevant activities and news for the month of November 2018. Executive Director Wright outlined and summarized the Executive Director’s Report provided to the Board.
12-01-2018 Resolution approving the transaction, approving of the list of bills for November 2018, and authorizing the payment of bills

Commissioner Marshall stated that finance committee has reviewed the List of bills with the Finance Department and that all questions have been satisfied. Commissioner Marshall made a motion to accept and approve Resolution 12-01-2018 the List of Bills for $1,094,119.27, seconded by Commissioner Covin.

Roll Call Vote Taken:

Ayes, Commissioners Covin, Johnson, Berrios, Marshall, Vice-Chairman and Chairman Jennings.

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

Public Comment was called for on this Resolution and this Resolution only, with no response. Chairman Jennings noted there is no one from the public present at this time.

12-02-2018 approving the transaction and authorizing a write-off of Tenant Account Receivables (TARs) for Fiscal Year ending December 31, 2018

Commissioner Covin made a motion to approve and accept Resolution 12-02-2018, seconded by Commissioner Berrios.

Ayes, Commissioners Covin, Johnson, Berrios, Marshall, Vice-Chairman and Chairman Jennings.

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

12-03-2018 approving the transaction, and authorizing appointment of a Fund Commissioner for the Long Branch Housing Authority to the Joint Insurance Fund (JIF)

Commissioner Covin made a motion to approve and accept Resolution 12-03-2018, seconded by Commissioner Berrios.

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

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

12-04-2018 approving the transaction and authorizing participation in the 125 Premium Only Plan for employees

Commissioner Covin made a motion to approve and accept Resolution 12-04-2018, seconded by Commissioner Johnson.

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

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

12-05-2018 Resolution approving the transaction, approving designation of the Asbury Park Press and Star-Ledger as official newspapers for the public advertising of professional service contracts

Commissioner Johnson made a motion to approve and accept Resolution 12-05-2018, seconded by Commissioner Berrios.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Marshall, Covin, and Chairman Jennings.

Opposed, Commissioner Winnick and Vice-Chairman Mejer
Absent, None
Abstain, None
Motion, Carried.

12-06-2018 approving the transaction, approving travel and accommodations for the months of May 3, 2018 through December 31, 2018 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training and ratifying past actions

Commissioner Johnson made a motion to approve and accept Resolution 12-06-2018, seconded by Commissioner Covin.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Marshall, Covin, and Chairman Jennings.
Opposed, None
Absent, None
Abstain, Commissioner Winnick and Vice-Chairman Mejer
Motion, Carried.

12-07-2018 Resolution approving the transaction, approving travel and accommodations for the month of January 2019 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training, authorizing an expenditure of funds

Commissioner Johnson made a motion to approve and accept Resolution 12-07-2018, seconded by Commissioner Berrios.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Marshall, Covin, and Chairman Jennings.

Opposed, None
Absent, None
Abstain, Commissioner Winnick and Vice-Chairman Mejer
Motion, Carried.

PUBLIC PARTICIPATION:

****NO PUBLIC AS NOTED BY CHAIRMAN JENNINGS***

EXECUTIVE SESSION:

At 5:38 PM, Chairman Jennings requested a motion to go into/open Executive Session for the purpose of discussing personnel matters, discussion of possible litigation, litigation and contractual matters and other matters allowed.

Commissioner Covin made a motion to open Executive Session, seconded by Commissioner Johnson

At 6:00 PM, Commissioner Covin made a motion to close Executive Session/open Public Session, seconded by Commissioner Johnson

BACK IN PUBLIC SESSION AT 6:00 PM

12-08-2018 Resolution approving the transaction, authorizing a contract for general legal services and authorizing an expenditure of funds in an amount not to exceed $60,000.00
Commissioner Vice-Chairman Mejer made a motion to approve and accept Resolution 12-08-2018, seconded by Commissioner Covin.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Marshall, Covin, Vice-Chairman Mejer and Chairman Jennings.

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

12-09-2018 Resolution authorizing the Long Branch Housing Authority to enter into an Interagency agreement with the Red Bank Housing Authority for a period not to exceed six months with a renewable six month options

Commissioner Covin made a motion to approve and accept Resolution 12-09-2018, seconded by Commissioner Johnson.

Roll Call Vote Taken:

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

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

Added - Resolution 12-10-2018 authorizing the purchase of 10 tickets ($15.00 per ticket) total expenditure $150.00, to be paid from non-federal funds, for the Annual Rev. Martin Luther King, Jr. Guild Soul Food Dinner to be held at the Portuguese Club on Friday, January 18, 2019.

There was an error in the number of tickets to be purchased, there request should have read 20 tickets for a total expenditure of $300.00.

Commissioner Covin made a motion to approve and accept Resolution 12-10-2018 to purchase 20 tickets at a cost of $300, seconded by Commissioner Johnson.

Roll Call Vote Taken:
Ayes, Commissioners Johnson, Berrios, Marshall, Winnick, and Vice-Chairman Mejer

Opposed, None
Absent, None
Abstain, Commissioner Covin and Chairman Jennings
Motion, Carried.

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of December 17, 2018, Commissioner Covin made a motion to adjourn the meeting, seconded by Commissioner Johnson

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

*Meeting Adjourned at 6:13 PM.*

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Gloria J Wright, Secretary                           Date