

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 18, 2019

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

Carl Jennings, Chairman – **On Phone (Conference Call)**
Nekesha Marshall, Vice-Chairman
Donald Covin, Commissioner
Dorthia Johnson, Commissioner
Maritza Berrios, Commissioner,
Anita Clavering, Commissioner - **Arrived at 5:30PM**
Robert Vignolini, Commissioner

Absent: Donald Covin, Commissioner

Staff Present: Gloria J. Wright, Executive Director
Sophia Loren Banks, Executive Administrative Assistant
Katherine Young, Accounts Payable
Dan Marino, Supervisor of Maintenance
Dorothy Amedu, Community Supportive Services Administrator
Iris Blanco, Director of Housing Choice Voucher Program
Lisa Normandia, Assistant Director of Management/Site Manager

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).

VICE-CHAIRMAN MARSHALL 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 OCTOBER 21, 2019

Commissioner Covin made a motion to approve and accept the minutes of the public session of the regular meeting held October 21, 2019, second by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Donald Covin, Anita Claverling

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 11-01-2019 - Resolution approving the list of bills for October 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 requested a motion to accept and approve Resolution 11-01-2019 the List of Bills in the amount of **\$1,154,459.51**, Commissioner Johnson motioned, **seconded** by Maritza Berrios.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Donald Covin, Anita Claverling

Motion, Carried.

Resolution 11-02-2019 - Resolution authorizing the transaction, authorizing a contract for Computer Consultant/IT Service, authorizing an expenditure of funds in an amount not to exceed \$35,000.00 per year, subject to appropriations

Martiza Berrios made a motion to approve and accept Resolution 11-02-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Donald Covin, Anita Claverling

Motion, Carried.

Resolution 11-03-2019 - Resolution authorizing the transaction, authorizing a contract for vehicle maintenance and repair services, authorizing an expenditure of funds in an amount not to exceed \$25,000 per year, subject to Appropriations.

Commissioner Berrios made a motion to approve and accept Resolution 11-03-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Donald Covin, Anita Claverling

Motion, Carried.

Resolution 11-04-2019 - Resolution authorizing the transaction, authorizing a contract for supply and delivery of hot water heaters, authorizing an expenditure of funds in an amount not to exceed \$20,000 per year, subject to appropriations

Commissioner Marshall made a motion to approve and accept Resolution 11-04-2019, second by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Donald Covin, Anita Claverling

Motion, Carried

Resolution 11-05-2019 - Resolution approving the transaction, authorizing the Long Branch Housing Authority Housing Choice Voucher Program Small Area Fair Market Rents (SAFMR 'S) 2020

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Donald Covin, Anita Clavering

Motion, Carried

Resolution 11-06-2019 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on November 18, 2019

NO DISCUSSION NEEDED FOR CLOSED SSESSEION; RESOLUTION SKIPPED.

Resolution 11-07-2019 - Resolution authorizing a contract between the Housing Authority of Long Branch and Governance & Fiscal Affairs, LLC to provide Procurement Consultant services, authorizing an expenditure of funds in an amount not to exceed \$47,000.

Commissioner Berrios made a motion to approve and accept Resolution 11-07-2019, second by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Donald Covin, Anita Clavering

Motion, Carried

