

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD OCTOBER 18, 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, October 18, 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 six' 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
Anita Clavering, Commissioner
Maritza Berrios, Commissioner

Absent:

Twana Richardson, 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 OCTOBER 18, 2021

Commissioner Vignolini made a motion to approve and accept the minutes of the public session of the regular meeting held October 18, 2021, second by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, Commissioner Jennings

Absent, Commissioner Richardson

Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

No public present.

Resolution 10-01-2021 - 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 10-01-2021 the List of Bills in the amount of **\$1,708,102.12**, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

Resolution 10-02-2021 - Resolution approving the transaction, approving training, travel, and accommodations for the month of November 2021 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training

Commissioner Jennings made a motion to approve and accept Resolution 10-02-2021, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

Resolution 10-03-2021 - Resolution approving the transaction, authorizing participation in the 125 Premium Only Plan for employees for CY2021, ratifying past actions

Vice-Chairperson Marshall made a motion to approve and accept Resolution 10-03-2021, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

Resolution 10-04-2021 - Resolution approving the transaction, authorizing participation in the 125 Premium Only Plan for employees in CY2022

Commissioner Vignolini made a motion to approve and accept Resolution 10-04-2021, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

Resolution 10-05-2021 - Resolution approving the transaction, authorizing a contract for general legal services, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$65,000.00, subject to appropriations

Commissioner Jennings made a motion to approve and accept Resolution 10-05-2021, seconded by Commissioners Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

Resolution 10-06-2021 - Resolution authorizing the transaction, authorizing a contract for on-call vehicle maintenance and repair services, authorizing an expenditure of funds in an amount not to exceed \$30,000.00 per year, subject to appropriations

Commissioner Vignolini made a motion to approve and accept Resolution 10-06-2021, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

Resolution 10-07-2021 - Resolution authorizing the transaction, authorizing a contract for “On-Call” Electrical services, authorizing an expenditure of funds in an amount not to exceed \$25,000.00 per year, subject to appropriations

Commissioner Jennings made a motion to approve and accept Resolution 10-07-2021, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

Resolution 10-08-2021 - Resolution approving the transaction, amending resolution 08-07-2021, amending the lease with the City of Long Branch for the Adam “Bucky” James Community Center

Commissioner Vignolini made a motion to approve and accept Resolution 10-08-2021, seconded by Vice-Chairperson Marshall

Roll Call Vote Taken:

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

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

Resolution 10-09-2021 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on October 18, 2021.

BOARD RESOLUTION NOT NEEDED; NO EXECUTIVE “CLOSED” SESSION NEEDED

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of October 18, 2021, Commissioner Vignolini made a motion to adjourn the meeting, seconded by Commissioner Jennings.

All in Favor, All Ayes

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

MEETING ADJOURNED AT 5:20 PM

Gloria J Wright, Secretary

Date