

EXPLANATION OF RESOLUTIONS FOR THE BOARD OF COMMISSIONERS MEETING OF DECEMBER 15, 2025

1. **Resolution 12-01-2025** - Resolution authorizing the transaction, approving the list of bills for November 2025, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures

These bills are expenses that the LBHA has incurred for payment for the month of November 2025, i.e., utilities, repairs, supplies, payroll, services performed, etc.

2. **Resolution 12-02-2025** – Resolution approving the transaction, authorizing the Long Branch Housing Authority Housing Choice Voucher Program Small Area Fair Market Rents (SAFMRS) for 2026

Small Area Fair Market Rents (SAFMRS) are designed to set payment standards for Housing Choice Voucher (HCV) programs based on ZIP code-level rent data rather than metropolitan-wide averages.

3. **Resolution 12-03-2025** - Resolution approving the transaction, authorizing appointment of a Fund Commissioner for the Long Branch Housing Authority to the Joint Insurance Fund (JIF)

The bylaws of JIF Fund require that each Housing Authority member appoint a Fund Commissioner to represent and serve the Authority as its' representative to said Fund.

4. **Resolution 12-04-2025** – Resolution approving the transaction, authorizing a lease with the City of Long Branch for the Adam “Bucky” James Community Center, subject to the approval of HUD, ratification of past action

LBHA will enter into a lease with the City of Long Branch for the Department of Recreation and Human Services to use space at the Adam "Bucky" James Community Center.

5. **Resolution 12-05-2025** – Resolution approving the transaction, authorizing a write-off of Tenant Account Receivables (TARs) for Fiscal Year ending June 30, 2025

To authorize the write-off of uncollectible Tenant Account Receivables (TARs) for the fiscal year ending June 30, 2025, ensuring that the Housing Authority's financial statements accurately reflect collectible tenant balances

and comply with HUD's Public Housing Assessment System (PHAS) and Generally Accepted Accounting Principles (GAAP).

6. **Resolution 12-06-2025** – Resolution authorizing the transaction, adopting amendments to the Long Branch Housing Authority (LBHA) *Procurement Policy*

Adoption of the amended Procurement Policy of the LBHA, in accordance with all applicable local, state, and federal laws and regulations.

7. **Resolution 12-07-2025** - Resolution authorizing the transaction, approving the amendment to the Housing Authority of the City of Long Branch (LBHA) *Internal Control Policy*

Adoption of the amended Internal Control Policy of the LBHA, in accordance with all applicable local, state, and federal laws and regulations.

8. **Resolution 12-08-2025** - Resolution authorizing the transaction, approving the adoption of the current *Admissions and Continued Occupancy Policy* (ACOP) without amendments

Adoption of the Admissions and Continued Occupancy Policy (ACOP) as written, without amendments or modifications.

9. **Resolution 12-09-2025** - Resolution authorizing the transaction, approving the adoption of the current *Housing Choice Voucher Program Administrative Plan* (“Administrative Plan”), without amendments

Adoption of the Admissions and Continued Occupancy Policy (ACOP) as written, without amendments or modifications.

10. **Resolution 12-10-2025** - Resolution authorizing the transaction, authorizing a contract for On Call Snow Removal Services at Garfield Court and John R. Lewis Commons, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$200,000.00 per year, subject to appropriations

A contract has been awarded to Scenic View Landscaping to provide on-call snow removal services at Garfield Court and John R. Lewis Commons for the period of December 1, 2025, through June 30, 2026.

11. **Resolution 12-11-2025** - Resolution authorizing the transaction, authorizing an increase of the contract amount for Vacant Unit Turnover Services, authorizing an expenditure of funds in an amount not to exceed \$180,000.00 for the contract year, subject to appropriations

The contract for Master Build and Design for Vacant Unit Turnover Services, authorized under Resolution No. 10-09-2025, is hereby increased by \$30,000, bringing the revised total amount to an amount not to exceed \$180,000.

12. **Resolution 12-12-2025** - Resolution authorizing the transaction, accepting Hazardous Discharge Site Remediation Fund Grant from the New Jersey Department of Environmental Protection for the Liberty Street Commons Site

The acceptance of the Hazardous Discharge Site Remediation Fund Grant from the New Jersey Department of Environmental Protection for the Liberty Street Commons Site

13. **Resolution 12-13-2025** - Resolution authorizing the transaction, approving the Housing Authority to transition from its current background check software to NTN DecisionPoint

The Housing Authority to change its background check software to NTN DecisionPoint, to be utilized by Housing Management and the Housing Choice Voucher Program

14. **Resolution 12-14-2025** - Resolution acknowledging and accepting the retirement application of employee Mr. Gerald Lezin

15. **Resolution 12-15-2025** - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on December 15, 2025

A Closed Session of the Board will be required to discuss matters of personnel, litigation, or contract negotiations.