

Neptune City Housing Authority Meeting Minutes

May 13, 2020

Call to order

Authority Chairman Stewart called to order the regular meeting of the Neptune City Housing Authority at 6:01 p.m. on May 13, 2020 via telephonic conference with all participants.

Pledge of Allegiance

The Pledge of Allegiance was omitted.

Open Public Meetings Act

Chairman Stewart informed that notice of the meeting was given in compliance with the Open Public Meetings Act. Supplemental notice of the telephonic conference due to the COVID-19 health emergency was given in accordance with the guidelines established by the New Jersey Department of Community Affairs.

Roll Call

Attorney Aikins called the roll and the following persons were present by telephone: Chairman Stewart, Vice Chairman Goldberg, Commissioner Adcock, Commissioner Shafai, Commissioner Jardine, Commissioner Whalen and Commissioner Farry. Executive Director Cook was also present by telephone. Authority Architect Dave Clark was present along with his consulting engineer, David Parsons, both by telephone.

Minutes

The Meeting Minutes of the regular meeting held on April 8, 2020 were unanimously approved on a motion by Vice Chairman Goldberg, seconded by Commissioner Whalen.

Regular Session

Authority Architect Dave Clark was present on the call along with his consulting engineer David Parsons and they discussed the FPE Stab-lok breaker/electrical panel issue. Generally, replacement is recommended where there is aluminum wiring and/or frequent tripping of the breakers, which they advised, is not the situation in the apartments at the Authority building. They did, however, recommend replacement due to the forty (40) years which has elapsed since the construction of the Authority building. They estimated material and labor to be approximately \$1,000 per unit and Authority Architect Dave Clark suggested a budget "placeholder" of \$80,000 to \$100,000 for the entire scope of the work. Next, Authority Architect Clark reviewed the interior renovations project and asked for confirmation that the Commissioners were comfortable that the mold abatement work and the interior renovation work should both continue at this time. The Commissioners indicated yes they are comfortable with that work continuing at this time. Also, discussion was had concerning the kitchen renovation

project and it was noted that the end of the Community Room where this work is occurring is secured and separated, and the Community Room itself is closed to the public due to the COVID-19 health emergency. Lastly, Authority Architect Clark reported on the site repair work and recommended an 80% payment on the recent Application for Payment made by the Contractor be approved, so that pending issues and minor joint work could be addressed prior to full payment being made by the Authority. The Commissioners deferred discussion on replacing the chain link fence at the east end of the Authority property to the June meeting. Chairman Stewart thanked Mr. Clark and Mr. Parsons for their participation in the meeting and they departed the telephonic meeting. Executive Director Cook shared that in the last ten weeks, approximately forty-five work orders have been processed by the Township of Neptune Housing Authority for the benefit of the Neptune City Housing Authority. He noted in particular that there is supplemental sanitizing of common areas during the COVID-19 health emergency. Lastly he noted that seasonal landscaping and yard work is progressing during the Spring season.

Building/Grounds Committee

Vice Chairman Goldberg had no report.

Finance Committee

Commissioner Adcock had no report, but requested a copy of the budget vs. actual expense reports for the first quarter of 2020 so that his Committee could provide a report at the June meeting.

Regular Bills

On a motion by Commissioner Adcock, seconded by Commissioner Farry, the regular bills of the Authority were unanimously approved. Attorney Aikins and Executive Director Cook confirmed that cleaning of common areas are not listed on the scope of services list attached to the recently approved Interlocal Service Agreement between the Authority and the Township of Neptune Housing Authority.

General Fund Bills

None.

Unfinished Business

None.

New Business

None.

Public Portion

None.

Good of the Authority

None.

Adjournment

On a motion by Commissioner Shafai, seconded by Vice Chairman Goldberg, the meeting was adjourned at 7:25 p.m.