

# Neptune City Housing Authority Meeting Minutes

## August 12, 2020

### **Call to order**

Authority Chairman Stewart called to order the regular meeting of the Neptune City Housing Authority at 6:05 p.m. on August 12, 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 Shafai, Commissioner Jardine, and Commissioner Farry. Executive Director Cook and Superintendent Lynda Muszynski were also present by telephone. Authority Architect David Clark was also present by telephone. Commissioner Adcock joined at 6:09 p.m. Commissioner Whalen was absent.

### **Minutes**

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

### **Regular Session**

Authority Architect David Clark reported as to the progress of the Interior Renovation project and advised same was nearing completion. He indicated the contractor has advised the finish work is done with only touch up and punch list items remaining. An inspection to create the punch list is scheduled for August 19, 2020. He noted that the workmanship is good. As to the Kitchen Cabinet project, he noted that the cabinets have been installed, the existing steel countertops are reset. The walls need to be painted, caulked and then a punch list for this project can be prepared. The Executive Director recommended that back splash be added to the countertops to protect the walls. The Executive Director also suggested that the ceiling tiles should be replaced and Architect Clark indicated that these can be priced separately and he will obtain a quote. Architect Clark will set up a meeting with the Executive Director to review the options in this regard. Next, discussion was had as to the window survey and it is estimated that 30% of the residents have responded to the survey. A representative from Pella Windows is to

be present for an inspection on August 25, 2020. Architect Clark believes that a number of windows in the public areas may have been left open during rain and storm events, which may have contributed to the mold condition recently remediated. As to the Parking Lot project, Architect Clark discussed the August 5, 2020 site visit he had with Chairman Stewart. Although this project was intended to be a repair of the paving surface with bids to allow resurfacing, it may have been appropriate for discussion as to regrading and installation of drainage well structures to address the standing water concerns, since the parking lot is relatively flat. Architect Clark promised to provide pre-design meetings with the Authority as part of each subsequent project and acknowledged he would be more proactive in this regard. Commissioner Farry recommend that a stop bar and stop sign be installed at the intersection of the parking lot and Sixth Avenue for safety reasons. Architect Clark noted that none were previously present, but this can be readily done.

Executive Director Cook then briefed the Commissioners that on August 17, 2020 the new transfer switch for the emergency generator is scheduled to be installed. There had been a water main break, however, this was not an Authority pipe and has been addressed by the water utility. Mr. Cook also advised that he is coordinating a presentation on an LED light changeover.

Chairman Stewart invited Commissioners to consider a future project and wish list as we near the end of 2020 and begin to budget for 2021. He encouraged the Commissioners to consider and support projects which benefited the quality of life for the residents of the Authority

#### **Building/Grounds Committee**

Vice Chairman Goldberg had no report.

#### **Finance Committee**

Commissioner Adcock had no report.

#### **Regular Bills**

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

#### **General Fund Bills**

None.

#### **Unfinished Business**

Executive Director Cook advised he will be providing recommendations as to new lobby furniture.

#### **New Business**

None.

#### **Public Portion**

None.

#### **Good of the Authority**

None.

**Adjournment**

On a motion by Commissioner Shafai, seconded by Commissioner Adcock, the meeting was adjourned at 6:59 p.m.