

August 19th, 2020

Minutes of a Special Meeting of the August 19th, 2020

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, August 19th at 6:00 PM held via “Zoom” in accordance with special meeting notice issue on August 11th, 2020 and in accordance with the 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
Vice Chairperson Wilkerson
Commissioner Crystain
Commissioner Reynolds-Lewis
Commissioner Nelson
Commissioner Gregory

Absent:

Commissioner Clancy

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 Special 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 August 11th, 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 June 17th, 2020 meeting were presented for approval, Commissioner Nelson moved that the minutes be approved as recorded, seconded by Commissioner Wilkerson:

Ayes: Nelson, Gregory, Wilkerson, Jones

Nays: None

Absent: Clancy

Abstentions: Crystain, Reynolds-Lewis

Executive Director Report:

Mr. Snyder reported on the following issues:

1) Cedar Crossing-A meeting was held with the condo board to discuss HOA fees, subleasing of units, unauthorized exterior patios, dogs urinating & defecating on the common areas. A letter was drafted to the homeowners requesting that they comply with the condo rules.

2) Beautification Program-Mr. Snyder stated that no bids were received for the landscaping contract. He stated that bids were advertised on two (2) separate occasions and nothing was received. The Local Public Contracts Law allows for a negotiated contract with a landscaper if no bids are received after two RFBs. He stated that he is looking for a local landscaper to negotiate a contract. A bike rack has been installed at Montgomery Terrace and the residents seems to be using it

3) Streamlined Voluntary Conversion (SVC)-Mr. Snyder stated that the contract for preparation of detailed cost estimates will be considered under new business. He stated that the cost estimates are necessary to determine how much work is needed and what it will cost. This will allow the board to better analyze whether SVC is suited for the Red Bank Housing Authority.

4) HUD COVID 19 funds-Mr. Snyder discussed his memo regarding use of the \$48,473 in public housing funds and \$97,604 in Section 8 funds. He went over his proposed budgets for using the funds. The board members made several suggestions for use of the funds:

- a) Payment of day care for new full-time employee;
- b) Free Wi-Fi installation for all residents;
- c) Installation of ventilation in laundry room at Evergreen Terrace;
- d) PPE equipment for staff;
- e) UV purification cabinets;
- f) Vehicle Purchase.

Mr. Snyder stated that these were all great suggestions and he would look into each one.

Under New Business, the following Resolutions were considered:

Resolution approving the transaction, authorizing the approval of the list of bills for the month of July 2020 authorizing and ratifying an expenditure of funds in an amount not to exceed \$250,888.57, subject to appropriations.

RESOLUTION NO. 8-01-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Special Meeting on August 19th, 2020; and

JULY LIST

1.	Regular List of Bills	\$54,089.57
2.	HCV/Section 8	\$196,799.00
Total	For Month of July 2020	\$250,888.57

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 July 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for July 2020, in an amount not to exceed \$250,888.57, subject to appropriations.
3. Ratification of payments of any bills for July 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 July bill list be approved for payment, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: Clancy

Resolution approving the transaction, authorizing the approval of the list of bills for the month of August 2020 authorizing and ratifying an expenditure of funds in an amount not to exceed \$253,823.91, subject to appropriations.

RESOLUTION NO. 8-02-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Special Meeting on August 19th, 2020; and

AUGUST BILL LIST

1.	Regular List of Bills	\$57,532.91
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2. **HCV/Section 8** \$196,291.00

Total For Month of August 2020 \$253,823.91

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 August 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for August 2020, in an amount not to exceed \$253,823.91, subject to appropriations.
3. Ratification of payments of any bills for August 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 July bill list be approved for payment, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Clancy

Resolution approving a contract for Closed Circuit Television System repair & Upgrade.

RESOLUTION NO. 8-03-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Special Meeting on August 19th, 2020; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need repair and upgrade its CCTV equipment in order to monitor compliance with mandated COVID 19 social distancing requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for sealed public bids for CCTV services in accordance with its procurement policy and applicable state and federal requirements;

WHEREAS, the Housing Authority of the Borough of Red Bank received two (2) bids in accordance with its duly advertised Request for Bids which were reviewed by the Interim Executive Director who is recommending approval of the lowest responsible bidder;

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 contract CCTV repair and upgrade for \$21,408.00:

Maztech
575 Corporate Drive
Suite 4205
Mahwah, NJ 07430

BE IT FURTHER RESOLVED that the Chairperson and Executive Director are authorized to sign all contracts.

Commissioner Crystain moved that the contract be approved subject to preparing a mapping of the location of the cameras prior to installation and development of a CCTV policy prior to operation of the system, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: Clancy

Resolution approving a contract for Computer Hardware & Software

RESOLUTION NO. 8-04-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Special Meeting on August 19th, 2020; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need upgrade its systems to better be able to monitor compliance with mandated COVID 19 social distancing requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for sealed public bids for the computer 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) bid in accordance with its duly advertised Request for Bids which was reviewed by the Interim Executive Director who is recommending approval of the lowest responsible bidder;

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 contract for computer services to:

Maztech
575 Corporate Drive
Suite 4205
Mahwah, NJ 07430

In the following amounts:

File Server \$2,364.00

5 Desktops \$5,855.00

Other \$463.00

Installation Hourly rate: \$95.00

BE IT FURTHER RESOLVED that the Chairperson and Interim Executive Director are authorized to execute the contract.

Commissioner Lewis moved that the contract for computer hardware and software be approved, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Clancy

Resolution approving a contract for Architectural/Engineering (A/E)

RESOLUTION NO. 8-05-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Special Meeting on August 19th, 2020; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need prepare cost estimates and renderings of its properties for Streamlined Voluntary Conversion consideration by the Board of Commissioners; and

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

WHEREAS, the Housing Authority of the Borough of Red Bank received three (3) proposals in accordance with its duly advertised Request for Proposals which were reviewed by the Interim Executive Director who is recommending approval be awarded to the highest rated 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 contract for A/E services to:

MVNK
360 14th Street

Hoboken, NJ 07030
In the amount of \$18,250.00

BE IT FURTHER RESOLVED that the Chairperson and Interim Executive Director are authorized to execute the contract.

Commissioner Gregory moved that the contract for A/E Services be approved, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Clancy

There being no public comment, the Board of Commissioners discussed the following issues under "Other Business":

- 1) Meeting dates conflicting with the Mayor & Council meetings. It was determined that the 2021 Annual Meeting notice should include meeting dates that do not conflict with the Red Bank Council meetings.
- 2) Chairperson Jones read an email that he had received, prior to the meeting, from Commissioner Clancy. The email stated that Commissioner Clancy was resigning from the Board of Commissioners due to moving out of Red Bank. Commissioner Gregory stated that he would like to see the email sent to Commissioner Clancy from the Chairperson asking for his resignation. He also requested that the board go into Executive Session at the next meeting to discuss matters of potential litigation. Chairperson Jones referred the matter to the board attorney for his review and input prior to next meeting. Mr. Snyder stated that he would forward the Chairperson's email to the board.

There being no other business, Commissioner Gregory moved that the board adjourn its meeting at 8:15 PM, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: Clancy

Respectfully Submitted

WILLIAM F. SNYDER
Executive Director

