

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

**Wednesday, October 19, 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, October 19, 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 (arrived 6:29 p.m.)  
Commissioner Marlene Nelson  
Commissioner J.P. Nicolaides  
Commissioner Alecia Wilkerson

Absent:

Commissioner Diem Jones

Also present: Lisa Hendricks Richardson, Terrence Corriston, Esq., William Katchen (via Zoom), Ralph Polcari (via Zoom), and Councilman Michael Ballard.

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 September 21, 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.

Staffing adjustment made due to Site Manager's resignation. Appointed part-time HCV Tech to full-time Interim Site Manager and posted Site Manager and HVC Specialist positions.

### **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 (which provided upload information).

### **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 and Lease Addenda will be handed out to those who attend, and hand-delivered to those who did not attend 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. Executive Director will be coordinating the visit with Newark Field Office Director Justin Scheid.

Executive Director 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**

Executive Director 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, bring 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 ability to use Gmail accounts for all RBHA communication.

The next meeting is October 19, 2022. Does the Board want to consider having in person public participation in future Board meetings?

### **NEW BUSINESS:**

#### **RESOLUTION NO. 10-01-2022-Approval of Bill List (September)**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of September 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$285,268.77 for September 2022, including HAP recurring for October 2022, subject to appropriations.

Commissioner Nicolaidis moved that the Resolution be approved, Commissioner Wilkerson seconded.  
Ayes: Four    Nays: None    Abstain: None    Absent: Two

#### **RESOLUTION NO. 10-02-2022-Approval of 2021 Audit**

Resolution accepting the Audit of the Housing Authority of the Borough of Red Bank for the year ended December 31, 2021 prepared by Polcari & Co., Certified Public Accountants.

Ralph Polcari of Polcari & Co., Public Accountants reviewed 2021 audit including liquidity, adequacy of reserves and debt capacity, and advised that RBHA had a perfect score (25 out of 25) and explained the audit submission process to HUD and DCA.

Commissioner Wilkerson moved that the Resolution be approved, Commissioner Nelson seconded.  
Ayes: Four    Nays: None    Abstain: One    Absent: One

#### **RESOLUTION NO. 10-03-2022-Approval of 2023 HUD AMP Budget**

Resolution approving 2023 HUD AMP Operating Budget and submission to HUD.

Fee Accountant, William Katchen of William Katchen CPA, LLC explained the HUD 2023 budget process, including submission under FASS to report adequate surplus variance, and which provides budget comments for response by Executive Director and Fee Accountant. 1-3 comments are usual (e.g., may include where is the audit?). Advised JIF insurance increased, workers compensation is flat and health insurance increased by 24%; PILOT is 10% of the net shelter rent and could be maintained should there be a streamlined conversion. HUD submission not required because RBHA is not a troubled PHA. However, a copy of Board Resolution 10-03-2022 will be submitted to HUD Newark Field Office.

Commissioner Nicolaidis moved that the Resolution be approved, Commissioner Reynolds-Lewis seconded.  
Ayes: Five    Nays: None    Abstain: None    Absent: One

#### **RESOLUTION NO. 10-04-2022-Approval of 2023 DCA Budget**

Resolution approving 2023 DCA Annual Budget.

Fee Accountant, William Katchen of William Katchen CPA, LLC explained the DCA 2023 budget process, including submission to DCA. The Board is required to consider the Annual Budget and Capital Budget/Program for Adoption at the December 21, 2022 Board Meeting. Fee Accountant briefly discussed

RAD, streamlined conversion, small RAD blend and Section 18 demo RAD. HUD is moving away from public housing but is committed contractual obligation under HCV program.

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

Ayes: Five Nays: None Abstain: None Absent: One

**RESOLUTION NO. 10-05-2022-Closed Session** – Not Needed

**RESOLUTION NO. 10-06-2022-Conclusion of Closed Session** – Not Needed

**MATTERS OF INFORMATION**

PH Report: No report

HCV Report: Total of active vouchers as of end of the month: **199** active vouchers; **1** ported out – RBHA paying Admin Fees; **3** on general holds.

Maintenance Report: Actively rehabbing Unit 122; and began landscaping chores.

Legal Report: Presented by Terrence Corrison, Esq. Advised that Motion to reinstate a tenancy matter was granted. Revisions and review of same to Procurement Policy and By-laws are pending.

**Commissioners' Comments and Concerns**

Commissioner Nicolaides: Suggested RAB could engage in community involvement with gardening and beautification.

Commissioner Crystian: Asked about new staffing and necessary training to maintain audit score. Polcari recommended staff training and consistent rent payments.

Commissioner Crystian: As part of the Fee Accountant's discussion about streamlined conversion, Commissioner asked what the purposes for which surplus could be spent down if RBHA considers appropriate conversions and was advised for unforeseen costs.

Commissioner Crystian: Discussed retreat for Commissioners to review conversion options, and upcoming visit of the HUD Region II, Regional Administrator Alicka Ampry-Samuel.

**CLOSED SESSION:** None

**PUBLIC PARTICIPATION/COMMENTS:** None

**OTHER BUSINESS:** None

**ADJOURNMENT:**

There being no other business or reports, Commissioner Reynolds-Lewis moved that the meeting be adjourned at approximately 7:45 p.m., Commissioner Nicolaides seconded.

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

Respectfully submitted,

*Lisa Hendricks Richardson*  
Secretary