

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JUNE 17, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, June 17, 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
Anita Clavering, Commissioner
David G. Brown II, Commissioner

On Phone/Call in Meeting:

Twana Richardson, Commissioner
Maritza Berrios, Commissioner

Absent:

Robert Vignolini, Commissioner

Staff Present: 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. The Chair introduced and welcomed David G. Brown II, the new commissioner to the board, as well as Sean Alfred, the new Executive Director, who was present at 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/INTERIM EXECUTIVE DIRECTOR COVIN LED THE SALUTE TO THE FLAG AND READ THE STATEMENT TO THE PUBLIC

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

CHAIRPERSON FOR THE RECORD: NEWAL HIRED EXECUTIVE DIRECTOR SEAN ALFRED WAS PRESENT AT THE MEETING. NO OTHER MEMBERS OF THE PUBLIC WERE PRESENT.

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF MAY 20, 2024

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held May 20, 2024, second by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Vignolini | Motion, Carried

EXECUTIVE DIRECTORS REPORT:

Kevin McCann, COO/Finance Director, presented the board with pertinent events and news for May 2024, as well as agency updates.

Resolution 06-01-2024 - Resolution approving the transaction, approving the list of bills for May 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 06-01-2024 the List of Bills in the amount of **\$1,781,969.26**, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Vignolini | Motion, Carried

Resolution 06-02-2024 - Resolution acknowledging and accepting the retirement application of long-time employee, Iris Blanco

Commissioner Clavering made a motion to approve and accept Resolution 06-02-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 06-03-2024 – Resolution approving the transaction and authorizing an expenditure of non-federal funds in an amount not to exceed \$600.00 to support the Long Branch Fire Department’s Annual Fundraiser to be held on Monday, August 05, 2024, at the Jumping Brook Country Club

Commissioner Clavering made a motion to approve and accept Resolution 06-03-2024, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

Resolution 06-04-2024 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on June 17, 2024.

Commissioner Clavering made a motion to approve and accept Resolution 06-04-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Motion to End Close Session | Open Public Session, Time 5:21PM

Commissioner Clavering made a motion to End Closed Session and Open Public Session, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

ADDED STARTERS: Resolution 06-05-2024 - Resolution approving and authorizing the hiring of Sean Alfred to the position of Executive Director for a one-year term and authorizing and approving an employment contract with Sean Alfred for a one-year term.

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Vignolini | Motion, Carried

Resolution 06-06-2024 - Resolution approving and authorizing the submission of a conflict-of-interest waiver request to the US Department of HUD

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Vignolini | Motion, Carried

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioners concurred to welcome both Commissioner Brown and Executive Director Sean Alfred to the Long Branch Housing Authority. Everyone wished all a safe and joyful Independence Day.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of June 17, 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, Commissioner Vignolini | Motion, Carried

MEETING ADJOURNED AT 5:41 PM

