

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

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, May 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 p.m. with the following persons present:

In-Person:

Donald Covin, Chairperson
Nekesha Marshall, Vice-Chairperson

On Phone/Call in Meeting:

Anita Clavering, Commissioner
Twana Richardson, Commissioner

Absent:

Robert Vignolini, Commissioner
Maritza Berrios, Commissioner

Staff Present: Joesph Manfredi, Legal Counsel
Kevin McCann, Finance Director
Sophia L. Banks, Executive Administrative Assistant

Chairperson Covin requested 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

Sophia L. Banks, Executive Administrative Assistant opened the meeting with Roll Call. Commissioners present and absent are listed above.

NO PUBLIC PRESENT AT MEETING

CHAIRPERSON COVIN TURNED MEETING OVER TO THE BOARD ATTORNEY JOSEPH MANFREDI FOR THE NOMINATIONS AND ELECTION OF OFFICERS:

NOMINATIONS FOR CHAIRPERSON:

Commissioner Marshall made a motion to nominate Commissioner Donald Covin as Chairperson, seconded by Commissioner Clavering.

No other nominations were given at this time. Attorney Manfredi closed Chairperson Nominations.

Roll Call Vote Taken:

Ayes, Commissioners Clavering, Richardson, Marshall and Covin.

Opposed, None | Abstain, None
Absent, Commissioners Berrios and Vignolini | Motion, Carried

Commissioner Covin accepts the position of Chairperson for the year 2024-2025.

NOMINATIONS FOR VICE-CHAIRPERSON:

Commissioner Clavering made a motion to nominate Commissioner Marshall as Vice-Chairperson, seconded by Commissioner Richardson.

No other nominations were given at this time. Attorney Manfredi closed Vice-Chairperson Nominations.

Roll Call Vote Taken:

Ayes, Commissioners Clavering, Richardson, Marshall and Covin.

Opposed, None | Abstain, None
Absent, Commissioners Berrios and Vignolini | Motion, Carried

Vice-Chairperson Nekesha Marshall accepts the position of Vice-Chairperson for the year 2024-2025.

Mr. Donald Covin, the newly elected Chairperson, starts off the Annual Meeting. Anthony Giampaolo of Giampaolo & Associates will conduct the audit report review for FY2023.

Anthony Giampaolo of Giampaolo & Associates reports that the agency is in good standing. In comparison to most housing authorities, Section 8 is working exceptionally well. Iris is retiring, and he hopes her replacement can maintain the same level of excellence she did. There were no findings.

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF APRIL 15, 2024

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held April 15, 2024, second by Commissioner Vignolini

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

EXECUTIVE DIRECTOR'S REPORT:

Chief Operating Officer/Finance Director Kevin McCain provided the board with relevant activities and news for the month of April 2024. Executive Director Wright outlined and summarized the Executive Director's Report provided to the Board.

Resolution 05-04-2024 - Resolution approving the transaction, approving the list of bills for April 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-Chairperson Marshall requested a motion to accept and approve Resolution 05-04-2024 the List of Bills in the amount of \$1,779,971.72, Vice-Chairperson Marshall motioned, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

Resolution 05-05-2024 - Resolution authorizing the transaction, approving a schedule of meetings for Years 2025 and 2026 for the Long Branch Housing Authority Board of Commissioners, approving work schedules for the LBHA, authorizing publication of slate of meetings.

Commissioner Clavering made a motion to approve and accept Resolution 05-05-2024, seconded by Commissioner Richardson

Roll Call Vote Taken:

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

Opposed, None | Abstain, None
Absent, Commissioners Berrios and Vignolini | Motion, Carried

Resolution 05-06-2024 - Resolution approving the transaction, accepting, and confirming receipt of the independent auditor's report for Fiscal Year ending June 30, 2023.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 05-06-2024, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None
Absent, Commissioners Berrios and Vignolini | Motion, Carried

Resolution 05-07-2024 - Resolution authorizing the transaction, authorizing an increase in the contract for legal services for the Long Branch Housing Authority, authorizing an expenditure of funds in an amount not to exceed \$20,000.00 per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 05-07-2024, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None
Absent, Commissioners Berrios and Vignolini | Motion, Carried

Resolution 05-08-2024 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on May 20, 2024.

Vice-Chairperson Marshall made a motion to approve and accept Resolution 05-08-2024, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None
Absent, Commissioners Berrios and Vignolini | Motion, Carried

Motion to End Close Session | Open Public Session, Time 4:58PM

Commissioner Clavering made a motion to end close session and open public session, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

Motion to adopt Resolution 05-09-2024 approving and authorizing an offer of employment to Sean Alfred for the position of Executive Director.

Commissioner Clavering made a motion to end close session and open public session, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Clavering congratulated Chairperson Covin and Vice-Chairperson Marshall on their reelection to officer posts. Vice-Chairperson Marshall reminded everyone of the LB Public Library's 3rd Annual Juneteenth Celebration at the Adam Bucky James Community Center and Gregory School Fun Day. Interim Executive Director/Chairperson Covin wanted to thank COO/Finance Director for all the additional work he has been doing in the absence of an Executive Director. Kevin is doing an excellent job.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of May 20, 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 Berrios and Vignolini | Motion, Carried

MEETING ADJOURNED AT 5:02 PM

Donald Covin, Acting Secretary

Date