

MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD APRIL 20, 2026

As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, April 20, 2026, 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, **Arrive 5:11PM**
David G. Brown, II, Commissioner

On Phone/Call in Meeting:

Robert Vignolini, Commissioner
Maritza Berrios, Commissioner
Twana Richardson, Commissioner

Absent:

Maritza Berrios, Commissioner

Staff Present: Joesph Manfredi, Legal Counsel
Executive Director Sean Alfred
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).

CHAIRMAN 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 MARCH 16, 2026

Commissioner Brown made a motion to approve and accept the minutes of the public session of the regular meeting held March 16, 2026, second by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Sean Alfred provided the Board with updates on agency operations, redevelopment activities, up-to-date news, and events from March and April 2026, as well as current initiatives.

Resolution 04-01-2026 - Resolution authorizing the transaction, approving the list of bills for March 2026, 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 04-01-2026 the List of Bills in the amount of **\$603,585.81** seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

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

Resolution 04-02-2026 – Resolution authorizing the transaction; approving guidelines on commissioner travel for the Long Branch Housing Authority due

to reductions in HUD funding; subject to appropriations and ratification of expenditures

Vice-Chairperson Marshall made a motion to approve and accept Resolution 04-02-2026, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

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

Resolution 04-03-2026 - Resolution approving the transaction, proclaiming 18th of April 2026 as Rev. P. Susan Mamchak Day within the Long Branch Housing Authority, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 04-03-2026, seconded by Vice-Chairperson Marshall,.

Roll Call Vote Taken:

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

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

Resolution 04-04-2026 – Resolution authorizing the transaction, approving the proposed Annual Budget and Capital Budget for FY2026

Commissioner Clavering made a motion to approve and accept Resolution 04-04-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 04-05-2026 – Resolution approving the transaction, accepting, and confirming receipt of the independent auditor’s report for year ending June 30, 2025, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 04-05-2026, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

Resolution 04-06-2026 – Resolution authorizing the transaction, authorizing a contract with Maestro Community Development Corporation, an affiliate of the Housing Authority of the City of Long Branch, designating Maestro, or its subsidiary, to administer the affordability controls for 30 units of affordable housing for the City of Long Branch, authorizing a payment of \$10.00

Commissioner Clavering made a motion to approve and accept Resolution 04-06-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 04-07-2026 - Authorizing a Sponsorship Not to Exceed \$3,000.00 to Support Long Branch American Youth Football (AYF) & Cheer

Commissioner Clavering made a motion to approve and accept Resolution 04-07-2026, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 04-08-2026 - Resolution approving the transaction, authorizing the extension of the contract with Jackson Wright Associates, LLC for consulting services

Commissioner Clavering made a motion to approve and accept Resolution 04-08-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 04-09-2026 - Resolution authorizing the transaction, authorizing a one-year contract renewal for as-needed sidewalk and asphalt repairs at the Housing Authority Housing sites, 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 04-09-2026, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

Resolution 04-10-2026 - Resolution authorizing the transaction, authorizing a contract for Hobart Manor Building Roof Improvements, authorizing an expenditure of funds in an amount not to exceed \$535,000.00, subject to appropriations

Commissioner Richardson made a motion to approve and accept Resolution 04-10-2026, seconded by Commissioner Clavering.

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

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

Resolution 04-11-2026 - Resolution authorizing the transaction, authorizing a two-month contract renewal extension for Pest Control Services at the Housing Authority Public Housing Sites, authorizing an expenditure of funds in an amount not to exceed \$3,000.00 for the period May 1, 2026 through June 30, 2026, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-11-2026, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

Resolution 04-12-2026 - Resolution authorizing the transaction, authorizing a two-month contract renewal extension for Pest Control Services at the Housing Authority Tax Credit Sites, authorizing an expenditure of funds in an amount not to exceed \$3,166.67 for the period May 1, 2026, through June 30, 2026, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-12-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 04-13-2026 – Resolution authorizing the transaction, authorizing a one-year contract renewal 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 04-13-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Resolution 04-14-2026 – Resolution authorizing emergency contracts for March 2026, authorizing an expenditure of funds in an amount not to exceed \$9,636.44, subject to appropriations, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 04-14-2026, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

Resolution 04-15-2026 – Resolution authorizing the transaction, authorizing contracts for as needed General Contractor services, authorizing an expenditure of funds in an amount not to exceed \$150,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 04-15-2026, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

Resolution 04-16-2026 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on April 20, 2026.

Commissioner Clavering made a motion to approve and accept Resolution 04-16-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

Motion to End Close Session | Open Public Session, Time 5:29 PM

Commissioner Brown made a motion to End Closed Session and Open Public Session, seconded by Commissioner Vignolini

Roll Call Vote Taken:

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

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

COMMISSIONERS COMMENTS AND CONCERNS:

Commissioners expressed appreciation and pleasure at Commissioner Vignolini's strong health and warmly welcomed his return to the meetings.

ADJOURNMENT:

There being no further matters of discussion for the Board of Commissioners Meeting of April 20, 2026, Commissioner Vignolini made a motion to adjourn the meeting, seconded by Commissioner Brown.

All in Favor, All Ayes

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

MEETING ADJOURNED AT 5:38 PM

Sean Alfred, Secretary

Date