

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

As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Tuesday, February 17, 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

On Phone/Call in Meeting:

Maritza Berrios, Commissioner
David G. Brown, II, Commissioner

Absent:

Twana Richardson, Commissioner
Robert Vignolini, Commissioner

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

Nekesha Marshall, Vice- 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 JANUARY 20, 2026

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held January 20, 2026, second by Vice-Chairman Marshall.

Roll Call Vote Taken:

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

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

EXECUTIVE DIRECTOR’S REPORT:

Executive Director Sean Alfred provided the Board with updates on agency operations, redevelopment activities, recent news, and events from January and February 2026, as well as current initiatives.

Resolution 02-01-2026 - Resolution authorizing the transaction, approving the list of bills for January 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 02-01-2026 the List of Bills in the amount of **\$1,406,963.71**, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

Resolution 02-02-2026 – Resolution approving the transaction, approving training, travel, and accommodations for the month of March 2026 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 02-02-2026, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 02-03-2026 - Resolution authorizing the transaction, authorizing the extension of the contract for Unarmed Security Guard Services, ratification of the contract term, authorizing an expenditure of funds in an amount not to exceed \$10,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 02-03-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

Resolution 02-04-2026 – Resolution approving the transaction, authorizing a contract extension for a Security Consultant, ratification of the contract, authorizing an expenditure of funds in an amount not to exceed \$3,000.00, subject to appropriations

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

Roll Call Vote Taken:

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

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

Resolution 02-05-2026 – Resolution authorizing the transaction, authorizing an increase of the contract amount for supply and delivery of appliances, ratification of payments, authorizing an expenditure of funds in an amount not to exceed \$60,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 02-05-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

Resolution 02-06-2026 – Resolution authorizing the transaction, authorizing an option to renew contract for on call painting services, ratification of the contract, authorizing an expenditure of funds in an amount not to exceed \$40,000 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 02-06-2026, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

Resolution 02-07-2026 - Resolution authorizing the expansion of services and an increase of the not to exceed amount for the contract for On Call Snow Removal Services, ratification of past actions, authorizing an expenditure of funds in an amount not to exceed \$400,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 02-07-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 02-08-2026 - Resolution approving the transaction, authorizing a contract for Hosted Voice Over IP telephone services and support, authorizing an expenditure of funds in an amount not to exceed \$55,000.00, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 02-08-2026, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 02-09-2026 - Resolution authorizing the transaction, authorizing a contract for emergency snow removal at Kennedy Towers, Chester Arthur, and Hobart Manor, authorizing an expenditure of funds in an amount not to exceed \$15,000.00, subject to appropriations, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 02-09-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 02-10-2026 - Resolution authorizing the transaction, authorizing an option to renew contract for annual elevator maintenance and repairs, ratification of the contract, authorizing an expenditure of funds in an amount not to exceed \$58,000.00 per year, subject to appropriations

Commissioner Clavering made a motion to approve and accept Resolution 02-10-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 02-11-2026 - Resolution authorizing the transaction, approving the rejection of all proposals for Human Resources Consultant services

Commissioner Clavering made a motion to approve and accept Resolution 02-11-2026, seconded by Commissioner Berrios

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

A Board member asked Mr. Alfred whether the Authority would continue using the same Human Resources firm. Mr. Alfred confirmed that the Authority will retain the current firm, noting that the scope of services will be expanded.

Resolution 02-12-2026 - Resolution authorizing the purchase of 4 tickets (\$75 each) for the Library Champions on Thursday, March 12, 2026, at 6:00 PM at McLoone's Pier House, 1 Ocean Avenue, Long Branch, in an amount not to exceed \$300.00 to be paid from non-federal funds.

Commissioner Clavering made a motion to approve and accept Resolution 02-12-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini and Richardson | Motion, Carried

Resolution 02-13-2026 - Resolution authorizing the purchase of 5 tickets (\$100 each) for the Monmouth County Workforce Development Board 32nd Annual Partnership Awards Dinner on Tuesday, March 05, 2026, at 6:00 PM at The Shore Club, 700 State Hwy 71, Spring Lake, in an amount not to exceed \$500.00, to be paid from non-federal funds.

Commissioner Clavering made a motion to approve and accept Resolution 02-13-2026, seconded by Vice-Chairman Marshall.

Roll Call Vote Taken:

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

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

Resolution 02-14-2026 - Resolution authorizing the transaction, approving rescinding the award of a contract for Fee Accounting services

Commissioner Clavering made a motion to approve and accept Resolution 02-14-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

Resolution 02-15-2026 - Resolution authorizing the transaction, amending the contract for Fee Accounting services, authorizing expenditure of non-federal funds, amending resolution 06-05-25, ratifying past actions

Commissioner Clavering made a motion to approve and accept Resolution 02-15-2026, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

