

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 15, 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 5:00 p.m. with the following persons present:

In-Person:

Nekesha Marshall, Vice-Chairperson

On Phone/Call in Meeting:

Maritza Berrios, Commissioner

Twana Richardson, Commissioner

Donald Covin, Chairperson

Anita Clavering, Commissioner

David G. Brown, II

Absent:

Robert Vignolini, Commissioner

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

Vice-Chairperson Marshall 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).

VICE-CHAIRPERSON MARSHALL 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 AUGUST 18, 2025

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held August 18, 2025, second by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, Commissioner Brown
Absent, Commissioner Vignolini | Motion, Carried

EXECUTIVE DIRECTOR’S REPORT:

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

Resolution 09-01-2025 - Resolution approving the transaction, approving the list of bills for August 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 09-01-2025 the List of Bills in the amount of **\$1,386,712.58**, seconded by Commissioner Clavering.

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

Resolution 09-02-2025 - Resolution approving the transaction, amending Resolution 08-02-2025 to approve additional training, travel, and accommodations for September 2025, ratifying past actions, authorizing

additional expenditure of funds in the amount of \$2,916.90, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 09-02-2025, seconded by Chairperson Covin.

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

Opposed, None | Abstain, None
Absent, Commissioner Vignolini | Motion, Carried

Resolution 09-03-2025 – Resolution approving the transaction, approving training, travel, and accommodations for the month of October 2025 for members of the Long Branch Housing Authority Board of Commissioners 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 09-03-2025, seconded by Commissioner Berrios.

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

Resolution 09-04-2025 - Resolution authorizing the transaction, ratifying past payments for deficiency repairs in connection with fire protection and alarm systems at tax credit sites, and cancelling contract due to exceeding the change order limit

Commissioner Clavering made a motion to approve and accept Resolution 09-04-2025, 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

