

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD DECEMBER 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, December 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 - Arrived in-person @ 5:11PM  
Nekesha Marshall, Vice-Chairperson  
Robert Vignolini, Commissioner  
Anita Clavering, Commissioner  
Carl Jennings, Commissioner

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

Maritza Berrios, Commissioner  
Twana Richardson, 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 Vice-Chairperson Marshall 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).

## **VICE-CHAIRPERSON MARSHALL 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 NOVEMBER 21, 2022**

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

## **Resolution 12-01-2022 - Resolution approving the transaction, approving the list of bills for November 2022, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures**

Commissioner Jennings stated that finance committee has reviewed the List of bills with the Finance Department and that all questions have been satisfied. Commissioner Jennings requested a motion to accept and approve Resolution 12-01-2022 the List of Bills in the amount of **\$1,639,949.48** Vice-Commissioner Jennings motioned, seconded by Chairman Covin.

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 12-02-2022 - Resolution approving the transaction, authorizing the Long Branch Housing Authority Housing Choice Voucher Program Small Area Fair Market Rents (SAFMR'S) for 2023**

Commissioner Jennings made a motion to approve and accept Resolution 12-02-2022, 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 12-03-2022 - Resolution authorizing the transaction, authorizing the option to renew a contract for on-call plumbing services, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$40,000.00 per year, subject to appropriations**

Chairperson Covin made a motion to approve and accept Resolution 12-03-2022, 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 12-04-2022 - Resolution authorizing the transaction, authorizing an option to renew a contract with Fire Security Technologies for annual inspections, testing, maintenance and monitoring of the fire protection systems and fire alarms systems and monitoring at all tax credit sites, authorizing an expenditure of funds in an amount not to exceed \$80,286.00 per year, subject to appropriations**

Commissioner Vignolini made a motion to approve and accept Resolution 12-04-2022, seconded by Chairperson Covin

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 12-05-2022 - Resolution authorizing the transaction, exercising an option to renew a contract for annual inspection, testing, and maintenance of the fire protection systems and fire alarms systems at LBHA public housing sites, authorizing an expenditure of funds in an amount not to exceed \$10,283.70 per year, subject to appropriations**

Commissioner Berrios made a motion to approve and accept Resolution 12-05-2022, 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 12-06-2022 – Resolution authorizing the transaction, authorizing a contract for On Call Snow Removal Services at Garfield Court and John R. Lewis Commons, authorizing an expenditure of funds in an amount not to exceed \$50,000.00 per year, subject to appropriations**

Commissioner Covin made a motion to approve and accept Resolution 12-06-2022, 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 12-07-2022 - Resolution authorizing the purchase of fifteen tickets (\$15 each) for the Annual Rev. Martin Luther King, Jr. Guild's Soul Food Dinner on Friday, January 13, 2022, in an amount not to exceed \$225.00 to be paid from non-federal funds.**

Commissioner Covin made a motion to approve and accept Resolution 12-07-2022, 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 12-08-2022 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on December 19, 2022.**

Commissioner Covin made a motion to approve and accept Resolution 12-08-2022, 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

**Motion to End Close Session | Open Public Session**

Commissioner Jennings made a motion to end close session | open public session, seconded by Chairman Covin

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

**COMMISSIONERS COMMENTS AND CONCERNS:**

The commissioners who responded to the commissioner's remarks expressed their wishes for a happy and safe Christmas and New Year! Make peace-related prayers for Europe and Ukraine.

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of December 19, 2023, 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 5:32PM**

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Gloria J Wright, Secretary

Date