

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JUNE 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 Tuesday, June 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

On Phone/Call in Meeting:

Maritza Berrios, Commissioner
Joseph Manfredi, Legal Counsel

Absent:

Twana Richardson, Commissioner
Carl Jennings, Commissioner

Staff Present: Gloria J. Wright, Executive Director
Kevin McCann, Finance Director
Sophia L. Banks, Executive Administrative Assistant

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).

CHAIRPERSON 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 MAY 15, 2023

Commissioner Vignolini made a motion to approve and accept the minutes of the public session of the regular meeting held May 15, 2023, second by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Resolution 06-01-2023 - Resolution approving the transaction, approving the list of bills for May 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 06-01-2023 the List of Bills in the amount of \$2,138,301.72, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-02-2023 - Resolution approving the transaction, approving training, travel, and accommodations for the month of July 2023, for members of the Board of Commissioners Long Branch Housing Authority and staff to

attend conferences and training, authorizing an expenditure of funds, subject to appropriations.

Commissioner Vignolini made a motion to approve and accept Resolution 06-02-2023, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-03-2023 - Resolution approving the transaction, authorizing a write-off of Tenant Account Receivables (TARs) for Fiscal Year ending June 30, 2023.

Commissioner Berrios made a motion to approve and accept Resolution 06-03-2023, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-04-2023 – Resolution authorizing the transaction, approving the proposed Annual Budget and Capital Budget for FY2024.

Commissioner Clavering made a motion to approve and accept Resolution 06-04-2023, seconded by Commissioners Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-05-2023 – Resolution approving the transaction, amending the Conflicts-of-Interest Policy for the Long Branch Housing Authority, amending resolution 05-02-2023.

Commissioner Berrios made a motion to approve and accept Resolution 06-05-2023, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-06-2023 – Resolution authorizing the transaction, authorizing an option to renew 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 Clavering made a motion to approve and accept Resolution 06-06-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-07-2023 – Resolution approving the transaction, authorizing an option to renew contract for Hosted Voice Over IP telephone services and support, authorizing an expenditure of funds in an amount not to exceed \$35,000.00, subject to appropriations.

Commissioner Berrios made a motion to approve and accept Resolution 06-07-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-08-2023 – Resolution authorizing the transaction, authorizing an option to renew contract for Elevator Maintenance and Repair Services, ratification of the contract, authorizing an expenditure of funds in an amount not to exceed \$15,000.00 per year, subject to appropriations.

Commissioner Berrios made a motion to approve and accept Resolution 06-08-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-09-2023 – Resolution approving the transaction, amending the Long Branch Housing Authority Travel and Training Policy, amending resolution 08-14-2019.

Commissioner Berrios made a motion to approve and accept Resolution 06-09-2023, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

Resolution 06-10-2023 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on June 20, 2023.

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

COMMISSIONERS COMMENTS AND CONCERNS:

Vice-Chairman Marshall thanked all that showed up for the Juneteenth Celebration at the LB Public Library. **Commissioner Vignolini** stated that this was the last day of spring and hopes the city has a safe summer. **Commissioner Clavering** thanked the board for the opportunity to accept the motions.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of June 20, 2023, Commissioner Vignolini made a motion to adjourn the meeting, seconded by Commissioner Clavering.

All in Favor, All Ayes

Opposed, None

Abstain, None

Absent, Commissioners Richardson and Jennings

Motion, Carried

MEETING ADJOURNED AT 5:22 PM

Gloria J Wright, Secretary

Date