

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD AUGUST 18, 2025.

As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, August 18, 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 5:10 p.m. (awaiting Quorum) with the following persons present:

In-Person:

Donald Covin, Chairperson
Nekesha Marshall, Vice-Chairperson
Anita Clavering, Commissioner v

On Phone/Call in Meeting:

Maritza Berrios, Commissioner
Twana Richardson, Commissioner

Absent:

David G. Brown, II
Robert Vignolini, Commissioner

Staff Present:

Joesph 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 JULY 21, 2025

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners 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 July and August 2025, to the board.

Resolution 08-01-2025 - Resolution approving the transaction, approving the list of bills for July 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 08-01-2025 the List of Bills in the amount of **\$624,476.16**, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Brown and Vignolini | Motion, Carried

Resolution 08-02-2025 - Resolution approving the transaction, approving training, travel, and accommodations for the month of September 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 08-02-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 08-03-2025 – Resolution authorizing the transaction, authorizing an increase of the contract amount for Landscaping Services at the Housing Authority Tax Credit sites and Public Housing sites, authorizing an expenditure of funds in an amount not to exceed \$120,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 08-03-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 08-04-2025 - Resolution authorizing the transaction, authorizing second year renewal of a contract for carpet and flooring supply and installation, authorizing an expenditure of funds in an amount not to exceed \$75,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 08-04-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 08-05-2025 – Resolution cancelling the award of contracts for As needed General Contractor services at the Housing Authority Public Housing sites due to wage compliance and bonding issues

Commissioner Clavering made a motion to approve and accept Resolution 08-05-2025, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

Resolution 08-06-2025 – Resolution canceling the award of contracts for As needed General Contractor services at the Housing Authority Tax Credit sites due to wage compliance and bonding issues

Commissioner Clavering made a motion to approve and accept Resolution 08-06-2025, 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 08-07-2025 - Resolution canceling the award of contract for as needed general contractor services for vacant unit turnovers for LBHA Public Housing sites

Commissioner Clavering made a motion to approve and accept Resolution 08-07-2025, 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 08-08-2025 - Resolution canceling the award of contract for as needed general contractor services for vacant unit turnovers for LBHA Low-Income Housing Tax Credit (LIHTC) sites

Commissioner Clavering made a motion to approve and accept Resolution 08-08-2025, 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 08-09-2025 - Resolution approving the transaction, approving submission of the Section 8 Management Program (SEMAP) Certification for fiscal year ending June 30, 2025

Commissioner Clavering made a motion to approve and accept Resolution 08-09-2025, 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 08-10-2025 - Resolution approving the transaction, amending the HUD Capital Fund Program Five-Year Action Plan to include the 2025 Annual Plan allocations, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 08-10-2025, 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 08-11-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on August 18, 2025

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of August 18, 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 Richardson, Brown and Vignolini | Motion, Carried

MEETING ADJOURNED AT 5:29 PM

Sean Alfred, Secretary

Date