

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JUNE 16, 2025.

As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, June 16, 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 v
David G. Brown, II | **Arrived at 5:21PM**

On Phone/Call in Meeting:

Maritza Berrios, Commissioner

Absent:

Robert Vignolini, Commissioner
Twana Richardson, Commissioner

Staff Present: Joesph Manfredi, Legal Counsel
Kevin McCann, Finance Director
Lucecita Vasquez, Deputy Director of Finance and Accounting
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

ADOPTION OF THE PUBLIC SESSION MINUTES OF THE REGULAR MEETING OF JUNE 16, 2025

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held June 16, 2025, second by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown 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 May and June 2025, to the board.

Resolution 06-01-2025 - Resolution approving the transaction, approving the list of bills for May 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 06-01-2025 the List of Bills in the amount of \$1,822,823.30, Commissioner Clavering motioned, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-02-2025 - Resolution approving the transaction, approving training, travel, and accommodations for the month of July 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

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-03-2025 - Resolution approving the transaction, authorizing a contract for Special Counsel authorizing an expenditure of funds in an amount not to exceed \$50,000.00, ratifying past actions, subject to appropriations

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-04-2025 - Resolution approving the transaction, authorizing a contract for A&E professional services Chester Arthur roof replacement, authorizing an expenditure of funds in an amount not to exceed \$33,300.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 06-04-2025, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-05-2025 – Resolution approving the transaction, authorizing a contract for fee accountant, authorizing an expenditure of funds in an amount not to exceed \$36,000, subject to appropriations

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-06-2025 - Resolution approving the transaction, authorizing a contract for audit services for FYE 2025, authorizing an expenditure of funds in an amount not to exceed \$20,475, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 06-06-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-07-2025 – Resolution acknowledging and accepting the retirement application of employee Mr. Kevin McCann and authorizing the Executive Director to do all things necessary to effectuate the transaction

Commissioner Clavering made a motion to approve and accept Resolution 06-07-2025, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-08-2025 – Resolution authorizing the transaction, authorizing an amendment of contract for a Human Services Professional Services and ratifying said amendment effective June 1, 2025, authorizing an expenditure of funds in an amount not to exceed \$126,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 06-08-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-10-2025 - Resolution authorizing the expansion of the pre-qualified pool of contractors for as needed contractor services, in accordance

with state and federal procurement rules and authorizing the Executive Director to do all things necessary to effectuate the transaction.

Commissioner Clavering made a motion to approve and accept Resolution 06-10-2025, seconded by Vice-Chairperson Marshall.

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson, Brown and Vignolini | Motion, Carried

Resolution 06-09-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on June 16, 2025

Commissioner Berrios made a motion to approve and accept Resolution 06-09-2025, seconded by Vice-Chairperson Marshall.

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson and Vignolini | Motion, Carried

Motion to End Close Session | Open Public Session, Time 5:28 PM

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Richardson and Vignolini | Motion, Carried

ADDED STARTER, Resolution 06-11-2025 - Resolution authorizing and approving a one-year employment contract with Sean Alfred for the position of the Executive Director.

Commissioner Clavering made a motion to approve and accept Resolution 06-11-2025, seconded by Vice-Chairperson Marshall.

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

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

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioners congratulated Mr. Alfred on another year's contract and best wishes to Mr. McCann on his impending retirement.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of June 16, 2025, Vice-Chairperson Marshall made a motion to adjourn the meeting, seconded by Commissioner Clavering.

All in Favor, All Ayes

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

MEETING ADJOURNED AT 5:33 PM

Sean Alfred, Secretary

Date