

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 17, 2025.

COVID cases are on the rise and as a precautionary measure, therefore recommended that the LBHA Board meeting scheduled for Monday, March 17, 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 5:00PM 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

Lucecita Vasquez, Deputy Director Finance and Accounting

Sophia L. Banks, Executive Administrative Assistant

The board meeting was presided by Chairperson Covin, 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 FEBRUARY 18, 2025

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held February 18, 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:

Executive Director Sean Alfred updated the board on agency news and events and other relevant information.

Resolution 03-01-2025 - Resolution approving the transaction, approving the list of bills for February 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 03-01-2025 the List of Bills in the amount of **\$1,830,248.35**, 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 03-02-2025 - Resolution approving the transaction, approving training, travel, and accommodations for the month of April 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 03-02-2025, 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

Resolution 03-03-2025 - Resolution authorizing the transaction, authorizing a contract for emergency elevator repairs at Kennedy Towers, authorizing an expenditure of funds not to exceed \$15,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 03-03-2025, 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

Resolution 03-04-2025 - Resolution authorizing the transaction, authorizing an option to renew a contract for the supply and delivery of appliances, authorizing the expenditure of funds in an amount not to exceed \$50,000 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 03-04-2025, 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

Resolution 03-05-2025 - Resolution authorizing the transaction, authorizing a contract for Human Resources and Professional Services, authorizing an expenditure of funds in an amount not to exceed \$90,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 03-05-2025, 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 03-06-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on March 17, 2025.

Commissioner Clavering made a motion to approve and accept Resolution 03-06-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Motion to End Close Session | Open Public Session, Time 5:20 PM

Vice-Chairperson Marshall made a motion to End Closed Session and Open Public Session, 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

COMMISSIONERS COMMENTS AND CONCERNS:

The family who lost their son in the unfortunate shooting at John R. Lewis Commons received condolences from Chairperson Covin and Commissioner Clavering. Everyone was wished a happy and safe Easter holiday.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of March 17, 2025, Commissioner Brown 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 5:46PM

Sean Alfred, Secretary

Date