

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD FEBRUARY 20, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Tuesday, February 20, 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
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.

CHAIRMAN FOR THE RECORD: NO PUBLIC PRESENT AT MEETING

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF JANUARY 16, 2024

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held January 16, 2024, 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 January 2024.

Resolution 02-01-2024 - Resolution approving the transaction, approving the list of bills for January 2024, 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 02-01-2024 the List of Bills in the amount of **\$1,775,2642.68**, 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, Commissioners Jennings | Motion, Carried

Resolution 02-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of March 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 Richardson made a motion to approve and accept Resolution 02-02-2024, 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 02-03-2024 - Resolution approving the transaction, authorizing a write-off of Tenant Account Receivables (TARs) for LIHTC properties for Calendar Year (CY) ending December 31, 2023.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 02-03-2024, 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 02-04-2024 - Resolution authorizing the transaction, authorizing an option to renew a contract for a Landscaping Services for John R. Lewis Commons, authorizing an expenditure of funds in an amount not to exceed \$27,250.00 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 02-04-2024, 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 02-05-2024 - Resolution authorizing the transaction, authorizing an option to renew contract for a Landscaping Services for Garfield Court and Presidential Estates, authorizing an expenditure of funds in an amount not to exceed \$63,000.00 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 02-05-2024, 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

Chairman Covin requested that Resolutions 02-06-2024 through 02-13-2024 be voted on as a consent agenda. If any of the resolutions raise objections or issues, each will be voted on independently. All in support, everyone said aye.

Resolution 02-06-2024 - Resolution authorizing the transaction, approving the updated Personnel Policy Manual and Procedures.

Commissioner Vignolini made a motion to approve and accept Resolution 02-06-2024 through Resolution 02-13-2024, 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 02-07-2024 - Resolution authorizing the transaction, approving the updated Internal Control Policy.

Opposed, None | Abstain, None

Absent, Commissioners Jennings | Motion, Carried

Resolution 02-08-2024 – Resolution authorizing the transaction, approving the updated Travel Policy.

Opposed, None | Abstain, None

Absent, Commissioners Jennings | Motion, Carried

Resolution 02-09-2024 – Resolution authorizing the transaction, approving the updated to the Parking Policy.

Opposed, None | Abstain, None

Absent, Commissioners Jennings | Motion, Carried

Resolution 02-10-2024 – Resolution authorizing the transaction, approving the updated to the Conflicts-of-Interests Policy.

Opposed, None | Abstain, None

Absent, Commissioners Jennings | Motion, Carried

Resolution 02-11-2024 – Resolution authorizing the transaction, approving the updated Procurement Policy.

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

Resolution 02-12-2024 – Resolution approving the transaction, approving LBHA Section 3 Policy Procedures and Regulations Manual, ratifying all prior Section 3 procedures.

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

Resolution 02-13-2024 – Resolution approving the transaction, amending the LBHA Criminal Trespass Barring Policy, amending resolution 09-08-2003.

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

Resolution 02-14-2024 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on February 20, 2024. Time 5:12PM

Commissioner Vignolini made a motion to approve and accept Resolution 02-14-2024, 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 5:21PM

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:

Commissioner Richardson cautioned people to stay well. A bug/virus is circulating in the classrooms. **Commissioner Vignolini**, I have received many comments from residents who have gone to his parish seeking aid in paying their water bills. Residents claim they have not heard back from anyone and are seeking compensation. **Executive Director**, stated to Commissioner Vignolini, that there has been outreach to Seaview

Manor residents to provide their current water bill so that the Authority can contribute allotted funds in the amount of about \$121.00 beginning the week of March 10, 2024. According to the **Finance Director**, only 8 to 9 residents have submitted their bills, for which an account number is required to make direct payments to the gas company. **Executive Director**, the matter will be forwarded to site manager Lisa Normandia for follow-up with residents who have not sent in their water bills.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of February 20, 2024, Commissioner Richardson made a motion to adjourn the meeting, seconded by Commissioner Vignolini.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, Commissioners Jennings | Motion, Carried

MEETING ADJOURNED AT 5:31 PM

Gloria J Wright, Secretary

Date