

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD AUGUST 19, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, August 19, 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
David G. Brown II, Commissioner
Twana Richardson, Commissioner
Anita Clavering, Commissioner

On Phone/Call in Meeting:

Maritza Berrios, Commissioner

Absent:

Robert Vignolini, Commissioner
Nekesha Marshall, Vice-Chairperson

Staff Present: Sean Alfred, 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/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.

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF AUGUST 19, 2024

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held August 19, 2024, second by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

EXECUTIVE DIRECTORS REPORT:

Sean Alfred briefed the board on relevant events and news for July 2024, as well as agency updates.

Resolution 08-01-2024 - Resolution approving the transaction, approving the list of bills for July 2024, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures.

Commissioner Brown 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 08-01-2024 the List of Bills in the amount of **\$1,940,829.79**, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of September 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 08-02-2024, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-03-2024 – Resolution approving the transaction, authorizing appointment of a new Fund Commissioner for the Long Branch Housing Authority (LBHA) to the Joint Insurance Fund (JIF)

Commissioner Clavering made a motion to approve and accept Resolution 08-03-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-04-2024 - Resolution authorizing the transaction, authorizing a contract for annual elevator maintenance and repairs, authorizing an expenditure of funds in an amount not to exceed \$ 25,000 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 08-04-2024, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-05-2024 - Resolution authorizing the transaction, authorizing an option to renew contract for on call tile repair services, authorizing an expenditure of funds in an amount not to exceed \$25,000 per year, subject to appropriations

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-06-2024 - Resolution authorizing the transaction, authorizing an option to renew contract for on call drywall repair services, authorizing an expenditure of funds in an amount not to exceed \$25,000 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 08-06-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-07-2024 - Resolution authorizing the transaction, authorizing an option to renew contract for on call heating and air conditioning (HVAC) repair services, 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 08-07-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-08-2024 - Resolution authorizing the transaction, authorizing an option to renew contract for on call boiler repair services, authorizing an expenditure of funds in an amount not to exceed \$75,000 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 08-08-2024, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-09-2024 - Resolution authorizing the transaction, authorizing a contract for “On Call” Roofing repairs, ratification of the contract term,

authorizing an expenditure of funds in an amount not to exceed \$40,000 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 08-09-2024, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-10-2024 - Resolution authorizing the transaction, authorizing a contract for carpet and flooring supply and installation, authorizing an expenditure of funds in an amount not to exceed \$75,000 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 08-10-2024, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

As explained by Commissioner Clavering, the Pennreach units at John R Lewis Commons require maintenance. Executive Director Alfred states that he will look into the matter and speak with the Maintenance Director.

Resolution 08-11-2024 - Resolution approving the transaction, amending the Housing Choice Voucher Program Administrative Plan (“Administrative Plan”), amending resolution 10-04-2023

Commissioner Clavering made a motion to approve and accept Resolution 08-11-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

Resolution 08-12-2024 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on August 19, 2024.

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS OR CONCERNS FROM THE COMMISSIONERS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of August 19, 2024, Commissioner Richardson made a motion to adjourn the meeting, seconded by Commissioner Brown.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, Vice-Chairperson Marshall and Commissioner Vignolini | Motion, Carried

MEETING ADJOURNED AT 5:33 PM

Sean Alfred, Secretary

Date