

# MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 17, 2025.

**As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, November 17, 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  
David G. Brown, II, Commissioner

## **On Phone/Call in Meeting:**

Anita Clavering, Commissioner

## **Absent:**

Robert Vignolini, Commissioner  
Twana Richardson, 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 OCTOBER 20, 2025**

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held October 20, 2025, second by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

**EXECUTIVE DIRECTOR’S REPORT:**

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

**Resolution 11-01-2025 - Resolution approving the transaction, approving the list of bills for October 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 11-01-2025 the List of Bills in the amount of **\$1,266,654.27**, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

**Resolution 11-02-2025 – Resolution approving the transaction, approving training, travel, and accommodations for the month of December 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 11-02-2025, 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, Commissioner Vignolini and Richardson | Motion, Carried

**Resolution 11-03-2025 - Resolution authorizing the transaction, establishing policies on homeownership, ratifying past actions**

Commissioner Clavering made a motion to approve and accept Resolution 11-03-2025, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Vignolini and Richardson | Motion, Carried

**Resolution 11-04-2025 – Resolution approving the transaction, authorizing a contract for fee accountant services for Tax Credit Properties, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$82,600, subject to appropriations**

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioner Vignolini and Richardson | Motion, Carried

