

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

Tuesday, May 14, 2024, 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 Tuesday, May 14, 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 Nicolaides called the meeting to order at 6:10 p.m. and asked for the reading of the roll.

Present:	Chairperson JP Nicolaides
Present (via Zoom):	Commissioner Marlene Nelson
	Commissioner Melissa Moore
	Commissioner Alecia Wilkerson
Absent:	Vice Chairperson Alpha Reynolds-Lewis
	Commissioner Sola Adenekan
	Commissioner Diem Jones

Also present: Lisa Hendricks Richardson; Borough Liaison to RBHA, Councilman David Cassidy (via Zoom); Terrence J. Corrison, Esq. (via Zoom); and Chris Pascarella, Board President of Cedar Crossing Condominium Association.

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 6th, 2023. 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 April 9, 2024 Regular Meeting were presented for approval. Commissioner Nelson moved that the minutes be approved, Commissioner Wilkerson seconded.

Ayes: Four Nays: None Abstain: None Absent: Three

OLD BUSINESS:

Greetings by Miss New Jersey RBHA Resident Contestant – D’Aanlee Cancel, who thanked RBHA for its financial support of \$200.00.

EXECUTIVE DIRECTOR'S REPORT:

Personnel

Staff had refresher and training on new criminal reporting by Online Rental Exchange, in response to Fair Credit Reporting Act's (FCRA) new Guidelines to regulate consumer reporting on April 29, 2024.

Updated staff vacation and sick leave records.

ED and staff member participated in HDLI's 2024 Virtual Fair Housing Month Training on April 17, 2024.

ED participated in HUD Semi-Annual Report (SAR) webinar on April 4, 2024.

ED Participated in Capital Fund Program Public Housing Investment Tools Session 2: Capital Fund Financing Program (CFFP) webinar on April 18, 2024.

ED participated in 14th Annual MEL, MRHIF & NJCE Educational Seminar (webinar) on April 19, 2024 and April 26, 2024.

Office Management

Completed update to signatories for Santander Bank.

Commencement of 2023 Audit requested. Auditor has requested financials from Fee Accountant.

Housing Programs

Coordination of contractors for the renovation of fire damaged unit occurred.

Gearing up for transition from our existing Inventory Management System/Public and Indian Housing Information Center (IMS/PIC) to the new Housing Information Portal (HIP). HIP is PIH's most important system as it will include household, building, and unit data that are essential to operating the public housing and voucher programs. HIP will also allow PHAs to fully implement and be compliant with the requirements of the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

NSPIRE inspection took place April 5, 2024. Health and Safety deficiencies were mitigated within the required 24 hours. Other deficiencies were mitigated within 30 and 60 days. RBHA staff was exceptional in getting deficiencies mitigated and subsequent proof of mitigation placed on system to close out related work orders with photos of the mitigation, which were uploaded to HUD NSPIRE system.

Resident events with Monmouth Arts took place on April 4, 2024 for resident youth ages 6 to 18 (6 attended), and on April 11 for residents 55 years and above in the ET Community Room (3 attended). Monmouth Arts provided art materials and snacks.

Annual Master Meter testing took place on April 3, 2024. Montgomery residents received a bi-annual Public Awareness Message for the Residents of Red Bank Housing Authority on April 26, 2024. Intend to put the notices on the website.

Annual Fire Extinguishers inspection took place on April 8, 2024.

Annual Fire Sprinklers inspection took place on April 8, 2024.

On April 11, 2024 ED met with Mayor Portman and Councilman Cassidy for a “Check-In Meeting” to generally discuss RBHA.

Staff continuing to review and update ACOP and Administrative Plan utilizing Nan McKay templates; focusing on provisions updated in HOTMA, now to become effective January 1, 2025, including weekly HCV Team and PH Team working meetings. The goal is to update the ACOP and Administrative Plan, including required public hearings and comment periods, by mid-2024.

Newark HUD Field Office (FO) has issued a Corrective Action Plan (CAP) to address REAC deficiencies. Per my conference call with FO staff, I am required to submit monthly updates commencing December 2023 (for November 2023). March’s report was submitted April 3, 2024. April’s report was submitted April 30, 2024.

Emergent Matters

No report.

Development Programs

Forwarded 2024 Neighborhood Choice Planning Grant application to stakeholders. Had a brief Zoom meeting on April 30, 2024 to advise that RBHA is waiting to see if PNA contractor can provide the required HUD form that designates the sites as “severely distressed.”

Physical Needs Assessment (“PNA”) Services: Conference call took place April 15, 2024 to review draft reports with Bureau Veritas representative. Revisions to the reports expected early May.

A kick-off meeting took place on April 11, 2024 with NW Financial Group, the firm providing Financial Analysis Services - Real Estate Development and Operational Budget. Representatives visited the sites, and requested documents provided for their review.

Pending Matters

MOA prepared for MOCEANS Center for Independent Living to hold two (2) events for its clients: Halloween Party (Friday, 10/18/2024) and Friendsgiving Gathering (Friday, 11/15/2024), 6:00 pm to 8:00 pm at Evergreen Terrace Community Room.

MOA prepared for Jack & Jill. Meetings held Sundays beginning April 14, 2024 through December 15, 2024, 3:00 pm to 5:00 pm. Discussing restoration of Evergreen Terrace patio furniture as a Jack & Jill members’ community project.

On April 22, 2024 the Red Bank Juneteenth Committee requested to use the grassy area in front of the Housing Authority Administrative Office to set a few tables and chairs for individuals to have a seat and to eat.

Board Matters

New Board members were reminded of the Commissioner training requirements.

Board members were reminded of the Financial Disclosure Statement (FDS) requirements.

On April 22, 2024 forwarded from the Borough Clerk: Community Engagement and Equity Committee (CEEC) which developed a poll for the Sustainable Jersey – Diversity on Boards and Commissions Action. This poll will assist the CEEC in reviewing the diversity of appointed municipal boards, commissions, and committees to compare it to the municipality’s demographics and submit a summary report. The CEEC

may then recommend strategies to improve representation where needed. The survey was to be completed by Friday May 3, 2024.

Cedar Crossing Condominium Association

Continued to work with homeowners and attorney on resolution of HOA debts and collection matters.

Followed up with NJHMFA for HOA fees that it is responsible for (Units #3 and #24).

Introduced CCCA Board President, Chris Pascarella who has been the president since 2023. Stabilizing CCCA organizationally – full board, annual meeting in December, passed budget with slight increase in HOA fees from \$150 to \$175; and meeting regularly. CCCA has faced significant challenges. Grateful that Melissa Moore (a CCCA Board member) is an RBHA Commissioner. CCCA facing delinquent HOA fees resulting in large debt, and no reserve funds (until this year); NJHMFA only accepting cash offers and difficult to sell units for homeowners. CCCA is the only 100% affordable condo in New Jersey. Limits new owners in Red Bank. RBHA has no influence over CCCA's funds. Chris is building relationships with Borough Counsel and Red Bank Affordable Housing Coalition.

NEW BUSINESS:

RESOLUTION NO. 5-01-2024-Approval of Bill List (April)

Resolution approving the transaction, authorizing the approval of the list of bills for the month of April 2024 authorizing and ratifying an expenditure of funds in an amount not to exceed \$344,701.96 for April 2024, including HAP recurring for May 2024, subject to appropriations.

Commissioner Nelson moved that the Resolution be approved, Commissioner Moore seconded.
Ayes: Four Nays: None Abstain: None Absent: Three

RESOLUTION NO. 5-02-2024-Authorization to Enter Into a Cooperative Pricing Agreement with Educational Services Commission of New Jersey

Resolution authorizing the Housing Authority to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey.

Commissioner Wilkerson moved that the Resolution be approved, Commissioner Moore seconded.
Ayes: Four Nays: None Abstain: None Absent: Three

RESOLUTION NO. 5-03-2024-Approval of Pavement repair Contract

Resolution authorizing and approving the Contract for Walkway Pavement Repair Services.

Commissioner Wilkerson moved that the Resolution be approved, Commissioner Nelson seconded.
Ayes: Four Nays: None Abstain: None Absent: Three

RESOLUTION NO. 5-04-2024-Authorization and Approval of Contracts and Payments for Renovation of Fire Damaged Unit

Resolution authorizing and approving the Contracts and Payments for Renovation of Fire Damaged Unit.

Commissioner Moore moved that the Resolution be approved, Commissioner Nelson seconded.
Ayes: Four Nays: None Abstain: None Absent: Three

RESOLUTION NO. 5-05-2024-Capital Fund Program Grant Approval

Resolution approving the 2024 Capital Fund Program Grant allocation to the Red Bank Housing Authority.

Commissioner Moore moved that the Resolution be approved, Commissioner Wilkerson seconded.
Ayes: Four Nays: None Abstain: None Absent: Three

RESOLUTION NO. 5-06-2024--Authorization and Approval of Contracts and Payments for Renovation of Fire Damaged Unit (*Walk on Resolution*)

Resolution authorizing and approving the Contracts and Payments for Renovation of Fire Damaged Unit.

Commissioner Wilkerson moved that the Resolution be approved, Commissioner Nelson seconded.
Ayes: Four Nays: None Abstain: None Absent: Three

MATTERS OF INFORMATION:

Chairperson Report:

On May 10th toured HomeFront in Ewing with Lunch Break representatives. In addition to 38 dwelling units, it has homeless shelters, art program, food pantry, day care, job training, soup kitchens, etc.; and was introduced to others who can help RBHA's journey to rehabilitation and renovation.

Spoke with Council Liaison David Cassidy regarding information for people looking for low income rentals and purchases.

Planning a meeting with Fair Share.

PH Report: 112 Montgomery Terrace is currently vacant. Moved tenant to 127 MT due to termite infestation, which treatment includes installation of sump pump to address infestation. Vacant Evergreen Terrace Units are 9, 44, and 23. Waiting for windows for Unit 23 and 2 other units. The insurer has released Unit 9 for phased restoration, restoration of electrical power, content removal/clean out, environmental remediation, and renovation.

HCV Report: Total of active vouchers as of end of the month: **201** active vouchers including **1** ported in – RBHA paying Admin Fees and **3** recurring utility expenses.

Maintenance Report: Performed NSPIRE deficiency repairs. Continue to perform routine work orders and maintaining landscaping. Working on Unit turnovers.

Legal Report: Presented by Terrence Corrison, Esq. Assisted ED with Board Resolutions. Pending eviction actions are to be sent.

Commissioners' Comments and Concerns:

In response to Chris Pascarella's presentation, Commissioner Nicolaidis inquired how to get CCCA reserves to appropriate levels. Should be over \$100,000, but now approximately \$3,000. Good Chris came to meet the RBHA Board and food that Commissioner Moore is on the RBHA Board.

In response to inquiry about Resolution No. 05-02-2024, the ED explained the cooperative agreement and purpose for joining the ESCNJ, which allows the RBHA to piggy back on procurement already performed by ESCNJ.

In response to inquiry about Resolution No. 05-03-2024, the ED explained contractor selection – who will repair trip hazards vs. breaking up and replacing walkways, which will require a different contractor to be procured.

In response to inquiry about Resolution No. 05-05-2024, the ED advised that the difference between the 2023 Capital Fund Grant (\$189,218) and the 2024 Capital Fund Grant (\$195,809) was an increase of \$6,591.00.

Commissioner Nelson raised concern about Evergreen Terrace parking lot, as some residents have 203 cars which causes a problem. ED advised that the Site Manager will be asking households to register their car with the RBHA. May have to adopt a parking policy, which limits the number of cars that can park on-site. Will review lease for possible amendment concerning on-site parking.

Councilman Cassidy thanked all for work done. Acknowledged that Chris Pascarella has done a great job, and he is gratified that the ED is working with CCCA.

Commissioner Nicolaides asked Councilman Cassidy how renters and first time home buyers are selected for Red Bank's affordable housing. Meetings concerning this will be set up to discuss this.

Glad that RBHA is utilizing procurement cooperative agreement.

Advised of upcoming Borough events: Memorial Day Observation, Pride in the Park, and Juneteenth.

CLOSED SESSION: None

PUBLIC PARTICIPATION/COMMENTS: None

OTHER BUSINESS: None

ADJOURNMENT:

There being no other business or reports, Commissioner Wilkerson moved that the meeting be adjourned at approximately 6:59 p.m., Commissioner Nelson seconded.

Ayes: Four Nays: None Abstain: None Absent: Three

Respectfully submitted,
Lisa Hendricks Richardson
Secretary