

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD AUGUST 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 Monday, August 21, 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  
Carl Jennings, Commissioner  
Robert Vignolini, Commissioner  
Anita Clavering, Commissioner  
Twana Richardson, Commissioner

**On Phone/Call in Meeting:**

Maritza Berrios, Commissioner

**Absent:** None

**Staff Present:** Gloria J. Wright, Executive Director  
Kevin McCann, Finance Director  
Sophia L. Banks, Executive Administrative Assistant  
Joesph Manfredi, General 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).

**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, None | Motion, Carried

### **EXECUTIVE DIRECTORS REPORT:**

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

### **Resolution 08-01-2023 - Resolution approving the transaction, approving the list of bills for July 2023, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures.**

Vice-Chairperson Marshall 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 08-01-2023 the List of Bills in the amount of \$1,673,513.32, 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 08-02-2023 - 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.**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 08-02-2023, seconded by Commissioner 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 08-03-2023 - Resolution approving the transaction, approving submission of the Section 8 Management Program (SEMAP) Certification for Fiscal Year ending June 30, 2023.**

Commissioner Clavering made a motion to approve and accept Resolution 08-03-2023, 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 08-04-2023 - Resolution authorizing the transaction, authorizing a concession for Towing Services, ratification of the contract term, and authorizing the Executive Director to do all things necessary to effectuate the transaction.**

Commissioner Clavering made a motion to approve and accept Resolution 08-04-2023, 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 08-05-2023 - Resolution authorizing the transaction, authorizing a contract for heating and air-conditioning (HVAC) services, 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 08-04-2023, 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 08-06-2023 - Resolution approving the transaction, dedicating the LBHA Maintenance Shop as the Louis Carretta Sr. and Louis Carretta Jr. Maintenance Facility, ratifying past actions.**

Commissioner Clavering made a motion to approve and accept Resolution 08-06-2023, seconded by Commissioners 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 08-07-2023 - Resolution approving the transaction, authorizing a contract for fee accountant, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$32,400, subject to appropriations.**

Commissioners Vignolini made a motion to approve and accept Resolution 08-07-2023, seconded by Commissioner 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 08-08-2023 - Resolution approving the transaction, authorizing a contract for audit services for FYE 2023, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$19,440, subject to appropriations.**

Commissioners Vignolini made a motion to approve and accept Resolution 08-07-2023, seconded by Commissioner 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 08-09-2023 - Resolution authorizing the transaction, authorizing a contract for on call tile repair services, authorizing an expenditure of funds in an amount not to exceed \$25,000.00 per year, subject to appropriations.**

Commissioner Clavering made a motion to approve and accept Resolution 08-09-2023, 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 08-10-2023 - Resolution authorizing the transaction, authorizing a contract for on call drywall repair services, authorizing an expenditure of funds in an amount not to exceed \$25,000.00 per year, subject to appropriations.**

Commissioner Clavering made a motion to approve and accept Resolution 08-10-2023, seconded by Commissioners 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 08-11-2023 - Resolution authorizing the transaction, authorizing a contract for emergency services for Kennedy Towers fire pump replacement, authorizing an expenditure of funds in an amount not to exceed \$126,650.00, subject to appropriations.**

Commissioner Jennings made a motion to approve and accept Resolution 08-11-2023, 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 08-12-2023 - authorizing a contract for sealcoating, and striping of parking lots at Kennedy Towers, Chester Arthur, and Hobart Manor, authorizing an expenditure of funds in an amount not to exceed \$32,600.00 per year, subject to appropriations.**

Commissioner Clavering made a motion to approve and accept Resolution 08-11-2023, 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 08-13-2023 - Resolution approving the transaction and authorizing an expenditure of non-federal funds in an amount not to exceed \$325.00 to support the East Orange Housing Authority 13<sup>th</sup> Annual Youth Scholarship Fundraiser to be held on Monday, September 18, 2023, at the Shackamaxon Country Club.**

Commissioner Clavering made a motion to approve and accept Resolution 08-13-2023, 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 08-14-2023 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on August 21, 2023.**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 08-14-2023, 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

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

Vice-Chairperson Marshall made a motion to End Closed Session and Open Public Session, seconded by Commissioners 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

## **COMMISSIONERS COMMENTS AND CONCERNS:**

As the chairman of the Committee for Buildings and Grounds, Commissioner Vignolini expressed his admiration for the Maintenance Department. Commissioner Jennings expressed his gratitude to the board for the Get-Well Fruit Basket. The board was informed by Commissioner Berrios that Covid is on the rise and to take precautions. Sophia's assistance was acknowledged by Commissioner Clavering, who also expressed her feelings of thanks for the dedication of the Lou Carretta Facility.

## **ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of August 21, 2023, Commissioner Vignolini made a motion to adjourn the meeting, seconded by Commissioner Clavering.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, None | Motion, Carried

## **MEETING ADJOURNED AT 5:36 PM**

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Gloria J Wright, Secretary

Date