

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

**Wednesday, September 21, 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, September 21, 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 6:20 p.m. (delay due to technical difficulty with Zoom), and asked for the reading of the roll:

Present:

Chairperson Memone Crystian  
Commissioner Marlene Nelson  
Commissioner J.P. Nicolaides  
Commissioner Alecia Wilkerson (via Zoom)

Absent:

Commissioner Diem Jones  
Vice Chairperson Alpha Reynolds-Lewis

Also present: Lisa Hendricks Richardson, Terrence Corrison, Esq., (via Zoom), Councilman Michael Ballard (Council Liaison) (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 July 20, 2022, Regular Meeting were presented for approval. Commissioner Nicolaides moved that the minutes be approved, Commissioner Nelson seconded.

Ayes: Four    Nays: None    Abstain: None    Absent: Two

**EXECUTIVE DIRECTOR’S REPORT:**

**Personnel**

Reached out to CWEP (Community Work Experience Program) for workers (one Office Clerk, and two Groundskeeper/Laborer/ Housekeeper). Also reached out to the Monmouth County Office on Aging.

### **Office Management**

2021 Audit completed by Polcari & Co.; and submitted to and accepted by the Federal Audit Clearinghouse (FAC). Next steps include uploading in REAC, then to DCA. The audit packet is expected to be available for the 10/19/22 Board Meeting, as well as 2023 budget packet.

RFPs for Auditing and Fee Accounting (10/25/22); and RFQ Electrical (11/2/22), Landscaping (10/14/22), and Plumbing Services (11/2/22) advertised, posted on RBHA and PHADA websites. Also reached out to African American Chamber of Commerce and the Statewide Hispanic Chamber of Commerce NJ.

### **Housing Programs**

REAC inspections took place on September 2, 2022. Exigent Health and Safety Notification Form was received and identified in eight (8) units: missing smoke detectors, blocked bedroom windows hindering egress because of AC and/or furniture, and missing switch plates. Tenants will be charged for missing smoke detectors as RBHA had ensured installation after the pre-REAC inspections in July, as well electrical switch replacement. Staff re-inspected on 9/9/22 and confirmed all mitigations completed. Unable, at this time to obtain full REAC report due to lack of access to REAC on HUD's Secure System.

Town Hall Meeting scheduled for Tuesday, September 27, 2022 at 1:00 p.m. and at 5:30 p.m. Proposed Residential Leases will be handed out to those who attend, and hand-delivered to those who do not attend the meeting.

### **Emergent Matters**

OIG: Still waiting to hear from HUD to confirm settlement amount, which must include all issues raised in the investigation are settled. The settlement contemplates a determined amount amortized (without interest) over 30 years and payable from non-federal funds.

### **Development Programs**

Four (4) bid packets received on September 15, 2022. Bid tabulation and Coppa Montalbano Architect's recommendation letter will be discussed in closed session. REMINDER: Project Extension Date: February 27, 2023.

### **Pending Matters**

HUD representative Region II Administrator, Alicka Ampry-Samuel is scheduled to visit RBHA on Thursday, October 20, 2022. The visit will include a tour of RBHA properties, and a meeting in the ET Community Room to include local government officials, community organizations, residents. ED is coordinating the visit with Newark Field Office Director Justin Scheid.

ED and Commissioners Crystian and Wilkerson will be attending the Governor's Conference on Housing and Economic Development in Atlantic City September 29-30, 2022.

### **Cedar Crossing Condominium Association**

Attended Cedar Crossing Board Meeting, on Tuesday, September 21 at 6:00 p.m. to review legal services proposals. 2020 (10/1/2020-9/30/21) tax returns filed. 2023 draft budget prepared for Board's review.

2<sup>nd</sup> mailing sent to Cedar Crossing residents with enclosed Homeowner Information Form. Little response.

Homeowner paid \$6,775.00, bringing account current thru August 2021. No word on the outcome of the motions for summary judgment scheduled on July 27, 2022.

Created manual homeowner ledger to record accounts more accurately. We now have ability to use PHA-Web for homeowner accounts at no additional charge and will upload homeowner information and accounts.

## **Board Matters**

Please confirm you are able to use your Gmail accounts for all RBHA communication.

The next meeting is October 19, 2022; and Board should consider having in person public participation in future Board meetings starting in January 2023.

### *Commissioners' Comments and Concerns during Executive Director's Report*

Commissioner Crystian: Regarding Housing Programs, recommended that RBHA implement technology services which would require residents' email addresses. Executive Director advised this information could be obtained during residents' recertification and lease-up.

Commissioner Crystian: Regarding OIG, requested Executive Director schedule meeting with LBHA to review matter and possible resolution.

Commissioner Nelson: Advised the RBHA maintenance staff had in the past performed snow removal and landscaping (mowing and trimming shrubs). ED will review with staff.

Commissioner Crystian: Regarding Cedar Crossing, recommended that any recouped maintenance fee arrears fund necessary escrow accounts.

## **NEW BUSINESS:**

### **RESOLUTION NO. 8-1-2022-Approval of Bill List (July)**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of July 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$242,932.74 for July 2022, including HAP recurring for August 2022, subject to appropriations.

Commissioner Nicolaides moved that the Resolution be approved, Commissioner Nelson seconded.

Ayes: Four    Nays: None    Abstain: None    Absent: Two

### **RESOLUTION NO. 9-1-2022-Approval of Bill List (August)**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of August 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$286,192.26 for August 2022, including HAP recurring for September 2022, subject to appropriations.

Commissioner Nicolaides moved that the Resolution be approved, Commissioner Nelson seconded.

Ayes: Four    Nays: None    Abstain: None    Absent: Two

**RESOLUTION NO. 9-2-2022-Closed Session:** Not needed.

**RESOLUTION NO. 9-3-2022-Conclusion of Closed Session:** Not needed.

### **RESOLUTION NO. 9-4-2022- Approval of Contract (MONTGOMERY TERRACE PAVEMENT, CURBINGS AND SIDEWALK RESTORATION)**

Resolution approving and authorizing a contract with TC Construction Group, Inc. for the restoration of the Montgomery Terrace pavements, curbing and sidewalks, an expenditure of funds in an amount not to exceed \$228,000.00, authorizing the Executive Director, or her designee, to execute documents and do all things necessary to effectuate the transaction(s).

Commissioner Nicolaides moved that the Resolution be approved, Commissioner Nelson seconded.

Ayes: Four    Nays: None    Abstain: None    Absent: Two

**Commissioners Comments and Concerns:** (See above and below)

## **MATTERS OF INFORMATION**

**Chairperson:** RBHA policies, including Personnel Policy and Travel Policy are being reviewed, as received. Resident, Leola Williams, a longtime resident of RBHA passed, and she was eulogized last week. RBHA sent a card of condolences and RBHA was mentioned during Ms. Williams services. Keep Commissioner Jones in prayer.

**PH Report:** MT: Unit 122 remains vacant due to deplorable condition requires extensive work and may need to use outside contractor (procurement requirements may delay). Nonetheless, at this time Henry and Alberto are working on turning over the unit. TARs Reports indicate households schedule to receive the 30-day NTC.

**HCV Report:** Total of active vouchers as of end of the month: **198** active vouchers; **2** ported in and absorbed; **1** ported out – RBHA paying Admin Fees; **3** on hold for program violations (i.e., withholding HAP from landlords for HQS abatement requirements). Received 4 additional vouchers with \$52,563 HAP; and \$3,000 Special Fees to assist with lease ups.

**Maintenance Report:** Prepared units for the REAC inspections and made necessary health and safety repairs after the 9/2/22 REAC inspections. Residents may be receiving NTC for housekeeping violations or documented property damage by tenant, if appropriate.

**Legal Report:** Presented by Terrence Corrison, Esq.

### **Commissioners' Comments and Concerns during Matters of Information**

Commissioner Crystian: Discussed the need to explore affordable housing development utilizing HCVs, as well as examining availability of properties subject to tax lien foreclosures, which could be used for affordable housing of low-income residents.

Commissioner Nelson: Raised concern that there remains two additional vacant units. ED will review with staff.

**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 Nelson seconded.

Ayes: Four    Nays: None    Abstain: None    Absent: Two

Respectfully submitted,

*Lisa Hendricks Richardson*  
Secretary