

# **MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 21, 2020**

**Executive Director Wright issued a statement to the Board in advance of the meeting, upon advice of counsel, that stated, substantially:**

**Consistent with the Executive Order issued by NJ Governor Murphy and as suggested by the CDC, to reduce the spread of COVID-19, it is safer and, therefore, recommended that the LBHA Board meeting scheduled for September 21, 2020 have a conference call option.**

**LBHA therefore established a conference call option for the meeting for three (3) of the board members to call into the meeting. The remaining four (4) members will attend in-person, so that the required statutory quorum is met. The in-person meeting will require the Commissioners (as well as counsel, the Executive Director and Executive Assistant) to be spaced at least 6' apart around the room. Although senior staff of the LBHA, are dismissed from attending this meeting, if members from the public should show up, arrangements will be made to space them at least six feet apart from any other person.**

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

**In-Person:**

Donald Covin, Chairman  
Nekesha Marshall, Vice-Chairman  
Maritza Berrios, Commissioner

**On Phone/Call in Meeting:**

Robert Vignolini, Commissioner  
Anita Clavering, Commissioner

**Absent:**

Dorthia Johnson, Commissioner  
Carl Jennings, Commissioner

**Staff Present:** Gloria J. Wright, Executive Director  
Sophia Loren Banks, Executive Administrative Assistant  
Katherine Young, Accounts Payable  
Kevin McCann, Finance Director

The Chairman Covin 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 COVIN LED THE SALUTE TO THE FLAG**

Gloria J Wright, Executive Director opened the meeting with Roll Call. Commissioners present and absent are listed above.

**NO PUBLIC PRESENT AT MEETING**

**ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF AUGUST 17, 2020**

Commissioner Johnson made a motion to approve and accept the minutes of the public session of the regular meeting held August 17, 2020, second by Vice-Chairman Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

**EXECUTIVE DIRECTORS REPORT:**

Executive Director Wright provided the board with relevant activities and news for the month of August 2020. Executive Director Wright outlined and summarized the Executive Director’s Report provided to the Board.

**Resolution 09-01-2020 - Resolution approving the list of bills for August 2020, 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 08-01-2020 the List of Bills in the amount of **\$1,177,117.10** Vice-Chairman Marshall motioned, seconded by Commissioner Berrios.

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

**Resolution 09-02-2020 - Resolution authorizing the transaction, authorizing the exercise of an option to renew a contract for boiler repair services, ratifying past actions and expenditures, authorizing an expenditure of funds in an amount not to exceed \$75,000 per year, subject to appropriations**

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

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**Resolution 09-03-2020 - Resolution authorizing the transaction, authorizing the exercise of an option to renew a contract for heating and air-conditioning (HVAC) services, ratifying past actions and expenditures, 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 09-03-2020 second by Commissioner Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**Resolution 09-04-2020 - Resolution authorizing the transaction, authorizing the exercise of contract renewal option for “on call” masonry repair services, ratifying past actions and expenditures, authorizing an expenditure of funds in an amount not to exceed \$44,000 per year, subject to appropriations**

Commissioner Berrios made a motion to approve and accept Resolution 09-04-2020 second by Chairman Covin.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**Resolution 09-05-2020 - Resolution approving the transaction, ratifying past actions, authorizing a lease with the City of Long Branch for the use of space at the Adam “Bucky” James Community Center by the City of Long Branch Department of Recreation and Human Services**

Commissioner Marshall made a motion to approve and accept Resolution 09-05-2020 second by Commissioner Covin

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**Resolution 09-06-2020 - Resolution approving the transaction, amending the LBHA Personnel Policies and Procedures Manual, amending resolutions 04-08-2019 and 07-04-2019**

Commissioner Berrios made a motion to approve and accept Resolution 09-06-2020 second by Commissioner Vignolini

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**Resolution 09-07-2020 - Resolution authorizing contracts with certain approved state contract vendors for contracting units pursuant to N.J.S.A. 40A:11-12a, authorizing an expenditure of funds in an amount not to exceed \$75,000.00, subject to appropriations**

Commissioner Vignolini made a motion to approve and accept Resolution 09-07-2020 second by Commissioner Marshall

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**Resolution 09-08-2020 - Resolution approving the transaction, amending resolution 06-02-2018 for cooperative purchasing, authorizing a cooperative purchasing with Middlesex County Cooperative**

Commissioner Berrios made a motion to approve and accept Resolution 09-08-2020 second by Commissioner Vignolini

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None  
Absent, Commissioners Johnson, Jennings  
Motion, Carried

No public present

**Resolution 09-09-2020 - Resolution approving the transaction, amending resolution 06-02-2018 for cooperative purchasing, authorizing a cooperative purchasing with Monmouth County Cooperative**

Commissioner Vignolini made a motion to approve and accept Resolution 09-09-2020 second by Commissioner Berrios

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None  
Absent, Commissioners Johnson, Jennings  
Motion, Carried

No public present

**Resolution 09-10-2020 - Authorizes the Long Branch Housing Authority to participate in Cooperative Purchasing and Pricing Programs with Morris County Cooperative for the purchase of goods or services.**

Commissioner Berrios made a motion to approve and accept Resolution 09-10-2020 second by Commissioner Vignolini

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None  
Absent, Commissioners Johnson, Jennings  
Motion, Carried

No public present

**Resolution 09-11-2020 - Resolution approving the transaction, amending resolution 06-02-2018 for cooperative purchasing, authorizing a cooperative purchasing with Somerset County Cooperative**

Commissioner Berrios made a motion to approve and accept Resolution 09-11-2020 second by Commissioner Vignolini

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**Resolution 09-12-2020 - Resolution approving the transaction, amending resolution 06-02-2018 for cooperative purchasing, authorizing a cooperative purchasing with Sourcewell Cooperative**

Vice-Chairman Marshall made a motion to approve and accept Resolution 09-12-2020 second by Commissioner Berrios

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson, Jennings

Motion, Carried

No public present

**OPEN - CLOSED SESSION**

At 5:20PM Chairman Covin communicated that the meeting will go into Closed Session to discuss personnel matters and litigation. Chairman Vignolini made a motion to open Closed Session, seconded by Commissioner Berrios

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None  
Absent, Commissioners Johnson, Jennings  
Motion, Carried

### **CLOSE - CLOSED SESSION**

At 5:31PM Chairman Covin requested a motion to close Closed Session. Commissioner Berrios made a motion to close Closed Session, seconded by Commissioner Vignolini.

Opposed, None  
Abstain, None  
Absent, Commissioners Johnson, Jennings  
Motion, Carried

### **COMMISSIONERS COMMENTS AND CONCERNS:**

No comments from the commissioners.

### **ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of September 21, 2020 Commissioner Vignolini made a motion to adjourn the meeting, seconded by Vice-Charmain Marshall

All in Favor, All Ayes  
Opposed, None  
Abstain, None  
Absent, Commissioners Johnson, Jennings  
Motion, Carried

### **MEETING ADJOURNED AT 5:37PM**

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Gloria J Wright, Secretary

Date