

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 18, 2023.

**COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, September 18, 2023, have a conference call option. LBHA established a conference call option for the meeting so that board members may dial in. To obtain the required quorum, the meeting must be attended by four (4) members, in-person or by phone.**

**During the in-person meeting, the Commissioners (together with counsel, the Executive Director, and the Executive Assistant) shall be seated around the room. The public is welcome, COVID safety measures will be implemented.**

The Meeting Convened at 5:00 PM with the following persons present:

## **In-Person:**

Donald Covin, Chairperson  
Nekesha Marshall, Vice-Chairperson  
Maritza Berrios, Commissioner  
Robert Vignolini, Commissioner  
Anita Clavering, Commissioner  
Twana Richardson, Commissioner

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

Carl Jennings, Commissioner  
Joesph Manfredi, General Counsel

**Absent:** None

**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 AUGUST 21, 2023**

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Jennings | Motion, Carried

**EXECUTIVE DIRECTORS REPORT:**

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

**Resolution 09-01-2023 - Resolution approving the transaction, approving the list of bills for August 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 09-01-2023 the List of Bills in the amount of \$2,109,751.26, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-02-2023 - Resolution approving the transaction, approving training, travel, and accommodations for the month of October 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 Clavering made a motion to approve and accept Resolution 09-02-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None  
Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-03-2023 - Resolution approving the transaction, amending the *LBHA Personnel Policies and Procedures Manual*, clarifying the policy sections pertaining to Dress Code, Vehicle Usage, Paid Holidays, and Vacation Leave, amending resolution 06-07-2022.**

Commissioner Claverling made a motion to approve and accept Resolution 09-03-2023, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None  
Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-04-2023 - Resolution approving the transaction, authorizing a contract for On-Call Mason Services, authorizing an expenditure of funds in an amount not to exceed \$45,000.00, subject to appropriations.**

Commissioner Claverling made a motion to approve and accept Resolution 09-04-2023, seconded by Vice-Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None  
Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-05-2023 - Resolution approving the transaction, authorizing a contract for On-Call Carpet Replacement, authorizing an expenditure of funds in an amount not to exceed \$75,000.00, subject to appropriations.**

Commissioner Claverling made a motion to approve and accept Resolution 09-05-2023, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None  
Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-06-2023 - Resolution approving the transaction, authorizing a contract for On-Call Boiler Repair Services, authorizing an expenditure of funds in an amount not to exceed \$75,000.00, subject to appropriations.**

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-07-2023 - Resolution approving the transaction and authorizing the purchase of five (5) tickets (\$150 each) and a half-page advertisement (\$150.00) in the amount not to exceed \$900.00, to be paid from non-federal funds, for the Greater Long Branch Chamber of Commerce's 88th Annual Business Awards Dinner, which will take place at the Wave Resort, 110 Ocean Avenue, Long Branch on Thursday, October 19, 2023.**

Commissioner Clavering made a motion to approve and accept Resolution 09-07-2023, seconded by Commissioners Vignolini.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-08-2023 - Resolution approving the transaction, authorizing the purchase of three (3) tickets at \$75 each (\$225.00) and a half-page ad (\$100.00) in the amount not to exceed \$325.00, to be paid from non-federal funds, for the Latino American Association of Monmouth County's 29th Annual Outstanding Members of the Community Awards Dinner at Renaissance, 1110 Highway 35 North, Ocean, NJ 07712 on Friday, October 13, 2023.**

Commissioner Clavering made a motion to approve and accept Resolution 09-09-2023, seconded by Vice-Chairperson Marshall

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Jennings | Motion, Carried

**Resolution 09-09-2023 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on September 18, 2023.**

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Jennings | Motion, Carried

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

Commissioner Vignolini made a motion to End Closed Session and Open Public Session, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Jennings | Motion, Carried

**COMMISSIONERS COMMENTS AND CONCERNS:**

Vice-Chairperson Marshall stated that September is National Library Card Sign-up Month. Sign-up is free. She will forward the link so that staff can sign up for a card. Ms. Wright instructed Sophia Banks to send the link to staff. Commissioner Berrios stated that COVID is on the rise. Be careful and take care of yourselves. Chairman Covin states to stay safe and healthy.

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of September 18, 2023, Commissioner Richardson made a motion to adjourn the meeting, seconded by Commissioner Vignolini.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, None | Motion, Carried

**MEETING ADJOURNED AT 5:32 PM**

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Gloria J Wright, Secretary

Date