

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD FEBRUARY 18, 2020

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

Carl Jennings, Chairman
Nekesha Marshall, Vice-Chairman
Donald Covin, Commissioner
Dorthia Johnson, Commissioner
Robert Vignolini, Commissioner
Anita Clavering, Commissioner

Absent: Maritza Berrios, Commissioner

Staff Present: Gloria J. Wright, Executive Director
Sophia Loren Banks, Executive Administrative Assistant
Katherine Young, Accounts Payable
Dan Marino, Maintenance Supervisor
Dorothy Amedu, Community Supportive Service Coordinator

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).

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 JANUARY 21, 2020

Commissioner Covin made a motion to approve and accept the minutes of the public session of the regular meeting held January 21, 2020, second by Vice-Chairman Marshall.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

EXECUTIVE DIRECTORS REPORT:

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

Resolution 02-01-2020 - Resolution approving the list of bills for December 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 02-01-2020 the List of Bills in the amount of **\$1,275,805.22** Vice-Chairman Marshall motioned, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-02-2020 - Resolution approving the transaction, approving travel and accommodations for the month March 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 Covin made a motion to approve and accept Resolution 02-02-2020 second by Commissioner Johnson.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-03-2020 - Resolution approving the transaction, amending resolution 09-04-2018, designating certain officials as authorized signatories for all Long Branch Housing accounts and other fiscal expenditures

Vice-Chairman Marshall made a motion to approve and accept Resolution 02-03-2020 second by Commissioner Covin.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-04-2020 - Resolution authorizing the transaction, authorizing a renewal of contract for Elevator Maintenance and Repair Services, ratifying past action, authorizing an expenditure of funds in an amount not to exceed \$35,000.00 per year, subject to appropriations

Commissioner Johnson made a motion to approve and accept Resolution 02-04-2020 second by Commissioner Covin.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

Resolution 02-05-2020 - Resolution authorizing the transaction, authorizing renewal of a contract for Annual Inspection, Testing, and Preventative Maintenance of Fire alarm and Water Suppression Systems for public housing sites, authorizing an expenditure of funds in an amount not to exceed \$15,000.00 per year, subject to appropriations

Commissioner Johnson made a motion to approve and accept Resolution 02-05-2020 second by Commissioner Covin.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-06-2020 - Resolution authorizing the transaction, authorizing a contract to purchase Computer Hardware, Peripherals, Software and Support, authorizing an expenditure of funds in an amount not to exceed \$74,750.50, subject to appropriations

Commissioner Johnson made a motion to approve and accept Resolution 02-06-2020 second by Commissioner Covin.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Chairman Jennings requested a motion to go into Public Session. Commissioner Covin made a motion to go into Public Session, seconded by Commissioner Johnson.

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

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

No public comments.

Chairman Jennings requested a motion to go close Public Session. Commissioner Covin made a motion to go into Public Session, seconded by Vice-Chairman Marshall.

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

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

No public comments.

Resolution 02-07-2020 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on February 18, 2020

Commissioner Johnson made a motion to approve and accept Resolution 02-07-2020 second by Commissioner Covin.

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

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

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

Resolution 02-08-2020 – Resolution approving the transaction, ratifying past actions and authorizing the purchase of a full-page ad (\$100) and three (3) tickets (\$115 per ticket) in the amount not to exceed \$445.00, to be paid from non-federal funds, for the Greater Long Branch Chamber of Commerce 86th Annual Business Awards Dinner to be held at the Ocean Place Resort & Spa on Friday, March 20, 2020

Commissioner Johnson made a motion to approve and accept Resolution 02-08-2020 second by Commissioner Covin.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-09-2020 – Resolution approving the transaction, authorizing the purchase of a full-page black & white ad in the amount \$100.00, to be paid from non-federal funds, for the Ocean Chapter of Drifters, Inc. 45th Anniversary Scholarship Luncheon/Fashion Show Fundraiser to be held at Jumping Brook Country Club on Saturday, March 14, 2020

Commissioner Covin made a motion to approve and accept Resolution 02-09-2020 second by Commissioner Johnson.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-10-2020 - Resolution approving the transaction, authorizing the purchase of a full-page black & white ad (\$75.00) and two (2) tickets (35.00 per ticket) in the amount not to exceed \$145.00, to be paid from non-federal funds, for the After School Tutorial Educational Program, Inc., A.S.T.E.P, Happy 25th Anniversary Red Rose Community Service Award Luncheon on Saturday, April 18, 2020

Commissioner Covin made a motion to approve and accept Resolution 02-10-2020 second by Vice-Chairman Marshall.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-11-2020 – Resolution approving the transaction and authorizing the purchase of a full-page Black & White ad in the amount of \$150.00, to be paid from non-federal funds, for Trinity AME Community Outreach Department 4th Annual Remarkable Women Community Awards Luncheon be held at Ocean Place Resort and Spa, Saturday, April 18, 2020

Commissioner Covin made a motion to approve and accept Resolution 02-11-2020 second by Vice-Chairman Marshall.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-12-2020 – Resolution approving the transaction and authorizing the purchase of a full-page ad in the amount of \$75.00, to be paid from non-federal funds, for the Fidelity Lodge No. 42, F & AM Prince Hall Affiliated William Gardner Craftsman Club, Inc. 6th Annual Community Service Awards to be held at the Branches Catering, 123 Monmouth Road, West Long Branch, NJ on Saturday, March 14, 2020

Commissioner Covin made a motion to approve and accept Resolution 02-12-2020 second by Vice-Chairman Marshall.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Resolution 02-13-2020 - Resolution approving the transaction and authorizing the purchase of five (5) tickets (\$45.00 per ticket) in the amount not to exceed \$225.00, to be paid from non-federal funds, for the Twelfth Annual KJ525 Philanthropy Club Luncheon to be held at Branches Catering, West Long Branch on Saturday, March 21, 2020

Vice-Chairman Marshall made a motion to approve and accept Resolution 02-13-2020 second by Commissioner Covin.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Added Starter, Resolution 02-14-2020 approving the transaction and authorizing the purchase of three (3) tickets (\$100.00 per ticket) in the amount not to exceed \$300.00, to be paid from non-federal funds, for the Vin Gopal Civic Association 2020 Awards Reception to be held at Detour Gallery, Clay Street, Red Bank, NJ on Monday, February 24, 2020

Commissioner Covin made a motion to approve and accept Resolution 02-14-2020 second by Vice-Chairman Marshall.

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

Opposed, None.

Abstain, None

Absent, Commissioners Berrios

Motion, Carried.

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

Added Starter, Resolution 02-15-2020 approving the transaction and authorizing the cap of \$5,000 for fiscal year 2020 for all charitable donations made by the Long Branch Housing Authority

Commissioner Covin made a motion to approve and accept Resolution 02-15-2020 second by Commissioners Johnson.

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

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

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

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS FROM THE COMMISSIONERS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of February 18, 2020 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 5:17PM.

Gloria J Wright, Secretary

Date