

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JANUARY 17, 2023

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 Tuesday, January 17, 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 @ 5:16PM  
Nekesha Marshall, Vice-Chairperson  
Robert Vignolini, Commissioner  
Anita Clavering, Commissioner

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

Carl Jennings, Commissioner  
Twana Richardson, 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 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 DECEMBER 19, 2022**

Chairperson Covin made a motion to approve and accept the minutes of the public session of the regular meeting held December 19, 2022, second by Commissioner Vignolini.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Richardson, Jennings, 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 November 2022. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

## **Resolution 01-01-2023 - Resolution approving the transaction, approving the list of bills for December 2022, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures**

Vice-Chairman Marshall stated that finance committee has reviewed the List of bills with the Finance Department and that all questions have been satisfied. Vice-Chairman Marshall requested a motion to accept and approve Resolution 01-01-2023 the List of Bills in the amount of **\$1,565,081.94** Vice- Commissioner Jennings motioned, seconded by Chairman Covin.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

**Resolution 01-02-2023 - Resolution approving the transaction, authorizing a contract for Hosted Voice Over IP telephone services and support, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$35,000.00, subject to appropriations**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 01-02-2023, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

**Resolution 01-03-2023 - Resolution authorizing the transaction, authorizing a contract for elevator services, ratification of the contract, authorizing an expenditure of funds in an amount not to exceed \$15,000.00 per year, subject to appropriations**

Chairperson Vignolini made a motion to approve and accept Resolution 01-03-2023, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Berrios

Motion, Carried

**Resolution 01-04-2023 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on January 17, 2023.**

**RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED**

**COMMISSIONERS COMMENTS AND CONCERNS:**

**NO COMMENTS OR CONCERNS FROM THE COMMISSIONERS**

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of January 17, 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 5:16PM**

---

Gloria J Wright, Secretary

Date