

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF THE BOROUGH OF RED BANK**

Wednesday, May 18, 2022, 6:00 p.m.

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held its Regular Meeting of the Board of Commissioners on Wednesday, May 18, 2022 at 6:00 p.m. in person at 52 Evergreen Terrace, Red Bank, New Jersey and via “Zoom” in accordance with the revised meeting requirements issued by the State of New Jersey due to COVID 19. The meeting was held via “Zoom” and the public could participate via “Zoom.” All meeting access information, agenda and related documents were be posted, at least forty-eight (48) hours, prior to the meeting, on the Housing Authority’s website at: RedBankHousing.org. Public comments may be made via email. All comments must be received at least forty-eight (48) hours prior to the meeting.

Opening of Meeting:

Chairperson Memone Crystian called the meeting to order at 6:00 p.m. and asked for the reading of the roll:

Present:

Chairperson Memone Crystian
Vice Chairperson Alpha Reynolds Lewis
Commissioner Diem Jones via Zoom
Commissioner Marlene Nelson
Commissioner J.P. Nicolaides via Zoom
Commissioner Alecia Wilkerson

Absent:

None

Also present: Michael Ballard (Council Liaison), Lisa Hendricks Richardson, Gloria Mitchell, Precious Johnson, Melanee Douglass, Terrence Corrison, Esq.

The following meeting notice was read:

“Adequate notice of this meeting as required by the Open Public Meetings Act has been provided by the filing of an 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 Two River Times on December 21st, 2021. All meeting access information, agenda and related documents were posted, at least forty-eight (48) hours, prior to the meeting, on the Housing Authority’s website at: RedBankHousing.org. Public comments may be made via email. All comments must be received at least forty-eight (48) hours prior to the meeting. This body wishes to advice you, in accordance with N.J.S.A. 26:3D, smoking is prohibited while this body is in open or closed session. The flag salute followed the opening statement.

Approval of Minutes:

The minutes of the April 20, 2022, Regular Meeting were presented for approval, subject to the following amendment to the Executive Director’s Report, to reflect that the Housing Authority

was advised in May 2022, that the missing funds had been re-deposited on March 31, 2022. Commissioner Nelson moved that the minutes be approved, Commissioner Nicolaides seconded:

Ayes: All
Nays: None
Abstain: None
Absent: None

Executive Director's Report:

Introduction as the new Executive Director made by Lisa Hendricks Richardson, who reported that she met with the entire staff together and individually and would be addressing all issues within the office. Received access to PHA-Web and Paychex Flex. She will discuss with Bill Katchen access to other programs. Contacted Reynwood to obtain quotes for extra phone(s) and additional phone extensions. Sent introductory emails to HUD representatives. Received project extension from Monmouth County for the Montgomery Terrace Rehabilitation Project. The grant was due to expire August 27, 2022, the amended termination date is now February 27, 2023. Someone from the Borough of Red Bank must sign the project extension agreement. Ms. Richardson met with the architect from Coppa Montalbano Architects on May 18, 2022 before he began the site investigation in preparation of the site plans, and advised that the site plans and construction must be expedited per the project's termination date. The second phase the project requires the issuance of a RFP for construction, which must include federal and county CBDG requirements. Anticipate completion to take 3 months.

Attended Cedar Crossing Condo Association quarterly board meeting on May 17, 2022. Ms. Richardson is reading the Association's By-laws, Master Deed and documents related to pending litigations. Ms. Richardson would like to meet with residents pursuing the lawsuits.

OIG investigation is still ongoing. Bill Snyder answered two questions presented by OIG on March 28, 2022. One question is still unanswered. Will attempt to get further response from LBHA. The question must be answered to the OIG's satisfaction.

Audit Review Certificate and Resolution which was signed by all board members will be sent to NJ DCA.

Ms. Richardson met with the attorney Terrance Corriston on May 17, 2022 and will meet with fee accountant Bill Katchen on May 24, 2022.

Created press release of Executive Director's appointment and would like to build relationships with local organizations.

Meet and Greet for residents to meet Executive Director tentatively scheduled for June 8, 2022 at 11:00 a.m. for Evergreen Terrace residents and 5:00/6:0 p.m. for Montgomery Terrace residents.

Received notice to upgrade from 3G to 4G/5G to ensure operation of security system. Options included a fee if RBHA continues under existing contract; or no fee if RBHA enters a new 60-month contract (which may not be allowed under procurement unless leasing equipment).

Contacted Mazteck to request quote for a LaserJet printer, as well as laptops for each staff member's use in case of emergency.

New Business:

Commissioner Jones inquired about the low number of bills totaling approximately \$72,000.00. Response: Previous expenditure no longer due.

Commissioner Nicolaides asked if JIF is made in two payments. Response: Yes; and if other companies checked for cost of copier printer paper. Response: Yes, expenses of office supplies are monitored.

Commissioner Wilkerson asked if JCP&L account now current. Response: Yes; and asked about cost of background checks for lease ups. Response: \$44.00 per person.

Under New Business, the following Resolution(s) were considered:

Resolution approving the transaction, authorizing the approval of the list of bills for the month of April 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$266,139.64 for April, including HAP recurring for May 2022, subject to appropriations.

RESOLUTION NO. 5-01-2022

WHEREAS the Commissioners of the Housing Authority of the Borough of Red Bank convened a Meeting on May 18, 2022; and

APRIL BILL LIST

1. Regular List of Bills	\$72,889.64
2. HCV/Section 8 (HAP Recurring May 2022)	\$193,250.00
Total For Month of April 2022	\$266,139.64

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 2022, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for April 2022, including HAP recurring for May 2022, in an amount not to exceed \$266,139.64 subject to appropriations.
3. Ratification of payments of any bills for April 2022 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 Resolution be approved, Commissioner Jones seconded:

Ayes: All
Nays: None
Abstain: None
Absent: None

Commissioners Comments and Concerns:

A. Commissioner Nelson: Landscaper not pruning trees behind the units and not cutting overgrowth. Commissioner Nelson and Bill Snyder both did a walk through and took photos. Bushes growing into windows. Building #2 has overgrowth. One person is doing the job. There were no responses to previous RFPs.

- Recommend new RFPs for landscaping and for tree pruning/removal. Extend landscaping contract to a month-by-month basis, subject to termination with appropriate notice. Look into shared services with the Borough's Public Works department can merge.
- Vote on extending expired landscaping contract to month-to-month basis, subject to termination with appropriate notice. Commissioner Reynolds Lewis moved that the recommendation be approved, Commissioner Wilkerson seconded:
Ayes: All; Nays: None; Abstain: None; Absent: None

B. Commissioner Wilkerson: Attended conference in Atlantic City and attended four classes. REAC has new inspection procedures. Brought back two copies of REAC Inspection Field Guide. DC update: Build Back Better Plan by NAHRO and PHADA speakers. Everything is up in the air prior to election. Washington wants everyone on Section 8.

Matters of Information:

1. Chairperson: Commissioner Crystian: Discussed repositioning assets and looking into creative ways to fund public housing. Board to have retreat mid-summer/September. Met with the Borough's Master Plan consultants about Sunset Park. Site where environmental remediation occurring abuts RBHA property, and therefore we must participate in the Master Plan meetings., along with Affordable Housing Corp., Pastor Porter, Lunch Break. The next Master Plan meeting is May 19, 2022 at 4:30 p.m. Bring various organizations to the table to lobby for low income affordable housing in Red Bank. President Biden's appointee, Alike Ampry-Samuel, Regional Administrator Region II) would like to visit RBHA during the summer months.
2. HCV Report: Reviewed PHA Management Report; RBHA rent reasonableness is currently 110% of FMR but could request 120%-140% or above. However, extending above 110% would reduce the number of vouchers as have to stay within funding limits. The current number of RBHA's vouchers is 260.
 - a. Executive Director will review wait-list policies for PH ad HCV and meet with staff to discuss.
 - b. PH should provide breakdown on vacant unit turn arounds
3. Maintenance Report: None
4. Legal: None

Public Comment: None

Other Business:

In the future Board Packets will be available in binders, which will allow Commissioners to comparatively review information (e.g., Profits & Losses, etc.).

Adjournment:

There being no other business or reports, Commissioner Nicolaides moved that the meeting be adjourned at approximately 7:34 p.m., Commissioner Reynolds Lewis seconded:

Ayes: All

Nays: None

Abstain: None

Absent: None

Respectfully submitted,

Lisa Hendricks Richardson
Secretary