

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD DECEMBER 16, 2019

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

Carl Jennings, Chairman
Nekesha Marshall, Vice-Chairman
Donald Covin, Commissioner – **Arrived at 5:08pm**
Dorthia Johnson, Commissioner
Maritza Berrios, Commissioner
Anita Clavering, Commissioner
Robert Vignolini, Commissioner – **Arrived at 5:19pm**

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).

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 NOVEMBER 18, 2019

Commissioner Johnson made a motion to approve and accept the minutes of the public session of the regular meeting held November 18, 2019, second by Vice-Chairman Marshall.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Commissioners Covin, Vignolini

Motion, Carried.

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

EXECUTIVE DIRECTORS REPORT:

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

Resolution 12-01-2019 - Resolution approving the list of bills for November 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 12-01-2019 the List of Bills in the amount of **\$1,048,181.17**, Vice-Chairman Marshall motioned, **seconded** by Commissioner Johnson.

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

Opposed, None.

Abstain, None

Absent, Commissioners Covin, Vignolini

Motion, Carried.

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

Resolution 12-02-2019 - Resolution approving the transaction, approving travel and accommodations for the month of January 2020 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

Commissioner Johnson made a motion to approve and accept Resolution 12-02-2019, second by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None.
Abstain, None
Absent, Commissioners Covin, Vignolini
Motion, Carried.

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

Resolution 12-03-2019 - Resolution approving the transaction and authorizing a write-off of Tenant Account Receivables (TARs) for Calendar Year ending December 31, 2019

Commissioner Berrios made a motion to approve and accept Resolution 12-03-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.
Abstain, Commissioner Covin
Absent, Commissioner Vignolini
Motion, Carried.

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

Resolution 12-04-2019 - Resolution 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 12-04-2019, second by Commissioner Berrios.

Roll Call Vote Taken:

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

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

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

Resolution 12-05-2019 - Resolution approving the transaction, authorizing the Housing Authority of the City of Long Branch to negotiate an agreement with the Long Branch Board of Education to share services for Internet Technology, authorizing an expenditure of funds

Commissioner Berrios made a motion to approve and accept Resolution 12-05-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, Commissioner Covin

Absent, Commissioner Vignolini

Motion, Carried

Public comment was called on this Resolution and this Resolution only, with no response. Vincent LePore of Long Branch, 33 Ocean Terrace, approached the Board to commend the Authority for utilizing shared services with the Long Branch Board of Education. Further suggesting that the Authority contact David Spaulding on others possible shared service with the City of Long Branch.

Gloria Wright, Executive Director, stated that Mr. Spaulding has contacted her regarding scheduling a meeting.

Resolution 12-06-2019 - Resolution approving the transaction and authorizing participation in the 125 Premium Only Plan for employees

Commissioner Covin made a motion to approve and accept Resolution 12-06-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Commissioner Vignolini

Motion, Carried

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

Resolution 12-07-2019 - Resolution authorizing the transaction, authorizing a contract for supply and delivery of janitorial supplies, 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 12-07-2019, second by Vice-Chairman Marshall.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Covin, 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. Vincent LePore of Long Branch, 33 Ocean Terrace, approached the Board to state that there would be a cost savings to the Authority via shared services with the City of Long Branch.

Chairman Jennings stated that Ms. Wright will be contacting Mr. Spaulding to further discuss shared services through the city.

Resolution 12-08-2019 - Resolution authorizing the transaction, authorizing a contract for supply and installation of vinyl siding, gutters, and leaders, authorizing an expenditure of funds in an amount not to exceed \$60,000, subject to appropriations

Commissioner Berrios made a motion to approve and accept Resolution 12-08-2019, second by Commissioner Johnson.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Covin, 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.

Resolution 12-09-2019 - Resolution approving the transaction, authorizing an extension of a contract for general legal services, authorizing an expenditure of funds in an amount not to exceed \$15,000, subject to appropriations

Commissioner Johnson made a motion to approve and accept Resolution 12-09-2019, second by Commissioner Berrios.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Covin, 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.

Resolution 12-10-2019 - Resolution approving the transaction, authorizing an extension of a contract for Fee Accountant, authorizing an expenditure of funds in an amount not to exceed \$15,000, subject to appropriations

Commissioner Johnson made a motion to approve and accept Resolution 12-10-2019, second by Commissioner Covin.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Covin, 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.

Resolution 12-11-2019 – Resolution authorizing the purchase of 10 tickets (\$15.00 per ticket), 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 17, 2020.

Commissioner Covin made a motion to approve and accept Resolution 12-11-2019, second by Commissioner Clavering.

Roll Call Vote Taken:

Ayes, Commissioners Johnson, Berrios, Covin, Vignolini, and Vice-Chairman Marshall

Opposed, None.

Abstain, Chairman Jennings

Absent, None

Motion, Carried

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

Resolution 12-12-2019 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on December 16, 2019

TABLED – NO MATTERS FOR EXECUTIVE SESSION

PUBLIC SESSION

NO public members in attendance at this time.

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS FROM THE COMMISSIONERS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of December 16, 2019, Commissioner Covin made a motion to adjourn the meeting, seconded by Vice-Chairman Marshall.

All in Favor, All Ayes

Opposed, None

Absent, None

Motion, Carried

MEETING ADJOURNED AT 5:37PM.

Gloria J Wright, Secretary

Date