

Neptune City Housing Authority Meeting Minutes

September 9, 2020

Call to order

Authority Chairman Stewart called to order the regular meeting of the Neptune City Housing Authority at 6:02 p.m. on September 9, 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, Commissioner Whalen and Commissioner Farry. Executive Director Cook and Superintendent Lynda Muszynski were also present by telephone (Executive Director Cook joined the call at 6:15).

Minutes

The Meeting Minutes of the regular meeting held on August 12, 2020 were approved on a motion by Commissioner Shafai, seconded by Vice Chairman Goldberg. Commissioner Whalen abstained.

Regular Session

Authority Attorney Aikins reviewed the Pella replacement parts and labor proposal with the Commissioners. The total for this proposal is \$25,356.78 (which includes \$21,460.70 for parts and \$3,896.08 for labor). On a motion by Vice Chairman Goldberg, seconded by Commissioner Shafai, the Commissioners unanimously approved this proposal, subject to any comment from Authority Architect David Clark, who is currently reviewing the proposal. Next, Mr. Aikins reviewed the Green Light, LLC LED light replacement proposal with the Commissioners. Commissioner Whalen asked that the matter go out for two other bids, although this matter is not subject to the competitive bid threshold. Mr. Aikins suggested that Mr. Clark be contacted to prepare specifications so that bids can be submitted on a level playing field and Mr. Aikins will contact him in this regard. Chairman Stewart asked that the Building and Grounds Committee review the specifications once they have been prepared by Mr. Clark

Executive Director Cook then reported to the Commissioners his recommendation that a proposal be obtained from the Kitchen Renovation contractor to include the Community Room flooring, wall painting, ceiling tiles and kitchen backsplash, and painting of the Laundry Room. The Commissioners agreed with this suggestion and Mr. Cook will coordinate with the contractor.

Building/Grounds Committee

Vice Chairman Goldberg had no report, but inquired as to the whether the L-shaped drain in the front of the building can be cleared of leaves and debris. Executive Director Cook will investigate and advise.

Finance Committee

Commissioner Adcock had no report, but inquired as to the status of the 2019 audit. Executive Director Cook will investigate and advise.

Regular Bills

On a motion by Commissioner Whalen, seconded by Commissioner Adcock, the regular bills of the Authority were unanimously approved with the addition of the Straight Edge Construction final payment bill of \$13,127.69.

Unfinished Business

None.

New Business

Discussion was had as to designating a person for contact in the event Superintendent Lynda Muszynski leaves the building for personal reasons. Presently, a resident is so designated, however, a paid non-resident may be more appropriate.

Public Portion

John Merenka of Apartment 501 commented as to a call to the fire chief to reset an alarm.

Good of the Authority

None.

Adjournment

On a motion by Vice Chairman Goldberg, seconded by Commissioner Adcock, the meeting was adjourned at 6:49 p.m.