

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD OCTOBER 20, 2025.

As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, October 20, 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
Maritza Berrios, Commissioner
Anita Clavering, Commissioner, **Arrived at 5:02pm**
David G. Brown, II

On Phone/Call in Meeting:

Twana Richardson, Commissioner

Absent:

Robert Vignolini, Commissioner

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

Donald Covin, Chairperson 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 SEPTEMBER 15, 2025

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held September 15, 2025, second by Vice-Chairperson Marshall.

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

EXECUTIVE DIRECTOR’S REPORT:

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

Resolution 10-01-2025 - Resolution approving the transaction, approving the list of bills for September 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 10-01-2025 the List of Bills in the amount of **\$959,924.44**, seconded by Commissioner Brown.

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 10-02-2025 – Resolution approving the transaction, approving training, travel, and accommodations for the month of November 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 10-02-2025, 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 10-03-2025 - Resolution authorizing the transaction, amending Resolution No. 02-10-2024 to adopt the Unified Conflicts of Interest and Fraternization Policy

Commissioner Clavering made a motion to approve and accept Resolution 10-03-2025, seconded by Commissioner Brown.

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 10-04-2025 – Resolution approving the transaction, authorizing the purchase of three (5) tickets at \$100.00 each (\$500.00) and a half-page ad (\$100.00) in the amount not to exceed \$600.00, to be paid from non-federal funds, ratifying past actions, for the Latino American Association of Monmouth County’s Annual Outstanding Members of the Community Awards Dinner at Renaissance, 1110 Highway 35 North, Ocean, NJ 07712 on Friday, October 17, 2025

Commissioner Clavering made a motion to approve and accept Resolution 10-04-2025, seconded by Commissioner Berrios.

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

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

Resolution 10-05-2024 – Resolution approving the transaction and authorizing the purchase of six (5) tickets (\$200 each) in the amount not to exceed \$1,000.00, to be paid from non-federal funds, ratifying past actions, for the Greater Long Branch Chamber of Commerce's 90th Annual Business Awards Dinner, which will be held at the Ocean Place Resort & Spa, 1 Ocean Boulevard, Long Branch, on Thursday, October 16, 2025, from 5:30PM to 9:00PM.

Commissioner Clavering made a motion to approve and accept Resolution 10-05-2025, seconded by Commissioner Berrios.

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

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

Resolution 10-06-2025 - Resolution authorizing the transaction, authorizing a contract for “On Call” Roofing repairs at the Housing Authority’s Tax credit sites, authorizing an expenditure of funds in an amount not to exceed \$48,000.00 per year, subject to appropriations

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

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

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

Resolution 10-07-2025 - Resolution approving the transaction, authorizing a contract for general legal services, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$100,000.00, subject to appropriations

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

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

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

Resolution 10-08-2025 - Resolution authorizing the transaction, authorizing a contract for cycle painting services at all properties owned and managed by the Long Branch Housing Authority, authorizing an expenditure of funds in an amount not to exceed \$80,000.00 in the aggregate, per year, subject to appropriations.

Commissioner Clavering made a motion to approve and accept Resolution 10-08-2025, seconded by Commissioner Brown.

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

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

Resolution 10-09-2025 - Resolution authorizing the transaction, authorizing the award of contract for as needed Vacant Unit Turnovers services for all properties owned and managed by the Long Branch Housing Authority, authorizing an expenditure of funds in an amount not to exceed \$150,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 10-09-2025, seconded by Commissioner Berrios.

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

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

Resolution 10-10-2025 - Resolution authorizing the transaction, authorizing the award of contracts for as needed General Contractor services at for all properties owned and managed by the Long Branch Housing Authority, authorizing an expenditure of funds in an amount not to exceed \$150,000.00 per year, subject to appropriations

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

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

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

Resolution 10-11-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on October 20, 2025

RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED

COMMISSIONERS COMMENTS AND CONCERNS:

NO COMMENTS FROM THE COMMISSIONERS

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of October 20, 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, Commissioner Vignolini | Motion, Carried

MEETING ADJOURNED AT 5:25 PM

Sean Alfred, Secretary

Date