

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JANUARY 16, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Tuesday, January 16, 2024, 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:

Maritza Berrios, Commissioner
Twana Richardson, 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.

CHAIRMAN FOR THE RECORD: NO PUBLIC PRESENT AT MEETING

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF DECEMBER 18, 2023

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held December 18, 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, Commissioners Jennings | Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Resolution 01-01-2024 - Resolution approving the transaction, approving the list of bills for December 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 12-01-2023 the List of Bills in the amount of **\$1,655,267.16**, 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, Commissioners Jennings | Motion, Carried

Resolution 01-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of February 2024, 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 01-02-2024, 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, Commissioners Jennings | Motion, Carried

Resolution 01-03-2024 - Resolution authorizing the transaction, authorizing a contract for annual inspections, testing, maintenance and monitoring of water-based fire protection systems and fire alarms systems for LIHTC sites, authorizing an expenditure of non-federal funds in an amount not to exceed \$82,382.00 per year.

Commissioner Clavering made a motion to approve and accept Resolution 12-03-2023, 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, Commissioners Jennings | Motion, Carried

Resolution 01-04-2024 - Resolution authorizing the transaction, authorizing a contract for annual inspections, testing, maintenance and monitoring of water-based fire protection systems and fire alarms systems at the public housing sites, authorizing an expenditure of funds in an amount not to exceed \$10,283.70 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 01-04-2024, 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, Commissioners Jennings | Motion, Carried

Resolution 01-05-2024 - Resolution approving the transaction, authorizing a contract for automatic door replacement at Kennedy Towers, authorizing an expenditure of funds in an amount not to exceed \$34,500.00, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 01-05-2024, 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, Commissioners Jennings | Motion, Carried

Resolution 01-06-2024 - Resolution authorizing the purchase of 10 tickets (\$15 each) for the Annual Rev. Martin Luther King, Jr. Guild's Annual Soul Food Dinner to be held at the Second Baptist Church, 93 Liberty Street, Long Branch on Friday, January 12, 2024, in an amount not to exceed \$150.00, to be paid from non-federal funds; ratification of expenditure.

Commissioner Clavering made a motion to approve and accept Resolution 01-06-2024, 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, Commissioners Jennings | Motion, Carried

Resolution 01-07-2024 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on January 16, 2024.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 01-07-2024, 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, Commissioners Jennings | Motion, Carried

Motion to End Close Session | Open Public Session, Time 5:25 PM

Vice-Chairperson Marshall made a motion to End Closed Session and Open Public Session, 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, Commissioners Jennings | Motion, Carried

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMISSIONER COMMENTS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of January 16, 2024, Vice-Chairperson Marshall made a motion to adjourn the meeting, seconded by Commissioner Clavering.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, Commissioners Jennings | Motion, Carried

MEETING ADJOURNED AT 5:33 PM

Gloria J Wright, Secretary

Date