

June 17th, 2020

Minutes of a regular meeting of the June 17, 2020

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, June 17th 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 Reynolds-Lewis
Commissioner Clancy
Commissioner Nelson
Commissioner Gregory

Absent:

Vice Chairperson Wilkerson
Commissioner Crystain

Also present: William Snyder, Precious Johnson, Terrence Corrison, Esq., Michael Ballard-Council Liaison

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 May 20th, 2020 meeting were presented for approval, Commissioner Clancy moved that the minutes be approved as recorded, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: Wilkerson, Crystain

Executive Director Report:

Mr. Snyder reported on the following issues

1) COVID 19 testing for Residents-Mr. Snyder stated that he made arrangements with a testing laboratory to come to Evergreen Terrace to test residents for virus. There will be no out-of-pocket expense to the residents. The testing is scheduled for June 20th. He also stated that HUD has provided additional operating funds for COVID 19 expenses. He is investigating opportunities to take the most advantage of this funding.

2) Beautification Program-Mr. Snyder stated that he is awaiting proposals for landscaping services in order to improve the curb appeal of both properties. He said that he will be issuing a Notice to the residents to discuss the program and enlist their support in keeping the properties neat and clean.

3) Streamlined Voluntary Conversion (SVC)-Mr. Snyder stated that he was hosting a statewide seminar on June 25th. He invited all Board members and encourage them to ask the HUD experts about any concerns they may have about the program and its impact on the Housing Authority and residents.

Under New Business, the following Resolutions were considered:

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

RESOLUTION NO. 6-01-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on June 17th, 2020; and

MAY BILL LIST

1. Regular List of Bills	\$29,734.62
2. HCV/Section 8	\$194,958.00
Total For Month of May 2020	\$224, 692.62

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 June 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for June 2020, in an amount not to exceed \$224,692.62, subject to appropriations.
3. Ratification of payments of any bills for June 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 Reynolds Lewis moved that the June bill list be approved for payment, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Wilkerson, Crystain

Resolution authorizing implementation of statutory and regulatory waivers as provided in HUD Notice PIH 2020-05.

RESOLUTION NO. 06-02-2020

WHEREAS, The U.S. Department of Housing & Urban Development (HUD) has issued HUD Notice 2020-05 providing statutory and regulatory relief in the forms of waivers to program requirements for the public housing and Section 8 programs due to the Coronavirus; and

WHEREAS, the Red Bank Housing Authority (RBHA) administers the public housing program and Section 8 Housing Choice Voucher program and qualifies for said waivers; and

WHEREAS, the waivers have been issued in accordance with the Coronavirus Aid, Relief and Economic Security Act (CARE); and

WHEREAS, HUD is requiring that the Housing Authority adopt a resolution in order to take advantage of the waivers cited in HUD Notice PIH 2020-05 by July 31, 2020;

WHEREAS, the waivers shall commence on the effective date of the notice and only be in effect for the time periods specified and any applicable extensions:

NOW, THEREFORE IT BE RESOLVED THAT: the Board of Commissioners of the Red Bank Housing Authority that it would like to take advantage of the following waivers:

- 1) 5 year and annual plan submission extended submission dates;
- 2) Income verification requirements
- 3) HQS Inspection Requirements
- 4) Utility Allowance Schedule review and revision

Commissioner Clancy moved that Resolution #06-02-2020 be approved, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Wilkerson, Crystain

Resolution of the Board of Commissioners of the Housing Authority of the Borough of Red Bank Adopting a Policy Addressing the Protection and Safe Treatment of Minors.

RESOLUTION NO. 6-3-2020

WHEREAS, it is appropriate to establish a policy to protect the health, safety and welfare of minors who interact with officials, employees and volunteers of the Authority to the maximum extent possible; and

WHEREAS, the JIF/MEL has issued a Model Policy addressing the Protection and Safe Treatment of Minors; and

WHEREAS, it is in the best interest of the Authority to adopt the attached Policy which has been adapted from the JIF/MEL Model Policy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby adopts Exhibit A - Policy Addressing the Protection and Safe Treatment of Minors as written.

Commissioner Jones moved that Resolution #06-03-2020 be approved, seconded by Commissioner Clancy:

Ayes: All

Nays: None

Absent: Wilkerson, Crystain

Resolution Adopting a Domestic Violence Policy for Public Employers and Designating Human Resource Officers with Respect to Same.

RESOLUTION NO. 6-4-2020

WHEREAS, in accordance with N.J.S.A. 11A:2-6a all public employers are required to adopt a policy to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their employer and provide a standard for employers to follow when responding to said employees; and

WHEREAS, the state has issued a uniform policy known as the “New Jersey Domestic Violence Policy for Public Employers” (hereinafter referred to as the “Policy”) in the form attached hereto; and

WHEREAS, it is in the best interest Housing Authority of the Borough of Red Bank (the “Authority”) to adopt the attached Policy; and

WHEREAS, the Policy requires that the Authority designate a Human Resource Officer and a Secondary Human Resource Officer, who shall receive training on responding to and assisting employees who are victims of domestic violence and who be available to assist such employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Borough of Red Bank does hereby adopt the “Domestic Violence Policy for Public Employees” attached hereto; and

BE IT FURTHER RESOLVED THAT for the purposes of this policy Executive Director William Snyder shall be designated as Human Resource Officer and Gloria Mitchell shall be designated as Secondary Human Resource Officer and that they shall both take the training provided by the State of New Jersey with respect to same.

Commissioner Reynolds Lewis moved that Resolution #06-04-2020 be approved, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Wilkerson, Crystain

Under "Matters of Information" the following report was presented by the Housing Authority Attorney-Terrence Corrison:

Mr. Corrison reported on his review of the by-laws and stated that he would provide written recommendation on some changes that the board should consider. The By-Law committee will make the ultimate decision and present their results to the board for future consideration.

Under Other Business, Commissioner Gregory stated that he would like to see the Housing Authority meetings changed so they don't conflict with the Council Meetings. It was decided that this could be considered as part of the by-law changes and be instituted for 2021.

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

None

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

Ayes: All

Nays: None

Absent: None

Respectfully submitted,

WILLIAM F. SNYDER
Secretary