

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD FEBRUARY 21, 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, February 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
Carl Jennings, 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 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).

CHAIRMAN 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 JANUARY 17, 2023

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held January 17, 2023, 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 January 2022. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

Resolution 02-01-2023 - Resolution approving the transaction, approving the list of bills for January 2023, 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 made a motion to accept and approve Resolution 02-01-2023 the List of Bills in the amount of \$1,773,607.82, 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 02-02-2023 - Resolution approving the transaction, ratifying past actions, approving training, travel, and accommodations for the months of February and March 2023 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training.

Commissioner Vignolini made a motion to approve and accept Resolution 02-02-2023, 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 02-03-2023 - Resolution approving the transaction, authorizing a write-off of Tenant Account Receivables (TARs) for LIHTC properties for Calendar Year (CY) ending December 31, 2022.

Chairperson Vignolini made a motion to approve and accept Resolution 02-03-2023, 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 02-04-2023 - Resolution authorizing the transaction, authorizing a contract renewal for extermination and pest control services, ratification of the contract period, authorizing an expenditure of funds in an amount not to exceed \$59,644.00 per year, subject to appropriations.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 02-04-2023, 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 02-05-2023 - Resolution approving the transaction, authorizing a donation in the amount not to exceed \$250.00, to be paid from non-federal funds, for the Long Branch Firefighters Mutual Benevolent Association (FMBA) Local #68.

Commissioner Berrios made a motion to approve and accept Resolution 02-05-2023, 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 02-06-2023 – Resolution authorizing the transaction, authorizing additional payments for employees’ health benefits over the next two years, authorizing ratification of the payments from January 1, 2023, authorizing an additional expenditure of funds in an amount not to exceed \$23,627 yearly for the employer’s portion, subject to appropriations.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 02-06-2023, 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 02-07-2023 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on February 21, 2023.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 02-07-2023, 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

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS OR CONERNS FROM THE COMMISSIONERS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of February 21, 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 5:29 PM

Gloria J Wright, Secretary

Date