

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD OCTOBER 21, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, October 21, 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
Anita Clavering, Commissioner

On Phone/Call in Meeting: None

Absent:

Robert Vignolini, Commissioner
Maritza Berrios, 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

In honor of Lisa Bell, the LBHA Front Desk Receptionist who passed away, Chairperson Covin asked for a moment of silence—a time for silent thought, prayer, reflection, or meditation. Executive Administrative Assistant Sophia L. Banks called roll call to begin the meeting. The preceding list includes both present and absent commissioners.

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF SEPTEMBER 16, 2024

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held September 16, 2024, second by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Resolution 10-01-2024 - Resolution approving the transaction, approving the list of bills for September 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 10-01-2024 the List of Bills in the amount of **\$2,914,699.99**, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of November 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 10-02-2024, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

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

Commissioner Clavering made a motion to approve and accept Resolution 10-03-2024, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-04-2024 - Resolution authorizing the purge of the Senior Waiting List for Seniors aged 62 years old and over from Kennedy Towers, Chester Arthur Apartments, and Hobart Manor; moving the disabled applicants removed from the purged waiting list to the Housing Choice Voucher [HCV (formerly Section 8)] Program Waiting List

Commissioner Clavering made a motion to approve and accept Resolution 10-04-2024, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-05-2024 - Resolution approving the transaction, approving, and adopting a new Maintenance Policy

Commissioner Clavering made a motion to approve and accept Resolution 10-05-2024, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-06-2024 - Resolution approving the transaction, authorizing participation in the 125 Premium Only Plan for employees in CY2025

Commissioner Clavering made a motion to approve and accept Resolution 10-06-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-07-2024 - Resolution authorizing the transaction, authorizing an option to renew contract for “On-Call” electrical services, approving an expenditure of funds in an amount not to exceed \$25,000.00 per year, subject to appropriations

Vice-Chairperson Marshall made a motion to approve and accept Resolution 10-07-2024, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-08-2024 - Resolution authorizing the transaction, authorizing an option to renew contract for on-call vehicle maintenance and repair services, approving an expenditure of funds in an amount not to exceed \$30,000.00 per year, subject to appropriations

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-09-2024 - Resolution authorizing the transaction, authorizing a contract for a Human Resources and Professional Services, authorizing an expenditure of funds in an amount not to exceed \$19,500.00 for a period of three months, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 10-09-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-10-2024 - Resolution approving the transaction, authorizing a contract for A&E services for further engineering services for Structural Repairs at Kennedy Towers, authorizing an expenditure of funds in an amount not to exceed \$38,000.00, subject to appropriations

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-11-2024 - Resolution authorizing the transaction, authorizing additional payments for employees' health benefits over the next two years, authorizing an increased expenditure of funds in an amount not exceeding \$140,000.00 for two years for the employer's portion, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 10-11-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-12-2024 - Resolution approving the transaction and authorizing the purchase of six (6) tickets (\$200 each) in the amount not to exceed \$1,200.00, to be paid from non-federal funds, for the Greater Long Branch Chamber of Commerce's 89th Annual Business Awards Dinner, which will be held at the Ocean Place Resort & Spa, 1 Ocean Boulevard, Long Branch, on Thursday, October 24, 2024, from 6:00PM to 8:00PM

Commissioner Clavering made a motion to approve and accept Resolution 10-12-2024, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-13-2024 - Resolution approving the transaction, authorizing an extension of a contract for unarmed security monitor services, authorizing an expenditure of funds in an amount not to exceed \$21,000.00, subject to appropriations

Vice-Chairperson Marshall made a motion to approve and accept Resolution 10-13-2024, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-14-2024 –Resolution approving the transaction, authorizing an extension of a contract for security consultant services, authorizing an expenditure of funds in an amount not to exceed \$5,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 10-14-2024, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-15-2024 – Resolution approving the transaction, authorizing a lease with the City of Long Branch for the Adam “Bucky” James Community Center, subject to the approval of HUD

Commissioner Clavering made a motion to approve and accept Resolution 10-15-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-16-2024 – Resolution approving the transaction, proclaiming November 2024 as “Lisa Bell Month” within the Long Branch Housing Authority, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 10-16-2024, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

Resolution 10-17-2024 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on October 21, 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 October 21, 2024, Commissioner Richardson made a motion to adjourn the meeting, seconded by Commissioner Brown.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios | Motion, Carried

MEETING ADJOURNED AT 5:47 PM

Sean Alfred, Secretary

Date