

## **MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD APRIL 19, 2021**

**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, April 19, 2021 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, Chairperson  
Nekesha Marshall, Vice-Chairperson  
Carl Jennings, Commissioner

**On Phone/Call in Meeting:**

Robert Vignolini, Commissioner  
Maritza Berrios, Commissioner

**Absent:**

Anita Clavering, Commissioner

**Staff Present:**

Gloria J. Wright, Executive Director  
Sophia Loren Banks, Executive Administrative Assistant  
Kevin McCann, Finance Director

The Chairperson 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).

## **CHAIRPERSON 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 MARCH 15, 2021**

Commissioner Jennings made a motion to approve and accept the minutes of the public session of the regular meeting held March 15, 2021, second by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Clavering

Motion, Carried

## **EXECUTIVE DIRECTORS REPORT:**

Executive Director Wright provided the board with relevant activities and news for the month of March 2021. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

## **Resolution 04-01-2021 - Resolution approving the list of bills for March 2021, and authorizing the payment of bills**

Vice-Chairperson Marshall stated that finance committee has reviewed the List of bills with the Finance Department and that all questions have been satisfied. Vice-Chairperson Marshall requested a motion to accept and approve Resolution 04-01-2021 the List of Bills in the amount of **\$1,286,860.19** Vice-Chairperson Marshall motioned, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Clavering

Motion, Carried

**Resolution 04-02-2021 - Resolution approving the transaction, amending the LBHA Personnel Policies and Procedures Manual, amending resolutions 04-08-2019, 07-04-2019 and 09-06-2020**

Commissioner Jennings made a motion to approve and accept Resolution 04-02-2021, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Clavering

Motion, Carried

**Resolution 04-03-2021 - Resolution rejecting all bids for Unarmed Security Services with authorization to re-bid with a substantial revision to the scope of work**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 04-03-2021, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Clavering

Motion, Carried

**Resolution 04-04-2021 approving the transaction and authorizing an expenditure of non-federal funds in an amount not to exceed \$1,500 to support the Long Branch Youth Football & Cheer**

Commissioner Vignolini made a motion to approve and accept Resolution 04-04-2021, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None  
Absent, Commissioner Clavering  
Motion, Carried

**Resolution 04-05-2021 - Resolution approving the transaction, authorizing a contract for legal services for development counsel, authorizing an expenditure of funds in an amount not to exceed \$40,000.00, subject to appropriations**

Commissioner Vignolini made a motion to approve and accept Resolution 04-05-2021, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None  
Absent, Commissioner Clavering  
Motion, Carried

**COMMISSIONERS COMMENTS AND CONCERNS:**

**NO COMMENTS**

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of April 19, 2021 Commissioner Jennings made a motion to adjourn the meeting, seconded by Vice-Chairperson Marshall.

All in Favor, All Ayes

Opposed, None  
Abstain, None  
Absent, Commissioner Clavering  
Motion, Carried

**MEETING ADJOURNED AT 5:15 PM**

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Gloria J Wright, Secretary

Date