

# Neptune City Housing Authority

## Meeting Minutes

### October 13, 2021

#### **Call to order**

Authority Chairman Eugene Stewart called to order the regular meeting of the Neptune City Housing Authority at 6:01 p.m. on October 13, 2021 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**

Authority Attorney Aikins called the roll and the following persons were present by telephone: Chairman Stewart, Vice Chairman Goldberg, Commissioner Adcock, and Commissioner Jardine. Commissioners Shafai, Whalen and Farry, Executive Director Cook and Superintendent Lynda Muszynski were absent. Director of Operations Joseph Mauro was present. Alex Clark from Authority Architect David Clark's office was also present.

#### **Minutes**

The Meeting Minutes of the meeting held on September 8, 2021 were approved on a motion by Vice Chairman Goldberg, seconded by Commissioner Adcock.

#### **Regular Session**

Director of Operations Mauro advised that he received the proposed architectural drawings for the common area bathroom renovations, which are to be discussed later in the meeting. He noted that there is one vacant unit which has been redone and will be ready for renting in November. He further noted that the REAC inspection is scheduled for November.

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

Vice Chairman Goldberg reported that a request had been made to have a speaker system through the building to announce visitors. She inquired whether a non-slip floor could be utilized in public areas, however, Director of Operations Mauro advised that the flooring is the same as is the Community Room and only carpeting can be considered non-slip. Also, she will meet with Mr. Mauro to review whether additional exterior lighting should be considered.

Lastly, she inquired whether a dinner after the 2022 reorganization meeting could be scheduled and Chairman Stewart shared that the current pandemic situation will need to be monitored as to whether meetings in person can resume in 2022 and whether such a dinner can be safely scheduled in 2022.

### **Finance Committee**

Commissioner Adcock had reported that the Authority Accountant has advised the NJDCA has posted budget forms and the Authority Accountant will have a draft budget ready for the Commissioners' November 10, 2021 meeting.

### **Regular Bills**

On a motion by Vice Chairman Goldberg, seconded by Commissioner Jardine, the Commissioners approved the regular bills with Chairman Stewart abstaining, conditioned upon Ms. Garano submitting a detailed invoice for her hours expended and hourly rate for services in connection with processing NJHMA documentation.

### **Unfinished Business**

Alex Clark advised that MEP Engineering consultants Schiller and Hirsch should be consulted for the common area bathroom renovation project and his office will coordinate with them. This is necessary as the project will involve relocation and removal of plumbing and lighting fixtures. Mr. Clark requested a meeting with the Building and Grounds Committee and Chairman Stewart requests to be included in that meeting as well. Lastly, Mr. Clark anticipates that public bidding will be required due to the projected costs of this project.

### **New Business**

Chairman Stewart shared that Commissioner Whalen submitted her resignation effective today, October 13, 2021. He thanked her for her dedicated service to the Authority and to the residents. Next, he reviewed with the Commissioners a general OPRA request that Mr. Cook received from an anonymous source. Mr. Cook had advised that this request was similar, if not identical to OPRA requests received by the Township of Neptune Housing Authority (TNHA) for the last several years. He asked Attorney Aikins to review the Authority's procedures for such requests and Mr. Mauro advised he will forward Mr. Aikins the form used by TNHA in such instances.

### **Public Portion**

Naomi Douglas inquired about a speaker system with paging ability for the building. Chairman Stewart thanked her for her comment and noted he will speak with Executive Director Cook as to same.

### **Good of the Authority**

None.

### **Adjournment**

On a motion by Commissioner Jardine, seconded by Commissioner Adcock, the meeting was adjourned at 6:41 p.m.

