

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

**Wednesday, March 15, 2023, 5:00 p.m.**

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held its Caucus Meeting of the Board of Commissioners on Wednesday, March 15, 2023, at 5:00 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 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 5:11 p.m. and asked for the reading of the roll.

Present:

Chairperson Memone Crystian  
Vice Chairperson Alpha Reynolds-Lewis (arrived 5:50 p.m.)  
Commissioner Diem Jones (arrived 5:57 p.m.)  
Commissioner Marlene Nelson (via Zoom)  
Commissioner J.P. Nicolaides (via Zoom)  
Commissioner Alecia Wilkerson

Absent: Commissioner Sola Adenekan

Also present: Lisa Hendricks Richardson, Terrence J. Corrison, Esq. (via Zoom), Anlly Cepeda.

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 24<sup>th</sup>, 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](http://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.

**SWEARING IN GOVERNOR’S APPOINTEE:** Deferred to Board of Commissioners’ Regular Meeting.

**NOMINATION OF CHAIRPERSON AND VICE CHAIRPERSON:** Deferred to Board of Commissioners’ Regular Meeting.

**APPROVAL OF MINUTES:** As there has been no Caucus Meeting of the Board of Commissioners (this being the first Caucus Meeting) there are no minutes to approve.

**EXECUTIVE DIRECTOR'S REPORT:** Deferred to Board of Commissioners' Regular Meeting.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**RESOLUTION NO. 02-01-2023-Approval of Bill List (January)**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of January 2023 authorizing and ratifying an expenditure of funds in an amount not to exceed \$372,433.38 for January 2023, including HAP recurring for February 2023, subject to appropriations.

Commissioner Nicolaides advised he was unable to access old emails which contained last month's budget. ED advised it can be resent, if needed, to all Commissioners.

Reviewed higher expenses for January, which included vendors who submitted end of year unpaid invoices for payment.

**RESOLUTION NO. 03-01-2023-Approval of Bill List (February)**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of February 2023 authorizing and ratifying an expenditure of funds in an amount not to exceed \$247,208.87 for February 2023, including HAP recurring for March 2023, subject to appropriations.

**RESOLUTION NO. 03-02-2023-Approval of Contract for Pest Control**

Resolution authorizing and approving the Contract for Pest Control Services be awarded to Corbett Exterminating, Inc. Estimated Total Contract: \$5,940.00 annually for Preventive Maintenance services.

**RESOLUTION NO. 03-03-2023-Approval of UPCS**

Resolution authorizing and approving the Contract for Uniform Physical Condition Standards (UPCS) Inspection Services be awarded to U.S, Inspection Group, Inc. Estimated Total Contract: \$1,728.00.

Reviewed services to be provided and related costs.

**RESOLUTION NO. 03-04-2023 Website Design**

Resolution authorizing and approving the Contract for Website Design Services be awarded to Revize. The Government Website Experts. Estimated Total Contract: \$17,375.00 (\$9,475.00 1<sup>st</sup> year of website setup \$1,975.00, annually from 2<sup>nd</sup> year through 5<sup>th</sup> year).

Reviewed services to be provided and related costs.

**RESOLUTION NO. 03-05-2023-Phone System Services**

Resolution authorizing and approving the Contract for Phone System Services be awarded to CMIT Solutions. Estimated total cost for 3-year term: \$8,692.39 (\$324.91 for one-time cost for 8 desktop phones, 1 expansion module; and 1 location activation; and \$232.43/month for monthly support services for 3-year term).

Reviewed services to be provided and related costs.

**RESOLUTION NO. 03-06-2023-Legal Service Agreement**

Resolution approving and authorizing the extension of the 2022 Legal Services Agreement.

**RESOLUTION NO. 03-07-2023- Capital Fund Program Grant**

Resolution approving the 2023 Capital Fund Program Grant allocation in the amount of \$189,318.00 to the Red Bank Housing Authority.

How is Capital Funds computed and should reach out to elected officials.

**RESOLUTION NO. 03-08-2023-By Laws**

Resolution approving and adopting the amended By-Laws of the Housing Authority of the Borough of Red Bank.

Chairperson Crystain Personnel Committee will need to further review proposed by-laws, and then after two readings, the Board can vote.

**RESOLUTION NO. 03-09-2023-Travel Policy**

Resolution approving and adopting the amended Travel Policy of the Housing Authority of the Borough of Red Bank.

**RESOLUTION NO. 03-09-2023-Bathroom Renovation for Handicapped Unit**

Resolution authorizing and approving the Contract for Bathroom Renovation be awarded to Option 1 Group, as most responsive bidder, which addressed complete renovation of the bathroom, including repairs and/or replacement of walls, flooring, and plumbing fixtures. Quoted Cost: \$8,122.00.

**MATTERS OF INFORMATION:** Deferred to Board of Commissioners' Regular Meeting.

**CLOSED SESSION:** None

**PUBLIC PARTICIPATION:** None

**OTHER BUSINESS:** None

**ADJOURNMENT:**

There being no other business or reports, Commissioner Reynolds-Lewis moved that the meeting be adjourned at approximately 5:58 p.m., Commissioner Wilkinson seconded.

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

Respectfully submitted,

*Lisa Hendricks Richardson*  
Secretary