

Neptune City Housing Authority Meeting Minutes

July 8, 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 July 8, 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 and Superintendent Lynda Muszynski were also present by telephone. Authority Architect David Clark was also present by telephone.

Minutes

The Meeting Minutes of the regular meeting held on June 10, 2020 were approved on a motion by Vice Chairman Goldberg, seconded by Commissioner Adcock. Commissioner Shafai abstained.

Regular Session

Attorney Aikins reviewed the proposed Change Order # 2 from Santorini Construction, in the amount of \$7,865.75 as to the Interior Renovation project. Authority Architect David Clark recommended approval of this Change Order and on a motion by Commissioner Shafai, seconded by Vice Chairman Goldberg, the Commissioners unanimously approved payment of the Change Order. Next, Authority Architect David Clark discussed the status of the Interior Renovation project, the Kitchen project and the Driveway/Site Improvement project with the Commissioners. He noted that windows in the Authority building were not working well due to a lack of operating replacement parts. Also, there seemed to be water infiltration in windows as well. Attorney Aikins suggested a brief survey be prepared and distributed to Authority residents to obtain a unit by unit status report on windows from the residents themselves. This will be coordinated by Executive Director Cook and Superintendent Lynda Muszynski. Next,

Executive Director Cook gave his report. He advised the Commissioners that notice has been sent to all Authority residents as to COVID-19 testing which is scheduled to occur at the Township of Neptune Housing Authority property at a date to be set later in July. He reported that the treadmill is now unlocked, disinfected and ready to use, with users to wipe same before and after each use of the treadmill with sanitary wipes. Lastly, he noted that a certificate has been obtained as is required by the New Jersey Housing and Mortgage Finance Authority, however the Authority's provider, P.H. Webb has had a disconnect with NJHMFA and Lynda Muszynski will be following up as to same and as to required reports. Chairman Stewart shared that the food distribution through the Monmouth/Ocean Police Athletic League will be returning on July 21, 2020.

Building/Grounds Committee

Vice Chairman Goldberg had no report.

Finance Committee

Commissioner Adcock had no report.

Regular Bills

On a motion by Commissioner Adcock, seconded by Vice Chairman Goldberg, the regular bills of the Authority were unanimously approved.

General Fund Bills

None.

Unfinished Business

None.

New Business

None.

Public Portion

Comment was had that there is ponding of water in parking space # 9 after rain. This will be referred to Authority Architect David Clark for follow up action.

Good of the Authority

Commissioner Jardine reminded fellow Commissioners that the required Financial Disclosure document must be filed by the extended deadline of July 31, 2020.

Adjournment

On a motion by Vice Chairman Goldberg, seconded by Commissioner Adcock, the meeting was adjourned at 7:02 p.m.