

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

Wednesday, April 19, 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, April 19, 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 6:04 p.m. and asked for the reading of the roll.

Present:

Chairperson Memone Crystian (via Zoom)
Vice Chairperson Alpha Reynolds-Lewis (via Zoom at 6:09 pm due to technical problem)
Commissioner Diem Jones
Commissioner Marlene Nelson
Commissioner J.P. Nicolaides (via Zoom at 6:09 pm due to technical problem)
Commissioner Alecia Wilkerson
Commissioner Sola Adenekan (via Zoom)

Also present: Lisa Hendricks Richardson, Terrence J. Corrison, Esq. (via Zoom), 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 March 15, 2023, Regular Meeting were presented for approval. Commissioner Nelson moved that the minutes be approved, Commissioner Wilkerson seconded.

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

EXECUTIVE DIRECTOR'S REPORT:

Personnel

Candidate accepted HCV Specialist position, with a start date of May 1, 2023.

Office Management

Received proposals for Fee Accountant Services and Audit Services by due 4/13/2023. Walk on resolutions for Board Approval provided.

Housing Programs

ED met with resident leaders to discuss the residents' concerns and initiatives. ED will advise residents that Community Room open hours will be 10:00 a.m.-3:00 p.m., M- F. Resident leaders to create calendar for May: (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.

Town Hall Meeting held Thursday, March 30, 2023 at 4:30 p.m.

Paint & Pizza took place for MT children on April 12th at 1:00 p.m. 8 MT children had signed up, but 3 attended (and 2 staff children). ET Resident, Ms. Statham led the effort, and engaged the children in painting pictures of their choosing, and showed some of her artwork and at the end gave a few of her pictures to the children. Staff created a thank you painting for Gianni Pizzeria for donating 4 pizza pies, which will be delivered later this week.

Development Programs

TC Landscape Construction Group, Inc. sent an invoice for second payment for contractor mobilization, fence removal, demolition, and pavement replacement which represents 60% completion of project. Request sent to Monmouth County for \$80,325 payment to RBHA. Still expect the project to be completed by April 30, 2023.

Assisted RBHA attorney in drafting Grant Agreement and Borough Resolution for predevelopment costs. Bond Ordinance introduced April 12 and public hearing scheduled for April 26, and Resolution approving the \$350,000 Grant was tabled and will also be heard on April 26, 2023.

Intend to apply for FY23 Choice Neighborhoods Planning Grant due June 6, 2023 for up to \$500,000. Will be meeting with possible stakeholder organizations to determine interest and define roles, as well as with RBHA residents.

Pending Matters

MOA prepared for Aslan Youth Ministries dance classes for 10-12 youth, 3 of whom are RBHA residents. The classes held Fridays 4:00pm-6:00 pm are expected to end the first Friday in June.

Cedar Crossing Condominium Association

Received advance payment from insurance company for Option1 Group's mitigation of damage to Unit #3, including removing water, damaged walls and ceiling and drying out unit to avoid mold development. Option 1 Group has submitted estimates for restoration of the unit, and the insurer is reviewing.

Continuing to work on Cedar Crossing financials (owner ledgers, budget, bank account). Working with the Board to finalize the budget, which may include increase in HOA fee. Letter sent to all homeowners March 27, 2023 advising of current financial standing of the Association and the likelihood of HOA fee increase.

The Court scheduled oral argument (virtual) for one homeowner on Friday April 14, 2023. Subsequently, because the homeowner had filed a letter last year with the Court that she waived oral argument, the court will decide the matter on the papers. The other matter is still pending.

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: Reviewing draft RBHA By-laws, Personnel Policies and Procedures and Travel Policy.

Commissioner Nicolaidis 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.

Reminder: Financial Disclosure Statements have been requested by the Clerk of the Borough of Red Bank, which I forwarded to the Commissioners. You may have also received a separate email from the Clerk. The FDS must be filed by Commissioners no later than April 30, 2023.

Still need recommend dates and times for Board retreat.

OLD BUSINESS:

None

NEW BUSINESS:

Chairperson Crystian called for a Consent Agenda, except for Resolution No. 04-02-2023.

RESOLUTION NO. 02-01-2023A-Approval of Amended 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 \$377,126.80 for January 2023, including HAP recurring for February 2023, subject to appropriations.

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

Ayes: Seven Nays: None Abstain: None Absent: None

RESOLUTION NO. 04-01-2023-Approval of Bill List (March)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of March 2023 authorizing and ratifying an expenditure of funds in an amount not to exceed \$282,542.99 for March 2023, including HAP recurring for April 2023, subject to appropriations.

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

Ayes: Seven Nays: None Abstain: None Absent: None

RESOLUTION NO. 04-02-2023-Approving Reappointment of Executive Director

Resolution approving, authorizing, and ratifying the reappointment of Lisa Hendricks Richardson to the position of Executive Director for the Housing Authority of the Borough of Red Bank.

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

Ayes: Seven Nays: None Abstain: None Absent: None

RESOLUTION NO. 04-03-2023-Approving Purchase of ACOP and Admin Plan Digital Model Software

Resolution authorizing and approving the purchase of Admissions and Continued Occupancy Policy for the Public Housing Program (“ACOP”) and Administrative Plan for the Housing Choice Voucher Program (Admin Plan) digital model software.

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

Ayes: Seven Nays: None Abstain: None Absent: None

RESOLUTION NO. 04-04-2023-Authorizing Closed Session to Discuss Personnel Matters

Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on April 19, 2023. NOT NEEDED.

RESOLUTION NO. 04-05-2023-Authorizing Conclusion of Closed Session

Resolution authorizing the conclusion of the Closed Session and return to the Open Session of the Regular Meeting of the Board of Commissioners on April 19, 2023. NOT NEEDED.

RESOLUTION NO. 04-06-2023-Approving Fee Accounting Services Proposal (*Walk on Resolution*)

Resolution authorizing and approving the Contract for Fee Accounting Services.

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

Ayes: Seven Nays: None Abstain: None Absent: None

RESOLUTION NO. 04-07-2023-Approving Auditing Services Proposal (*Walk on Resolution*)

Resolution authorizing and approving the Contract for Auditing Services.

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

Ayes: Seven Nays: None Abstain: None Absent: None

RESOLUTION NO. 04-08-2023-Authorizing Delayed Pension Adjustment (*Walk on Resolution*)

Resolution authorizing and approving Delayed Pension Contribution Adjustment.

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

Ayes: Seven Nays: None Abstain: None Absent: None

MATTERS OF INFORMATION:

Chairperson: Chairperson Crystian discussed the pending Grant with the Borough of Red Bank for pre-development, and last minute changes requiring the matters to be head at the next Council meeting on April 26th.

PH Report: Turnover complete in Units #32 and Unit #36 and occupied as of April 1. Unit #121 remains vacant pending installation of flooring and cabinets, and plumbing repairs. All appliances have been

purchased. Completion cannot be determined at this time. Unit #14 is expected to be vacant by the end of the month and will be used as temporary housing for family while their handicapped bathroom is renovated.

HCV Report: To date there are 202 active vouchers; 1 ported in; and 16 vouchers issued and looking for units.

Maintenance Report: Continue to perform routine work orders and maintaining landscaping. Working on restoration of Unit #121. Unit #32 and Unit #36 turnover completed.

Legal Report: Presented by Terrence Corriston, Esq. assisted with drafting the Grant Agreement and Resolution with the Borough Attorney.

Commissioners' Comments and Concerns:

Commissioner Nicolaides: Inquired if there are available grants for Cedar Crossing to off-set costs. ED advised that homeowners are paying more HOA fees. NJHMFA has deed-restrictions and homeowners may need a "cheat-sheet" to explain the restrictions and obligations. Attorney Corriston asked about homeowners' ability or willingness to pay HOA fees, and no consequences for non-payment.

Chairperson Crystian: Wants to discuss with the Cedar Crossing homeowners their obligations. ED referenced and circulated the March 27, 2023 letter sent to homeowners.

Commissioner Jones: Inquired if Aslan Youth Ministries was paying rent for use of the Community Room for its dance class. ED responded it was not, as a local non-profit organization in which residents participated.

Commissioner Nicolaides: Inquired why Resolution No. 04-03-2023 ACOP and Admin Plan Digital Model Software from Nan McKay needed. ED advised of HUD's recent revised regulations that require the policies to be amended.

Commissioner Wilkerson: Inquired about Burlew high costs and may need to review bill. ED advised Burlew was usually called in for major plumbing work.

Chairperson Crystian: Opened the floor to discuss Resolution No. 04-02-2023-Approving Reappointment of Executive Director, acknowledging work ED performed with operations, staff, and residents. Commissioner Adenekan indicated that while she had no long history with the ED, what she heard so far supported her decision. Commissioner Jones commended ED's work on HR turnover and service to the residents. Commissioner Nicolaides commended ED's great job. Commissioner Wilkerson agreed with the Commissioners' comments and the community looking at the difference and taking notice. Commissioner Nelson noted ED is caring and concerned with residents, and they see a difference in the office. Vice Chairperson Reynolds-Lewis acknowledged the ED's attention to detail and ability to tackle issues. ED thanked the Commissioners for their support and confidence and looks forward to continuing to work with them for the benefit of the Housing Authority.

Chairperson Crystian: Concerning Resolution No. 04-06-2023-Approving Fee Accounting Services Proposal, Commissioners and ED need regular financial information, and currently don't feel we have this information. Commissioners Nicolaides, Jones and Crystian will meet with Bill Katchen to discuss the concerns. Attorney Corriston will provide a copy of another housing authority's financial records for review.

Commissioner Nicolaides: Inquired where RBHA funds can be invested. Ed advised that its CD account will be transferred to a 12-month 4% interest promotional account.

CLOSED SESSION: None

PUBLIC PARTICIPATION/COMMENTS:

Councilman Michael Ballard, Borough Council liaison to the Housing Authority congratulated the Commissioners for serving the Housing Authority, which had been struggling, and for supporting the ED. Councilman Ballard stated, affordable housing is important to him – “it’s in my blood;” and when asked by the Council to partner with the Housing Authority he jumped at the chance. Councilman Ballard concluded with his expectation that the Borough Resolution approving the Grant Agreement would pass.

Vice Chairperson Reynolds-Lewis thanked Councilman Ballard for his advocacy.

Chairperson Crystian acknowledged that Councilman Ballard sounded the alarm when previous attempts to redevelop the RBHA properties would not have been advantageous to the Housing Authority and its residents.

OTHER BUSINESS: None

ADJOURNMENT:

There being no other business or reports, Commissioner Nicolaides moved that the meeting be adjourned at approximately 7:28 p.m., Commissioner Reynolds-Lewis seconded.

Ayes: Seven Nays: None Abstain: None Absent: None

Respectfully submitted,

Lisa Hendricks Richardson
Secretary