

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD APRIL 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 Monday, April 17, 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  
Carl Jennings, Commissioner

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

Maritza Berrios, Commissioner

## **Absent:**

Twana Richardson, Commissioner

**Staff Present:** Gloria J. Wright, Executive Director  
Joseph Manfredi, Legal Counsel

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).

## **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 MARCH 20, 2023**

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

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

**EXECUTIVE DIRECTORS REPORT:**

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

**Resolution 04-01-2023 - Resolution approving the transaction, approving the list of bills for March 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 04-01-2023 the List of Bills in the amount of **\$1,671,278.37**, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

**Resolution 04-02-2023 - Resolution approving the transaction, approving training, travel, and accommodations for the months of April 2023 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training.**

Commissioner Berrios made a motion to approve and accept Resolution 04-02-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

**Resolution 04-03-2023 - Resolution authorizing the transaction, authorizing a contract to retain a Qualified Purchasing Agent (QPA), authorizing an expenditure of funds in an amount not to exceed \$75,000.00 per year, subject to appropriations.**

Commissioner Vignolini made a motion to approve and accept Resolution 04-03-2023, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

**Resolution 04-04-2023 - Resolution authorizing the transaction, authorizing a seasonal contract for a Landscaping Services for Garfield Court and Presidential Estates, authorizing an expenditure of funds in an amount not to exceed \$63,000.00 per year, subject to appropriations.**

Commissioners Vignolini made a motion to approve and accept Resolution 04-04-2023, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

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

**Resolution 04-05-2023 - 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 04-05-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:  
Ayes, Commissioners Vignolini, Clavering, Berrios, Jennings, Vice-Chairperson Marshall, and Chairperson Covin.

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

**Resolution 04-06-2023 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on April 17, 2023.**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 04-06-2023, seconded by Commissioner Jennings.

Roll Call Vote Taken:  
Ayes, Commissioners Vignolini, Clavering, Berrios, Jennings, Vice-Chairperson Marshall, and Chairperson Covin.

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

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

Roll Call Vote Taken:  
Ayes, Commissioners Vignolini, Clavering, Berrios, Jennings, Vice-Chairperson Marshall, and Chairperson Covin.

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

**Resolution 04-07-2023 – Resolution approving the transaction, authorizing a contract agreement with merit-based and salary increase for Gloria J. Wright for the position of Executive Director, and authorizing the Chairperson to do all things necessary to effectuate the transaction.**

Commissioner Jennings made a motion to approve and accept Resolution 04-07-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

**Resolution 04-08-2023 - Resolution approving the transaction and authorizing a sponsorship for the Long Branch Free Public Library Juneteenth 2023 Celebration in the amount not to exceed \$500.00, to be paid from non-federal funds, to be held Saturday, June 17, 2023**

Commissioner Vignolini made a motion to approve and accept Resolution 04-08-2023, seconded by Commissioner Jennings.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioner Richardson

Motion, Carried

**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 April 17, 2023, Vice-Chairperson Marshall made a motion to adjourn the meeting, seconded by Commissioner Clavering.

All in Favor, All Ayes

Opposed, None

Abstain, None

Absent, Richardson

Motion, Carried

**MEETING ADJOURNED AT 5:31 PM**

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Gloria J Wright, Secretary

Date