

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 20, 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 Monday, March 20, 2023, 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, **Arrived 5:08PM**  
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**

### **AUDIT REPORT FY2022**

Giampaolo & Associates' Anthony Giampaolo presented the LBHA Audit Report review for FY2022. Mr. Giampaolo stated that the fee accountant's opinion is unaltered. The LBHA increased its reserves and payments for housing assistance. The Capitol Fund, HCV, and Public Housing are all in compliance. There were no findings from the audit. I spoke with the Executive Director about reconciling the Conflicts of Interest Policy as enacted by new HUD disclosure requirements for commissioners and staff. Overall, the Agency is doing well financially.

### **Resolution 03-03-2023 - Resolution approving the transaction, accepting, and confirming receipt of the independent auditor's report for Fiscal Year ending June 30, 2022.**

Commissioner Jennings made a motion to approve and accept Resolution 03-03-2023, 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

### **ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF MARCH 20, 2023**

Commissioner Vignolini made a motion to approve and accept the minutes of the public session of the regular meeting held March 20, 2023, second by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None  
Abstain, None  
Absent, Commissioner Clavering  
Motion, Carried

## **EXECUTIVE DIRECTORS REPORT:**

Executive Director Wright provided the board with relevant activities and news for the month of February 2023. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

### **Resolution 03-01-2023 - Resolution approving the transaction, approving the list of bills for February 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 03-01-2023 the List of Bills in the amount of **\$1,565,081.94**, 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 03-02-2023 - Resolution approving the transaction, approving training, travel, and accommodations for the month of April 2023 for members of the Board of Commissioners of the 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 03-02-2023, 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 03-04-2023 - Resolution approving the transaction, approving the LBHA Annual Plan for FY2023-2024, approving the revised Housing Choice Voucher (formerly Section 8) Program's Administrative Plan and the revised Public Housing Program's Admissions and Continued Occupancy Policy,**

**authorizing the submission of the Annual Plan to the U.S. Department of Housing and Urban Development (HUD)**

Commissioner Richardson made a motion to approve and accept Resolution 03-04-2023, seconded by Commissioners 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 03-05-2023 - Resolution authorizing the purchase of tickets (\$75 each) for the Library Champions on Friday, April 21, 2023, at 6:00 PM at McLoone's Pier House, 1 Ocean Avenue, Long Branch, to be paid from non-federal funds.**

Commissioner Vignolini made a motion to approve and accept Resolution 03-05-2023, seconded by Commissioners 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

**Resolution 03-06-2023 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on March 20, 2023**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 03-06-2023, 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

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

Vice-Chairperson Marshall made a motion to end close session | open public session, 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:**

All wished a Happy Spring and Easter. All be safe.

### **ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of March 20, 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 5:21PM**

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Gloria J Wright, Secretary

Date