

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD APRIL 15, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, April 15, 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
Maritza Berrios, Commissioner

On Phone/Call in Meeting:

None

Absent:

None

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

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held March 18, 2024, second by Commissioner Richardson.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, 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 March 2024.

Resolution 04-01-2024 - Resolution approving the transaction, approving the list of bills for March 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 04-01-2024 the List of Bills in the amount of **\$1,908,365.66**, 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, None | Motion, Carried

Resolution 04-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of May 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 04-02-2024, 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, None | Motion, Carried

Resolution 04-03-2024 - Resolution approving the transaction, proclaiming May 2024 as Commissioner “Carl F. Jennings’ Month” within the Long Branch Housing Authority, ratifying past actions

Vice-Chairperson Marshall made a motion to approve and accept Resolution 04-03-2024, 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, None | Motion, Carried

Resolution 04-04-2024 - Resolution authorizing the transaction, approving the proposed Annual Budget and Capital Budget for FY2024.

Commissioner Clavering made a motion to approve and accept Resolution 04-04-2024, 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, None | Motion, Carried

Resolution 04-05-2024 - Resolution approving the transaction, authorizing a contract for Special Counsel authorizing an expenditure of funds in an amount not to exceed \$50,000.00, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 04-05-2024, 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, None | Motion, Carried

Resolution 04-06-2024 - Resolution approving the transaction, authorizing a contract for fee accountant, authorizing an expenditure of funds in an amount not to exceed \$33,600.00, subject to appropriations.

Commissioner Vignolini made a motion to approve and accept Resolution 04-06-2024, 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, None | Motion, Carried

Resolution 04-07-2024 – Resolution approving the transaction and authorizing a sponsorship for the Long Branch Free Public Library Juneteenth 2024 Celebration in the amount not to exceed \$500.00, to be paid from non-federal funds, to be held Saturday, June 14, 2024.

Commissioner Clavering made a motion to approve and accept Resolution 04-07-2024, seconded by Commissioner Berrios.

Roll Call Vote Taken:

Ayes, Commissioners Vignolini, Clavering, Berrios, Richardson, and Chairperson Covin.

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

ADDED STARTER: Resolution 04-09-2024 - Resolution approving the transaction, amending resolution 02-03-2020, designating certain officials as authorized signatories for all Long Branch Housing accounts and other fiscal expenditures.

Commissioner Clavering made a motion to approve and accept Resolution 04-09-2024, seconded by Commissioner Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 04-08-2024 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on April 15, 2024

Commissioner Clavering made a motion to approve and accept Resolution 04-08-2024, 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, None | Motion, Carried

Motion to End Close Session | Open Public Session, Time 6:35PM

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, None | Motion, Carried

Motion to appoint Chairman Covin as acting Executive Director of the Long Branch Housing Authority non-compensated, upon retirement of Executive Director, and until a new Executive Director is appointed and certified.

Commissioner Vignolini made a motion to approve and accept appointment of Chairman Covin as acting Executive Director non-compensated, seconded by Commissioner Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, Chairperson Covin

Absent, None | Motion, Carried

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Clavering expressed her appreciation for the interview and deliberative processes involved in the Executive Director selection process.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of April 15, 2024, Commissioner Vignolini made a motion to adjourn the meeting, seconded by Vice-Chairperson Marshall.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, None | Motion, Carried

MEETING ADJOURNED AT 6:49 PM

Acting Secretary

Date