

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

Wednesday, June 21, 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, June 21, 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:

Vice Chairperson Alpha Reynolds-Lewis called the meeting to order at 6:07 p.m. and asked for the reading of the roll.

Present:

Vice Chairperson Alpha Reynolds-Lewis
Commissioner Diem Jones (via Zoom)
Commissioner Marlene Nelson
Commissioner Alecia Wilkerson
Commissioner Sola Adenekan (via Zoom 6:15 p.m.)

Absent:

Chairperson Memone Crystian
Commissioner J.P. Nicolaidis

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

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 advise 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 May 17, 2023, Regular Meeting were presented for approval. Commissioner Jones moved that the minutes be approved, Commissioner Nelson seconded.

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

EXECUTIVE DIRECTOR'S REPORT:

Personnel

New HCV Specialist, Lee Parella began employment on May 1, 2023. Four employees took Nan McKay HQS webinar and passed 6/13/23-6/15/23. ED took Nan McKay's PHM webinar 6/12/23-6/16/23 and passed. This was my last training for ED requirements.

Office Management

ED and Commissioners Crystian and Nicolaides attended HDLI Spring Conference 5/3/23-5/5/23 in Washington, DC. ED attended PHADA 2023 Annual Convention & Exhibition 5/22/23-5/24/23 in Denver, CO.

Because of recent check fraud signed up for PNC Pinnacle service which provides a mechanism to detect fraudulent transactions. Notwithstanding, ED and Commissioners will still review other banking options.

FYE 2022 Audit scheduled to begin 7/10/23.

Housing Programs

US Inspection Group (USIG) Inspections of every unit took place 5/24/23 and reports identified maintenance issues that are scheduled to be reviewed with staff to strategically schedule and finance repairs.

Two RBHA young residents were accepted for the T Thomas Fortune Cultural Center Docent Training summer program.

RBHA received substandard PHAS score of 67 for FYE 2022. Consequently, HUD has advised that RBHA budget the 2023 Capital Funds (\$189,218) to address the substandard PHAS score, which the ED is in the process of doing.

In the next few weeks staff will be updating ACOP and Administration Plan utilizing Nan McKay templates. Will focus on provisions updated in HOTMA and effective January 1, 2024. The goal is to update both so that the 45-day public hearing notice requirement is met for September/October Board meetings.

Development Programs

Request approved for 3rd extension to complete project by June 15, 2023. TC Landscape Construction Group, Inc. sent an invoice for the third payment of \$61,960.00 for contractor mobilization, fence removal, demolition, and pavement replacement which represented 100% completion of project. Walk-through 5/31/23 revealed items to be addressed (filling deep cracks, divots in parking lots and re-stripping spaces to provide 9 ft wide spaces and resulting in 37 spots in upper lot). Requests sent to Monmouth County for \$32,423 (the balance of the \$171,959 grant) payment to RBHA. RBHA has received final grant payments (\$80,325 and \$32,423) from Monmouth County. The Project was completed June 13, 2023, when the walk-through items were addressed. Payment of the retainage fee (\$21,700) to TC Landscape is pending.

Bond Ordinance and Resolution approving the \$350,000 Grant was unanimously approved on April 26, 2023.

After many weekly and daily meetings with community stakeholders, including three meetings with residents and community members on 5/15, 5/16 and 5/18, 2023, the Red Bank Westside Choice Neighborhoods Planning Grant application for \$500,000 was submitted June 3rd.

Pending Matters

Montgomery Terrace Day is scheduled for Sunday, July 2, 2023. Former MT residents reached out to me about having a reunion. RBHA has made a request to Food Town for food donation, we are providing porta-

potty, and reaching out for a provider of children activities.

Cedar Crossing Condominium Association

April 25, 2023 Board had working meeting to discuss financial and organizational issues. On May 23, 2023 the zoom Board Meeting included several homeowners with concerns about the site and individual units, as well as financial and organizational concerns. Consequently, the approval of the budget was tabled to next meeting,

Continuing to work on Cedar Crossing financials (homeowner ledgers), as well as organizational issues that affect homeowners selling their units. Have asked the Association's attorney to review the issues, and the firm will provide a proposal for this work.

Option 1 Group had submitted estimates for restoration of the unit, and the insurer has accepted modified estimate. Proof of Loss signed off by Board President and returned to insurer. Now waiting for instructions from the insurer so that Option 1 Group can begin work and for management of insurance proceeds totaling \$150,710.35.

Board Matters

Personnel Committee: Continue to review draft RBHA By-laws and Personnel Policies and Procedures.

All Commissioners have filed their Financial Disclosure Statements.

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION NO. 06-01-2023-Approval of Bill List (May)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of May 2023 authorizing and ratifying an expenditure of funds in an amount not to exceed \$336,064.75 for May 2023, including HAP recurring for June 2023, subject to appropriations.

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

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

RESOLUTION NO. 06-02-2023-Resolution Approving Contract for Background Check Services

Resolution authorizes and approves awarding Contract for Background Check Services to Online Rental Exchange.

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

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

RESOLUTION NO. 06-03-2023-Approving Amendment to Paid Holiday Policy (Juneteenth)

Resolution authorizing and approving the inclusion of Juneteenth Day, the third Monday in June, or such day as celebrated locally, as a paid holiday in the Housing Authority's Paid Holiday Policy.

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

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

RESOLUTION NO. 06-04-2023-Approving Procurement Policy

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

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

MATTERS OF INFORMATION:

Discussion prior to the vote on Resolution No. 06-04-2023-Approving Procurement Policy included: Attorney Corrison advised that Bid Bonds do not guarantee the quality of the work but guarantees the submitted bid amount if deemed the successful bidder. Under state law if the bid threshold exceeds \$100,000 a bond in any amount is required. Unfortunately, not all companies have the ability to obtain bid bonds, which affects Section 3 businesses and other small businesses from bidding.

Commissioner Jones recommended the bid threshold of \$50,000.00 and that the bid guaranty be no more than \$20,000.00.

Attorney Corrison advised that the Performance Bonds ensures satisfactory completion of the contract and is typically used for construction contracts. Consequently, it makes the cost of bids higher, and it would be best to balance RBHA's interests, and suggested that the Board may consider that contract bids in excess of \$50,000 require performance bonds.

Commissioner Jones suggested setting a standard and to be mindful of the contract amount. For example, can RBHA afford to lose \$17,500, if contract not completed, and recommended counter bid threshold of \$20,000 - \$30,000 for performance bond requirement.

The Board agreed that the bid threshold requiring a performance bond be \$30,000.

Regarding Bid Protests deadlines, the desire to have a short time to start the contract and avoid litigation, it was decided that no more than 7 calendar days be available for an unsuccessful bidder to protest a contract award.

Chairperson: No report

PH Report: Five units are vacant (#4, #24, #102, #121 and #126). Unit #121 remains vacant pending installation of flooring. Units #24 and #126 require extensive turnaround work. Units #4 and Unit #102 expected to be ready by July (families are being interviewed).

HCV Report: To date there are 203 active vouchers; 1 ported in; 11 vouchers issued and looking for units; and 3 HAP on hold.

Maintenance Report: Continue to perform routine work orders and maintaining landscaping. Working on restoration of the five units (#4, #24, #102, #121 and #126).

Legal Report: Presented by Terrence Corrison, Esq. No pressing legal matters reported.

Commissioners' Comments and Concerns:

Vice Chairperson Reynolds-Lewis advised that a free summer dance program for children is enrolling.

CLOSED SESSION: None

PUBLIC PARTICIPATION/COMMENTS: None

OTHER BUSINESS:

The Public Hearing and Special Board Meeting on the Amendment to Admissions and Occupancy Policy (ACOP) will take place Wednesday, June 28, 2023 respectively at 6:00 p.m. at the RBHA Conference Room and 6:30 p.m. via Zoom. Commissioners were invited to attend the Public Hearing.

ADJOURNMENT:

There being no other business or reports, Commissioner Jones moved that the meeting be adjourned at approximately 7:35 p.m., Commissioner Wilkerson seconded.

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

Respectfully submitted,

Lisa Hendricks Richardson
Secretary