

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 18, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, March 18, 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.

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF MARCH 18, 2024

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held March 18, 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 February 2024.

Resolution 03-01-2024 - Resolution approving the transaction, approving the list of bills for February 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 03-01-2024 the List of Bills in the amount of **\$1,526,043.81**, 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 03-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of April 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 03-02-2024, 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 03-03-2024 - Resolution authorizing the transaction, authorizing a contract for supply and delivery of appliances, authorizing an expenditure of funds in an amount not to exceed \$50,000 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 03-03-2024, 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 03-04-2024 - Resolution authorizing the transaction, authorizing a contract for cycle painting, authorizing an expenditure of funds in an amount not to exceed \$35,000 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 03-04-2024, 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 03-05-2024 - Resolution authorizing the transaction, authorizing a contract for extermination and pest control services, ratification of the contract period, authorizing an expenditure of funds in an amount not to exceed \$59,644.00 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 03-05-2024, 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 03-06-2024 - Resolution approving the transaction, authorizing a contract for audit services for Fiscal Year 2024, authorizing an expenditure of funds in an amount not to exceed \$19,440, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 03-06-2024, 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 03-07-2024 - Resolution authorizing the transaction, authorizing a contract for a Qualified Purchasing Agent (QPA), ratifying the contract term, authorizing an expenditure of funds in an amount not to exceed \$60,000.00 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 03-07-2024, 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, Commissioners Jennings | Motion, Carried

Resolution 03-08-2024 - Resolution authorizing the transaction, authorizing a contract for emergency repair services for the call for aid pull cord systems at Chester Arthur and Kennedy Towers, authorizing an expenditure of funds in an amount not to exceed \$20,000.00, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 03-08-2024, 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 03-09-2024 - Resolution approving the transaction, authorizing an agreement for Project-Based Vouchers with the Reformed Church of Highland Park Affordable Housing Corporation, subject to HUD approval.

Commissioner Clavering made a motion to approve and accept Resolution 03-09-2024, 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 03-10-2024 - Resolution authorizing the purchase of six (6) tickets at \$75 each for the Library Champions on Friday, April 26, 2024, at 6:00 PM at McLoone's Pier House, 1 Ocean Avenue, Long Branch, in an amount not to exceed \$450.00 to be paid from non-federal funds.

Commissioner Clavering made a motion to approve and accept Resolution 03-10-2024, 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, Commissioners Jennings | Motion, Carried

Resolution 03-11-2024 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on March 18, 2024

Commissioner Vignolini made a motion to approve and accept Resolution 03-11-2024, 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

Motion to End Close Session | Open Public Session, Time 5:22PM

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, 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 March 18, 2024, Commissioner Clavering made a motion to adjourn the meeting, seconded by Vice-Chairperson Marshall.

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

MEETING ADJOURNED AT 5:35 PM

Gloria J Wright, Secretary

Date