

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

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

In-Person:

Donald Covin, Chairperson
Nekesha Marshall, Vice-Chairperson
Anita Clavering, Commissioner v
David G. Brown, II

On Phone/Call in Meeting:

Maritza Berrios, Commissioner

Absent:

Robert Vignolini, Commissioner
Twana Richardson, Commissioner

Staff Present:

Joseph Manfredi, Legal Counsel
Executive Director Sean Alfred
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 June and July 2025, to the board.

Resolution 07-01-2025 - Resolution approving the transaction, approving the list of bills for June 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 07-01-2025 the List of Bills in the amount of **\$605,803.25**, seconded by Commissioner Brown.

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

Resolution 07-02-2025 - Resolution approving the transaction, ratifying past actions, approving training, travel, and accommodations for the month of August 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 07-02-2025, seconded by Commissioner Brown.

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

Resolution 07-03-2025 - Resolution approving the transaction, approving training, travel, and accommodations for the month of August 2025 for members of the Board of Commissioners Long Branch Housing Authority and staff to attend conferences and training, ratifying past actions, authorizing an expenditure of funds, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 07-03-2025, seconded by Vice-Chairperson Marshall.

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

Resolution 07-04-2025 - Resolution approving the transaction, proclaiming 28th of June 2025 as Mr. Avery Wendell Grant Day within the Long Branch Housing Authority, ratifying past actions, and authorizing the Executive Director to do all things necessary to effectuate the transaction.

Commissioner Clavering made a motion to approve and accept Resolution 07-04-2025, seconded by Vice-Chairperson Marshall.

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

Resolution 07-05-2025 – Resolution authorizing an increase of the bid threshold and authorizing the Executive Director to do all things necessary to effectuate the transaction

Commissioner Clavering made a motion to approve and accept Resolution 07-05-2025, seconded by Commissioner Brown.

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

Resolution 07-06-2025 - Resolution approving the transaction, authorizing an increase of the contract for general legal services, authorizing an expenditure of funds in an amount not to exceed \$78,000.00, subject to appropriations

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

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

Resolution 07-07-2025 – Resolution approving the transaction, authorizing a contract for A&E professional services for Kennedy Towers 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 07-07-2025, 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 07-08-2025 – Resolution approving the transaction, authorizing a contract for A&E professional services to perform physical needs assessments at Chester Arthur and Kennedy Towers, authorizing an expenditure of funds in an amount not to exceed \$42,100.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 07-08-2025, 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 07-09-2025 - Resolution authorizing the qualification of a pool of contractors, authorizing the awarding of contracts for general contractor services as needed for vacant unit turnovers for LBHA Public Housing sites, and approving the expenditure of funds up to \$400,000.00 annually, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 07-09-2025, seconded by Commissioner Brown.

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

Opposed, None | Abstain, None

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

Resolution 07-10-2025 - Resolution authorizing the qualification of a pool of contractors, authorizing the awarding of contracts for general contractor services as needed for vacant unit turnovers for LBHA Low-Income Housing Tax Credit (LIHTC) sites, and approving the expenditure of funds up to \$500,000.00 annually, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 07-10-2025, seconded by Commissioner Brown.

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

Opposed, None | Abstain, None

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

Resolution 07-11-2025 - Resolution approving the transaction and authorizing an expenditure of non-federal funds in an amount not to exceed \$800.00 to support the Long Branch Fire Department’s Annual Fundraiser to be held on Monday, August 05, 2025, at the Jumping Brook Country Club.

Commissioner Clavering made a motion to approve and accept Resolution 07-11-2025, seconded by Commissioner Berrios.

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

Opposed, None | Abstain, None

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

Resolution 07-12-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on June 16, 2025

Commissioner Clavering made a motion to approve and accept Resolution 07-12-2025, 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

Motion to End Close Session | Open Public Session, Time 5:39 PM

Commissioner Clavering made a motion to end close session and open public session, 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

COMMISSIONERS COMMENTS AND CONCERNS:

Regarding the proclamation resolution, Commissioner Clavering spoke highly of Mr. Avery Wendell Grant. Chairmen Covin acknowledged Mr. Grant's achievements and contributions to the City of Long Branch by echoing the same remark.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of July 21, 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 5:54 PM

Sean Alfred, Secretary

Date