

# **MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MAY 19, 2025.**

**As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, May 19, 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 5:00 p.m. with the following persons present:

## **In-Person:**

Donald Covin, Chairperson  
Nekesha Marshall, Vice-Chairperson  
Anita Clavering, Commissioner | **Arrived at 5:04PM**  
David G. Brown, II

## **On Phone/Call in Meeting:**

Twana Richardson, Commissioner

## **Absent:**

Robert Vignolini, Commissioner  
Maritza Berrios, Commissioner

**Staff Present:** Joesph Manfredi, Legal Counsel  
Kevin McCann, Finance Director  
Sophia L. Banks, Executive Administrative Assistant

Chairperson Covin requested 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**

Sophia L. Banks, Executive Administrative Assistant opened the meeting with Roll Call. Commissioners present and absent are listed above.

## **NO PUBLIC PRESENT AT MEETING**

**CHAIRPERSON COVIN TURNED THE MEETING OVER TO THE BOARD ATTORNEY JOSEPH MANFREDI FOR THE NOMINATIONS AND ELECTION OF OFFICERS:**

### **NOMINATIONS FOR CHAIRPERSON:**

Commissioner Brown made a motion to nominate Commissioner Donald Covin as Chairperson, seconded by Commissioner Marshall.

No other nominations were given at this time. Attorney Manfredi closed Chairperson Nominations.

### **Roll Call Vote Taken:**

Ayes, Commissioners Clavering, Richardson, Marshall, Brown, and Covin.

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

**Commissioner Covin accepts the position of Chairperson for the year 2025-2026.**

### **NOMINATIONS FOR VICE-CHAIRPERSON:**

Chairperson Covin made a motion to nominate Commissioner Marshall as Vice-Chairperson, seconded by Commissioner Clavering.

No other nominations were given at this time. Attorney Manfredi closed Vice-Chairperson Nominations.

### **Roll Call Vote Taken:**

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

**Vice-Chairperson Nekesha Marshall accepts the position of Vice-Chairperson for the year 2025-2026.**

**Mr. Donald Covin, the newly elected Chairperson, starts off the Annual Meeting.**

**ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF APRIL 21, 2025**

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held April 21, 2025, second by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

## **EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Sean Alfred provided agency and redevelopment updates, as well as relevant news and events for April and May 2025, to the board.

### **Resolution 05-01-2025 - Resolution approving the transaction, approving the list of bills for April 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 requested a motion to accept and approve Resolution 05-01-2025 the List of Bills in the amount of \$1,828,963.12, Commissioner Clavering motioned, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

### **Resolution 05-02-2025 - Resolution authorizing the qualification of a pool of contractors, authorizing the award of contracts for as needed General Contractor services at the Housing Authority Public Housing sites, authorizing an expenditure of funds in an amount not to exceed \$210,000.00 per year, subject to appropriations**

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None  
Absent, Commissioners Berrios and Vignolini | Motion, Carried

**Resolution 05-03-2025 - Resolution authorizing the qualification of a pool of contractors, authorizing the award of contracts for As needed General Contractor services at the Housing Authority Tax Credit sites, authorizing an expenditure of funds in an amount not to exceed \$390,000.00 per year, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 05-03-2025, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None  
Absent, Commissioners Berrios and Vignolini | Motion, Carried

**Resolution 05-04-2025 - Resolution approving the transaction, authorizing a contract for Hosted Voice Over IP telephone services and support, authorizing an expenditure of funds in an amount not to exceed \$35,000.00, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 05-04-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None  
Absent, Commissioners Berrios and Vignolini | Motion, Carried

**Resolution 05-05-2025 – Resolution approving the transaction and authorizing a sponsorship for the Long Branch Free Public Library Juneteenth 2025 Celebration in the amount not to exceed \$500.00, to be paid from non-federal funds, to be held Wednesday, June 18, 2025, at the Adam Bucky James Community Center, 231 Wilbur Ray Ave, Long Branch**

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, Vice-Chairperson Marshall

Absent, Commissioners Berrios and Vignolini | Motion, Carried

**Resolution 05-06-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on May 19, 2025.**

Commissioner Brown made a motion to approve and accept Resolution 05-06-2025, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

**Motion to End Close Session | Open Public Session, Time 5:34PM**

Commissioner Brown made a motion to end close session and open public session, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Berrios and 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 May 19, 2025, Commissioner Clavering made a motion to adjourn the meeting, seconded by Vice-Chairperson Marshall.

All in Favor, All Ayes

Opposed, None | Abstain, None

Absent, Commissioners Berrios and Vignolini | Motion, Carried

**MEETING ADJOURNED AT 5:40 PM**

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Sean Alfred, Secretary

Date