

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 18, 2024.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, November 18, 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 **Arrived at 5:09PM**
Nekesha Marshall, Vice-Chairperson
Twana Richardson, Commissioner

On Phone/Call in Meeting:

Maritza Berrios, Commissioner
David G. Brown II, Commissioner
Anita Clavering, Commissioner

Absent:

Robert Vignolini, Commissioner

Staff Present:

Sean Alfred, Executive Director
Joseph 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 COVIN LED THE SALUTE TO THE FLAG AND READ THE STATEMENT TO THE PUBLIC

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF OCTOBER 21, 2024

Chairperson Covin made a motion to approve and accept the minutes of the public session of the regular meeting held October 21, 2024, second by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini | Motion, Carried

EXECUTIVE DIRECTORS REPORT:

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

Resolution 11-01-2024 - Resolution approving the transaction, approving the list of bills for October 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 11-01-2024 the List of Bills in the amount of **\$1,695,160.64**, 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, Commissioners Vignolini | Motion, Carried

Resolution 11-02-2024 - Resolution approving the transaction, approving training, travel, and accommodations for the month of December 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 Richardson made a motion to approve and accept Resolution 11-02-2024, 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, Commissioners Vignolini | Motion, Carried

Resolution 11-03-2024 - Resolution approving the transaction, approving submission of the Section 8 Management Program (SEMAP) Certification for fiscal year ending June 30, 2024

Commissioner Clavering made a motion to approve and accept Resolution 11-03-2024, 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, Commissioners Vignolini | Motion, Carried

Resolution 11-04-2024 - Resolution approving the transaction, authorizing appointment of a Fund Commissioner for the Long Branch Housing Authority to the Joint Insurance Fund (JIF)

Commissioner Clavering made a motion to approve and accept Resolution 11-04-2024, 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, Commissioners Vignolini | Motion, Carried

Resolution 11-05-2024 - Resolution approving the transaction, authorizing a contract for A&E professional services for the development of Liberty Commons, authorizing an expenditure of funds in an amount not to exceed \$39,900.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 11-05-2024, 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, Commissioners Vignolini | Motion, Carried

Resolution 11-06-2024 – Resolution authorizing the transaction, authorizing a contract for Hobart Manor roof Improvement, authorizing an expenditure of funds in an amount not to exceed \$595,000.00, subject to appropriations

Vice-Chairperson Marshall made a motion to approve and accept Resolution 11-06-2024, 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, Commissioners Vignolini | Motion, Carried

Resolution 11-07-2024 – Resolution authorizing the purchase of 10 tickets (\$15 each) for the Annual Dr. Martin Luther King, Jr. Guild's Annual Soul Food Dinner to be held at the Second Baptist Church, 93 Liberty Street, Long Branch on Friday, January 17, 2024, in an amount not to exceed \$150.00, to be paid from non-federal funds.

Commissioner Clavering made a motion to approve and accept Resolution 11-07-2024, 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, Commissioners Vignolini | Motion, Carried

Resolution 11-08-2024 - Closed Session of the Regular Meeting of the Board of Commissioners on November 18, 2024

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

COMMISSIONERS COMMENTS AND CONCERNS:

Have a safe and enjoyable Thanksgiving Holiday.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of November 18, 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 | Motion, Carried

MEETING ADJOURNED AT 5:31 PM

Sean Alfred, Secretary

Date