

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD FEBRUARY 18, 2025.**

**COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Tuesday, February 18, 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,  
Nekesha Marshall, Vice-Chairperson  
David G. Brown II, Commissioner  
Twana Richardson, 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

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 JANUARY 21, 2025**

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held January 21, 2025, 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, Commissioner Vignolini | Motion, Carried

**EXECUTIVE DIRECTORS REPORT:**

The board was informed by Sean Alfred of agency updates and pertinent news and events for January and February 2025.

**Resolution 02-01-2025 - Resolution approving the transaction, approving the list of bills for January 2025, 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-Chairperson Marshall made a motion to accept and approve Resolution 02-01-2025 the List of Bills in the amount of **\$2,179,330.87**, seconded by Commissioner Brown.

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

Opposed, None | Abstain, None

Absent, Commissioner Vignolini | Motion, Carried

**Resolution 02-02-2025 - Resolution approving the transaction, approving training, travel, and accommodations for the month of March 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 02-02-2025, seconded by Commissioner Richardson.

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

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

**Resolution 02-03-2025 - Resolution authorizing the transaction, approving contracts for vacant unit turnover services for twelve (12) units at varied sites, ratifying past actions, authorizing an expenditure of funds in an amount not to exceed \$145,000.00 per year, subject to appropriations**

Commissioner Richardson made a motion to approve and accept Resolution 02-03-2025, seconded by Vice-Chairperson Marshall.

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

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

**Resolution 02-04-2025 - Resolution authorizing the transaction, authorizing a contract for Vacant Unit Turnover Services, authorizing an expenditure of funds in an amount not to exceed \$150,000.00 per year, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 02-04-2025, seconded by Vice-Chairperson Marshall.

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

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

**Resolution 02-05-2025 - Resolution authorizing the transaction, authorizing the appointment of Allison Toy as the Long Branch Housing Authority Qualified Purchasing Agent (QPA)**

Commissioner Brown made a motion to approve and accept Resolution 02-05-2025, seconded by Commissioner Clavering.

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

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

**Resolution 02-06-2025 - Resolution authorizing the purchase of six (6) tickets (\$75 each) for the Library Champions on Friday, March 07, 2025, at 6:00 PM at McLoone's Pier House, 1 Ocean Avenue, Long Branch, in an amount not to exceed \$450.00 to be paid from non-federal funds.**

Commissioner Clavering made a motion to approve and accept Resolution 02-06-2025, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, Vice-Chairperson Marshall  
Absent, Commissioners Vignolini | Motion, Carried

**Resolution 02-07-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on February 18, 2025.**

Vice-Chairperson Marshall made a motion to approve and accept Resolution 02-07-2025, seconded by Commissioner Brown.

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 5:45 PM**

Commissioner Brown made a motion to End Closed Session and Open Public Session, seconded by Vice-Chairperson Marshall.

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:**

**NO COMMISSIONERS' COMMENTS**

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of February 18, 2025, Commissioner Richardson made a motion to adjourn the meeting, seconded by Vice-Chairperson Marshall.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, Commissioner Vignolini | Motion, Carried

**MEETING ADJOURNED AT 5:50 PM**

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Sean Alfred, Secretary

Date