

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 16, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, September 16, 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
Twana Richardson, Commissioner
David G. Brown II, Commissioner

On Phone/Call in Meeting:

Maritza Berrios, Commissioner
Anita Clavering, Commissioner

Absent:

Robert Vignolini, Commissioner

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 SEPTEMBER 16, 2024

Commissioner Richardson made a motion to approve and accept the minutes of the public session of the regular meeting held September 16, 2024, second by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, Vice-Chairperson Marshall

Absent, Commissioner Vignolini | Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Resolution 09-01-2024 - Resolution approving the transaction, approving the list of bills for August 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 09-01-2024 the List of Bills in the amount of **\$1,515,072.31**, 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 09-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of October 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

Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-02-2024, seconded by Commissioner Richardson.

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 09-03-2024 – Resolution approving the transaction, amending the Admissions and Continued Occupancy Policy (“ACOP”), amending resolution 10-04-2023

Commissioner Clavering made a motion to approve and accept Resolution 09-03-2024, 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

Resolution 09-04-2024 - Resolution approving the transaction, authorizing membership renewal in the New Jersey Public Housing Authority Joint Insurance Fund, authorizing an expenditure of funds in an amount not to exceed \$400,000.00

Commissioner Clavering made a motion to approve and accept Resolution 09-04-2024, 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 09-05-2024 - Resolution approving the transaction, amending resolution 04-09-2024, 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 09-05-2024, seconded by Commissioner Richardson.

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 09-06-2024 - Resolution authorizing the transaction, authorizing the option to renew a contract for on-call plumbing services, authorizing an expenditure of funds in an amount not to exceed \$40,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 09-06-2024, 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

Resolution 09-07-2024 - Resolution authorizing the transaction, authorizing a contract for on-call plaster and masonry repairs, authorizing an expenditure of funds in an amount not to exceed \$25,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 09-07-2024, 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 09-08-2024 - Resolution authorizing the transaction, authorizing a contract for On Call Snow Removal Services at Garfield Court and John R. Lewis Commons, authorizing an expenditure of funds in an amount not to exceed \$112,000.00 per year

Commissioner Richardson made a motion to approve and accept Resolution 09-08-2024, 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 09-09-2024 - Resolution approving the transaction, authorizing an extension of a contract for general legal services, authorizing an expenditure of funds in an amount not to exceed \$5,000.00, ratifying past actions, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 09-09-2024, 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

Resolution 09-10-2024 - Resolution approving the transaction, authorizing a contract for general legal services, authorizing an expenditure of funds in an amount not to exceed \$65,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 09-10-2024, 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 09-11-2024 - Resolution approving the transaction, authorizing a contract extension for unarmed security monitor services, authorizing an expenditure of funds in an amount not to exceed \$22,000.00, ratifying past actions, subject to appropriations

Commissioner Richardson made a motion to approve and accept Resolution 09-11-2024, seconded by Commissioner 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

Commissioner Berrios inquired if this was the same contractor as before. Executive Director Alfred confirmed that this is the same security monitoring company. The contract is being extended until the security monitor specifications for the Unarmed Security Guard Services Invitation for Bids (IFB) are updated. Once revised, the IFB will be put out for bidding.

Resolution 09-12-2024 - Resolution approving the transaction, authorizing a contract extension for security consultant services, authorizing an expenditure of funds in an amount not to exceed \$3,600.00, ratifying past actions, subject to appropriations

Commissioner Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-12-2024, seconded by Commissioner Richardson.

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 09-13-2024 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on September 16, 2024.

Commissioner Vice-Chairperson Marshall made a motion to approve and accept Resolution 09-13-2024, 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 5:22 PM

Commissioner Clavering made a motion to End Closed Session and Open Public Session, 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:

Vice-Chairperson Marshall informed the Board that on Saturday, September 28, 2024, is Long Branch Day to be held outside at 328 Broadway, Long Branch from 1:00pm – 4:00pm. Hope to see you all there.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of September 16, 2024, Commissioner Richardson made a motion to adjourn the meeting, seconded by Commissioner Brown.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, Commissioner Vignolini | Motion, Carried

MEETING ADJOURNED AT 5:35 PM

Sean Alfred, Secretary

Date