

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 19, 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, September 19, 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  
Robert Vignolini, Commissioner  
Anita Clavering, Commissioner

## **On Phone/Call in Meeting:**

Maritza Berrios, Commissioner  
Twana Richardson, Commissioner  
Carl Jennings, 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 AUGUST 15, 2022**

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held August 15, 2022, second by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

## **EXECUTIVE DIRECTORS REPORT:**

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

## **Resolution 09-01-2022 - Resolution approving the transaction, approving the list of bills for August 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 09-01-2022 the List of Bills in the amount of **\$1,361,505.77** Vice-Chairperson Marshall motioned, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

**Resolution 09-02-2022 - Resolution approving the transaction, approving training, travel, and accommodations for the month of October 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**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-02-2022, seconded by Commissioner Vignolini

Roll Call Vote Taken:

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

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

**Resolution 09-03-2022 - Resolution approving the transaction, accepting, and confirming receipt of the independent auditor's report for Fiscal Year (FY) ending June 30, 2021, ratifying past actions**

Commissioner Vignolini made a motion to approve and accept Resolution 09-03-2022, seconded by Vice-Chairperson Marshall

Roll Call Vote Taken:

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

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

**Resolution 09-04-2022 - 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 Vignolini made a motion to approve and accept Resolution 09-04-2022, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None

Absent, None  
Motion, Carried

**Resolution 09-05-2022 - Resolution authorizing the transaction, exercising an option to renew 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**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-05-2022, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

**Resolution 09-06-2022 - Resolution authorizing the transaction, exercising an option to renew 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 Berrios made a motion to approve and accept Resolution 09-06-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

**Resolution 09-07-2022 - Resolution authorizing the transaction, authorizing a contract for on-call painting services, authorizing an expenditure of funds in an amount not to exceed \$40,000 per year, subject to appropriations**

Commissioner Vignolini made a motion to approve and accept Resolution 09-07-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

**Resolution 09-08-2022 - Resolution approving the transaction, authorizing a contract for a Security Consultant, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$18,000.00, subject to appropriations**

Commissioner Vignolini made a motion to approve and accept Resolution 09-08-2022, seconded by Commissioner Claverling.

Roll Call Vote Taken:

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

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

**Resolution 09-09-2022 - Resolution approving the transaction, authorizing a lease with the City of Long Branch of the Adam “Bucky” James Community Center, subject to HUD approval**

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

Roll Call Vote Taken:

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

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

**Resolution 09-10-2022 - Resolution approving the transaction, authorizing the purchase of five (5) tickets (\$75.00 each) and a half-page ad (\$100.00) for the Latino American Association of Monmouth County's Outstanding Members of the Community Awards Dinner at Jumping Brook Country Club, 201 Jumping Brook Road, Neptune, NJ on November 4, 2022, in an amount not to exceed \$475.00, to be paid from non-federal funds**

Commissioner Berrios made a motion to approve and accept Resolution 09-10-2022, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

**Resolution 09-11-2022 - Resolution approving the transaction and authorizing five (5) tickets (\$125 per ticket) in the amount of \$625.00, to be paid from non-federal funds, for the Greater Long Branch Chamber of Commerce 87th Annual Business Awards Dinner to be held at the Ocean Place Resort & Spa on Thursday, October 6, 2022.**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-11-2022, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

**Resolution 09-12-2022 – Resolution approving the transaction, authorizing an expenditure of non-federal funds in an amount not to exceed \$1,500.00 to support the Long Branch Youth Football and Cheer, and authorizing the Executive Director to do all things necessary to effectuate the transaction**

Commissioner Vignolini made a motion to approve and accept Resolution 09-12-2022, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, None

Motion, Carried

**Resolution 09-13-2022 – Resolution approving the transaction, accepting, and confirming receipt of the independent financial auditor’s reports for Fiscal Years ending June 30, 2019, and June 30, 2020, ratifying past actions**

Commissioner Berrios made a motion to approve and accept Resolution 09-13-2022, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

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

**Resolution 09-14-2022 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on September 19, 2022**

**RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED**

**COMMISSIONERS COMMENTS AND CONCERNS:**

Commissioner Vignolini said he was praying for peace in Ukraine. Following Commissioner Vignolini’s remark, Chairman Covin made a similar desire for world peace.

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of September 19, 2022, Vice-Chairperson Marshall made a motion to adjourn the meeting, seconded by Commissioner Jennings.

All in Favor, All Ayes  
Opposed, None  
Abstain, None  
Absent, None  
Motion, Carried

**MEETING ADJOURNED AT 5:34PM**

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Gloria J Wright, Secretary Date