

# **MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD OCTOBER 21, 2019**

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

Carl Jennings, Chairman  
Donald Covin, Commissioner  
Dorthia Johnson, Commissioner  
Maritza Berrios, Commissioner,  
Nekesha Marshall, Commissioner  
Anita Clavering, Commissioner  
Robert Vignolini, Commissioner

Staff Present: Gloria J. Wright, Executive Director  
Sophia Loren Banks, Executive Administrative Assistant  
Katherine Young, Accounts Payable  
Lou Carretta, Jr. Director of Maintenance and Operations  
Dorothy Amedu, Community Supportive Services Administrator  
Iris Blanco, Director of Housing Choice Voucher Program

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 ATTORNEY JOSEPH MANFREDI)**

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 PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF SEPTEMBER 23, 2019**

Commissioner Covin made a motion to approve and accept the minutes of the public session of the regular meeting held September 23, 2019, second by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, None

Motion, Carried.

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

Chairman Jennings stated that there is no public participants are present at the meeting.

### **EXECUTIVE DIRECTORS REPORT:**

Executive Director Wright provided the board with relevant activities and news for the month of September 2019. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

### **Resolution 10-01-2019 - Resolution approving the list of bills for September 2019, and authorizing the payment of bills**

Vice-Chairman Marshall stated that finance committee has reviewed the List of bills with the Finance Department and that all questions have been satisfied. Vice-Chairman Marshall made a motion to accept and approve Resolution 10-01-2019 the List of Bills in the amount of **\$1,260,692.25** seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, None

Motion, Carried.

### **Resolution 10-02-2019 - Resolution approving the transaction, approving travel and accommodations for the months of October and November 2019 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training, authorizing an expenditure of funds, subject to appropriations**

Vice Chairman Marshall made a motion to approve and accept Resolution 10-02-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, None

Motion, Carried.

**Resolution 10-03-2019 - Resolution authorizing the transaction, authorizing a contract for Supply and Delivery of Appliances, authorizing an expenditure of funds in an amount not to exceed \$50,000 per year, subject to appropriations**

Commissioner Berrios made a motion to approve and accept Resolution 10-03-2019, second by Vice-Chairman Marshall.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, None

Motion, Carried.

**Resolution 10-04-2019 - Resolution authorizing the transaction, authorizing a contract for “On-Call” Electrical services, authorizing an expenditure of funds in an amount not to exceed \$25,000 per year, subject to appropriations**

Commissioner Covin made a motion to approve and accept Resolution 10-04-2019, second by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, None

Motion, Carried.

**Resolution 10-05-2019 – Resolution authorizing the transaction, authorizing a contract for Supply and Delivery of Kitchen Cabinets and Countertops, authorizing an expenditure of funds in an amount not to exceed \$50,000 per year, subject to appropriations**

Commissioner Covin made a motion to approve and accept Resolution 10-05-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

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

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

**Resolution 10-06-2019 - Resolution authorizing the transaction, authorizing a contract for “On-Call” Painting services, authorizing an expenditure of funds in an amount not to exceed \$140,000 per year, subject to appropriations**

Commissioner Covin made a motion to approve and accept Resolution 10-06-2019, second by Vice-Chairman Marshall.

Roll Call Vote Taken:

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

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

**Resolution 10-07-2019 – Resolution authorizing the transaction, authorizing a contract for “On-Call” Roofing repairs, authorizing an expenditure of funds in an amount not to exceed \$90,000 per year, subject to appropriations**

Commissioner Johnson made a motion to approve and accept Resolution 10-07-2019, second by Commissioner Covin.

Roll Call Vote Taken:

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

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

**Resolution 10-08-2019 – Resolution authorizing the transaction, authorizing seven (7) contracts for Low-Income Housing Tax Credit (LIHTC) compliance, authorizing an expenditure of funds in an amount not to exceed \$39,392.78 for the first year, plus a 3% escalation per year after the first year, payable from non-federal funds**

Commissioner Covin made a motion to approve and accept Resolution 10-08-2019, second by Commissioner Berrios.

Roll Call Vote Taken:

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

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

## **PUBLIC SESSION**

NO PUBLIC PRESENT

## **COMMISSIONERS COMMENTS AND CONCERNS:**

**NO COMMENTS FROM THE COMMISSIONERS**

## **ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of October 21, 2019, Commissioner Covin made a motion to adjourn the meeting, seconded by Commissioner Berrios.

