

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 21, 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, November 21, 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  
Twana Richardson, Commissioner  
Carl Jennings, Commissioner

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

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 OCTOBER 17, 2022**

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held October 17, 2022, second by Commissioner Clavering.

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 October 2022. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

## **Resolution 11-01-2022 - Resolution approving the transaction, approving the list of bills for October 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 11-01-2022 the List of Bills in the amount of **\$1,394,073.83** Vice-Chairperson Marshall motioned, seconded by Commissioner Richardson.

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 11-02-2022 - Resolution approving the transaction, ratifying actions, amending resolution 10-02-2022, for training, travel, and accommodations for the month of November 2022, authorizing an expenditure of funds in an amount not to exceed \$1,116.66, subject to appropriations**

Commissioner Richardson made a motion to approve and accept Resolution 11-02-2022, 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 11-03-2022 - Resolution approving the transaction, authorizing participation in the 125 Premium Only Plan for employees in CY2023**

Commissioner Vignolini made a motion to approve and accept Resolution 11-03-2022, 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 11-04-2022 - Resolution approving the transaction, authorizing appointment of a Fund Commissioner for the Long Branch Housing Authority to the Joint Insurance Fund (JIF)**

Commissioner Jennings made a motion to approve and accept Resolution 11-04-2022, 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 11-05-2022 - Resolution authorizing the transaction, authorizing a contract for boiler replacement, authorizing an expenditure of funds in an amount not to exceed \$491,000, subject to appropriations**

Commissioner Vignolini made a motion to approve and accept Resolution 11-05-2022, seconded by Commissioner Richardson

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 11-06-2022 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on November 21, 2022.**

**RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED**

**COMMISSIONERS COMMENTS AND CONCERNS:**

Have a safe and enjoyable Thanksgiving Holiday!

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of November 21, Commissioner Richardson 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 5:18PM**

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Gloria J Wright, Secretary

Date