

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

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

On Phone/Call in Meeting:

Maritza Berrios, Commissioner

Absent:

Robert Vignolini, Commissioner

Staff Present: Sean Alfred, Executive Director
Joesph Manfredi, Legal Counsel
Kevin McCann, Chief Operating Officer/Finance Director
Lucecita Vasquez, Deputy Director of Finance and Accounting
Sophia L. Banks, Executive Administrative Assistant

The board meeting was moderated 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 MARCH 17, 2025

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held March 17, 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

AUDITOR'S REPORT:

The Housing Authority of the City of Long Branch Independent Auditor's report for the year ending June 30, 2024, was presented by Anthony and Zachary Giampaolo of Giampaolo & Associates. The Authority is in good financial standing and has no findings to record.

EXECUTIVE DIRECTORS REPORT:

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

Resolution 04-01-2025 - Resolution approving the transaction, approving the list of bills for March 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 04-01-2025 for the List of Bills in the amount of **\$1,943,059.67** 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 04-02-2025 - Resolution approving the transaction, approving training, travel, and accommodations for the month of May 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 04-02-2025, 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 04-03-2025 - Resolution authorizing the transaction, approving the proposed Annual Budget and Capital Budget for FY2025.

Commissioner Brown made a motion to approve and accept Resolution 04-03-2025, 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 04-04-2025 - Resolution authorizing the transaction, approving the donation of funds in the amount of \$200,000.00 to be transferred from the development account to the Hobart Manor cash reserve account, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 04-04-2025, 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 04-05-2025 - Resolution approving the transaction, approving the LBHA Annual Plan for FY2025-2026, authorizing the submission of the Annual Plan to the U.S. Department of Housing and Urban Development (HUD)

Commissioner Richardson made a motion to approve and accept Resolution 04-05-2025, 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 04-06-2025 - Resolution approving the transaction, accepting, and confirming receipt of the independent auditor's report for year ending June 30, 2024, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 04-06-2025, 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 04-07-2025 - Resolution authorizing the transaction, approving payments for non-contractual maintenance and repair of the camera system, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 04-07-2025, 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 04-08-2025 - Resolution authorizing the transaction, authorizing a contract for Landscaping Services at the Housing Authority Tax Credit sites, Garfield Court, Presidential Estates and John R. Lewis Commons, authorizing

**an expenditure of funds in an amount not to exceed \$100,000.00 per year,
subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 04-08-2025, 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 04-09-2025 - Resolution authorizing the transaction, authorizing the
cancellation the contract for “On Call” Boiler repair services**

Commissioner Clavering made a motion to approve and accept Resolution 04-09-2025, 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 04-10-2025 - Resolution authorizing the transaction, authorizing the
cancellation the contract for “On-Call” Drywall repairs**

Commissioner Richardson made a motion to approve and accept Resolution 04-10-2025, 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 04-11-2025 - Resolution authorizing the transaction, authorizing the
acceptance of overpayment of the contract for “On-Call” Drywall repairs**

Commissioner Richardson made a motion to approve and accept Resolution 04-11-2025, 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 04-12-2025 - Resolution authorizing the transaction, authorizing an increase of the contract amount for “On-Call” Electrical services, authorizing an expenditure of funds in an amount not to exceed \$30,000.00 for the contract year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-12-2025, 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 04-13-2025 - Resolution authorizing the transaction, authorizing the cancellation the contract for “On-Call” HVAC repair services

Commissioner Richardson made a motion to approve and accept Resolution 04-13-2025, 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 04-14-2025 - Resolution authorizing the transaction, authorizing the cancellation the contract for “On-Call” Plaster and Masonry repairs

Commissioner Richardson made a motion to approve and accept Resolution 04-14-2025, 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 04-15-2025 - Resolution authorizing the transaction, authorizing the acceptance of overpayment of the contract for “On Call” Plaster and Masonry repairs

Commissioner Clavering made a motion to approve and accept Resolution 04-15-2025, 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 04-16-2025 - Resolution authorizing the transaction, authorizing the cancellation the contract for “On-Call” Plumbing services

Commissioner Clavering made a motion to approve and accept Resolution 04-16-2025, 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 04-17-2025 - Resolution authorizing the transaction, authorizing the acceptance of overpayment of the contract for “On-Call” Plumbing services

Commissioner Clavering made a motion to approve and accept Resolution 04-17-2025, 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 04-18-2025 - Resolution authorizing the transaction, authorizing the cancellation the contract for “On-Call” Roofing repairs

Commissioner Clavering made a motion to approve and accept Resolution 04-18-2025, 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 04-19-2025 - Resolution authorizing the transaction, authorizing the acceptance of overpayment of the contract for “On-Call” Roofing repairs

Commissioner Richardson made a motion to approve and accept Resolution 04-19-2025, 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 04-20-2025 - Resolution authorizing the transaction, authorizing the cancellation the contract for “On-Call” Tile repairs

Commissioner Clavering made a motion to approve and accept Resolution 04-20-2025, 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 04-21-2025 - Resolution authorizing the transaction, authorizing the acceptance of overpayment of the contract for “On-Call” Tile repairs

Commissioner Clavering made a motion to approve and accept Resolution 04-21-2025, 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 04-22-2025 - Resolution authorizing the transaction, authorizing an increase of the contract amount for “On-Call” Vehicle Maintenance and repairs, authorizing an expenditure of funds in an amount not to exceed \$36,000.00 for the contract year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-22-2025, 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 04-23-2025 - Resolution authorizing the transaction, authorizing a contract for Pest Control Services at the Housing Authority Public Housing sites, authorizing an expenditure of funds in an amount not to exceed \$18,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-23-2025, 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 04-24-2025 - Resolution authorizing the transaction, authorizing a contract for Pest Control Services at the Housing Authority Tax Credit sites, authorizing an expenditure of funds in an amount not to exceed \$19,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-24-2025, 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 04-25-2025 - Resolution authorizing the transaction, authorizing a contract for Periscope Holdings, Inc. (SOVRA Bidnet Direct) procurement software, authorizing an expenditure of funds in an amount not to exceed \$61,381.42 for the contract year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-25-2025, 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 04-26-2025 - Resolution authorizing the transaction, authorizing an increase of the contract amount for Vacant Unit Turnover Services, authorizing an expenditure of funds in an amount not to exceed \$180,000.00 for the contract year, ratification of past actions, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-26-2025, 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 04-27-2025 - Resolution authorizing the transaction, authorizing an increase of the contract amount for Vacant Unit Turnover Services for twelve (12) units at varied sites, ratification of past actions, authorizing an expenditure of funds in an amount not to exceed \$174,000.00 for the contract year, subject to appropriations.

Commissioner Brown made a motion to approve and accept Resolution 04-27-2025, 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 04-28-2025 - Resolution authorizing the transaction, authorizing an increase of the contract amount 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, authorizing an expenditure of funds in an amount not to exceed \$98,858.40 for the contract year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-28-2025, 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 04-29-2025 - Resolution authorizing the transaction, authorizing a contract for as-needed sidewalk and asphalt repairs at the Housing Authority Public Housing sites, 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 04-29-2025, 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 04-30-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on April 21, 2025.

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

Added Starter - Resolution 04-31-2025 – Resolution authorizing the transaction, authorizing a contract for Consultant Services for all Long Branch Housing Authority programs

Commissioner Clavering made a motion to approve and accept Resolution 04-31-2025, 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

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMISSIONERS' COMMENTS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of April 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, Commissioner Vignolini | Motion, Carried

MEETING ADJOURNED AT 5:44 PM

Sean Alfred, Secretary

Date