

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

**Wednesday, March 15, 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, March 15, 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 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 6:01 p.m. and asked for the reading of the roll.

Present:

Chairperson Memone Crystian  
Vice Chairperson Alpha Reynolds-Lewis  
Commissioner Marlene Nelson (via Zoom)  
Commissioner J.P. Nicolaidis (via Zoom)  
Commissioner Alecia Wilkerson  
Commissioner Sola Adenekan

Absent: Commissioner Diem Jones

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:**

Introduction of and welcome to the Governor’s appointee, Ms. Sola Adenekan, who gave a brief summary of her professional background. Terrence J. Corrison, Esq. swore in Commissioner Sola Adenekan.

**NOMINATION OF CHAIRPERSON AND VICE CHAIRPERSON:**

Reorganization of Board of Commissioners officers to its February Annual Meetings in order to realign with municipal appointments.

The floor was opened for nominations.

Vice Chairperson Reynolds-Lewis moved to nominate Chairperson Memone Crystian for Chairperson for 2<sup>nd</sup> term; Commissioner Adenekan seconded.

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

Commissioner Wilkerson moved to nominate Vice Chairperson Alpha Reynolds-Lewis for Vice Chairperson for 2<sup>nd</sup> term; Commissioner Nicolaides seconded.

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

Chairperson Crystian gave a summary of the Board's work in 2022. It was a progressive year, including hiring ED; getting the office in shape; update policies and procedures for the future and a strong RBHA; redevelopment of the community; and HUD support; effective and cohesive Board that works well together now and in the future; and thanked the Commissioners, ED and RBHA staff members.

Vice-Chairperson Reynolds-Lewis: Happy found ED; huge difference in running RBHA, for example spearheading inspection of units. See great things. We work well together and will continue to do. Look forward to new Board member bringing new ideas.

#### **APPROVAL OF MINUTES:**

The minutes of the January 18, 2023, Regular Meeting were presented for approval. Vice Chairperson Reynolds-Lewis moved that the minutes be approved, Commissioner Nicolaides seconded.

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

As the Regular Board Meeting of February 22, 2023 was cancelled, there were no minutes to approve.

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

##### **Personnel**

Staff promoted to Site Manager and to HCV Specialist/Office Assistant, with salary increases effective 3/1/2023.

HCV Specialist job posting published in Asbury Park Press, Two Rivers Times, PHADA and Indeed. Interviewed Five candidates. Three (3) second interviews to take place this week with Mr. Ashton.

HCV Specialist attended Small Fair Market Rent seminar presented by HUD in Freehold on 3/6/23.

PH Site Manager, Maintenance Supervisor and HCV Coordinator/HQS Inspector attended UPCS/REAC to NSPIRE Seminar in Edson on 3/8/23.

ED registered doe MEL Educational webinar (4/21/23 & 4/28/23)

ED registered for HDLI Spring Legal Conference in Washington, DC (5/4/23-5/5/23).

ED registered for PHADA2023 Annual Convention & Exhibition in Denver, CO (5/21/23-5/24/2023)

ED registered for last requisite ED course with Nan McKay for Public Housing Management Training and Exam webinar (6/12/23 to 6/17/23); and Site Manager, HCV Specialist, and Date Clerk registered for Nan McKay HQS Training and Exam webinar (6/13/23-6/15/23).

##### **Office Management**

Finalized transition of staff email addresses. Will terminate Administrative Office's Comcast account.

Reorganized office space; and will be obtaining quotes for redesign of office.

RFPs for Fee Accountant Services and Audit Services published in Asbury Park Press, NJ.com, and PHADA. Proposals due 4/13/2023.

May need to review changing PNC bank account due to recent high fraud checks identified – funds returned. NOTE: Unable to obtain credit for 2 fraud transactions as PNC stated were not reported timely (\$529.43 - 8/29/22 and \$95.00 – 2/15/22). Commissioner Nicolaides suggested reviewing other banks with more experience with public housing authorities. RFP needed for bank selection.

### **Housing Programs**

A potential vendor inspected all RBHA sidewalks and provided a detailed report and cost estimates for repairs. I will be recommending the next steps for repairs at Evergreen Terrace after reviewing confirmation with procurement requirements.

On 1/27/23 HUD Field Office Representatives Marie Borrero (Portfolio Management Specialist) and Lisa Harrington (Program Analyst/PIC Coach) visited RBHA and provided PIC/EIV training to staff.

Residents met on March 6, 2023 and raised the following concerns: (1) Minibus for shopping at grocery stores, etc.; (2) Two computers (2) preferably placed in activity room; (3) Printer & Shredder placed in activity room (4). Cameras around the facility; (5) Reflector for both entrances of driveways; (6) Umbrellas for each outdoor table (3); (7) Grill; (8) Certified license insurance landscapers; (9) Supplies for Bingo/Art and Crafts, etc.; (10) Painters for rails and mailboxes on walls of all Apartment's, etc.; (11) Power washer of all apartment's and roofs; (12) Parking lines make over; and in anticipation of Spring and Easter have bulbs planted around our apartments by the maintenance.

Open Activity Room from 9-4 M- F: (1) Monday- Movies 9-4; (2) Tuesday - Bible Study 11-1; (3) Wednesday - Certified license Barber 10-4 at no charge leave a Tip for men's full cut & women's shape ups or cuts; (4) Thursday - Arts and Crafts 12-2; and (5) Friday - Bingo 10- 4. ED will meet with leaders to discuss their concerns and initiatives.

Planning to have Town Hall Meeting on Tuesday, March 28, 2023 at 4:00 p.m.

Planning to have a Paint & Pizza (or Ice Cream) for MT children on April 11<sup>th</sup> or 12<sup>th</sup> at 1:00 p.m.

### **Development Programs**

TC Landscape Construction Group, Inc. received the first payment for contractor mobilization, fence removal, and demolition, which represents 29% completion of project. Monmouth County has reimbursed RBHA \$59,211.00. Submitted request to Monmouth County for extension of project completion to April 30, 2023, and extension was granted. An on-site meeting with contractor and architect took place today (3/15/23).

ED and Chairperson Memone Crystian presented at Borough Council meeting to request financial assistance for pre-development costs. ED had a conference call with Borough attorney (Daniel Antonelli) and RBHA attorney to draft grant agreement for predevelopment costs.

### **Pending Matters**

Aslan has requested the use of Evergreen Terrace Community Room on Friday 4:00 to 6:00 pm for dance

classes for 10-12 youth, 3 of whom are RBHA residents. The classes are expected to end the first Friday in June. Intend to prepare a MOA.

### **Cedar Crossing Condominium Association**

Advance payment from insurance company pending for Option1 Group's mitigation of Unit #3's damage by removing water, damaged walls and ceiling and drying out unit to avoid mold development. An insurance claim has been made and awaiting advance payment. Option 1 Group submitting estimates for restoration of unit.

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

Payment from NJHMFA for HOA arrears received and applied to homeowner's account.

Motions for Summary Judgment, Cross Motion for Summary Judgment and Motion for Dismissal will be reviewed on March 17, 2023. If the Judge decides that the request for oral argument will be granted, they will provide us with a date and time for the same. 3/10/23 Defendant's Motion to Pay/Leave Deposit with the Court will be decided on the papers on March 17, 2023.

### **Board Matters**

Personnel Committee: Reviewed and made recommendation to adopt By-Laws and Travel Policy as provided in today's resolutions.

Personnel Policies and Procedures Manual reviewed, and further comments and revisions pending.

Procurement Policy pending review.

Commissioner Nicolaides and ED passed the 2022-2023 Elected Official Risk Management Seminar. Other Commissioners are requested to complete the 20-minute course, as the MEL will provide a credit of \$100 against each member's assessment for each authority commissioner who completes the course by May 2023. The credit will continue to be extended to the member's CEO (Authority Executive Director). The maximum credit is \$100 per housing authority commissioner, capped at \$500 maximum of the member's assessment.

Recommend dates and times for Board retreat requested.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

Chairperson Crystian called for a Consent Agenda:

### **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.

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

**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.

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

**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.

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

**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.

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

**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).

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

**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).

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

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

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

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

**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.

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

**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 Crystian tabled Resolution No. 03-08-2023. The Personnel Committee will revise and present to the Board in April. Any comments from Commissioners should be sent to Chairperson and ED only.

**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.

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

**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.

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

**MATTERS OF INFORMATION:**

Chairperson: Chairperson Crystian wants to have a Board retreat to discuss redevelopment with the former Director of the Newark HUD Office, so that the Board can make an informed decision. Commissioners should reach out to Chairperson Crystian with available dates in April.

PH Report: Unit #121 lockout occurred 1/26/23 and remains vacant due to deplorable conditions requiring extensive work, which maintenance staff are working on. Cannot determine completion at this time. Unit #36 recently vacated, expect it to be ready for move-in on or about April 1, 2023.

HCV Report: Total of active vouchers as of end of the month: February 2023: 195 active vouchers; 1 ported in; 11 vouchers issued and looking for units. March 2023: 195 active vouchers; 1 ported in; 13 vouchers issued and looking for units. Advised HUD that RBHA implementing the strategy of pulling eligible families from the wait list to determine if they want to apply their possible voucher to their current housing (subject to meeting occupancy and HQS standards, and landlord entering into HAP Contract). Using this strategy, we anticipate reaching out to approximately 5 families per week with the goal of increasing our utilization rate.

Maintenance Report: Continue to perform routine work orders and maintaining landscaping. Began restoration of Unit #121 and Unit #36. Reviewed quotes for bathroom renovation.

Legal Report: Presented by Terrence Corrison, Esq. Provided overview of two tenancy cases in which one tenant was evicted and the other tenant remains in possession while searching for community resource to help to pay arrears.

Commissioners' Comments and Concerns:

Chairperson Crystian: On the changes in the community which requires an in-depth look at what is occurring.

Chairperson Crystian: Expressed concern about landlords accepting Housing Choice Vouchers. ED explained that we would like to meet with potential landlords to explain how HCV works, and RBHA are asking families that are already housed if they want to apply the voucher to current housing (assuming the property and landlord meet certain requirements), in which landlords should have no excuse in continued leasing. Landlords and tenants need help understanding nondiscrimination housing laws for HCV holders.

Commissioner Adenekan: Suggested using text alerts to notify new HCV holder of rules and regulations while in search of a home.

**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 7:11 p.m., Commissioner Nicolaides seconded.

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

Respectfully submitted,

*Lisa Hendricks Richardson*  
Secretary