

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JANUARY 21, 2025.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Tuesday, January 21, 2025, 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 5:08PM with the following persons present:

In-Person:

Donald Covin, Chairperson, arrived in-person at 5:31PM
Nekesha Marshall, Vice-Chairperson
David G. Brown II, Commissioner

On Phone/Call in Meeting:

Donald Covin, Chairperson, **On the call until 5:31PM**
Maritza Berrios, Commissioner
Anita Clavering, Commissioner **On call at 5:07PM**

Absent:

Robert Vignolini, Commissioner
Twana Richardson, Commissioner

Staff Present:

Sean Alfred, Executive Director
Joesph Manfredi, Legal Counsel
Kevin McCann, Finance Director
Sophia L. Banks, Executive Administrative Assistant

The board meeting was moderated by Vice-Chairperson Marshall, who also instructed everyone to switch off or put their cell phones on vibrate for the duration of 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 DECEMBER 16, 2024

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

EXECUTIVE DIRECTORS REPORT:

The board was informed by Sean Alfred on agency updates and pertinent news and events for December 2024 and January 2025.

Resolution 01-01-2025 - Resolution approving the transaction, approving the list of bills for December 2024, authorizing an expenditure of funds, subject to appropriations, ratification of expenditures.

Commissioner Bown 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 01-01-2025 the List of Bills in the amount of **\$954,254.76**, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-02-2025 - Resolution approving the transaction, approving training, travel, and accommodations for the month of February 2025 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 01-02-2025, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-03-2025 - Resolution approving the transaction, approving, and adopting a new Capitalization and Disposition Policy

Chairperson Covin made a motion to approve and accept Resolution 01-03-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-04-2025 - 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 01-04-2025, seconded by Commissioner Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-05-2025 - Resolution approving the transaction, amending the Housing Choice Voucher Program Administrative Plan (“Administrative Plan”), amending resolution 08-11-2024

Commissioner Clavering made a motion to approve and accept Resolution 01-05-2025, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-06-2025 – Resolution authorizing the transaction, adopting new Residential Housing Lease Agreement for the Long Branch Housing Authority (LBHA) Public Housing and Low-Income Housing Tax Credit (LIHTC) with additional Lease Riders, rescinding all prior leases

Commissioner Clavering made a motion to approve and accept Resolution 01-06-2025, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-07-2025 – Resolution authorizing the transaction, approving a contract for vacant unit turnover services for 66 University Drive-Garfield Court Phase I, 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 01-07-2025, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-08-2025 - Resolution authorizing the transaction, authorizing a contract for on call painting 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 01-08-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-09-2025 - Resolution authorizing the transaction, authorizing a contract for Unarmed Security Guard Services, authorizing an expenditure of funds in an amount not to exceed \$70,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 01-09-2025, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-10-2025 - Resolution approving the transaction, authorizing a contract for a Security Consultant, authorizing an expenditure of funds in an amount not to exceed \$18,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 01-10-2025, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-11-2025 - Resolution authorizing the transaction, authorizing an option to renew contract for annual inspection, testing, maintenance and monitoring of water-based fire protection systems and fire alarms systems and monitoring at Long Branch Housing Authority tax credit sites, ratification of

the contract term, authorizing an expenditure of funds in an amount not to exceed \$82,382.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 01-11-2025, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-12-2025 - Resolution authorizing the transaction, authorizing an option to renew contract for annual inspection, testing, and maintenance of water-based fire protection systems and fire alarms systems at LBHA public housing sites, ratification of the contract term authorizing an expenditure of funds in an amount not to exceed \$10,283.70 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 01-12-2025, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-13-2025 - Resolution supporting potential hazardous remediation at the Liberty Commons site, City of Long Branch and Monmouth County

Commissioner Clavering made a motion to approve and accept Resolution 01-13-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-14-2025 - Resolution approving the transaction, authorizing a contract for supply and installation of an intercom system at Chester Arthur and Kennedy Towers, authorizing an expenditure of funds in an amount not to exceed \$13,788.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 01-14-2025, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-15-2025 - Resolution approving the transaction, authorizing a donation in the amount not to exceed \$250.00, to be paid from non-federal funds, for the Long Branch Firefighters Mutual Benevolent Association (FMBA) Local #68

Chairperson Covin made a motion to approve and accept Resolution 01-15-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 01-16-2025 - Closed Session of the Regular Meeting of the Board of Commissioners on January 21, 2025

Chairperson Covin made a motion to approve and accept Resolution 01-16-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Motion to End Close Session | Open Public Session, Time 5:42 PM

Chairperson Covin 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, Vice-Chairperson Marshall, and Chairperson Covin.

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

COMMISSIONERS COMMENTS AND CONCERNS:

Vice-Chairman Marshall invited all to attend the Main Library ribbon cutting ceremony at 4pm on February 20th. All are welcome.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of January 21, 2025, 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 Richardson | Motion, Carried

MEETING ADJOURNED AT 6:04 PM

Sean Alfred, Secretary

Date