

December 18th, 2019

Minutes of a regular meeting of the Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, December 18th at 6:00 PM in the conference room at the Housing Authority office 52 Evergreen Terrace, Red Bank, New Jersey.

Vice Chairperson Alicia Wilkerson called the meeting to order at 6:00 PM and asked for the reading of the roll:

Present:

Vice Chairperson Alicia Wilkerson
Commissioner Mark Gregory
Commissioner Diem Jones
Commissioner Dorothy Davis
Commissioner Memone Crystain

Absent:

Chairperson Michael Clancy
Commissioner Gloria Bradley

Also present: William Snyder, Precious Johnson,

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 the 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 in December 2018. 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.

Vice Chairperson Wilkerson announced that the December meeting is the Housing Authority’s annual reorganization meeting. As such, she requested that the board attorney conduct elections for the Housing Authority’s officers.

Mr. Greenburg announced that the floor was open for nominations for the position of Chairperson. Vice Chairperson Wilkerson nominated Diem Jones for the position of Chairperson, seconded by Commissioner Jones. Commissioner Gregory nominated Michael Clancy for the position of Chairperson. Mr. Greenberg stated that the nomination for Mr. Clancy failed due to not receiving a second. The vote for Mr. Jones was:

Ayes: Crystain, Davis, Jones, Wilkerson

Nays: Gregory

Absent: Clancy, Bradley

Mr. Greenburg announced that the floor was open for nominations for the position of Vice Chairperson. Chairperson Jones nominated Alicia Wilkerson for the position of Vice Chairperson, seconded by Vice Chairperson Wilkerson. Commissioner Gregory nominated Michael Clancy for the position of Vice Chairperson. Mr. Greenberg stated that the nomination for Mr. Clancy failed due to not receiving a second. The vote for Ms. Wilkerson was:

Ayes: Crystain, Davis, Jones, Wilkerson

Nays: Gregory

Absent: Clancy, Bradley

The minutes of the November 20th, 2019 meeting were presented for approval, Commissioner Gregory moved that the minutes be approved as recorded, seconded by Commissioner Bradley:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

Under New Business, the following items were considered:

The following resolution was considered:

Resolution approving the transaction, authorizing the approval of the list of bills for the month of December 2019, authorizing and ratifying an expenditure of funds in an amount not to exceed \$238,092.55, subject to appropriations.

RESOLUTION NO. 12-01-2019

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on November 20th, 2019; and

1. Regular List of Bills	\$44,070.55
2. HCV/Section 8	\$194,022.00
Total For Month of December 2019	\$238,092.55

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 December 2019, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for December 2019, in an amount not to exceed \$238,092.55, subject to appropriations.
3. Ratification of payments of any bills for December 2019 on the list that may have already been paid.

Commissioner Gregory moved that the December bill list be approved for payment, seconded by Commissioner Wilkerson:

Ayes: Crystain, Davis, Gregory, Jones, Wilkerson

Nays: None

Absent: Clancy, Bradley

The following resolution was considered:

Resolution approving a contract for fee accounting services.

RESOLUTION NO. 12-02-2019

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on December 18th, 2019; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need for fee accounting services to maintain its financial management system in compliance with federal and state requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for proposals for fee accounting services in accordance with its procurement policy and applicable state and federal requirements;

WHEREAS, the Housing Authority of the Borough of Red Bank received one (1) proposal in accordance with its duly advertised Request for Proposals which has been reviewed by the Interim Executive Director who is recommending approval of the proposal;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves a contact with William Katchen, CPA to provide Fee accounting services:

The term of the contract shall be 1/1/20 to 12/31/20

2. The cost of the contract shall be \$27,600 (\$2,300.00 monthly) and additional services shall be a rate of \$175.00 per hour.

3. The Chairperson and Interim Executive Director are authorized to execute the contract

Commissioner Wilkerson moved that Resolution #12-2-2019 be approved, seconded by Commissioner Gregory:

Ayes: Crystain, Davis, Gregory, Jones, Wilkerson

Nays: None

Absent: Clancy, Bradley

The following resolution was considered:

Resolution approving a representative to act as the Housing Authority Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund.

RESOLUTION NO. 12-03-2019

WHEREAS, the Re Bank Housing Authority is a member of the New jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the by-laws of said fund require that each member Housing Authority appoint FUND Commissioner to represent and serve as its' representative to said fund; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank does hereby appoint Gloria Mitchell as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund.

Commissioner Gregory moved that Resolution #12-3-2019 be approved, seconded by Commissioner Wilkerson:

Ayes: Crystain, Davis, Gregory, Jones, Wilkerson

Nays: None

Absent: Clancy, Bradley

The Interim Executive Director reported on the following items:

- 1) Proposals or a new phone system to be reviewed for future recommendation to the board.
- 2) Access to the LOCCs system is still pending. Hopefully it will be resolved by the next meeting.
- 3) Emergency pull cord system needs to be replaced. An RFP has been developed and will be advertised for vendors who can either repair or replace the system.
- 4) Cedar Crossing-an attorney that handles that specific problems they are facing has been selected. They will meet with the condominium board at the next meeting.
- 5) Salary adjustments-Mr. Snyder is working on an analysis to determine which employee's salaries should be adjusted.
- 6) Voluntary Conversion-The tenant meetings have been scheduled in January and HUD has been invited to attend the meetings. This will be first step towards conversion.
- 7) Richard Ashton-M. Ashton is requesting \$15,000.00 annually, plus reimbursement of travel expenses, to do the Housing Authority inspections. Mr. Snyder felt that this was more than what is currently be charged to do 290 inspections. He will meet with Mr. Ashton to go over other duties that he would have to perform as a part-time employee.
- 8) Proposals for legal services-Mr. Snyder stated that the Housing Authority received three (3) proposals for legal services which he has reviewed and rated. The contract will be on the agenda for approval at the January meeting.

Under remarks of citizens, he following persons addressed the board:

None

There being no other business, Commissioner Crystain moved that the meeting be adjourned at 7:15 PM, seconded by Commissioner Gregory:

Ayes: Crystain, Davis, Gregory, Jones, Wilkerson

Nays: None

Absent: Clancy, Bradley

Respectfully submitted,

WILLIAM F. SNYDER
Secretary

