

April 15th, 2020

Minutes of a regular meeting of the April 15, 2020

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, April 15th 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 Wilkerson
Commissioner Reynolds-Lewis
Commissioner Clancy
Commissioner Crystain
Commissioner Nelson
Commissioner Gregory

Absent:

Chairperson Diem Jones

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 February 19th, 2020 meeting were presented for approval, Commissioner Clancy moved that the minutes be approved as recorded, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Jones

Executive Director Report:

Mr. Snyder reported on the following issues

- 1) Drawdown of both Operating Funds and Capital Funds have been accomplished. The 2020 Capital Fund Program still needs to be drawn down with HUD Assistance.
- 2) Inspection of the properties and completion of a Capital Fund report has been completed by Mr. Snyder and will be distributed to the board by the next meeting.
- 3) Streamlined Conversion to Section 8 is on-hold due to COVID 19.
- 3) Use of Zoom for the next regular meeting.

Mr. Snyder introduced the new attorney, Terrence Corrison and he reported on the following:

- 1) Recommended Policy on Protection of minors to be considered in the future.

Under New Business, the following Resolutions were considered:

RESOLUTION NO. 4-01-2020

Resolution approving the transaction, authorizing the approval of the list of bills for the month of March 2020, authorizing and ratifying an expenditure of funds in an amount not to exceed \$225,034.02, subject to appropriations.

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on April 15th, 2020; and

MARCH BILL LIST

1. Regular List of Bills	\$33,472.02
2. HCV/Section 8	\$192,462.00
Total For Month of March 2020	\$225,034.02

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 March 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for March 2020, in an amount not to exceed \$225,034.02, subject to appropriations.
3. Ratification of payments of any bills for March 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 Nelson moved that the March bill list be approved for payment, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: Jones

RESOLUTION NO. 4-02-2020

Resolution approving the transaction, authorizing the approval of the list of bills for the month of April 2020 authorizing and ratifying an expenditure of funds in an amount not to exceed \$256,542.28, subject to appropriations.

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on April 15th, 2020; and

APRIL BILL LIST

1. Regular List of Bills	\$61,663.28
2. HCV/Section 8	\$194,879.00
Total for Month of April 2020	\$256,542.28

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 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for April 2020, in an amount not to exceed \$256,542.28 subject to appropriations.
3. Ratification of payments of any bills for April 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 Clancy moved that the April bill list be approved for payment, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Jones

RESOLUTION NO. 4-03-2020

Resolution approving the 2020 Capital Fund Budget.

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on April 15th, 2020; and

WHEREAS, the Housing Authority of the Borough of Red Bank has received notification from the U.S. Department of Housing & Urban Development (HUD) of its 2020 Capital Fund allocation; and

WHEREAS, the 2020 allocation of Capital Funds for the Housing Authority of the Borough of Red Bank is \$147,950; and

WHEREAS, there is a need to submit a revised Annual Contributions Contract to HUD for these funds.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Commissioners of the Housing Authority of the Borough of Red Bank:

1. The Board approves the Annual Contributions Contract for the 2020 Capital Fund allocation and authorizes the Executive Director to execute all documents required by HUD.
2. That the funds be placed in line 1406 – Operations as soon as possible to assure their timely distribution.
3. That this resolution shall take effect immediately.

Commissioner Clancy moved that the foregoing resolution be approved, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Jones

RESOLUTION NO. 04-04-2020

Resolution authorizing submission of the certification under the section 8 management assessment program (SEMAP) for fiscal year ending December 2019 as required by HUD regulation.

WHEREAS, The RBHA Administers 230 Housing Choice Vouchers as part of the Federal Rental Assistance Program; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the RBHA certify certain data regarding its performance in administering the Housing Choice Vouchers in accordance with the Section 8 Management Program (SEMAP); and

WHEREAS, the RBHA staff has completed the required documentation in accordance with HUD Notice PIH 98-50 and maintains information in the files verifying the information certified and submitted via the Internet; and

WHEREAS, it is necessary that the Board of Commissioners adopt a resolution authorizing the submission of the Section 8 Management Assessment Program (SEMAP) certification; and

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

1. Authorizes submission of the attached Section 8 Management Assessment Program (SEMAP) certification for FYE December 31, 2019.

Commissioner Clancy moved that the April bill list be approved for payment, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Jones

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

None

There being no other business, Commissioner Nelson moved that the meeting be adjourned at 6:38 PM, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: None

Respectfully submitted,

WILLIAM F. SNYDER
Secretary