

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JULY 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, July 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
Robert Vignolini, Commissioner
Anita Clavering, Commissioner

On Phone/Call in Meeting:

Maritza Berrios, Commissioner, Arrived 5:03PM
Twana Richardson, Commissioner, Arrived 5:03PM
Carl Jennings, Commissioner

Absent:

Nekesha Marshall, Vice-Chairperson

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 JULY 17, 2023

Commissioner Vignolini made a motion to approve and accept the minutes of the public session of the regular meeting held July 17, 2023, second by Commissioner Clavering.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Resolution 07-01-2023 - Resolution approving the transaction, approving the list of bills for June 2023, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures.

Commissioner Jennings stated that the 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 07-01-2023 the List of Bills in the amount of **\$1,636,352.31**, seconded by Commissioner Richardson.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

Resolution 07-02-2023 - Resolution approving the transaction, approving training, travel, and accommodations for the month of August 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 07-02-2023, seconded by Commissioner Clavering.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

Resolution 07-03-2023 - Resolution authorizing the transaction, exercising an option to renew contract for security services, authorizing an expenditure of funds in an amount not to exceed \$70,000.00 per year, subject to appropriations.

Commissioner Vignolini made a motion to approve and accept Resolution 07-03-2023, seconded by Commissioner Clavering.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

Resolution 07-04-2023 – Resolution approving the transaction and authorizing an expenditure of non-federal funds in an amount not to exceed \$600.00 to support the Long Branch Fire Department’s Annual Fundraiser to be held on Monday, August 07, 2023, at the Jumping Brook Country Club.

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

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

To give time for Executive Session Resolution 07-05-2023, Chairman Covin requests to leave the resolution's chronological sequence and asks for a motion to introduce Added Stater Resolution 07-06-2023.

Resolution 07-06-2023 – Resolution approving the transaction, authorizing an expenditure of non-federal funds in an amount not to exceed \$400.00 to ASTEP for Summer Youth Camp Program field trip for 15 kids to attend a Whale Watching Tour on Friday, July 28, 2023, and authorizing the Executive Director to do all things necessary to effectuate the transaction.

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

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

Resolution 07-05-2023 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on July 17, 2023.

Commissioner Vignolini made a motion to approve and accept Resolution 07-05-2023, seconded by Commissioners Clavering.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

Motion to End Close Session | Open Public Session

Commissioner Jennings made a motion to End Closed Session and Open Public Session, seconded by Commissioners Berrios.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, Jennings, and Chairperson Covin.

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMISSIONERS COMMENTS

ADJOURNMENT:

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

All in Favor, All Ayes

Opposed, None

Abstain, None

Absent, Vice-Chairperson Marshall

Motion, Carried

MEETING ADJOURNED AT 5:28 PM

Gloria J Wright, Secretary

Date