

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

**COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, December 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 **Arrived at 5:07PM**  
Twana Richardson, Commissioner  
David G. Brown II, Commissioner **Arrived at 5:07PM**

**On Phone/Call in Meeting:**

Maritza Berrios, Commissioner  
Anita Clavering, Commissioner  
Robert Vignolini, Commissioner

**Absent:**

None

**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 COVIN LED THE SALUTE TO THE FLAG AND READ THE STATEMENT TO THE PUBLIC**

**NO ONE FROM THE PUBLIC IS PRESENT FOR THE MEETING**

**ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2024**

Chairperson Covin made a motion to approve and accept the minutes of the public session of the regular meeting held November 18, 2024, second by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, None | Motion, Carried

**EXECUTIVE DIRECTORS REPORT:**

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

**Resolution 12-01-2024 - Resolution approving the transaction, approving the list of bills for November 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. Commissioner Clavering made a motion to accept and approve Resolution 12-01-2024 the List of Bills in the amount of **\$1,846,402.56**, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, None | Motion, Carried

**Resolution 12-02-2024 - 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 12-02-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 12-03-2024 - Resolution approving the transaction, authorizing the Long Branch Housing Authority Housing Choice Voucher Program Small Area Fair Market Rents (SAFMRS) for 2025**

Commissioner Clavering made a motion to approve and accept Resolution 12-03-2024, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

**Resolution 12-04-2024 - Resolution authorizing the transaction, authorizing a contract for Hobart Manor bathroom exhaust fan installations, authorizing an expenditure of funds in an amount not to exceed \$35,375.00, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 12-04-2024, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

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

**Resolution 12-05-2024 - Resolution acknowledging and accepting the retirement application of long-time employee, Dan Marino**

Commissioner Clavering made a motion to approve and accept Resolution 12-05-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 12-06-2024 – Resolution acknowledging and accepting the retirement application of employee Jody Jablin**

Chairperson Covin made a motion to approve and accept Resolution 12-06-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 12-07-2024 – Resolution authorizing sponsorship support for the Long Branch Recreation Department to purchase uniforms for the Travel Basketball Program (30 players) in an amount not exceeding \$2,264.00, to be paid from non-federal monies.**

Commissioner Richardson made a motion to approve and accept Resolution 12-07-2024, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

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

**Resolution 12-08-2024 - Resolution approving the transaction, authorizing the establishment of fifteen distinct bank accounts for the purpose of segregating restricted and unrestricted funds currently commingled in LBHA’s accounts, ratifying past actions**

Commissioner Clavering made a motion to approve and accept Resolution 12-08-2024, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 12-09-2024 - Closed Session of the Regular Meeting of the Board of Commissioners on December 16, 2024**

**RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED**

**COMMISSIONERS COMMENTS AND CONCERNS:**

**Have a safe and enjoyable Christmas and New Year.**

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of December 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, None | Motion, Carried

**MEETING ADJOURNED AT 5:21 PM**

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Sean Alfred, Secretary

Date