

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

Wednesday, September 20, 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, September 20, 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 6:11 p.m. and asked for the reading of the roll.

Present:

Chairperson Memone Crystian
Vice Chairperson Alpha Reynolds-Lewis (arrived 6:19 p.m.)
Commissioner Diem Jones (via Zoom)
Commissioner Marlene Nelson
Commissioner Alecia Wilkerson
Commissioner Sola Adenekan (via Zoom 6:14 p.m.)

Absent: 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 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 June 21, 2023 Regular Meeting; and the June 28, 2023 and August 3, 2023 Special Meetings were presented for approval. Commissioner Jones moved that the minutes be approved, Commissioner Wilkerson seconded.

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

EXECUTIVE DIRECTOR'S REPORT:

Personnel

Former Part-time Data-Entry Clerk, Raquel Cepeda Santos became a Full-time HCV Specialist, effective July 1, 2023; replacing Melanee Douglass who resigned effective July 7, 2023.

Entered a new one-year CWEP worksite agreement with Monmouth County Community Work Experience Program (CWEP), seeking participants to fill Office Clerk and Grounds Keeper positions.

Office Management

Converted from Comcast to Verizon voice, data and wi-fi for Administrative Office and conversion pending for ET Community Room. Work iPhones and iPads provided to PHA, HCV and Maintenance to automate the reporting of Unit and HQS inspections and work orders in PHA-Web. ED also has a work iPhone. Vonage phone system is operational and is more efficient and professional. Work on new web design began and continues.

Several fraudulent checks totaling \$9,500 were processed and \$8,500 credited back to account (4 totaling \$3,000 on 8/29/23, 1 check for \$1,000 remains outstanding and I have asked bank to review and advise). A police report has been filed. Utilizing the bank's security platform to identify fraudulent checks and reject them timely, \$3,000 fraudulent check was rejected on 8/31/23.

RFP for Banking Services posted September 6, 2023. Proposals are due October 26, 2023.

Staff training included: ED took Nan McKay's PHM webinar 6/12/23-6/16/23; Site Manager and HCV Specialists took Nan McKay's HQS webinar (6/13/23-6/15/23); Vendor Accounting training (6/30/23); ED participated in NJ Start (cooperative procurement system) review and training (7/19/23); PHA and HCV staff participated in PHA-Web Online Background Check training (7/27/23); BDO's Financial Background of Public Housing for Non-Financial Managers Webcast (8/22/23); BDO's Financials for All Staff & Commissioners Webcast (8/23/23); and Maintenance staff took Housing Authority Safety & Regulatory Awareness Training (9/1/23).

Housing Programs

Staff continuing to review and update ACOP and Administration Plan utilizing Nan McKay templates; focusing on provisions updated in HOTMA and now to become effective January 1, 2025. The goal is to update the ACOP and Administration Plan, including required public hearings and comment periods, by mid-2024. Staff webinar training by Nan McKay scheduled for HOTMA Workshop – Admin Plan October 2 and HOTMA Workshop – ACOP Plan October 3.

On July 2, 2023 Montgomery Day took place at Montgomery Terrace which was planned by Della Gary, a former Montgomery Terrace resident. Despite the intermittent rain, the day was a successful opportunity to meet new and old friends and share examples of the former residents and their families' successes, as well as good food contributed by Food Circus and Mr. Magic ice cream truck.

On or about July 12, 2023, a notice entitled, ENJOY SUMMERTIME AT MONTGOMERY TERRACE WITHOUT STEPPING IN DOG POOP OR INHALING UNHEALTHY SMOKE! Reminded Montgomery Terrace residents to comply with their residential leases and RBHA's Pet Policy, No-Smoking Policy and other lease provisions, including not removing or disconnecting smoke and/or carbon monoxide detectors and maintaining housekeeping standards inside and outside the dwelling units.

RBHA responded to the July 25, 2023 shooting incident at Montgomery Terrace by making the CCTV video of the incident available to RBPD and Monmouth County investigators; and held a Town Hall

meeting on August 17, 2023 to discuss recent happenings, answer any questions the residents may have had, discussed actions that had been taken and plans for moving forward. Representatives from the Housing Authority, the Red Bank Police Department, and the Monmouth County Prosecutor's Office were present to give pertinent information and to answer questions. Also in attendance were Borough Councilpersons Ben Frost and Nancy Blackwood. As well as Commissioners, Adenekan, Crystian, Nelson, Nicolaides and Reynolds-Lewis.

On July 26, 2023 Beacon of Life co-sponsored a Bingo & Pizza event at Evergreen Terrace. All who attended, including RBHA staff had a great time. The next Bingo event was held on September 19, 2023.

Emergent Matters

OIG: On August 22, 2023 a conference call with members of the HUD Newark Field Office took place. Additional response to one of the OIG's recommendations (1C) which was required and provided August 29, 2023. Preparation of a response to another recommendation (1D) is pending.

Development Programs

The Montgomery Terrace paving and parking lot rehabilitation project was completed and closed out with Monmouth County on June 2, 2023.

Implementation of the \$350,000 Borough of Red Bank grant has begun with the July 31, 2023 posting of RFPs for Financial Analysis Services - Real Estate Development and Operational Budget and Physical Needs Assessment Services. The proposals are due September 28, 2023.

Pending Matters

Town Hall Meetings are being scheduled for September 21, 2023 at 1:00 p.m. for Evergreen Terrace residents and at 6:30 p.m. for Montgomery Terrace residents.

In further response to the July 25th shooting incident, a Montgomery Terrace Day of Reaction is scheduled for Saturday, October 14, 2023.

Public Hearing for 2023-2028 5-Year PHA Plan is scheduled for Wednesday, October 18, 2023 at 5:00 p.m. The Notice has been published in Asbury Park Press; and both the Notice and Plan are the website and office bulletin board.

Commissioner Nicolaides attending HDLI Commissioners Conference, Martha's Vineyard, September 11-12, 2023.

Commissioner Crystian attending Governor's Conference in Atlantic City, September 28-29, 2023.

ED and Commissioner Crystian attending NAHRO National Conference/HDLI Fall Legal Conference in New Orleans, October 5-8, 2023.

Cedar Crossing Condominium Association

August 14, 2023 the Board had a working meeting to discuss financial and organizational issues.

September 25, 2023 Board Meeting scheduled to vote on 2024 Budget.

October 17, 2023 Board Meeting and Elections scheduled.

Continuing to work on Cedar Crossing financials (homeowner ledgers), as well as organizational issues that affect homeowners selling their units.

Option 1 Group began restoration of Unit #3. Insurance proceeds totaling \$150,710.35 received and \$74,180 disbursed to date.

Board Matters

A Special Board Meeting was held July 28, 2023 for Resolution approving and adopting the amendment to Chapter 19.10(6) of the Red Bank Housing Authority Admissions and Continued Occupancy Policy (ACOP).

A Special Board Meeting was held August 3, 2023 to discuss and prepare official response to the shooting incident that occurred at Montgomery Terrace on July 25, 2023.

Personnel Committee: Continues to review draft RBHA Personnel Policies and Procedures

OLD BUSINESS: None

NEW BUSINESS:

RESOLUTION NO. 09-01-2023-Approval of Bill List (June)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of June 2023 authorizing and ratifying an expenditure of funds in an amount not to exceed \$369,916.30 for June 2023, including HAP recurring for July 2023, subject to appropriations.

Commissioner Reynolds-Lewis moved that the Resolution be approved, Commissioner Nelson seconded.

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

RESOLUTION NO. 09-02-2023-Approval of Bill List (July)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of July 2023 authorizing and ratifying an expenditure of funds in an amount not to exceed \$276,987.18 for July 2023, including HAP recurring for August 2023, subject to appropriations.

Commissioner Reynolds-Lewis moved that the Resolution be approved, Commissioner Nelson seconded.

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

RESOLUTION NO. 09-03-2023-Approval of Bill List (August)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of August 2023 authorizing and ratifying an expenditure of funds in an amount not to exceed \$271,742.08 for August 2023, including HAP recurring for September 2023, subject to appropriations.

Commissioner Reynolds-Lewis moved that the Resolution be approved, Commissioner Nelson seconded.

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

RESOLUTION NO. 09-04-2023-Resolution Approving Lawn Mower Vendor

Resolution authorizes and approves awarding sale of SCAG 22 HP Kawasaki Tiger Care rider lawn mower to Lawes Outdoor Power Equipment.

Commissioner Reynolds-Lewis moved that the Resolution be approved, Commissioner Wilkerson seconded.

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

RESOLUTION NO. 09-05-2023-Approval of 2022 Audit

Resolution accepting the FYE December 31, 2022 Audit prepared by Polcari & Co., Certified Public Accountants.

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

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

MATTERS OF INFORMATION

Discussion prior to the vote on Resolution No. 09-05-2023-Approval of 2022 Audit led by Ralph Polcari, CPA concerning the process and what documents and information were reviewed, including minutes, payroll, cash receipts, financial statements, Capital Fund Program, and HCV tenant file compliance. RBHA got 25 out of 25 points and no findings.

Chairperson Crystian: How does RBHA do the right thing; what should RBHA continue to pay attention to? Polcari responded: Proper internal controls i.e., review of payments); segregation of duties (i.e., on-site rent collection and fee accountant review of deposits); compliance (i.e., keeping tenant PHA and HCV files in order); managing expenses (i.e., salaried and benefits, utilities, and maintenance expenses); and good living conditions. RBHA in good shape.

Chairperson: Attended the PHADA Legislative Conference in Washington, DC (9/17/23/19/23). Very informative. Had an opportunity to speak with Congresswoman Maxine Waters, who was concerned with cuts in affordable housing. Implementation of NSPIRE inspections, and PHAs have an additional year to comply by 1/1/2025. Moving to Work (MTW) is a phenomenal program for small PHAs, where Operating and Capital funds can be pooled to change the community and flexibility in in following /waiving HUD regulations. Examples of MTW programs: Built transitional housing; homeless victims of domestic violence moved up the wait lists. Issue only 14 PHAs will be granted MTW; and cannot have open OIG audit. The same day received a letter from HUD regarding OIG audit and steps to resolve the OIG's recommendations. OIG audit is stopping RBHA from Progressing despite, RBHA is not the same (new Commissioners and staff) since the OIG investigation. Proposed setting up meeting with HUD Field Office with RBHA attorney – We must end this, and we can't move forward. Spoke with ED to move Board meetings in 2024 to 2nd or 4th Wednesday due to conflicts.

PH Report: Montgomery Terrace units currently vacant are 103, 109, 114, 121 and 126. Units 103 and 121 are scheduled for October 1, 2023 move-ins. Unit 109 is presently going through turn-over, and is expected to be completed for move-in October 15, 2023 or November 1, 2023. Unit 114 (family recently turned over keys to deceased tenant's unit) and turnover expected to begin after Unit 109 turn-over completed, with an expected move-in on or before December 1, 2023. Unit 126 requires extensive work, and a move-in date cannot be determined at this time.

HCV Report: Total of active vouchers as of end of the month: **200** active vouchers; **1** ported out – RBHA paying Admin Fees; **2** on general holds.

Maintenance Report: Continue to perform routine work orders and maintaining landscaping. Working on unit turnovers which require less work (#103 and 109) and will move on to units requiring extensive work (#126).

Legal Report: Presented by Terrence Corrison, Esq. Assisted ED with RFP for Banking Services; and prepared and mailed NTQ (One-Strike).

Commissioners' Comments and Concerns:

Commissioner Jones: NSPIRE – new inspection tool – cost out projects (e.g., installing fireproof doors, etc.); to do due diligence through January 2025.

Commissioner Jones: MTW (Moving to Work) documentation – referred to PIH 2023-20. Attorney Corriston indicated that Bergen County HA and Madison HA were approved for MTW. Discussed OIG issue and LBHA should be on the hook.

Two Commissioners had problems accessing Board Packet documents on Google Drive, but believe they can resolve the problems.

CLOSED SESSION: None

PUBLIC PARTICIPATION/COMMENTS: None

OTHER BUSINESS:

Public Hearing on the 5-Year PHA Plan - Wednesday, October 18, 2023 at 5:00 p.m. will be held at the Evergreen Terrace Community Room.

Proposed Board Retreat has not been scheduled.

ADJOURNMENT:

There being no other business or reports, Commissioner Jones moved that the meeting be adjourned at approximately 7:13 p.m., Vice Chairperson Reynolds-Lewis seconded.

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

Respectfully submitted,

Lisa Hendricks Richardson
Secretary