

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD OCTOBER 16, 2023.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, October 16, 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
Robert Vignolini, Commissioner
Anita Clavering, Commissioner

On Phone/Call in Meeting:

Carl Jennings, Commissioner
Maritza Berrios, Commissioner
Twana Richardson, Commissioner

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 SEPTEMBER 18, 2023

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held September 18, 2023, second 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

EXECUTIVE DIRECTORS REPORT:

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

Resolution 10-01-2023 - Resolution approving the transaction, approving the list of bills for September 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 10-01-2023 the List of Bills in the amount of **\$2,195,629.39**, seconded by Commissioner 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 10-02-2023 - Resolution approving the transaction, approving training, travel, and accommodations for the month of November 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 10-02-2023, seconded by Commissioner Berrios.

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 10-03-2023 - Resolution approving the transaction, authorizing a flat rent revision for the public housing program.

Commissioner Clavering made a motion to approve and accept Resolution 10-03-2023, seconded by Commissioner 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 10-04-2023 - Resolution approving the transaction, approving the LBHA Annual Plan for CY2024, approving the revised Housing Choice Voucher (formerly Section 8) Program's Administrative Plan and the revised Public Housing Program's Admissions and Continued Occupancy Policy, authorizing the submission of the Annual Plan to the U.S. Department of Housing and Urban Development (HUD).

Commissioner Clavering made a motion to approve and accept Resolution 10-04-2023, 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 10-05-2023 - Resolution authorizing the transaction, authorizing a contract for on-call Vacant Unit Turnover Services, authorizing an expenditure of funds in an amount not to exceed \$31,000.00 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 10-05-2023, seconded by Commissioner Berrios.

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 10-06-2023 - Resolution approving the transaction, authorizing a contract for general legal services, ratifying the contract term, authorizing an expenditure of funds in an amount not to exceed \$65,000.00, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 10-06-2023, seconded by Commissioner 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 10-07-2023 - Resolution authorizing the transaction, exercising an option to renew the contract for on-call painting services, authorizing an expenditure of funds in an amount not to exceed \$40,000 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 10-07-2023, seconded by Commissioners Vignolini.

Roll Call Vote Taken:

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

Commissioner Vignolini inquired about the difference between Resolutions 10-07-2023 and 10-05-2023. The unit turnover services contract does not cover painting alone. According to Executive Director Wright, only select vacant apartments would be assigned to contractors. The contractor will assist maintenance with vacant unit turnover to lease up unit more quickly. The painting contract includes all units within the housing that require painting on an as-needed basis.

Opposed, None | Abstain, None

Absent, None | Motion, Carried

Resolution 10-08-2023 - Resolution approving the transaction, authorizing a contract for a Security Consultant, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$18,000.00, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 10-08-2023, seconded by Commissioner Berrios.

Commissioner Berrios asked, "Is this the same security company from last year?" Yes, according to Executive Director Wright, the company is the same WatchDog Security Group.

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 10-09-2023 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on October 16, 2023.

Commissioner Clavering made a motion to approve and accept Resolution 10-09-2023, 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

Motion to End Close Session | Open Public Session, Time 5:35 PM

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

COMMISSIONERS COMMENTS AND CONCERNS:

Keep yourself safe from COVID; we don't want to see you in the hospital, Commissioner Berrios said. Commissioner Vignolini is praying for Middle Eastern peace. Chairman Covin emphasized the commissioners' sentiments of peace in the Middle East, safety, and health.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of October 16, 2023, Vice-Chairperson Marshall 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 5:40 PM

Gloria J Wright, Secretary

Date