

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

Wednesday, January 18, 2023, 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, January 18, 2023, 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 6:07 p.m., and asked for the reading of the roll:

Present:

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

Absent: None

Also present: Lisa Hendricks Richardson, Terrence Corrison, Esq., (via Zoom), Melanee Douglas, 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 RBHA official bulletin board and website, and delivery of the notice to the Asbury Park Press on December 24th, 2022. 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: www.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, as amended. Commissioner Jones moved that the minutes be approved, Commissioner Reynolds-Lewis seconded.
Ayes: Six Nays: None Abstain: None Absent: None

EXECUTIVE DIRECTOR’S REPORT:

Personnel

Interviewed applicant for HCV Specialist position and following up with applicant’s references.

Office Management

Obtained debit card linked to PNC general checking account. To be used when purchase order not possible. For example, for conference travel and accommodation, refreshments for community events, and emergency expenses.

PHA-Web virtual training took place 12/14/2022 and 12/28/22.

Obtained and continuing to obtain quotes for web design, tree trimming and removal, uniforms, and pest control. Also exploring property assessment and sidewalk assessment

ED registered for Housing and Development Law Institute General Counsel Forum in Tampa, FL February 5-6, 2023. PH and HCV staff registered for PHA-Web Conference in CT April 17-19, 2023.

ED registered for last 2 of 3 requisite ED courses with RU Center for Government Services scheduled in March 2023.

Emergent Matters

OIG: Still waiting to hear from HUD to confirm settlement amount, which must include all issues raised in the investigation are settled. Reviewed OIG findings concerning Long Branch Housing Authority (8/24/22) management agreements with Asbury Park Housing Authority (2/8/18) and RBHA. OIG found, “LBHA “did not properly handle income and expenses related to services provided under agreements with two other public housing agencies.... [and] recommended that HUD make a determination regarding nearly \$700,000 in outstanding income, including whether those unspent funds should be returned to the public agencies.”

Development Programs

TC Landscape Construction Group, Inc. has begun demolishing damaged sidewalks.

Cedar Crossing Condominium Association

Hired Option 1 Group to perform repairs. Replaced electric meter box, repaired beaches in roofs and eaves, Unit #3 was a total loss due to frozen pipe bursting. However, Option1 Group mitigated damage by removing water, damaged walls and ceiling and drying out unit to avoid mold development. Insurance claim has been made.

Continuing to work on Cedar Crossing financials (homeowner ledgers, budget, bank account)

Board Matters

Personnel Committee: HR Manual, Travel Policy, By-Laws
Procurement Policy

NEW BUSINESS:

RESOLUTION NO. 01-01-2023-Approval of Bill List (January)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of December 2022 authorizing and ratifying an expenditure of funds in an amount not to exceed \$240,525.85 for December 2022, including HAP recurring for January 2023, subject to appropriations.

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

Ayes: Six Nays: None Abstain: None Absent: None

Revised By-Laws were distributed with copy of existing By-laws to Commissioners. Revised 63-page Procurement Policy provided to Commissioners with emailed Board Packet. The Personnel and By-Law Committee will review draft policies and will provide recommendations for approval by March 2023.

MATTERS OF INFORMATION:

Chairperson: Board Retreat scheduled for February 13, 2023 requires rescheduling as two Board members are not available. Possible locations for the retreat discussed were Tinton Falls and Regis.com located on Half-Mile Road. Commissioner Jones asked is there a budget for retreat. Chairperson Crystian, responded no, but costs will be conservative and affordable.

Requirement for public notice of Board Retreat discussed. Attorney Corrison advised that when discussing RBHA business, public notice is required. ED will ask if proposed presenter is available on suggested alternate dates (2/17/23 or 2/22/23).

PH Report: Unit #12 became uninhabitable due to frozen pipes bursting on December 25, 2022. ED met Maintenance Supervisor, Henry Reyes at the unit and relocated resident to nearby hotel until repairs to pipes and ceiling completed on January 10, 2023.

HCV Report: Total of active vouchers as of end of the month: 194 active vouchers; 1 ported in; 11 vouchers issued and looking for units.

Maintenance Report: Continued to perform routine work orders and maintaining landscaping.

Legal Report: Presented by Terrence Corrison, Esq. Provided overview of two tenancy cases. Regarding the draft By-laws and draft Procurement Policy, Board members may email or write him questions.

Commissioners' Comments and Concerns:

Vice-Chairperson Reynolds-Lewis: Regarding parliamentary rule, advised that when a motion is made the proponent should describe the action to be moved.

Commissioner Jones: Regarding Resolution No. 10-01-2023 and cost of utilities, asked about researching solar energy to reduce costs. JCP&L may provide an analysis. Chairperson Crystian concurred there is a need for energy efficiency, especially for future development, but can look into this now. Commissioner Reynolds-Lewis raised concern that the roofs may not support solar panels, but possible solar farms; and that a solar company could advise what RBHA is eligible for, as well as how to develop solar energy in the future. Commissioner Jones will look further at this issue. Commissioner Nicolaidis asked if there would be a tax benefit for going solar. Attorney Corrison advised that should there be a conversion or modernization, RAD funds could be used to go green; and further advised that HUD currently reimburses PHAs for utility costs, but once converted HUD will no longer reimburse.

Chairperson Crystian: Regarding the ED's Report on OIG, asked is there a way to find out what the findings were from the OIG report regarding LBHA mismanagement of funds, so we don't repeat mistakes? ED responded that the information was provided in the report previously sent. The OIG's LBHA report focused on LBHA's use the income it received vs. its mismanagement of the housing authorities; and improper documentation of employment and expenses. RBHA's draft procurement policy responds to OIG's requirement as stated in its RBHA report.

Chairperson Crystian: Regarding the ED's Report on the Montgomery Terrace project, does recent sidewalk demolition work with the timeframe? ED responded that an extension must be request at the proper time.
Commissioner Jones: Regarding the ED's Report on Cedar Crossing, asked for clarification about on whose behalf the contractor was called to repair the damages. ED's responded that the contractor was called on behalf of Cedar Crossing and will be paid by Cedar Crossing; and for the work performed at 12 Evergreen Terrace the contractor will be paid by RBHA.

Chairperson Crystian: Concerning approved public notice schedule, Chairperson has conflicts and will review with Attorney and ED, and then advise the Board.

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 6:51 p.m., Commissioner Jones seconded.

Ayes: Six Nays: None Abstain: None Absent: None

Respectfully submitted,

Lisa Hendricks Richardson
Secretary