

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JUNE 20, 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, June 20, 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
Nekesha Marshall, Vice-Chairperson
Carl Jennings, Commissioner
Twana Richardson, Commissioner

On Phone/Call in Meeting:

Robert Vignolini, Commissioner
Anita Clavering, Commissioner

Absent:

Maritza Berrios, 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 AND READ THE STATEMENT TO THE PUBLIC

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 16, 2022

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held May 16, 2022, second by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Resolution 06-01-2022 - Resolution approving the transaction, approving the list of bills for May 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 06-01-2022 the List of Bills in the amount of **\$2,339,683.17** Vice-Chairperson Marshall motioned, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios
Motion, Carried

Resolution 06-02-2022 – Resolution approving the transaction, amending the Long Branch Housing Authority Housing Choice Voucher Program Small Area Fair Market Rents (SAFMR’S) 2022, amending resolution 12-2-2021

Commissioner Jennings made a motion to approve and accept Resolution 06-02-2022, seconded by Commissioner Richardson

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

Resolution 06-03-2022 - Resolution approving the transaction, authorizing a contract for fee accountant, authorizing an expenditure of funds in an amount not to exceed \$32,400, subject to appropriations

Commissioner Richardson made a motion to approve and accept Resolution 06-03-2022, seconded by Vice-Chairperson Marshall

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

Resolution 06-04-2022 - Resolution approving the transaction, proclaiming July 2022 as Commissioner “Dorthia Johnson Month” within the Long Branch Housing Authority

Commissioner Jennings made a motion to approve and accept Resolution 06-04-2022, seconded by Commissioner Richardson

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

Resolution 06-05-2022 - Resolution approving the transaction, authorizing a contract for lead paint abatement, authorizing an expenditure of funds in an amount not to exceed \$40,000.00, subject to appropriations

Vice-Chairperson Marshall made a motion to approve and accept Resolution 06-05-2022, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

Resolution 06-06-2022 - Resolution approving the transaction, authorizing a contract for human resources, authorizing an expenditure of funds in an amount not to exceed \$38,000.00, subject to appropriations

Commissioner Jennings made a motion to approve and accept Resolution 06-06-2022, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

Resolution 06-07-2022 - Resolution approving the transaction, amending the LBHA Personnel Policies and Procedures Manual, clarifying the vacation carry-over provisions, amending resolution 05-03-2022

Commissioner Jennings made a motion to approve and accept Resolution 06-07-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

Resolution 06-08-2022 – Resolution approving the transaction and authorizing an expenditure of non-federal funds in an amount not to exceed \$600.00, sponsored by Long Branch Fire Department, for its annual fundraiser to honor employees of the LBFD and the community at large

Commissioner Vignolini made a motion to approve and accept Resolution 06-08-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

Resolution 06-09-2022 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on June 21, 2022 – Close Session at 5:11PM

Commissioner Vignolini made a motion to approve and accept Resolution 06-09-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Open Public session at 5:27PM

Commissioner Jennings made a motion to open public session and seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

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

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of June 21, 2022, Commissioner Jennings made a motion to adjourn the meeting, seconded by Commissioner Richardson.

All in Favor, All Ayes

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

MEETING ADJOURNED AT 5:30 PM

Gloria J Wright, Secretary

Date