

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

**Wednesday, December 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, December 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:**

Vice Chairperson Alpha Reynolds-Lewis called the meeting to order at 6:05 p.m., and asked for the reading of the roll:

Present:

Commissioner Diem Jones  
Vice Chairperson Alpha Reynolds-Lewis  
Commissioner Marlene Nelson  
Commissioner J.P. Nicolaides  
Commissioner Alecia Wilkerson (via Zoom)

Absent: Chairperson Memone Crystian

Also present: Lisa Hendricks Richardson, Terrence Corrison, Esq. (via Zoom) and Melanee Douglas.

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 October 19, 2022 Regular Meeting were presented for approval. The 10/21/2022 date on the draft minutes was corrected. Commissioner Nicolaides moved that the minutes be approved, Commissioner Nelson seconded.

Ayes: Four    Nays: None    Abstain: One    Absent: One

As the Regular Board Meeting of November 16, 2022 was cancelled, there were no minutes to approve.

## **EXECUTIVE DIRECTOR'S REPORT:**

### **Personnel**

Hired temporary part-time Data Entry Clerk (20 hours per week) to complete uploading waiting list applicants as of December 1, 2022.

### **Office Management**

Completing work on converting from Comcast to Verizon voice, data and wi-fi for Administrative Office. Need to use Commissioners email addresses for staff. Advised by IT contractor that personal emails can be used in a group email address ([Commissioners@redbankhousing.org](mailto:Commissioners@redbankhousing.org)). However, Commissioners should consider setting up a Gmail account they will use solely for RBHA business. There will be a one-month transition with Comcast to advise of new staff emails addresses.

### **Housing Programs**

No report

### **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. Fee accountant has advised that the non-federal funds derived from Cedar Crossing Property Management fees is \$45,650.47 collected from 2013 to date. NO CHANGE FROM LAST REPORT.

### **Development Programs**

Contract has been executed and TC Landscape Construction Group, Inc. has begun removing fences. However, due to cold weather may be unable to begin paving and concrete work; and will need to request another extension from Monmouth County if project goes beyond February 2023.

### **Pending Matters**

Met with residents interested in participating on Resident Advisory Board/Tenant Council. Advised them of their role, particularly participation in reviewing the 5-year Annual Plan at the December 20, 2022 Public Hearing.

### **Cedar Crossing Condominium Association**

Met with new attorney to review open legal matters. Held Cedar Crossing Board Meeting on December 20, 2022. Successfully uploaded properties and owners in PHA-Web to formally record accounts receivable and accounts payable, along with owner maintenance fee statements. Will continue to input maintenance fee arrears into PHA-Web to ascertain respective owners' respective debt.

### **Board Matters**

(November ED Report indicated: Commissioners Crystian and Reynolds-Lewis and Executive Director attended NJNAHRO and/or League of Municipalities Conferences in Atlantic City November 15-17, 2022.)

## **NEW BUSINESS:**

### **RESOLUTION NO. 11-01-2022-Approval of Bill List (November)**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of October 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$236,293.52 for October 2022, including HAP recurring for November 2022, subject to appropriations.

Commissioner Jones moved that the Resolution be approved, Commissioner Nicolaides seconded.  
Ayes: Five    Nays: None    Abstain: None    Absent: One

**RESOLUTION NO. 12-01-2022-Approval of Bill List (December)**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of November 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$263,172.31 for November 2022, including HAP recurring for December 2022, subject to appropriations.

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

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

**RESOLUTION NO. 12-02-2022-Adopting 2023 Annual and Capital Budgets**

Resolution adopting Annual Budget as presented for adoption reflects Total Revenues of \$3,849,092.00, Total Appropriations, including any Accumulated Deficit, if any, of \$3,828,520.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$228,000.00 and Total Unrestricted Net Position planned to be utilized of \$56,041.00.

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

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

**RESOLUTION NO. 12-03-2022-Rejecting Auditing Services Proposal**

Resolution approving and authorizing the rejection of the proposal received for **Auditing Services (RFP #2023-02)** and authorizing the Executive Director or her designee to do all things necessary to effectuate the transaction(s).

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

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

**RESOLUTION NO. 12-04-2022-Rejecting Fee Accounting Services Proposal**

Resolution approving and authorizing the rejection of the proposal received for Fee Accountant Services (RFP #2023-01) and authorizing the Executive Director or her designee to do all things necessary to effectuate the transaction(s).

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

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

**RESOLUTION NO. 12-05-2022-Approval of Extension of Fee Accounting Services**

Resolution approving and authorizing the extension of the 2022 Fee Accounting Services Agreement and authorizing the Executive Director or her designee to do all things necessary to effectuate the transaction(s).

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

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

**RESOLUTION NO. 12-06-2022-Rejecting Electrical Services Proposal**

Resolution approving and authorizing the rejection of the proposal received for Electrical Services (WQ #2023-01) and authorizing the Executive Director or her designee to do all things necessary to effectuate the transaction(s).

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

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

**RESOLUTION NO. 12-07-2022-Approval of Extension of Electrical Services**

Resolution approving and authorizing the extension of the 2022 Electrical Services Agreement and authorizing the Executive Director or her designee to do all things necessary to effectuate the transaction(s).

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

**RESOLUTION NO. 12-08-2022-Approving Plumbing Services Proposal**

Resolution authorizing and approving the 2023 Contract for Plumbing Services.

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

**RESOLUTION NO. 12-09-2022-Approval of 2023 Annual Meeting Schedule**

Resolution approving and authorizing the Board of Commissioners' 2023 annual meetings schedule, as amended, and the publication of the 2023 Annual Notice of Meetings.

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

**RESOLUTION NO. 12-10-2022-Approval of 2023 Annual Plan – (Walk on Resolution)**

Resolution approving the 2023 Streamlined Annual PHA Plan and authorizing its submission to the U.S. Department of Housing and Urban Development (“HUD”).

Commissioner Nicolaides moved that the Resolution be approved, Commissioner Jones seconded.  
Ayes: Five    Nays: None    Abstain: None    Absent: One

**MATTERS OF INFORMATION:**

PH Report: Unit #122 and Unit #16 units have anticipated January 1, 2023 move-ins. Unit #122 cabinets and countertop are on backorder. We now have the capacity to directly deposit rent checks via scanning device provided by the bank. There is a monthly \$25.00 fee for this service but reduces staff time for the several trips to the bank.

HCV Report: Total of active vouchers as of end of the month: 193 active vouchers; 1 ported out – RBHA paying Admin Fees; 1 ported in; 12 vouchers issued and looking for unites. Received HUD approval to waive Voucher Tenancy: New Payment Standard Amount (CFR 982.503(b)), which allows RBHA to use payment standards from 111 to 120 percent of the Monmouth-Ocean, NJ HUD Metro FMR, which will allow for more housing opportunities for RBHA voucher holders through to December 31, 2023.

(November HCV Report indicated: there were a 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: Maintaining landscaping, prepared equipment for winter weather.

(November Maintenance Report indicated: work is continuing on Unit #122: maintaining landscaping, preparing equipment for winter weather).

Legal Report: Presented by Terrence Corriston, Esq. DRAFT Procurement Policy completed.

Commissioners' Comments and Concerns:

Commissioner Nicolaides: Regarding the ED's Report on Office Management, asked which email address will be on the web site. ED responded of intent to use [RBHA@redbankhousing.org](mailto:RBHA@redbankhousing.org) as a general email address on the website; and asking all commissioners to send email address they wish to use for group Commissioners email.

Commissioner Nicolaides: Regarding the ED's Report on Emergent Matters, asked about OIG reports from Long Branch housing authority (LBHA) and Asbury Park Housing Authority (APHA). ED advised that the reports were recently obtained and would be reviewed.

Commissioner Nicolaides: Regarding the ED's Report on Development Programs, wanted to move forward with request to Monmouth County for extension.

Commissioner Jones: Requested a follow-up of the recent HUD meeting. ED responded her intent to work with stakeholders to schedule a meeting.

Brief discussion about tenant stipend for work performed; and about potential beautification projects involving residents.

**CLOSED SESSION:** None

**PUBLIC PARTICIPATION/COMMENTS:** None

**OTHER BUSINESS:** None

**ADJOURNMENT:**

There being no other business or reports, Commissioner Nicolaides moved that the meeting be adjourned at approximately 7:17 p.m., Commissioner Jones seconded.

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

Respectfully submitted,

*Lisa Hendricks Richardson*  
Secretary