

## MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JUNE 21, 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, June 21, 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

**On Phone/Call in Meeting:**

Robert Vignolini, Commissioner  
Maritza Berrios, Commissioner – **Joined the conference call at 5:09PM**  
Anita Clavering, Commissioner

**Absent:**

Carl Jennings, 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 MAY 17, 2021**

Commissioner Jennings made a motion to approve and accept the minutes of the public session of the regular meeting held May 17, 2021, second by Commissioner Vignolini.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Vice-Chairperson Marshall, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Commissioners Jennings and Berrios

Motion, Carried

## **EXECUTIVE DIRECTORS REPORT:**

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

## **Resolution 06-01-2021 - Resolution approving the list of bills for May 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 06-01-2021 the List of Bills in the amount of **\$2,235,203.51** Vice-Chairperson Marshall motioned, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

**Resolution 06-02-2021 - Resolution approving the transaction, amending the LBHA Personnel Policies and Procedures Manual, amending resolutions 04-02-2021**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 06-02-2021, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

**Resolution 06-03-2021 - Resolution approving the transaction, amending the Procurement Policy for the Long Branch Housing Authority, amending resolution 06-03-2020**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 06-03-2021, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

**Resolution 06-04-2021 - Resolution authorizing the transaction, authorizing a contract for Unarmed Security Guard Services, authorizing an expenditure of funds in an amount not to exceed \$70,000.00 per year, subject to appropriations**

Commissioner Vignolini made a motion to approve and accept Resolution 06-04-2021, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

**Resolution 06-05-2021 - Resolution approving the transaction and authorizing an expenditure of non-federal funds in an amount not to exceed \$450 to support the Long Branch Fire Department's Annual Fundraiser to held on Monday, August 02, 2021, at the Jumping Brook Country Club**

Commissioner Vignolini made a motion to approve and accept Resolution 06-05-2021, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

**Resolution 06-06-2021 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on June 21, 2021**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 06-06-2021, seconded by Commissioners Vignolini.

Roll Call Vote Taken:

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

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

**COMMISSIONERS COMMENTS AND CONCERNS:**

**NO COMMENTS**

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of May 17, 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, None

Motion, Carried

**MEETING ADJOURNED AT 5:18 PM**

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Gloria J Wright, Secretary

Date