

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 20, 2023.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, November 20, 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
Twana Richardson, Commissioner

On Phone/Call in Meeting:

Maritza Berrios, Commissioner

Absent:

Carl Jennings, Commissioner

Staff Present: Gloria J. Wright, Executive Director
Joesph Manfredi, Legal Counsel
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 OCTOBER 16, 2023

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held October 16, 2023, second 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

EXECUTIVE DIRECTORS REPORT:

Executive Director Wright provided the board with relevant activities and news for the month of October 2023.

Resolution 11-01-2023 - Resolution approving the transaction, approving the list of bills for October 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 11-01-2023 the List of Bills in the amount of **\$1,705,986.19**, 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 11-02-2023 - Resolution approving the transaction, approving training, travel, and accommodations for the month of December 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 11-02-2023, 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 11-03-2023 - Resolution approving the transaction, authorizing appointment of a Fund Commissioner for the Long Branch Housing Authority to the Joint Insurance Fund (JIF)

Commissioner Clavering made a motion to approve and accept Resolution 11-03-2023, 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 11-04-2023 - Resolution authorizing the purchase of six (6) tickets (\$50 each) for the New Jersey Scholastic Coaches Association Hall of Fame on Sunday, January 14, 2024, at 10:30 AM at Pines Manor in Edison, New Jersey, in an amount not to exceed \$300.00, to be paid from non-federal funds.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 11-04-2023, seconded by Commissioner Clavering

Roll Call Vote Taken:

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

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

Resolution 11-05-2023 - Resolution authorizing the purchase of eight (8) tickets (\$60 each) for the Second Baptist Church of Long Branch Retirement Banquet for Rev. Gibson on Saturday, December 9, 2023, at 1:00 PM at Second Baptist Church Fellowship Hall, in an amount not to exceed \$480.00, to be paid from non-federal funds.

Commissioner Clavering made a motion to approve and accept Resolution 11-05-2023, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

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

Resolution 11-06-2023 - Resolution approving the transaction, authorizing a contract for A&E services for Hobart Manor roof replacement, authorizing an expenditure of funds in an amount not to exceed \$32,500.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 11-06-2023, 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 11-07-2023 - Resolution approving the transaction, authorizing a contract for on-call electrical services, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$25,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 11-07-2023, 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 11-08-2023 - Resolution approving the transaction, authorizing a contract for on-call vehicle repair services, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$30,000.00, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 11-08-2023, 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 11-09-2023 - Resolution authorizing the transaction, authorizing an option to renew contract for on call roofing service, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$40,000.00 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 11-09-2023, seconded by Commissioner Berrios.

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 11-10-2023 - Resolution approving the transaction, authorizing participation in the 125 Premium Only Plan for employees in CY2024.

Commissioner Clavering made a motion to approve and accept Resolution 11-10-2023, 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 11-11-2023 – Resolution approving the transaction, amending the LBHA Personnel Policies and Procedures Manual, amending resolution 09-03-2023.

Commissioner Clavering made a motion to approve and accept Resolution 11-11-2023, 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 11-12-2023 - Resolution approving the transaction, authorizing a contract for on-call plumbing services, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$40,000.00, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 11-12-2023, seconded by Commissioner Richardson.

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 11-13-2023 - Resolution approving the transaction, authorizing a lease with the City of Long Branch for the Adam “Bucky” James Community Center, subject to the approval of HUD.

Commissioner Clavering made a motion to approve and accept Resolution 11-13-2023, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None | Abstain, Vice-Chairperson Marshall
Absent, Commissioner Jennings | Motion, Carried

Resolution 11-14-2023 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on November 20, 2023.

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioners wished all a safe and blessed Thanksgiving Holiday. Pray for peace in Ukraine and Israel.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of November 20, 2023, Vice-Chairperson Marshall made a motion to adjourn the meeting, seconded by Commissioner Richardson.

All in Favor, All Ayes
Opposed, None | Abstain, None
Absent, Commissioner Jennings | Motion, Carried

MEETING ADJOURNED AT 5:35 PM

Gloria J Wright, Secretary

Date