

**MINUTES OF THE LONG BRANCH HOUSING AUTHORITY REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 16, 2026**

**As a precautionary measure to combat COVID, therefore recommended that the LBHA Board meeting scheduled for Monday, March 16, 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  
David G. Brown, II, Commissioner

**On Phone/Call in Meeting:**

Maritza Berrios, Commissioner, **Arrive 5:08pm**  
Twana Richardson, Commissioner, **Arrive 5:08pm**

**Absent:**

Robert Vignolini, Commissioner

**Staff Present:**

Joeseph 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 FEBRUARY 16, 2026**

Commissioner Clavering made a motion to approve and accept the minutes of the public session of the regular meeting held February 16, 2026, second by Commissioner Brown.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini, Berrios and Richardson | 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 February and March 2026, as well as current initiatives.

**Resolution 03-01-2026 - Resolution authorizing the transaction, approving the list of bills for February 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 03-01-2026 the List of Bills in the amount of **\$618,344.44**, seconded by Commissioner Clavering.

Roll Call Vote Taken:

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

Opposed, None | Abstain, None

Absent, Commissioners Vignolini | Motion, Carried

**Resolution 03-02-2026 – Resolution approving the transaction, approving training, travel, and accommodations for the month of April 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 03-02-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 03-03-2026 - Resolution approving the transaction, authorizing the removal of all financial access rights of former Finance Director with respect to all Long Branch Housing Authority accounts and fiscal expenditures, designating the newly appointed Finance Director, Lucecita Vasquez, as the authorized administrator of all Authority accounts and financial activities**

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

Roll Call Vote Taken:

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

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

**Resolution 03-04-2026 – Resolution authorizing the transaction, authorizing a contract for elevator repair, authorizing an expenditure of funds in an amount not to exceed \$9,508.00, subject to appropriations, ratifying past actions**

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

Roll Call Vote Taken:

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

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

**Resolution 03-05-2026 – Resolution authorizing the transaction, approving a contract with Master Build & Design for various emergency repairs, permitting expenditures not to exceed \$15,000.00 subject to available appropriations, ratifying prior actions taken**

Commissioner Clavering made a motion to approve and accept Resolution 03-05-2026, seconded by Commissioner Berrios.

Roll Call Vote Taken:

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

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

**Resolution 03-06-2026 – 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 03-06-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 03-07-2026 - Resolution authorizing the transaction, authorizing the amendment of a contract to extend the contract term through June 30, 2026, for Unarmed Security Guard Services, authorizing an expenditure of funds in an amount not to exceed \$40,000.00, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 03-07-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 03-08-2026 - Resolution approving the transaction, authorizing the amendment of a contract to extend the contract term through April 30, 2026, for a Security Consultant, authorizing an expenditure of funds in an amount not to exceed \$1,500.00, subject to appropriations**

Commissioner Richardson made a motion to approve and accept Resolution 03-08-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 03-09-2026 - Resolution authorizing the transaction, authorizing an amendment of contract to extend the contract term through June 30, 2026, for Human Services Professional Services, authorizing an expenditure of funds in an amount not to exceed \$168,000.00, subject to appropriations**

Commissioner Clavering made a motion to approve and accept Resolution 03-09-2026, seconded by Vice-Chairperson Marshall.

Roll Call Vote Taken:

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

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

**Resolution 03-10-2026 - 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 03-10-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 03-11-2026 - Resolution authorizing the transaction, authorizing an amendment to increase the contract for as-needed General Contractor services at all properties owned and managed by the Long Branch Housing Authority, authorizing an increase in the not-to-exceed amount by \$30,000.00 (20%), from \$150,000.00 to \$180,000.00, subject to appropriations,**

Commissioner Clavering made a motion to approve and accept Resolution 03-11-2026, seconded by Commissioner Brown.

Roll Call Vote Taken:

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

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

**Resolution 03-12-2026 - Resolution authorizing the transaction, ratifying past payments, authorizing a contract for fire protection and alarm system repair services**

Commissioner Clavering made a motion to approve and accept Resolution 03-12-2026, 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 03-13-2026 – Resolution authorizing the transaction, authorizing a contract, authorizing an expenditure of funds in an amount not to exceed \$42,000.00, subject to appropriations, ratifying past actions**

Commissioner Clavering made a motion to approve and accept Resolution 03-13-2026, 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 03-14-2026 – Resolution authorizing the transaction, authorizing a contract, authorizing an expenditure of funds in an amount not to exceed \$3,396.44, subject to appropriations, ratifying past actions**

Commissioner Clavering made a motion to approve and accept Resolution 03-14-2026, 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 03-15-2026 - 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 03-15-2026, 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

**Resolution 03-15-2026 – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on March 16, 2026.**

**RESOLUTION DISPENSED; NO CLOSED SESSION REQUIRED**

