

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD DECEMBER 15, 2025.

As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, December 15, 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, **Arrived at 5:05pm**
David G. Brown, II

On Phone/Call in Meeting:

Twana Richardson, Commissioner

Absent:

Robert Vignolini, Commissioner
Maritza Berrios, 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 NOVEMBER 17, 2025

Vice-Chairperson Marshall made a motion to approve and accept the minutes of the public session of the regular meeting held November 17, 2025, second by Commissioner Brown.

Roll Call Vote Taken:

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

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

EXECUTIVE DIRECTOR’S REPORT:

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

Resolution 12-01-2025 - Resolution authorizing the transaction, approving the list of bills for November 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 12-01-2025 the List of Bills in the amount of \$437,776.36, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

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

Resolution 12-02-2025 – Resolution approving the transaction, authorizing the Long Branch Housing Authority Housing Choice Voucher Program Small Area Fair Market Rents (SAFMRS) for 2026

Commissioner Clavering made a motion to approve and accept Resolution 12-02-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-03-2025 - Resolution approving the transaction, authorizing appointment of a Fund Commissioner for the Long Branch Housing Authority to the Joint Insurance Fund (JIF)

Commissioner Clavering made a motion to approve and accept Resolution 12-03-2025, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-04-2025 – Resolution approving the transaction, authorizing a lease with the City of Long Branch for the Adam “Bucky” James Community Center, subject to the approval of HUD, ratification of past action

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-05-2025 – Resolution approving the transaction, authorizing a write-off of Tenant Account Receivables (TARs) for Fiscal Year ending June 30, 2025

Commissioner Clavering made a motion to approve and accept Resolution 12-05-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-06-2025 – Resolution authorizing the transaction, adopting amendments to the Long Branch Housing Authority (LBHA) *Procurement Policy*

Commissioner Clavering made a motion to approve and accept Resolution 12-06-2025, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-07-2025 - Resolution authorizing the transaction, approving the amendment to the Housing Authority of the City of Long Branch (LBHA) *Internal Control Policy*

Commissioner Clavering made a motion to approve and accept Resolution 12-07-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-08-2025 - Resolution authorizing the transaction, approving the adoption of the current *Admissions and Continued Occupancy Policy (ACOP)* without amendments

Commissioner Clavering made a motion to approve and accept Resolution 12-08-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 12-09-2025 - Resolution authorizing the transaction, approving the adoption of the current *Housing Choice Voucher Program Administrative Plan* (“Administrative Plan”), without amendments

Commissioner Clavering made a motion to approve and accept Resolution 12-09-2025, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

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

Resolution 12-10-2025 - Resolution authorizing the transaction, authorizing a contract for On Call Snow Removal Services at Garfield Court and John R. Lewis Commons, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$200,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 12-10-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 12-11-2025 - Resolution authorizing the transaction, authorizing an increase of the contract amount for Vacant Unit Turnover Services, authorizing

an expenditure of funds in an amount not to exceed \$180,000.00 for the contract year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 12-11-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-12-2025 - Resolution authorizing the transaction, accepting Hazardous Discharge Site Remediation Fund Grant from the New Jersey Department of Environmental Protection for the Liberty Street Commons Site

Vice-Chairperson Marshall made a motion to approve and accept Resolution 12-12-2025, seconded by Commissioner Richardson.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-13-2025 - Resolution authorizing the transaction, approving the Housing Authority to transition from its current background check software to NTN DecisionPoint

Commissioner Clavering made a motion to approve and accept Resolution 12-13-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Berrios| Motion, Carried

Resolution 12-14-2025 - Resolution acknowledging and accepting the retirement application of employee Mr. Gerald Lezin

Commissioner Clavering made a motion to approve and accept Resolution 12-14-2025, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 12-15-2025 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on December 15, 2025

Commissioner Clavering made a motion to approve and accept Resolution 12-15-2025, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Motion to End Close Session | Open Public Session, Time 5:20 PM

Commissioner Brown made a motion to end close session and open public session, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioner Clavering reflected on the state of the world and expressed hope that Monmouth Medical Center will remain in Long Branch. The Commissioner extended warm holiday wishes to everyone and encouraged all to stay safe during the season.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of December 15, 2026, Commissioner Clavering made a motion to adjourn the meeting, seconded by Vice-Chairperson Marshall.

All in Favor, All Ayes

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

MEETING ADJOURNED AT 5:42 PM

Sean Alfred, Secretary

Date