

September 19th, 2020

Minutes of a regular meeting of the September 19th, 2020

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, September 19th 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
Vice Chairperson Wilkerson
Commissioner Crystian
Commissioner Reynolds-Lewis
Commissioner Nelson
Commissioner Gregory

Absent:

None

Also present: William Snyder, Precious Johnson, Terrence Corrison, 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 August 19th, 2020 meeting were presented for approval, Commissioner Gregory moved that the minutes be approved as recorded, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: None

Executive Director Report:

Mr. Snyder reported on the following issues

- 1) Evergreen Terrace Laundry Room ventilation-Mr. Snyder stated that he reviewed the installation of ventilation with the HVAC Contractor (McDonald HVAC) and received an estimate (\$1,325.00) of the cost which is below the level where quotes are required (\$2,625.00). The work will include installing heating, cooling and ventilation to assist in effort to deal with COVID 19. The current environment is not healthy for residents using the room
- 2) UV cabinet-A UV cabinet has been placed on order with Grainger Supply and will be shipped by the staff for mail and other documents being supplied by the public.
- 3) Wi-Fi Installation-Mr. Snyder stated that he will be meeting with vendors to discuss installation of free Wi-Fi in all residents' units. The installation will allow children to access the internet in order to

complete their schoolwork remotely under COVID 19 conditions. He stated that he would bring an estimate of the costs involved back to the board for their future consideration.

4) Vehicle purchase-Mr. Snyder stated that he is still looking at the acquisition of a vehicle for Section 8 inspection under the COVID 19 funding.

5) Beautification Program-Mr. Snyder stated that he is awaiting proposals for landscaping services in order to improve the curb appeal of both properties. He spoke with the landscaper that is doing the work at Cedar Crossing who said he would be submitting a proposal. He further stated that the landscaper and maintenance staff has been recommending the removal of the fencing around the entrances at each unit at Montgomery Terrace. The grass cutting would be much easier and less costly if the fences were removed. Many of the fences have been damaged and have become an eyesore. The fences also pose a potential liability due to their condition.

6) Streamlined Voluntary Conversion (SVC)-Mr. Snyder stated the contract for preparation of cost estimate was awarded at the August meeting. The vendor was sent the contract for execution and a date will be established for a site visit and meeting to discuss the Housing Authority's expectations. Mr. Snyder stated that he would invite any board member that would like to attend the site visit provided the number did not exceed four (4) since that would violate the Open Public Meetings Act.

7) Installation of Closed-Circuit Television Cameras-Mr. Snyder stated that he received an updated proposal from Maztech for the installation of the CCTV equipment. The updated proposal nearly doubled in the original price for the camera system. He has discussed this matter with the board attorney and they have concluded that it would be best to rebid the contract since the amount of the change-order would exceed the 20% limit imposed by the New Jersey Local Public Contract Law.

Commissioner Crystian moved that resolution 8-03-2020 (award of contract for CCTV installation) be rescinded and the Executive Director authorized to rebid the CCTV contract with the wiring included, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: None

Under New Business, the following Resolutions were considered:

Resolution approving the transaction, authorizing the approval of the list of bills for the month of September 2020 authorizing and ratifying an expenditure of funds in an amount not to exceed \$221,751.33, subject to appropriations.

RESOLUTION NO. 9-01-2020

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

SEPT BILL LIST

- | | |
|---------------------------------|--------------------|
| 1. Regular List of Bills | \$32,495.33 |
|---------------------------------|--------------------|

2. **HCV/Section 8** \$190,256.00

Total For Month of September 2020 \$221,751.33

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 September 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for September 2020, in an amount not to exceed \$221,751.33, subject to appropriations.
3. Ratification of payments of any bills for September 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 Gregory moved that the September bill list be approved for payment, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: None

Resolution approving a contract for Electrician Services

RESOLUTION NO. 9-02-2020

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

WHEREAS, the Housing Authority of the Borough of Red Bank has need for electrician services to make repairs to its building and grounds; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for sealed public proposals for electrician services in accordance with its procurement policy and applicable state and federal requirements which were received on September 1st, 2020;

WHEREAS, the Housing Authority of the Borough of Red Bank received two (2) sealed proposals in accordance with its duly advertised Request for Proposals which was reviewed by the Interim Executive Director who is recommending approval of the lowest responsible 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 electrician services to:

AA Electric

19 Sun Hollow Road

Howell, NJ 07731

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

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

Ayes: All

Nays: None

Absent: None

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 recommendations to the by-laws. The By-Law committee will make the ultimate decision and present their results to the board for future consideration.

Under Other Business, A discussion ensued concerning the development of a newsletter as a vehicle for informing the public and residents on what is happening at the Housing Authority. The entire Board of Commissioners felt that this was a good idea and would like to pursue it. Commissioner Crystian indicated that she would like to be involved with developing the newsletter.

Chairperson Jones indicated that he thought it would be a good idea if training were available for employees such as Precious Johnson. Mr. Snyder stated that training is available for all employees through the various professional trade associations.

Mr. Snyder discussed his recommendation that the fencing at Montgomery Terrace be taken down in order to make the grass cutting easier. Chairperson Jones indicated that he felt the damaged fencing could be a liability and safety issue. Vice Chairperson Wilkerson stated that she felt it would be good idea to take the fences down. A discussion ensued concerning the removal of the fences at Montgomery Terrace. It was determined that the fence removal should be incorporated into the beautification program.

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

None

There being no other business, Commissioner Crystian moved that the meeting be adjourned at 7:30 PM, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: None

Respectfully submitted,

WILLIAM F. SNYDER
Secretary