

December 16th, 2020

Minutes of a regular meeting of the December 16th, 2020

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, December 16th 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 Nelson
Commissioner Nicolaides
Commissioner Reynolds Lewis

Absent:

Crystian, Gregory

Also present: William Snyder, Precious Johnson, 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 30th, 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 November 18th, 2020 meeting were presented for approval, Commissioner Nicolaides moved that the minutes be approved, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: Crystian, Gregory

Executive Director Report:

Mr. Snyder reported on the following issues

1) Vehicle purchase-Mr. Snyder stated that a purchase order was sent to Winner Ford to purchase the Ford F250 pickup truck. It could take several months for the vehicle to be delivered. Bids have been requested via formal RFP for a Chrysler Pacifica of equal van.

- 2) COVID Testing-A lab will be on-site at Evergreen Terrace on January 5th to perform viral and antibody testing of members of the community. There is no out of pocket charge to the residents. Mr. Snyder also stated that he sent a letter Hackensack Meridian CEO requesting that the Housing Authority residents and staff be considered a priority in obtaining the vaccine.
- 3) Free Resident Wi-fi: Mr. Snyder stated that he is still looking for a sample set of specifications for inclusion in a formal bid for these services. He stated that he will continue to pursue the feasibility of installing the free Wi-fi.
- 4) Newsletter-Mr. Snyder stated that the newsletter has been translated into Spanish and has been distributed to all residents. Copies have also been sent to the board members.
- 5) Annual Meeting Notice-Mr. Snyder obtained a copy of the 2021 meeting schedule for the Mayor & Council. He revised the Housing Authority's meeting notice so there are no conflicts with the Borough's meetings. The meeting for September has been schedule for 9/22 at 5:00 PM.
- 6) Landscaping-Mr. Snyder has met with three (3) landscapers in an attempt to get an estimate to perform all required landscaping services. He is optimistic that the Housing Authority will have a company under contract for next growing season.
- 7) Streamlined Voluntary Conversion-Mr. Snyder stated that the detailed cost estimates should be received before the January meeting for discussion. Copies will be distributed to the Board for their review and comment prior to the meeting.
- 8) Employee unit-Mr. Snyder stated that an employee has requested a Housing Authority unit at Montgomery Terrace. He informed the employee that he did not see any regulation that would allow for an exception for jumping the waiting list. It was decided that the issue should be brought to the local field office of HUD for their review and determination.

Under New Business, the following Resolutions were considered:

Resolution approving the list of bills for the month of December 2020 authorizing and ratifying an expenditure of funds in an amount not to exceed \$231,937.97 subject to appropriations.

RESOLUTION NO. 12-01-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on December 16th, 2020; and

DECEMBER BILL LIST

1.	Regular List of Bills	\$38,629.97
2.	HCV/Section 8	\$193,308.00
	Total For Month of December 2020	\$231,937.97

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 2020, attached hereto and incorporated herein.

2. An expenditure of funds for the payment of the list of bills for December 2020, in an amount not to exceed \$231,937.97, subject to appropriations.
3. Ratification of payments of any bills for December 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 Wilkerson moved that the listing of bills for December 2020 be approved for payment, seconded by Commissioner Nicolaides:

Ayes: All

Nays: None

Absent: Crystian, Gregory

The following resolution was considered:

Resolution approving New Jersey Public Housing Authority Joint Insurance Fund Commissioners for 2021

RESOLUTION NO. 12-02-2020

WHEREAS, The Red Bank Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its' representative to said fund; NOW THEREFORE

BE IT RESOLVED that the Board of Commissioners of the Red Bank Housing Authority does appoint Gloria Mitchell as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the fund year 2021.

Commissioner Nicolaides moved that Resolution #12-02-2020 be approved, seconded by Commissioner Reynolds Lewis:

Ayes: All

Nays: None

Absent: Crystian, Gregory

The following resolution was considered:

Resolution adopting the 2021 State Budget

RESOLUTION #12-3-2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Red Bank Housing Authority for the fiscal year beginning 1/1/21, and ending, 12/31/21 has been presented for adoption before the governing body of the Red Bank Housing Authority at its open public meeting of December 16th; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 3,511,091, Total Appropriations, including any Accumulated Deficit, if any, of \$3,522,080 and Total Unrestricted Net Position utilized of \$10,989; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 0 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Red Bank Housing Authority, at an open public meeting held on December 16th, 2020 that the Annual Budget and Capital Budget/Program of the Red Bank Housing Authority for the fiscal year beginning, 1/1/21 and ending, 12/31/21 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Commissioner Nicolaidis moved that the 2021 be adopted, seconded by Commissioner Reynolds Lewis:

Ayes: All

Nays: None

Absent: Crystian, Gregory

Under matters of importance:

Terrence Corriston, Esq. provided a legal report on the requirements for conducting Remote Public Meetings. Chairperson Jones discussed the Streamlined Voluntary Conversion Program.

Under Other Business, Vice Chairperson Wilkerson discussed the employee's request for a public housing unit. She stated that she will continue to look at the regulations to see if this is permitted and that the employee should reach out to the HUD Field Office to see if they can be of any assistance with this issue.

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

None

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

Ayes: All

Nays: None

Absent: Crystian, Gregory

Respectfully submitted,

WILLIAM F. SNYDER
Secretary