

November 18th, 2020

## **Minutes of a regular meeting of the November 18th, 2020**

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, November 18th 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 Gregory  
Commissioner Nelson  
Commissioner Nicolaides

Absent:

Crystian, Reynolds Lewis, Wilkerson

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

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 a Revised 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 March 30<sup>th</sup>, 2020. This body wishes to advice 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 October 21st, 2020 meeting were presented for approval, Commissioner Nelson moved that the minutes be approved, seconded by Commissioner Gregory with a revision to include a statement that his no vote on removal of the fencing at Montgomery Terrace was based upon not obtaining resident input and not because he disagreed on the removal:

Ayes: All

Nays: None

Absent: Crystian, Reynolds Lewis, Wilkerson

Executive Director Report:

Mr. Snyder reported on the following issues

1) Vehicle purchase-Mr. Snyder presented a new tabulation of the two vehicles being considered for purchase and approved at the October meeting. He stated that the 2020 Ford F250 from Beyer Ford cannot be purchased without the options included which substantially increased the price. Beyer Ford also informed Mr. Snyder that they could no longer get the Chrysler Pacifica. A discussion took place regarding the substitution of a Ford Explorer or Expedition. It was determined that neither vehicle suited the Housing Authority’s needs. Mr. Snyder recommended the following:

- 1) Purchasing that Ford F250 from Winner Ford at a price of \$41,442.00; and
- 2) Preparing public bidder documents for the purchase of a Chrysler Pacifica or equal.

The board discussed this matter and determined that Mr. Snyder recommendation should be pursued. Mr. Snyder stated that he would contact Winner Ford to process the purchase of the Ford F250 and prepare bidding documents for the purchase of a van.

1) CARES Act Funding-Mr. Snyder presented his budget for the use of the additional Section 8 and public housing funds that have been approved in the aggregate amount of \$146,077.00. Terrence Corriston stated that his understanding is that the funds expenditure has been extended to 12/31/21. Mr. Snyder stated that he is still reviewing the potential for installing Wi-Fi at the properties. He is waiting on some specifications to prepare a public bid for the Wi-Fi installation.

3) Newsletter-Mr. Snyder stated that the “draft” newsletter has been sent to the Board of Commissioners for their final review and approval prior to printing. He further thanked Commissioner Nicolaides for his review and comments regarding corrections. The date will be changed to December since the newsletter has to be translated into Spanish and printed. It was also determined that an article should be added regarding the installation of the CCTV system at Montgomery Terrace. The consensus of the Board was that the newsletter should be finalized and distributed to all residents and local officials.

4) CCTV Bid Tabulation-Mr. Snyder stated that public bids were received for the installation of a Closed-Circuit Television (CCTV) system at Evergreen Terrace and Montgomery Terrace. Mr. Snyder stated that the bid submitted by OSI Technology was based upon a new and interesting technology where a network video recorder is not necessary. OSI only submitted a bid for Montgomery Terrace. Mr. Snyder recommended approving the lowest responsible bidder-OSI technology in the amount of \$25,802.08. He further stated that he recommends that the system only be installed at Montgomery Terrace at the current time. This will allow the Housing Authority to monitor how successful the new technology is working. Installation at Evergreen Terrace can be pursued later. The cameras will be installed based upon the location plan that was previously submitted to the board for their review and comment. This plan was also included in the bidding documents.

Chairperson Jones moved that a contract with OSI Technology, in the amount of \$25,802.08, be approved with the following stipulations:

- 1) An article notifying the residents that the installation has been approved be placed into the upcoming newsletter; and
- 2) The cameras do not become operational until a CCTV Use Policy is drafted and approved by the Board of Commissioners.

This resolution was seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Crystian, Reynolds Lewis, Wilkerson

5) “Draft” 2021 Meeting Notice-Mr. Snyder stated that he prepared a draft meeting notice for 2021 for everyone’s review. The notice was prepared early to ensure that the RBHA meetings do not conflict with the Borough Mayor & Council meetings. He further stated that it appears that the Borough meets several times per month. It looks like the third Wednesday may not conflict with the Borough. It was decided that the RBHA meeting notice should be finalized once the Borough finalizes their schedule.

6) Mainstream Vouchers-Mr. Snyder stated that he has applied for 40 Mainstream Vouchers that HUD has made available through the CARES Act. These Vouchers would be in addition to the Tenant Based Voucher currently being administered by the Housing Authority. The Mainstream Vouchers would be available for families with at least one family member between the age of 18 to 62 that is disabled. Chairperson Jones indicated that we could outreach to local churches to get the word out about these specialized vouchers.

Under New Business, the following Resolutions were considered:

Resolution approving the transaction, authorizing the approval of the list of bills for the month of November 2020 authorizing and ratifying an expenditure of funds in an amount not to exceed \$229,240.20 subject to appropriations.

**RESOLUTION NO. 11-01-2020**

**WHEREAS** the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on November 18th, 2020; and

**NOVEMBER BILL LIST**

<b>1. Regular List of Bills</b>	<b>\$36,371.20</b>
<b>2. HCV/Section 8</b>	<b>\$192,869.00</b>
<b>Total For Month of November 2020</b>	<b>\$229,240.20</b>

**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 November 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for November 2020, in an amount not to exceed \$229,240.20, subject to appropriations.
3. Ratification of payments of any bills for November 2020 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 Nicolaidis moved that the listing of bills for November 2020 be approved for payment, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: Crystian. Reynolds Lewis, Wilkerson

Under matters of importance:

Terrence Corrison, Esq. provided a legal report on the requirements for conducting Remote Public Meetings

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

Councilman Michael Ballard

Respectfully submitted,

WILLIAM F. SNYDER  
Secretary