

# 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, January 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

**On Phone/Call in Meeting:**

Robert Vignolini, Commissioner  
Maritza Berrios, Commissioner  
Twana Richardson, Commissioner, Arrived 5:08PM

**Absent:**

David G. Brown, II, 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).

## **VICE-CHAIRPERSON MARSHALL 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 DECEMBER 15, 2025**

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

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Brown and Richardson | Motion, Carried

### **EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Sean Alfred presented agency and redevelopment updates, along with news and events from December 2025 and current activities, to the Board.

### **Resolution 01-01-2026 - Resolution authorizing the transaction, approving the list of bills for December 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 01-01-2026 the List of Bills in the amount of **\$378,316.21**, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Brown | Motion, Carried

### **Resolution 01-02-2026 – Resolution approving the transaction, approving training, travel, and accommodations for the month of February 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 01-02-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

**Resolution 01-03-2026 - Resolution authorizing the transaction, approving the purchase parcel E77 owned by Housing Authority of the City of Long Branch to the State of New Jersey, pursuant to the terms and conditions outlined in an agreement between parties**

Commissioner Clavering made a motion to approve and accept Resolution 01-03-2026, seconded by Chairman Covin.

Roll Call Vote Taken:

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

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

**Resolution 01-04-2026 – Resolution authorizing the transaction, authorizing the overpayment of the contract for Unarmed Security Guard Services, authorizing an expenditure to cover the contract overpayment in an amount not to exceed Forty-Seven Thousand Dollars (\$47,000.00), ratifying past actions**

Commissioner Clavering made a motion to approve and accept Resolution 01-04-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

**Resolution 01-05-2026 – Resolution authorizing the transaction, authorizing ratification of actual payments for New Jersey State Health Benefits Plan (NJSHBP) for CY2025 and CY2026, explaining variance, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 01-05-2026, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

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

**Resolution 01-06-2026 – Resolution authorizing the transaction, authorizing the implementation of employee health benefit contribution rates maintained at Calendar Year 2026 levels for Calendar Year 2027, acknowledging prescription plan cost-sharing effective January 1, 2027, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 01-06-2026, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

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

**Resolution 01-07-2026 - Resolution 01-07-2026 - Resolution authorizing the purchase of 15 tickets (\$20 each) for the Martin Luther King, Jr. Guild of Greater Long Branch Annual MLK Program and Soul Food Brunch to be held at the Second Baptist Church, 93 Liberty Street, Long Branch on Monday, January 19, 2026, in an amount not to exceed \$300.00, to be paid from non-federal funds; ratification of expenditure.**

Commissioner Clavering made a motion to approve and accept Resolution 01-07-2026, seconded by Chairperson Covin.

Roll Call Vote Taken:

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

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

**Resolution 01-08-2026 - Resolution 01-08-2026 approving the transaction, authorizing a donation in the amount not to exceed \$250.00, to be paid from non-federal funds, for the Long Branch Firefighters Mutual Benevolent Association (FMBA) Local #68**

Commissioner Clavering made a motion to approve and accept Resolution 01-08-2026, seconded by Commissioner Vignolini.

Roll Call Vote Taken:

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

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

**Resolution 01-09-2026 - Resolution approving the transaction, authorizing an amendment to New Jersey State Health Benefits Plan (NJSHBP) program for new employees beginning in 2026, and authorizing the Executive Director to do all things necessary to effectuate the transaction.**

Commissioner Clavering made a motion to approve and accept Resolution 01-09-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

**Resolution 01-10-2026 - Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on January 20, 2026.**

**RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED**

**COMMISSIONERS COMMENTS AND CONCERNS:**

Welcome back to Commissioner Vignolini, the board expressed how much he was missed by all. Congratulations to Commissioner Richardson on receiving her doctorate

**ADJOURNMENT:**

There being no further matters of discussion for the Board of Commissioners Meeting of January 20, 2026, Commissioner Clavering made a motion to adjourn the meeting, seconded by Chairman Covin.

All in Favor, All Ayes

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

**MEETING ADJOURNED AT 5:30 PM**

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Sean Alfred, Secretary

Date