

February 19, 2020

Minutes of a regular meeting of the Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, February 19th 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:

Chairperson Diem Jones
Commissioner Reynolds-Lewis
Commissioner Clancy
Commissioner Crystain
Commissioner Nelson
Commissioner Gregory
Commissioner Wilkerson

Absent:

Also present: William Snyder, Precious Johnson,

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 the 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 in December 2018. 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 January 2020 meeting were presented for approval, Commissioner Clancy moved that the minutes be approved as recorded, seconded by Commissioner Nelson:

Ayes: All

Nays: 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 February 2020, authorizing and ratifying an expenditure of funds in an amount not to exceed \$269,082.20, subject to appropriations.

RESOLUTION NO. 2-01-2020

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

1. Regular List of Bills	\$76,620.20
2. HCV/Section 8	\$192,462.00
Total For Month of February 2019	\$269,082.20

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 February 2020, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for February 2020, in an amount not to exceed \$269,082.20, subject to appropriations.
3. Ratification of payments of any bills for February 2020 on the list that may have already been paid.

Commissioner Clancy moved that the January bill list be approved for payment, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: None

Resolution approving a contract for installation of emergency pull cords.

RESOLUTION NO. 2-02-2020

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

WHEREAS, the Housing Authority of the Borough of Red Bank has need to repair its emergency pull cord system in fifty-four (54) units that are currently not functioning; and

WHEREAS, residents rely on this system to provide support in the event of a medical emergency; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for proposals for the repair of its emergency pull cord system in accordance with its procurement policy and applicable state and federal requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank received one (1) proposal in accordance with its duly advertised Request for Proposals which has been reviewed by the Interim Executive Director who is recommending approval of the 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 with B-Safe Security, Inc., (679 Bridgeton Pike, Mantua, NJ) to repair its emergency pull cord in the amount of \$11,959.75; and

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

Commissioner Clancy moved that Resolution #2-2-2020 be approved, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: None

Resolution approving auditing services for FYE 12/31/2020.

RESOLUTION NO. 2-03-2020

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

WHEREAS, the Housing Authority of the Borough of Red Bank has need for auditing services to maintain audit its books and records for the FYE 12/31/19 in compliance with federal and state requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for proposals for auditing 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) proposals in accordance with its duly advertised Request for Proposals which has been reviewed by the Interim Executive Director who is recommending approval of the proposal submitted by Polcari & Company;

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 with Polari & Company (2035 Hamburg Turnpike, Wayne, NJ) to provide Auditing services for the FYE 12/31/19:

1. The cost of the contract shall be \$6,900.00.
3. The Chairperson and Interim Executive Director are authorized to execute the contract.

Commissioner Reynolds-Lewis moved that Resolution #2-3-2020 be approved, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: None

Resolution approving Executive Director's services through 12/31/2021

RESOLUTION NO. 2-04-2020

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

WHEREAS, the Housing Authority of the Borough of Red Bank has need for Executive Director services to administer its housing programs and advise both staff and Board of Commissioners on all federal and state requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for proposals for Executive Director 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) proposal in accordance with its duly advertised Request for Proposals which has been reviewed by the Chairperson who is recommending approval of the 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 with Execu-Tech, Inc to provide Executive Director services:

1. The term of the contract shall be twenty-Four (24) months.
2. The cost of the contract shall be \$1,800.00 weekly, plus expenses, with additional services shall be a rate of \$150.00 per hour.
3. The Chairperson is authorized to execute the contract.

Commissioner Clancy moved that Resolution #2-4-2020 be approved, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: None

Resolution approving the annual budget for FYE 12/31/2020.

RESOLUTION NO. 2-05-2020

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

WHEREAS, the Housing Authority of the Borough of Red Bank has need to adopt an annual budget for fiscal year 2020; and

WHEREAS, the budget must be submitted to HUD and the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves the annual budget for fiscal year 12/31/2020

1. The Executive Director is authorized to execute the budget.
2. The budget should be submitted for approval to the State of New Jersey and HUD.
3. This resolution shall take effect immediately.

Commissioner Gregory moved that Resolution #2-5-2020 be approved, seconded by Commissioner Clancy:

Ayes: All

Nays: None

Absent: None

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

None

The Board discussed the need for additional information regarding the Streamlined Voluntary Conversion program. Mr. Snyder discussed the manner in which current residents are protected after conversion.

The activates at Cedar Crossing were discussed in light of their financial position.

Salary adjustments in the annual budget were discussed.

The need for additional security systems including wireless cameras was discussed.

Chairperson Jones noted that in the future any contracts over \$15,000 should be ranked and rated.

Mr. Snyder noted that a tour of the properties is scheduled and all Commissioners are invited to walk with him.

There being no other business, Commissioner Reynolds-Lewis moved that the meeting be adjourned at 8:01 PM, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: None

Respectfully submitted,

WILLIAM F. SNYDER
Secretary