

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MAY 16, 2022

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, May 16, 2022, 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

On Phone/Call in Meeting:

Nekesha Marshall, Vice-Chairperson

Robert Vignolini, Commissioner

Maritza Berrios, Commissioner

Anita Clavering, Commissioner

Twana Richardson, Commissioner

Absent:

Carl Jennings, Commissioner

Staff Present: Gloria J. Wright, Executive Director

Sophia Loren Banks, Executive Administrative Assistant

Kevin McCann, Finance Director

Joseph Manfredi, Legal Counsel

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

CHAIRPERSON COVIN TURNED MEETING OVER TO THE BOARD ATTORNEY JOSEPH MANFREDI FOR THE NOMINATIONS AND ELECTION OF OFFICERS

NOMINATIONS FOR CHAIRPERSON:

Commissioner Richardson made a motion to nominate Commissioner Covin as Chairperson, seconded by Commissioner Berrios.

No other nominations given at this time. Attorney Manfredi closed Chairperson Nominations.

Roll Call Vote Taken:

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

Opposed, None.

Abstain, None

Absent, Commissioner Jennings

Motion, Carried.

Commissioner Covin accepts the position of Chairperson for the year 2022-2023.

NOMINATIONS FOR VICE-CHAIRPERSON:

Chairperson Covin made motion to nominate Commissioner Marshall as Vice-Chairperson, seconded by Commissioner Clavering

No other nominations given at this time. Attorney Manfredi closed Vice-Chairperson Nominations.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, and Chairperson Covin.

Opposed, None.

Abstain, None

Absent, Commissioner Jennings

Motion, Carried.

Vice-Chairperson Nekesha Marshall accepts the position of Vice-Chairperson for the year 2022-2023.

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF APRIL 18, 2022

Commissioner Vignolini made a motion to approve and accept the minutes of the public session of the regular meeting held April 18, 2022, second by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Jennings, Clavering (Call dropped)

Motion, Carried

EXECUTIVE DIRECTORS REPORT:

Executive Director Wright provided the board with relevant activities and news for the month of April 2022. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

Resolution 05-01-2022 - Resolution approving the transaction, approving the list of bills for April 2022, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures

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 05-01-2022 the List of Bills in the amount of **\$1,556,156.19** Vice-Chairperson Marshall motioned, 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 05-02-2022 – Resolution authorizing the transaction, approving the proposed Annual Budget and Capital Budget for FY2023

Commissioner Berrios made a motion to approve and accept Resolution 05-02-2022, 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 05-03-2022 - Resolution authorizing the transaction, approving a schedule of meetings for Years 2023 and 2024 for the Long Branch Housing Authority Board of Commissioners, approving a work schedule for the LBHA, approving a change in the Personnel Policy, authorizing publication

Commissioner Berrios made a motion to approve and accept Resolution 05-03-2022, 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 05-04-2022 - Resolution approving the transaction, rescinding Resolution 05-05-2021, authorizing a contract for audit services for FY2021-22, authorizing an expenditure of funds in an amount not to exceed \$16,230, subject to appropriations

Vice-Chairperson Marshall made a motion to approve and accept Resolution 05-04-2022, 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 05-05-2022 - Resolution approving the transaction, authorizing a contract for audit services for FY2022-2023, authorizing an expenditure of funds in an amount not to exceed \$19,440, subject to appropriations

Commissioner Vignolini made a motion to approve and accept Resolution 05-05-2022, 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 05-06-2022 - Resolution approving the transaction, proclaiming June 2022 as “Commissioner Yvonne Russell-Mann Month” within the Long Branch Housing Authority

Commissioner Berrios made a motion to approve and accept Resolution 05-06-2022, 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 05-07-2022 - Resolution approving the transaction, authorizing an expenditure of non-federal funds in an amount not to exceed \$300.00 to ASTEP for Summer Youth Camp Program field trip to Shore Bowling Lane, on Friday, August 5, 2022, 1:30PM – 4:00PM

Commissioner Vignolini made a motion to approve and accept Resolution 05-07-2022, 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 05-08-2022 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on May 16, 2022

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of May 16, 2022, Commissioner Vignolini made a motion to adjourn the meeting, seconded by Commissioner Richardson.

All in Favor, All Ayes

Opposed, None

Abstain, None

Absent, Commissioner Jennings

Motion, Carried

MEETING ADJOURNED AT 5:23 PM

Gloria J Wright, Secretary

Date