

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 20, 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, September 20, 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
Twana Richardson, Commissioner

On Phone/Call in Meeting:

Robert Vignolini, Commissioner
Anita Clavering, Commissioner
Maritza Berrios, Commissioner – On call at 5:03PM

Absent:

Carl Jennings, Commissioner

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

General Counsel: Joseph A. Manfredi Esq.

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.

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF SEPTEMBER 20, 2021

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held September 20, 2021, second by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Open Public Session

Chairman Covin requested a motion to open public session due to one individual from the public attending the meeting and requesting to address the Board. Commissioner Vignolini made a motion to open public session, second by Commissioner Richardson'

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Mr. Adam Ponsi of 689 Morford Avenue, Long Branch, NJ addressed the Board of Commissioners pertaining to an OPRA Request sent to the Authority regarding an incident that occurred on February 13, 2021 with his sister Courtney Ponsi. Mr. Ponsi discussed the timeline of the OPRA request and subsequent responses from the Authority on the OPRA.

Chairman Covin acknowledged Mr. Ponsi, stating that the matter will be discussed and addressed with counsel in Executive Session. Chairman Covin assured Mr. Ponsi that someone from the Authority will get back to him on the matter.

Chairman Covin requested a motion to close public session. Vice-Chairman Marshall made a motion to close public session, second by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Resolution 09-01-2021 - Resolution approving the list of bills for September 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 09-01-2021 the List of Bills in the amount of **\$1,591,867.31**, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Resolution 09-02-2021 - Resolution approving the transaction, approving training, travel, and accommodations for the month of October 2021 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training

Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-02-2021, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Resolution 09-03-2021 - Resolution authorizing the transaction, authorizing a contract for heating and air-conditioning (HVAC) services, 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 09-03-2021, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Resolution 09-04-2021 - Resolution authorizing the transaction, authorizing a contract for as needed carpet supply and installation, authorizing an expenditure of funds in an amount not to exceed \$75,000.00 per year, subject to appropriations

Commissioner Berrios made a motion to approve and accept Resolution 09-04-2021, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings
Motion, Carried

Resolution 09-05-2021 - Resolution authorizing the transaction, authorizing a contract for roofing repair services, authorizing an expenditure of funds in an amount not to exceed \$40,000.00 per year, subject to appropriations

Commissioner Richardson made a motion to approve and accept Resolution 09-05-2021, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 09-06-2021 - Resolution authorizing the transaction, authorizing a contract for on-call masonry repairs, authorizing an expenditure of funds in an amount not to exceed \$44,000.00 per year, subject to appropriations

Commissioner Berrios made a motion to approve and accept Resolution 09-06-2021, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

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

Resolution 09-07-2021 - Resolution authorizing the transaction, authorizing a contract for on-call plumbing services, authorizing an expenditure of funds in an amount not to exceed \$40,000.00 per year

Commissioner Vignolini made a motion to approve and accept Resolution 09-07-2021, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Resolution 09-08-2021 Resolution authorizing the transaction, authorizing a contract for on-call boiler services, authorizing an expenditure of funds in an amount not to exceed \$75,000.00 per year, subject to appropriations

Commissioner Berrios made a motion to approve and accept Resolution 09-08-2021, seconded by Commissioners Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Resolution 09-09-2021 approving the transaction, authorizing the purchase of five (5) tickets (\$75.00 per ticket) and half page ad (\$100.00) in the amount not to exceed \$475.00, to be paid from non-federal funds, for the Latino American Association of Monmouth County Honoring Outstanding Members of the Community Awards Dinner at Branches, West Long Branch on Friday, October 22, 2021.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-09-2021, seconded by Commissioners Richardson.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

Resolution 09-10-2021 authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on September 20, 2021.

Commissioners Vignolini made a motion to approve and accept Resolution 09-10-2021, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, 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 September 20, 2021, Commissioner Vignolini made a motion to adjourn the meeting, seconded by Vice-Chairperson Marshall.

All in Favor, All Ayes

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

MEETING ADJOURNED AT 6:01 PM

Gloria J Wright, Secretary

Date