

**HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
MEETING OF THE BOARD OF COMMISSIONERS**

Monthly Board Meeting

52 Evergreen Terrace

Red Bank, NJ 07701

Wednesday, May 19th, 2021

6:00 PM

William Snyder is inviting you to a scheduled Zoom meeting.

Topic: Red Bank Housing Authority Zoom Meeting

Time: May 19, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83525903411?pwd=dGlQb2xNRitpN1p3aThHL1pvSFZRZz09>

Meeting ID: 835 2590 3411

Passcode: 807785

Dial by your location

646 558 8656

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Passcode: 807785

HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
MEETING OF THE BOARD OF COMMISSIONERS
May Board Meeting
5/19/21 at 6:00 PM

AGENDA

Opening of Meeting

1. Reading of Notice
2. Roll Call
3. Flag Salute

APPROVAL OF MINUTES

1. Approval of Minutes of a regular meeting of April 21st, 2021

REPORT OF THE EXECUTIVE DIRECTOR

1. Interim Executive Director-William Snyder

NEW BUSINESS

1. Resolution 5-1-2021-Approval of Bill List (May)
2. Resolution 5-2-2021-Adoption of CCTV Monitoring Policy
3. Commissioners Comments and Concerns
4. Executive session (if necessary)

MATTERS OF INFORMATION

1. Chairperson
2. HCV Report
3. Maintenance Report
4. Legal

PUBLIC COMMENT

OTHER BUSINESS

ADJOURNMENT

Attachments:

- Vacancy Report
- Commissioner Training Spreadsheet

April 21, 2021

Minutes of a regular meeting of April 21st, 2021

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, April 21st at 6:00 PM held via "Zoom" in accordance with the revised meeting requirements issued by the State of New Jersey due to COVID 19.

Chairperson Diem Jones called the meeting to order at 6:00 PM and asked for the reading of the roll:

Present:

Chairperson Jones
Commissioner Wilkerson
Commissioner Crystian
Commissioner Gregory
Commissioner Nelson
Commissioner Nicolaides
Commissioner Reynolds Lewis

Absent:

None

Also present: William Snyder, Precious Johnson, Terrence Corriston, Esq., Councilman Michael Ballard

The following meeting notice was read:

"Adequate notice of this meeting as required by the Open Public Meeting Act has been provided by the filing of an Annual Meeting Notice with the Municipal Clerk, posting of same to the official bulletin board and delivery of the notice to the Asbury Park Press and Twin River Times on December 22nd, 2020. This body wishes to advise you, in accordance with N.J.S.A. 26:3D, smoking is prohibited while this body is in open or closed session. The flag followed the opening statement.

The minutes of the March 17th, 2021 meeting were presented for approval, Commissioner Nicolaides moved that the minutes be approved, seconded by Commissioner Reynolds Lewis.

Ayes: All

Nays: None

Absent: None

Executive Director Report:

Mr. Snyder reported on the following issues:

- 1) He stated that he received a proposal from Maztech to upgrade the Housing Authority's website in the amount of \$1,400.00. It was determined that the Housing Authority should move ahead with the upgrade.
- 2) Mr. Snyder stated that he was putting into place a system to monitor Commissioner compliance with the state mandated training requirements. A spreadsheet has been developed for staff to enter the date of appointment and the 18-month deadline for completion per state statute.
- 3) The Housing Authority has received its 2021 Capital Fund (CFP) allocation from HUD. The Housing Authority will receive \$155,840.00 in funding. Mr. Snyder has inserted all relevant information into the HUD on-line system.
- 4) The Housing Authority has received \$171,959.00 in Community Development Funds through the Borough of Red Bank. The funds should be available by the end of the summer. Mr. Snyder stated that the funds have been set aside for masonry repairs at Montgomery Towers.
- 5) Free Resident Wi-fi-Mr. Snyder stated that bids for Wi-Fi at Montgomery Terrace will be received on May 4th, 2021. The bid specifications were previously sent to the Board for their review and comment.
- 6) HUD Line of Credit Control System (LOCCs)-Mr. Snyder stated that he has been trying to get Diem Jones approved as the Housing Authority's Certifying Office. Currently, he cannot draw down any funds due to not be able to get recertified by the Certifying Officer. The previous Certifying Office is no longer on the Board of Commissioners.
- 7) CCTV-Mr. Snyder reported that the Closed-Circuit Television (CCTV) equipment has been installed at Evergreen & Montgomery Terrace. The Housing Authority is in the process of getting wi-fi service to two locations so the system can become operative. He stated that the CCTV usage policy has been sent to the Board members for their comment and will be included in the next meeting agenda.
- 7) Streamlined Voluntary Conversion (SVC)-SVC has temporarily been placed on hold. Mr. Snyder stated that he has ceased all work until the board provides clear direction on what they would like to do.

Under New Business, the following Resolutions were considered:

Resolution approving the list of bills for the months of April 2021 authorizing and ratifying an expenditure of funds in an amount not to exceed \$279,167.64 subject to appropriations.

HOUSING AUTHORITY OF THE BOROUGH OF RED BANK BOARD OF COMMISSIONERS

Resolution approving the transaction, authorizing the approval of the list of bills for the month of April 2021 authorizing and ratifying an expenditure of funds in an amount not to exceed \$279,167.64 for April subject to appropriations.

RESOLUTION NO. 4-01-2021

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on April 21st, 2021; and

APRIL BILL LIST

1.	Regular List of Bills	\$89,816.64
2.	HCV/Section 8	\$189,351.00
Total	For Month of April 2021	\$279,167.64

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The list of bills for April 2021, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for April 2021, in an amount not to exceed \$279,167.64 subject to appropriations.
3. Ratification of payments of any bills for April 2021 on the list that may have already been paid.
4. The Executive Director to do all things necessary to effectuate the transaction.
5. That this Resolution shall take effect immediately.

Commissioner Nicolaides moved that the April bill list be approved for payment, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: None

Resolution 4/2/201 was presented for consideration.

HOUSING AUTHORITY OF THE BOROUGH OF RED BANK BOARD OF COMMISSIONERS

Resolution Censuring a Member of the Board of Commissioners

RESOLUTION #4-2-2021

WHEREAS, in a letter dated February 9, 2021 Commissioner Mark Gregory advised the Mayor & Counsel of the Borough of Red Bank that three of his fellow commissioners had not completed their training within the eighteen-month time period required by the applicable statute and further indicated that two of the three commissioners completed their training late, and that a “third commissioner had not completed her courses and as such, cannot be reappointed according to the regulations.”

WHEREAS, Commissioner Gregory also wrote that the aforesaid third Commissioner “may also be violation of the housing authority bylaws for outstanding meeting absences as well, but at this time we are uncertain of that.”

WHEREAS, Commissioner Gregory failed to discuss his alleged findings with his fellow Commissioners or the Chair, and thus did not learn that one of the Commissioners had been granted an extension to complete her training; and

WHEREAS, in failing to communicate his concerns with other members of the Board, Commissioner Gregory was discourteous, showed a wanton disregard for his fellow commissioners and acted in a manner which is contrary to acceptable standards for a member of the Board of Commissioners. **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Red Bank that Commissioner Mark Gregory be and hereby is censured.

Commissioner Wilkerson moved that Resolution 4/2/201 be approved, seconded by Commissioner Reynolds Lewis.

Ayes: All

Nays: Gregory

Absent: None

Commission Gregory asked that the following statement be read into the minutes: “I am troubled by the conduct of this board and the retaliatory actions being brought against myself for speaking the truth and blowing the whistle on a very real problem with commissioners not completing their courses. I am not sure how to serve effectively going forward - I have told the truth which is all backed up and can be verified. I kept to my oath and have done my job. As a result my safety and that of my family has been put in jeopardy & I have been censured by the Housing Authority for exposing a very real problem.

I request an investigation into this and feel that this is a violation of 1989 whistleblower act. “

CONSENT AGENDA ITEMS

The following resolutions were considered from 8/1/20 to 3/10/21 in violation of the New Jersey Redevelopment & Housing Law (40A:12-17d.)

RESOLUTION #4-3-2021

WHEREAS, the Title 40A:12-17d. of the New Jersey Redevelopment & Housing Law provides that four members shall constitute a quorum of the Authority for purposes of conducting business; and

WHEREAS, the Red Bank Housing Authority did not have a fully constituted Board of Commissioners from 8/1/20 to 3/10/21 due to an inability to take the state mandatory training courses during the COVID 19 pandemic: and

WHEREAS, the Housing Authority held public meetings from 8/1/20 through 3/10/21 and formally took actions which were in the best interest of the Housing Authority and its residents with members voting without a proper quorum present in violation of the New Jersey Open Public Meeting Act; and

WHEREAS, the Red Bank Housing Authority would like to take corrective action in accordance with the New Jersey Open Public Meeting Act by reapproving all matters that were taken at these meetings; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Red Bank Housing Authority that actions taken as a result of meetings held between 8/1/20 to 3/10/21 the following resolutions and actions are approved.

Commissioner Crystian moved to approved Resolution #4-3-2021, Seconded by Commissioner Reynolds Lewis:

Ayes: All

Nays: None

Absent: None

Commissioner Gregory noted that there may be more meetings that have to be approved due to Commissioner Wilkerson not having taken her courses within the 18-month deadline which pre-dates 8/1/20. Mr. Snyder stated that he would research this matter.

Under other business:

Commissioner Crystian questioned why Commissioner Gregory went on written record with the Borough informing them that three board members did not complete their training. Commissioner Reynolds Lewis stated that Mr. Gregory should have went to the board members first before notifying the Borough. Mr. Gregory stated that he raised the issue at several prior board meetings. A lengthy discussion took place regarding this matter.

Under Remarks of Citizens, the following persons addressed the board:

Councilman Michael Ballard

There being no other business, Commissioner Reynolds Lewis moved that the meeting be adjourned at 7:45 PM, seconded by Commissioner Nicolaides:

Ayes: All

Nays: None

Absent: None

Respectfully submitted,

WILLIAM F. SNYDER
Secretary

**HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
BOARD OF COMMISSIONERS**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of May 2021 authorizing and ratifying an expenditure of funds in an amount not to exceed \$232,100.45 for May subject to appropriations.

RESOLUTION NO. 5-01-2021

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on May 19th, 2021; and

APRIL BILL LIST

1. Regular List of Bills	\$42,567.45
2. HCV/Section 8	\$189,533.00
Total For Month of April 2021	\$232,100.45

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The list of bills for May 2021, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for May 2021, in an amount not to exceed \$232,100.45 subject to appropriations.
3. Ratification of payments of any bills for May 2021 on the list that may have already been paid.
4. The Executive Director to do all things necessary to effectuate the transaction.
5. That this Resolution shall take effect immediately.

CERTIFICATION OF FUNDS

I, Gloria Mitchell, of the RBHA, do certify that funds are available for the payment of the bills stated within this resolution.

GLORIA MITCHELL

DATE

MOVED/SECONDED:

Resolution moved by Commissioner _____.

Resolution seconded by Commissioner _____.

VOTE:

Member	Yes	No	Abstain	Absent
Alecia Wilkerson				
Diem Jones				
Mark Gregory				
Marlene Nelson				
Memone Crystian				
Alpha Reynolds Lewis				
JP Nicolaides				

Executed this 2021

ATTEST:

APPROVAL:

William Snyder
Interim Executive Director

Chairperson/Vice-Chair
RBHA Board of Commissioners

CERTIFICATION OF RESOLUTION

I, William Snyder, do hereby certify that this Resolution No. 5-01-2021 was approved by the Board of Commissioners at a duly held and authorized meeting of the Board, that I am the person authorized to sign this certification, consistent with the State law and By-laws of the Board of Commissioners, and that the statements contained herein are a true and accurate account of the Board's action.

Date

William Snyder

Unposted Invoice Audit Report
Program: Public Housing
Printed By Melanee Douglas on 4/27/2021

Period	Vendor	Invoice Number	Date	Description	Amount
	+Phada	19078	6/1/2021	4193/ HousingAuthority: Louis Riccio (06/01/2021-06/01/2022)	\$710.00
	AA Electric	779	3/30/2021	4430/Repair Bathroom Outlet/ Unit 25 ET	\$217.50
	AA Electric	780	4/1/2021	4430/Socket In Vacant Unit Not Working	\$526.50
	AA Electric	786	4/8/2021	4430/Hot Water Heater in Unit 22	\$285.00
	Aflac	925894	4/13/2021	2117.17/Def. Insurance April 2021	\$207.24
	Asbury Park Press	0004688069	4/15/2021	4220/ Legal Service Ad	\$57.50
	AT&T Mobility	02-15-03-14-21	3/14/2021	4180/Cell Phone (732)533-7832/04/2021	\$73.94
	B Safe Inc.	1125575	4/1/2021	4470/Monitoring Services 52 ET	\$30.90
	B Safe Inc.	1125576	4/1/2021	4470/Monitoring Service 8 ET	\$30.90
	B Safe Inc.	1125577	4/1/2021	4470/Monitoring Service/Cell Back Up/52 ET	\$59.74
	B Safe Inc.	1125578	4/1/2021	4470/Monitoring Services 112 MT	\$30.90
	Borough Of Red Bank	21-7096	3/23/2021	4470/Fire Marshal Registration Fee	\$50.00
	Bradley Auto Service, Inc.	16606	3/31/2021	4430/Dakota/ Water Pump/ Starter	\$754.61
	Breslin and Breslin,P.A.	4-1-21	4/6/2021	4130/ Legal Services March.2021	\$2,100.00
	Burlew Mechanical	4635	4/2/2021	4430/ ET unit 21, 22, &24/ No Hot Water/ Plumbing	\$639.70
	Burlew Mechanical	4636	4/7/2021	4430/ET Unit 21/ Replace Hot Water Heater/Plumbing	\$1,439.97
	Comcast	3-22-4-21-2021	3/20/2021	4180/cable/phone/ET Com Room/ #8499052220117396	\$114.60
	Comcast	4-15-5-14-2021	4/13/2021	4180/Cable/ Admin Office Phone #8499052220110201	\$757.27
	Delisa Waste Services	207087	4/13/2021	4430/Construction Debris/Bulk/Haul/Ticket#916564	\$426.86
	Melanee Douglas	3-29-4-26-2021	4/27/2021	4700/Daycare Tuition April	\$1,290.00
	Execu-Tech	4-21	4/27/2021	4190.2/Per Consulting Contract	\$4,875.00
	Fire Security Technologies, Inc.	P 59487	4/15/2021	4470/Annual U.L Fire Alarm Monitor	\$396.00
	Janitor Supply Corp	10413	4/19/2021	4420/ Supplies for Main Office/ Maintenance Office Supplies	\$385.32
	Janitor Supply Corp	10414	4/12/2021	4420/ Cleaning Products	\$1,592.31
	Jersey Central Power & Light	3-6-4-6-21	4/9/2021	4320/mar/feb 2021/Electric MT	\$5,383.09
	Jersey Central Power & Light	03-6-4-6a	4/9/2021	4320/Electric for ET	\$8,318.03
	Jersey Central Power & Light	3-6-4-6-21b	4/9/2021	4320/Electric For Admin Office	\$282.21
	Kepwel Spring Water Co., Inc.	448282	3/10/2021	4190/Water Delivery	\$33.85
	Kepwel Spring Water Co., Inc.	449979	3/31/2021	4190/Cooler Rental	\$14.00
	MAZTECK	10861	3/25/2021	4430/Laptops	\$2,296.00
	MAZTECK	10921	4/1/2021	4430/Monthly IT Service April 2021	\$463.00
	Monmouth Building Center	592994	3/4/2021	4420/32 Gal Trash Can/ White Paint	\$43.85
	Monmouth Building Center	k94179	4/8/2021	4420/Closet Supplies	\$72.92
	Monmouth Building Center	594365	4/13/2021	4420/Brown Paint	\$63.96
	New Jersey Natural Gas Co.	02-22-03-23-2021	4/1/2021	4330/Gas For ET	\$251.48
	New Jersey Natural Gas Co.	02-22-03-23-2021a	4/1/2021	4330/ Gas for MT	\$4,007.20
	ONE CALL CONCEPTS, INC.	1035337	3/31/2021	4180/ Relocate March 2021	\$5.72
	P.C. RICHARDS	068-0367881	3/29/2021	7520/ New Fridge Empty Unit	\$531.90
	Purchase Power	3-21-21	3/21/2021	4190/ Postage Mar 2021	\$262.07
	Reynwood Communications	11100	4/1/2021	4180/Phone (732) 741-1808/ 4/1/2021-4/30/21	\$214.92
	ROTO ROOTER SEWER & DRAIN SERVICE	29477	3/29/2021	4430/Snake The Line From The Roof Unit 9 And 10	\$270.00
	Shell Fleet Plus	71109954	4/6/2021	4340/Fuel Purchase For Truck And Van	\$277.93

Unposted Invoice Audit Report
Program: Public Housing
Printed By Melanee Douglas on 4/27/2021

Period	Vendor	Invoice Number	Date	Description	Amount
	Sun Life Assurance Company of Canada	4-1-21-4-30-21	3/17/2021	2117.6/Prepaid Dental Plans	\$103.69
	The Sherwin-Williams Co.	7399-9	3/22/2021	4610.1/Gal White Paint	\$46.56
	UniFirst Corporation	1260001326	3/3/2021	4430/Uniform/Laundry	\$44.98
	UniFirst Corporation	1260004285	3/10/2021	4430/Uniform/Laundry	\$42.81
	UniFirst Corporation	1260007357	3/17/2021	4430/Uniform/Laundry	\$42.81
	UniFirst Corporation	1260010385	3/24/2021	4430/Uniform/Laundry	\$42.81
	UniFirst Corporation	1260013900	3/31/2021	4430/Uniform/Laundry	\$42.81
	Warshauer Electric	s100252642.001	3/24/2021	4420/9.8W Light Bulbs Outside Building for ET 38&42	\$57.09
	William Katchen, CPA	1047	4/1/2021	4170/April 2021 Accounting Service Rendered	\$2,300.00
Total:					\$42,567.45

Vendor Summary

Vendor	Count	Amount
+Phada	1	\$710.00
AA Electric	3	\$1,029.00
Aflac	1	\$207.24
Asbury Park Press	1	\$57.50
AT&T Mobility	1	\$73.94
B Safe Inc.	4	\$152.44
Borough Of Red Bank	1	\$50.00
Bradley Auto Service, Inc.	1	\$754.61
Breslin and Breslin,P.A.	1	\$2,100.00
Burlew Mechanical	2	\$2,079.67
Comcast	2	\$871.87
Delisa Waste Services	1	\$426.86
Melanee Douglas	1	\$1,290.00
Execu-Tech	1	\$4,875.00
Fire Security Technologies, Inc.	1	\$396.00
Janitor Supply Corp	2	\$1,977.63
Jersey Central Power & Light	3	\$13,983.33
Kepwel Spring Water Co., Inc.	2	\$47.85
MAZTECK	2	\$2,759.00
Monmouth Building Center	3	\$180.73
New Jersey Natural Gas Co.	2	\$4,258.68
ONE CALL CONCEPTS, INC.	1	\$5.72
P.C. RICHARDS	1	\$531.90
Purchase Power	1	\$262.07
Reynwood Communications	1	\$214.92
ROTO ROOTER SEWER & DRAIN SERVICE	1	\$270.00
Shell Fleet Plus	1	\$277.93
Sun Life Assurance Company of Canada	1	\$103.69
The Sherwin-Williams Co.	1	\$46.56

UniFirst Corporation	5	\$216.22
Warshauer Electric	1	\$57.09
William Katchen, CPA	1	\$2,300.00
Total:		\$42,567.45

Red Bank Housing Authority
HAP Accounting Monthly Recurring Transactions
Posted

Program: Section 8
Description: HAP Recurring May 21
Control Group Date: 4/29/2021 **Amount:** \$189,533.00
Financial Period: May 2021 **Entry Amount:** \$189,533.00
Date/Time Created: 4/29/2021 9:51:12 AM **Proof Amount:** \$0.00
User Created: Ashton, Richard

Transaction Summary			
	Count	Transaction Description	Amount
Payable Landlord Transactions	186	HAP Expense - Recurring (Account #: 4715)	187,565.00
Payable Landlord Transactions	1	HAP Port-In Expense - Recurring (Account #: 4715)	1,968.00
Grand Total	187		189,533.00

Transaction Audit Summary					
	Previous	New	Change	End	Current
Total HAP Expense - Recurring (Account #: 4715)	187,383.00	1,083.00	778.00	(1,679.00)	187,565.00
Total HAP Port-In Expense - Recurring (Account #: 4715)	1,968.00	0.00	0.00	0.00	1,968.00
Grand Total	189,351.00	1,083.00	778.00	(1,679.00)	189,533.00

**HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
BOARD OF COMMISSIONERS**

Resolution adopting a Closed-Circuit Television Monitoring and Recording Policy

RESOLUTION NO. 5-02-2021

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank awarded a contract to install Closed Circuit Television Equipment at Montgomery Terrace to enhance security for its residents; and

WHEREAS, the equipment has been installed and will be operational in the near future when the Wi-fi has been installed; and

WHEREAS, the Housing Authority of the Borough of Red Bank wants to ensure that the cameras usage meets all applicable legal and regulatory requirements to protect the privacy of its residents; and

WHEREAS, it has been determined that it is prudent and necessary adopt of CCTV monitoring and recording policy to ensure that the cameras usage is not being abused by staff or law enforcement; and

WHEREAS, the Executive Director has drafted a “Closed Circuit Television Monitoring and Recording Policy” for consideration by the Board of Commissioners: **NOW, THEREFORE**

BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby adopts the attached “Closed Circuit Television Monitoring and Recording Policy; and

BE IT FURTHER RESOLVED that the CCTV system will become operational after:

- 1) Notification to all residents;
- 2) Installation of signage in accordance with the policy; and
- 3) Establishment of the CCTV Monitoring Committee.

MOVED/SECONDED:

Resolution moved by Commissioner _____.

Resolution seconded by Commissioner _____.

VOTE:

Member	Yes	No	Abstain	Absent
Diem Jones				
Alecia Wilkerson				
Marlene Nelson				
Mark Gregory				
Alpha Reynolds Lewis				
Memone Crystian				
JP Nicolaides				

Executed this **2021**

ATTEST:

APPROVAL:

William Snyder
Interim Executive Director

Chairperson/Vice-Chair
RBHA Board of Commissioners

CERTIFICATION OF RESOLUTION

I, William Snyder, do hereby certify that this Resolution No. 5-2-2021 was approved by the Board of Commissioners at a duly held and authorized meeting of the Board, that I am the person authorized to sign this certification, consistent with the State law and By-laws of the Board of Commissioners, and that the statements contained herein are a true and accurate account of the Board's action.

Date

William Snyder

Red Bank Housing Authority Closed Circuit Television Monitoring and Recording Policy

I. Purpose

The purpose of this policy is to regulate the use of closed-circuit television (CCTV) cameras to monitor and record public areas for the purposes of safety and security.

II. Scope

This policy applies to all Red Bank Housing Authority personnel in the use of CCTV monitoring and recording.

III. General Principles

1. The Red Bank Housing Authority is committed to enhancing the quality of life for its residents by integrating the best practices of security with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV).
2. The purpose of CCTV monitoring of public areas is to deter crime and to assist in protecting the safety and property of the University community. Any diversion of security technologies and personnel for other purposes (e.g., CCTV monitoring of political or religious activities, or employee and/or residents) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.
3. Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Violations of the Code of Procedures for video monitoring referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the Red Bank Housing Authority.
4. Information obtained through video monitoring will be used exclusively for security and law enforcement purposes. Information obtained through video monitoring will only be released when authorized by the Executive Director according to the procedures established in this policy.
5. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing Housing Authority policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, and other relevant policies. The code of practice for video monitoring prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.)

6. Video monitoring of public areas for security purposes at the Housing Authority is limited to uses that do not violate the reasonable expectation to privacy as defined by law.
7. To maintain an informed resident community, the Red Bank Housing Authority will periodically disseminate written materials describing the purpose and location of CCTV monitoring and the guidelines for its use.
8. Information obtained in violation of this policy may not be used in any proceeding against a resident or staff member.
9. All uses of video monitoring and recording must comply with this policy.

IV. Responsibilities

1. The Executive Director is authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at the Housing Authority. The Executive Director has primary responsibility for disseminating the policy and assisting others in implementing the policy and procedures.
2. The Board of Commissioners has the responsibility to authorize all CCTV policy at the Housing Authority.
3. The Executive Director will monitor new developments in the relevant law and in security industry practices to ensure that CCTV monitoring at the Housing Authority is consistent with the highest standards and protections.
4. A CCTV Monitoring Committee will be established to assure that the Housing Authority adheres to established policy and procedure in the use of CCTV and to review camera locations and request for release of recorded video images.
 - a. The CCTV Monitoring Committee will consist of three members who will serve for a term of one year. The committee shall consist of:
 - The Chairperson of the Housing Authority.
 - 2 Commissioners selected by the Chairperson.
 - b. An individual may appeal an adverse decision by the CCTV Monitoring Committee by requesting an independent hearing. The hearing officer shall be as agreed upon by both parties.
 - c. The CCTV Monitoring Committee will review camera locations to ensure the perimeter of view of public cameras conforms to this policy.

The locations of temporary cameras to be used for special events will be reviewed by the CCTV Monitoring Committee for approval.

(Note: "Temporary cameras" does not include mobile video equipment or hidden surveillance cameras used for criminal investigations.)

The CCTV Monitoring Committee will review complaints regarding camera locations and determine whether the CCTV Monitoring Policy is being followed. The panel should weigh whether the potential increment in community security outweighs any likely infringement of individual privacy.

- d. The CCTV Monitoring Committee will review all requests received to release recorded video images obtained through CCTV monitoring. No releases of recorded video images will occur without authorization by the Executive Director and the CCTV Monitoring Committee. Excluded from review by the CCTV Monitoring Committee are releases of recorded video images directly related to a criminal investigation, arrest, or subpoena. The CCTV Monitoring Committee may also approve release of recorded video images only for legitimate purposes, such as to protect the Housing Authority and its' residents from harm or liability. Two affirmative votes are necessary to approve the release of recorded video images. Any release of recorded video images will be recorded on a written log.
- e. The CCTV Monitoring Committee will review this policy annually and recommend revisions if needed.

V. Procedures

1. All persons involved in video monitoring of public areas will perform their duties in accordance with the Code of Practice consistent with this policy developed by the Red Bank Housing Authority.
2. The Executive Director will assure that responsible and proper camera monitoring practices is continuous.
3. The Housing Authority will post signage at appropriate locations. Signage states: "This area is subject to Video Monitoring by the Red Bank Housing Authority."
4. Recorded video images will be stored in a secure location with access by authorized personnel only.
5. Camera operators should be trained in the technical, legal, and ethical parameters of appropriate camera use.
 - a. Camera operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
6. Camera operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by Non-Discrimination Policies and regulations.
7. Camera operators will not spot and continuously view people becoming intimate in public areas.
8. Camera operators will not view private rooms or areas through windows.
9. Access to CCTV Individuals identified on CCTV have the right to ask for access to footage about them. All requests will be dealt with under the Privacy Act.

10. Mobile video equipment may be used in criminal investigations. Mobile video equipment will only be used in non-criminal investigations in specific instances creating significant risk to public safety, security, and property as authorized in writing by the Executive Director and Monitoring Committee.

Examples of Video Monitoring and Recording of Public Areas

Legitimate safety and security purposes include, but are not limited to the following:

- Protection of buildings and property
- Building perimeter, entrances and exits, special storage areas, RBHA Office, etc.
- Video Patrol of Public Areas
- Parking lots, public streets, and vehicle intersections, etc.
- Criminal Investigation
- Robbery, burglary, and theft surveillance
- Monitoring of pedestrian and vehicle traffic activity

RED BANK HOUSING AUTHORITY
Commissioner Training
N.J.S.A. 40A:12A-46

Commissioner Contact Information	Appointment	Term End Date	*Date of Appointment	18 Month **Training Completion	Completed Yes No	
Memone Crystian 15 Marton Street Red Bank, NJ 07701	Council	12/31/2023	1/1/2019	6/30/2020	Yes	
Mark Gregory 109 Bank Street Red Bank, NJ 07701	DCA	9/1/2022	11/29/2017	5/29/2019	Yes	
Diem Jones 72 Harrison Avenue Red Bank NJ 07701	Mayor	12/31/2023	1/1/2019	6/30/2020	Yes	
Marlene Nelson 13 Evergreen Terrace Red Bank, NJ 07701	Council	12/31/2022	1/1/2020	6/30/2021	?	5th class taken 3/20/21
JP Nicolaidis 229 River Street Red Bank, NJ 07701	Council	12/31/2020	10/14/2020	4/14/2022	?	Registered for all classes
Alpha Reynolds Lewis 11 W Sunset Street Red Bank, NJ 07701	Council	12/31/2024	1/1/2020	6/30/2021	Yes	
Alicia Wilkerson 107 River Street Red Bank, NJ 07701	Council	12/31/2021	12/12/2018	7/12/2020	Yes	

NOTE: It has not determined who the mayoral appointment is.
 *From Borough Clerk
 **Training must be completed or automatic resignation

	Boro Seat #1	Boro Seat #2	Boro Seat #3	Boro Seat #4
Current Term:	12/31/2023	12/31/2025	12/31/2024	12/31/2023
1/1/2021	Memone Crystian	John Paul Nicolaides was due for reappointment but no appointment was made.	Alpha Reynolds-Lewis	Diem Jones
1/1/2020		John Paul Nicolaides appointed to unexpired 5-year term to 12/31/2020	Alpha Reynolds-Lewis appointed to unexpired 5-year term to 12/31/2024 (date correction)	
8/27/2019				
1/1/2019	Memone Crystian appointed to full 5-year term to 12/31/2023		Alpha Reynolds-Lewis appointed to unexpired 5-year term to 12/31/2024 (typo stated 2022)	Diem Jones appointed to full 5-year term to 12/31/2023
12/12/2018				
7/18/2018				
1/1/2018				
1/1/2017				
1/1/2016		Michael Clancy appointed to full 5-year term to 12/31/2020		
1/1/2015			Gloria Brady appointed to full 5-year term to 12/31/2019	
1/1/2014	Reginald Banks Clancy appointed to full 5-year term to 12/31/2018			Leatha Hamrick appointed to full 5-year term to 12/31/2018

Boro Seat #5 12/31/2021	Boro Seat #6 (resident appt) 12/31/2022	State appointment
Alecia Wilkerson	Marlene Nelson	Mark Gregory
	Marlene Nelson appointed to unexpired 5-year term to 12/31/2022	
	Dorothy Davis appointed to unexpired 5-year term to 12/31/2022	
Alecia Wilkerson appointed to unexpired 5-year term to 12/31/2021		
Mary Harrison appointed to unexpired 5-year term to 12/31/2021		
	Caridad Santiago appointed to full 5- year term to 12/31/2022	Mark Gregory appointed through 9/1/2022
Elmer Jackson appointed to full 5- year term to 12/31/2021		
		Kim Senkeleski (unsure of appointment date or term)

RED BANK HOUSING AUTHORITY
Commissioner Training
N.J.S.A. 40A:12A-46

Commissioner Contact Information	Appointment	Term End Date	*Date of Appointment	18 Month **Training Completion	Completed		
					Yes	No	
Memore Crystian 15 Marlon Street Red Bank, NJ 07701	Council	12/31/2023	1/1/2019	6/30/2020	Yes		
Mark Gregory 109 Bank Street Red Bank, NJ 07701	DCA	9/1/2022	11/29/2017	5/29/2019	Yes		
Diem Jones 72 Harrison Avenue Red Bank NJ 07701	Mayor	12/31/2023	1/1/2019	6/30/2020	Yes		
Marlene Nelson 13 Evergreen Terrace Red Bank, NJ 07701	Council	12/31/2022	1/1/2020	6/30/2021	?		5th class taken 3/20/21
JP Nicolaides 229 River Street Red Bank, NJ 07701	Council	12/31/2020	10/14/2020	4/14/2022	?		Registered for all classes
Alpha Reynolds Lewis 11 W Sunset Street Red Bank, NJ 07701	Council	12/31/2024	1/1/2020	6/30/2021	Yes		
Alicia Wilkerson 107 River Street Red Bank, NJ 07701	Council	12/31/2021	12/12/2018	7/12/2020	Yes		

NOTE: It has not determined who the mayoral appointment is.
*From Borough Clerk
**Training must be completed or automatic resignation