

# **MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD OCTOBER 19, 2020**

**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 Monday, October 19, 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  
Carl Jennings, Commissioner

**Absent:**

Dorthia Johnson, 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 SEPTEMBER 21, 2020**

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

Roll Call Vote Taken:

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

Opposed, None

Abstain, Commissioner Jennings

Absent, Commissioner Johnson

Motion, Carried

## **EXECUTIVE DIRECTORS REPORT:**

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

## **Resolution 10-01-2020 - Resolution approving the list of bills for September 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 09-01-2020 the List of Bills in the amount of **\$1,165,865.06** Vice-Chairman Marshall motioned, seconded by Commissioner Berrios.

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson

Motion, Carried

**Resolution 10-02-2020 - Resolution approving the transaction, approving travel and accommodations for the months of March 2020 through November 2020 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training, ratifying past actions**

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

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson

Motion, Carried

No public present

**Resolution 10-03-2020 - Resolution authorizing the transaction, authorizing an option to renew contract for “On Call” vehicle repair services, authorizing an expenditure of funds in an amount not to exceed \$25,000 per year, subject to appropriations**

Commissioner Jennings made a motion to approve and accept Resolution 10-03-2020 second by Commissioner Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Johnson

Motion, Carried

No public present

**Resolution 10-04-2020 - Resolution authorizing the transaction, authorizing an option to renew a contract for “On Call” electrical services, authorizing an expenditure of funds in an amount not to exceed \$25,000, subject to appropriations**

Commissioner Berrios made a motion to approve and accept Resolution 10-04-2020 second by Commissioner Jennings.

Roll Call Vote Taken:

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

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

No public present

**Resolution 10-05-2020 - Resolution authorizing the transaction, authorizing an option to renew a contract to purchase 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 10-05-2020 second by Commissioner Jennings

Roll Call Vote Taken:

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

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

No public present

**Resolution 10-06-2020 - Resolution authorizing the transaction, authorizing an option to renew contract for “On Call” painting services, authorizing an expenditure of funds in an amount not to exceed \$70,000 per year, subject to appropriations**

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, Jennings, Vice-Chairman Marshall, and Chairman Covin.

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

No public present

**Resolution 10-07-2020 - Resolution authorizing the transaction, authorizing a denial of the request of Monmouth County for a grant of easement over LBHA vacant real estate properties**

Commissioner Berrios made a motion to approve and accept Resolution 10-07-2020 second by Commissioner Jennings

Roll Call Vote Taken:

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

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

No public present

**Resolution 10-08-2020 - Proclamation and Acknowledgment of Years of Service to a Long-Time Employee, Katherine Young, upon her retirement.**

Commissioner Marshall made a motion to approve and accept Resolution 10-08-2020 second by Commissioner Jennings

Roll Call Vote Taken:

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

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

No public present

**Resolution 10-09-2020 Resolution approving the transaction, authorizing the Long Branch Housing Authority Housing Choice Voucher Program Small Area Fair Market Rents (SAFMR'S) from November 1, 2020 to December 31, 2021**

Commissioner Jennings made a motion to approve and accept Resolution 10-09-2020 second by Commissioner Marshall

Roll Call Vote Taken:

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

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

No public present

**NO CLOSED SESSION**

**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 19, 2020 Commissioner Jennings made a motion to adjourn the meeting, seconded by Commissioner Berrios

All in Favor, All Ayes

Opposed, None

Abstain, None

Absent, Commissioner Johnson

Motion, Carried

**MEETING ADJOURNED AT 5:30PM**

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Gloria J Wright, Secretary

Date