

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JULY 18, 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, July 18, 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 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, **Arrived 5:09PM**
Twana Richardson, Commissioner
Robert Vignolini, Commissioner

On Phone/Call in Meeting:

Anita Clavering, Commissioner
Maritza Berrios, Commissioner

Absent: None

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 JUNE 21, 2022

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held June 21, 2022, 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 June 2022. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

Resolution 07-01-2022 - Resolution approving the transaction, approving the list of bills for June 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 07-01-2022 the List of Bills in the amount of **\$1,538,851.16** Vice-Chairperson Marshall motioned, 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 07-02-2022 - Resolution approving the transaction, approving training, travel, and accommodations for the month of August 2022, for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training, authorizing an expenditure of funds, subject to appropriations

Commissioner Berrios made a motion to approve and accept Resolution 07-02-2022, 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 07-03-2022 - Resolution authorizing the transaction, authorizing a contract for roofing service, authorizing an expenditure of funds in an amount not to exceed \$40,000.00 per year, subject to appropriations

Vice-Chairperson Marshall made a motion to approve and accept Resolution 07-03-2022, 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 07-04-2022 - Resolution authorizing the transaction, authorizing a contract for security services, authorizing an expenditure of funds in an amount not to exceed \$70,000.00 per year, subject to appropriations

Commissioner Richardson made a motion to approve and accept Resolution 07-04-2022, seconded by Commissioner Vignolini

Roll Call Vote Taken:

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

Opposed, None

Abstain, Commissioner Jennings

Absent, None

Motion, Carried

Resolution 07-05-2022 - Resolution authorizing the transaction, authorizing a contract for on-call 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 Richardson made a motion to approve and accept Resolution 07-05-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None
Abstain, None
Absent, None
Motion, Carried

Resolution 07-06-2022 - Resolution approving the transaction, authorizing contracts for A&E services for physical needs assessments at the senior buildings, authorizing an expenditure of funds in a collective amount not to exceed \$99,500.00, subject to appropriations

Commissioner Vignolini made a motion to approve and accept Resolution 07-06-2022, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None
Abstain, None
Absent, None
Motion, Carried

Resolution 07-07-2022 - Resolution approving the transaction, authorizing a contract for A&E professional services for boiler replacement at Chester Arthur Apartments, authorizing an expenditure of funds in an amount not to exceed \$34,900.00, subject to appropriations

Commissioner Vignolini made a motion to approve and accept Resolution 07-07-2022, seconded by Commissioner Berrios

Roll Call Vote Taken:

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

Opposed, None
Abstain, None
Absent, None
Motion, Carried

Resolution 07-08-2022 – Resolution approving the transaction, authorizing a contract for A&E services for fire pump replacement at Kennedy Towers, authorizing an expenditure of funds in an amount not to exceed \$20,000.00, subject to appropriations

Vice-Chairperson Marshall made a motion to approve and accept Resolution 07-08-2022, seconded by Commissioner Richardson

Roll Call Vote Taken:

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

Opposed, None
Abstain, None
Absent, None
Motion, Carried

Resolution 07-09-2022 - Resolution authorizing the transaction, authorizing the option to renew 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 Vignolini made a motion to approve and accept Resolution 07-09-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None
Abstain, None
Absent, None
Motion, Carried

Resolution 07-10-2022 - Resolution authorizing the transaction, authorizing the option to renew 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

Vice-Chairperson Marshall made a motion to approve and accept Resolution 07-10-2022, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

Resolution 07-11-2022 - Resolution authorizing the transaction, authorizing the option to renew 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 Vignolini made a motion to approve and accept Resolution 07-11-2022, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

Resolution 07-12-2022 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on July 18, 2022

Vice-Chairperson Marshall made a motion to approve and accept Resolution 07-12-2022, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

Open Public session at 5:30PM

Vice-Chairperson Marshall made a motion to open public session and seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None
Abstain, None
Absent, None
Motion, Carried

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of July 18, 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