

April 20th, 2022

Minutes of a Regular meeting of April 20, 2022

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, April 20th at 6:00 PM held in person (52 Evergreen Terrace, Red Bank, NJ) 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 hours prior to the meeting.

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

Present:

Chairperson Crystian
Vice Chairperson Reynolds Lewis
Diem Jones
Commissioner Nelson
Commissioner Nicolaidis
Commissioner Wilkerson

Absent:

None

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 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 Twin 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 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.

The minutes of the March 16th. 2022 regular meeting were presented for approval, Commissioner Nelson moved that the minutes be approved, seconded by Commissioner Nicolaidis:

Ayes: All

Nays: None

Absent: Absent

Executive Director Report:

Mr. Snyder reported on the following issues:

- 1) WI-FI-Mr. Snyder stated that the vendor will be starting the work next and expect to finish in the next 2 weeks.
- 2) CD Program-Mr. Snyder stated that a meeting was setup on site to go over the scope of work. The drawings will be completed over the next several weeks. Hopefully, bids can be obtained in late June or early July.
- 3) Landscaping-Mr. Snyder stated that the landscaper started mowing the lawn and the Housing Authority may want to consider rebidding the work to see if anyone is interested at this point.
- 4) Fraud-Mr. Snyder stated the missing funds were returned to the Housing Authority on March 31st.
- 5) Transition-Mr. Snyder stated that he has been preparing documents and files for the new Executive Director and will be available to the end of his contract to ensure a smooth transition.
- 6) Cedar Crossing-Mr. Snyder reported on the liens being filed against 2 residents and their responses to the liens. A meeting will be setup with the condo board and the attorneys to discuss the matter. Their next meeting is May 17th, 2022.
- 7) 12/31/20 Audit-Mr. Snyder stated that the audit is being considered at this meeting and the affidavit must be signed by all members and sent to the Dept. Of Community Affairs.
- 8) Policies-Mr. Snyder stated that he completed his review of the ACOP, Personnel Policy and Travel Policy. It is up to the Board to determine if they want to adopt the proposed policy suggestions.

Under New Business, the following Resolutions 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 \$314,966.25 for April subject to appropriations.

RESOLUTION NO. 4-01-2022

WHEREAS the Commissioners of the Housing Authority of the Borough of Red Bank convened a Meeting on April 20th, 2022; and

MARCH BILL LIST

- | | |
|---------------------------------|---------------------|
| 1. Regular List of Bills | \$121,465.25 |
| 2. HCV/Section 8 | \$193,501.00 |

Total For Month of April 2022

\$314,966.25

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 the month of April 2022, in an amount not to exceed \$314,966.25 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 Nicolaides moved that Resolution #4-01-2022 be approved for payment, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: None

Resolution approving the review of the 12/31/20 audit report and submission to the New Jersey Department of Community Affairs

RESOLUTION NO. 4-02-2022

FYE 12/31/22 Audit Review

WHEREAS N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS the annual audit report for the fiscal year ended 12/31/20 has been completed and filed with the Red Bank Housing Authority pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the

annual audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Red Bank Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2020, and specifically has reviewed the sections of the audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

Commissioner Jones moved that Resolution #4-02-2022 be approved, seconded by Commissioner Nicolaidis:

The Housing Authority's Fee Accountant, William Katchen, presented the audit and answered questions concerning the report. The vote was taken following the presentation.

Ayes: All

Nays: None

Absent: None

Under Commissioner's comments and concerns, the following issues were discussed:

- 1) Cedar Crossing
- 2) Landscaping
- 3) Prospective appointment of a new Commissioner

The Executive Director, Lisa Hendricks Richardson introduced herself and stated that she would be starting work on Monday, May 9th, 2022.

There being no other business or reports, Commissioner Nicolaidis moved that the meeting be adjourned at 7:30 PM, seconded by Commissioner Reynolds Lewis:

Ayes: All

Nays: None

Absent: None

Respectfully submitted,

WILLIAM F. SNYDER
Secretary