

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

Wednesday, July 20, 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, July 20, 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 6:08 p.m. and asked for the reading of the roll:
Present:

Chairperson Memone Crystian
Vice Chairperson Alpha Reynolds-Lewis (arrived 6:18 pm)
Commissioner Marlene Nelson
Commissioner J.P. Nicolaides
Commissioner Alecia Wilkerson

Absent:

Commissioner Diem Jones

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

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 June 15, 2022, Regular Meeting were presented for approval. Commissioner Nicolaides moved that the minutes be approved, Commissioner Wilkerson seconded.

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

EXECUTIVE DIRECTOR’S REPORT:

Personnel

The Executive Director (“ED”) is now the Certifying Officer Supervisor in NJSHBP and PERS.

REMINDER: Monmouth County Workforce Innovation and Opportunity Act Incumbent Work Training will be provided by Brookdale College on site. Topic: Customer Service on Wednesday, July 27, 2022, 9:00 am to 12 noon in the RBHA Conference Room.

Hope to have CWEP (Community Work Experience Program) workers (one Office Clerk, and two Groundskeeper/Laborer/ Housekeeper) next month.

Office Management

ED now signatory on Santander accounts, PNC accounts and Valley National Bank master escrow account.

Auditor's Contract for 2021 Audit executed 6/21/22 and Polcari & Company has begun preparation of audit.

Housing Programs

Pre-REAC inspections took place on June 28 & 29; and REAC Strategy Meeting with staff scheduled for July 26, 2022, to coordinate appropriate actions for repairs, etc. Have not received notice for schedule REAC inspection (requested August 11, 2022).

Waiting Lists closed. Staff inputting pre-applications postmarked by July 15, 2022. Important Waiting List Information posted on the RBHA website 7/15/22. It is believed we received thousands of pre-applications. Once all applications are input into PHA-Web a letter to the applicants confirming receipt and advising how to update information (e.g., addresses, preferences, etc.) will be sent (October/November).

On June 29, 2022, we received Housing Discrimination Complaint from HUD (referred to NJ Division of Civil Rights for investigation) dated 6/23/22 with Complaint dated 5/7/22 which was filed prior to my meeting with the residents on May 24, 2022, which resulted in a satisfactory outcome. If NJDCR fails to begin processing complaint within 30 days, HUD may take up again.

Emergent Matters

OIG: After further investigation, on June 20, 2022, ED sent a supplementary letter to HUD explaining why the procurement of computer services was exempt. No response received yet.

June 28, 2022, ED received email from HUD advising that the OIG requesting supplemental information to Bill Snyder's March 29, 2022, response concerning auditing, fee accounting and legal procurement compliance (\$161,600 exposure). ED now in the process of preparing response with supporting documentation.

Development Programs

Received and reviewed site plans and initial budget for the Montgomery Terrace Rehabilitation Project (parking lots and sidewalks, steps) with A & E (Coppa, Montalbano Architects), requested minor revisions and preparation of Bid Package (expected this Friday). Expect to publish RFP by end of the month. REMINDER: Project Extension Date: February 27, 2023.

Pending Matters

On behalf of Chairperson, an invitation was sent to HUD representative Region II Administrator, Alicka Ampry-Samuel on July 12, 2022, requesting she visit RBHA before October 2022. The visit would include local government officials, community organizations, residents.

ED will be attending the Governor's Conference on Housing and Economic Development in Atlantic City September 29-30, 2022. Will be staying at Harrah's Resort 2 nights (28th and 29th).

Cedar Crossing Condominium Association

ED met with Cedar Crossing board members Tuesday, June 21 at 6:00 p.m. to review practices and procedures going forward, and to assist them in developing the Board's role. Provided CAI and DCA information to the board members.

Ed sent mailing dated June 22, 2022, to Cedar Crossing residents with enclosed Red Bank Home Rehabilitation Assistance Program information and application, and a Homeowner Information Form.

The two motions for summary judgment scheduled for June 22, 2022, adjourned until July 13, 2022. The Court granted the residents another adjournment, now set for July 27, 2022, despite the attorney's objections.

Board Matters

Precious Johnson will no longer take and prepare minutes for the Board Meetings per her 7/14/22 letter of resignation from these tasks. Other staff have indicated their availability to take on these tasks for future Board meetings.

Commissioners are asked to use their Gmail accounts for all RBHA communication.

The next meeting is September 21, 2022; and does the Board want to consider having in person public participation in future Board meetings?

Commissioners' Comments and Concerns during Executive Director's Report

Commissioner Crystian: Regarding REAC inspection, believes the Board was not aware of the March 2020 REAC report. REAC strategy meeting will foster teamwork. ED working with Gloria Mitchell on upcoming audit, as well as reviewing vendor contracts and preparing excel spread sheet to monitor contracts terms, and RFPs/RFQs.

Regarding waitlist process, inputting applications is based on the postmark dates, once completed a letter to applicants confirming receipt of application and advising of preferences and procedure to update application information.

NEW BUSINESS:

RESOLUTION NO. 7-1-2022-Approval of Bill List (June)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of June 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$244,141.56 for June 2022, including HAP recurring for July 2022, subject to appropriations.

Commissioner Reynolds-Lewis moved that the Resolution be approved, Commissioner Nelson seconded.
Ayes: All Nays: None Abstain: None Absent: None

RESOLUTION NO. 7-2-2022-Closed Session: Not needed.

RESOLUTION NO. 7-3-2022-Conclusion of Closed Session: Not needed.

Commissioners Comments and Concerns:

Commissioner Nelson: Advised that the Montgomery Terrace Community Room has been used as for storage, and a lot of work is needed to restore it as a community room in order for it to be re-opened for tenant use. Suggested obtaining a pod for storage.

Commissioner Reynolds-Lewis: Advised that the dance program received 7 to 8 applicants from RBHA residents and would like to get photos of resident participation in the program.

Commissioner Nelson: Advised that 7 resident children signed up for VBS as a result of tent set-up on Saturday at Montgomery Terrace.

MATTERS OF INFORMATION

Chairperson: Received former Interim ED Exit Report and reviewing with current ED and will review with Board, along with policies and procedures. By-laws being reviewed with attorney for Board. Wants to plan a Board retreat in the Fall.

PH Report: MT: Two (2) unit turnovers completed (2 BR & 4 BR) will be leased up by August 1. Vacant Unit 122 deplorable condition requires extensive work and may need to use outside contractor (procurement requirements may delay) ET: Unit turnover expected to be completed and leased up by August 1. ED acknowledged Henry Reyes' and Alberto Whittington's great job they did in the units.

HCV Report: Total of active vouchers as of end of the month: **198 (added 4 new clients)**; (10 vouchers out on the street + 2 pending); 6 on hold for program violations (withholding HAP from landlords for HQS abatement requirements); and 2 ported out but looking for housing. ED acknowledged HCV Coordinator, Richard Ashton's ongoing efforts in adding new clients.

Maintenance Report: To prepare units for the upcoming REAC inspection, supplies and appliances purchases will be required for deficiencies or defects due to normal wear and tear. Residents may be receiving NTC for housekeeping violations or documented property damage by tenant, if appropriate.

Legal Report: Read Attorney Terrence J. Corrison's report. ED is reviewing draft Procurement Policy and will discuss my concerns with the attorney of proposed by-laws revisions with anticipation of submitting to the Board in September.

CLOSED SESSION: None

PUBLIC COMMENT: None

OTHER BUSINESS: None

ADJOURNMENT:

There being no other business or reports, Commissioner Nicolaides moved that the meeting be adjourned at approximately 7:16 p.m., Commissioner Reynolds-Lewis seconded.

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

Respectfully submitted,

Lisa Hendricks Richardson
Secretary