

Neptune City Housing Authority

Meeting Minutes

March 9, 2022

Call to order

Authority Chairman Michael Shafai, in light of the resignation of Eugene Stewart subsequent to the February 9, 2022 Commissioners' meeting, called to order the regular meeting of the Neptune City Housing Authority at 6 p.m. on March 9, 2022 via at the Community Room, 2000 Sixth Avenue, Neptune City, N.J.

Pledge of Allegiance

The Pledge of Allegiance was stated.

Open Public Meetings Act

Chairman Shafai informed that notice of the meeting was given in compliance with the Open Public Meetings Act.

Roll Call

Authority Attorney Aikins called the roll and the following persons were present: Chairman Shafai, Commissioner Adcock, Commissioner Farry and Commissioner Clark. Chief of Operations Mauro was also present. Commissioner Jardine and Executive Director Cook were absent. Attorney Aikins noted the position of Vice Chairman needed to be filled. On a motion by Commissioner Farry, seconded by Commissioner Clark, the Commissioners unanimously designated Tom Adcock as Vice Chairman.

Minutes

The Meeting Minutes of the meeting held on February 9, 2022 were approved on a motion by Commissioner Farry, seconded by Vice Chairman Adcock.

Bid Results

Chairman Shafai asked Attorney Aikins for an update on the bid opening conducted by Authority Architect Dave Clark on March 3, 2022 for the laundry room and public bathrooms project. Attorney Aikins reviewed the bid tally sheet prepared by Mr. Clark and noted that the low bidder is J & M Quality Contracting of Neptune, New Jersey, in the amount of \$82,700. He noted that earlier in the day, he confirmed with Mr. Clark that Mr. Clark recommended that this firm should be awarded the contract. On a motion by Commissioner Farry, seconded by Commissioner Clark, the Commissioners voted to award the contract for the laundry room and public bathrooms project to J & M Quality Contracting of Neptune, New Jersey in the amount of \$82,700.

Budget Introduction

Vice Chairman Adcock updated the Commissioners as to the 2022 budget. He recommended the budget be introduced at this meeting and offered a motion to this effect which was seconded by Commissioner Clark. The Commissioners unanimously voted in favor of the motion. The final budget hearing will be reviewed at the April 13, 2022 Commissioners' meeting.

Regular Session

Chief of Operations Mauro informed the Board that the resident files, re-evaluations, evaluations of new residents and various rent adjustments have all been achieved in the last two weeks. He noted a marked favorable increase from the TRACS score to 88.9 from 50's. He shared that a back storage room has been cleaned out and the shop has been remodeled. Also, a change in elevator service companies was made from Slade to Jersey Elevator with almost immediate favorable results. Lastly, he noted that work orders will now be coordinated via software rather than by paper.

Building/Grounds Committee

Chairman Shafai noted that the Committee has not met, but plans to meet before the April meeting.

Finance Committee

Commissioner Adcock shared that the 2020 Audit is available. He advised that the Authority Auditor will plan to make the audit presentation at the April 13, 2022 Commissioners' meeting.

Regular Bills

On a motion by Commissioner Farry, seconded by Vice Chairman Adcock, the Commissioners approved the regular bills. It is noted Mr. Mauro will contact Home Depot and Staples to review and seek to eliminate additional charges noted on those respective bills.

Unfinished Business

None.

New Business

Attorney Aikins discussed Mr. Mauro's recommendation that a petty cash policy be adopted. On a motion by Commissioner Clark, seconded by Vice Chairman Adcock, the Commissioners unanimously adopted the petty cash policy, which has a limit of \$250 and which will include a log book of all petty cash transactions, per accounting and auditing standards.

Public Portion

Several residents offered comments relating to whether a resident will be appointed to fill a Commissioner vacancy, whether the kitchen will be open to resident use (yes) and checking in to package delivery issues. Mr. Mauro will investigate this last item.

Good of the Authority

None.

Executive Session.

On a motion by Vice Chairman Adcock, seconded by Commissioner Clark, the Commissioners resolved to go into Executive Session at 6:45 p.m. in order to discuss a matter which required

attorney/client confidentiality. Labor Counsel Trimboli is to join the Commissioners on the Executive Session separate telephone call. The Commissioners came back to Regular Session at 7:10 p.m. with the same Commissioners in attendance. Attorney Aikins noted that separate minutes were kept and would be made public when attorney/client confidentiality was no longer required.

Additional New Business

Mr. Mauro spoke about TNHA employee Ms. Rozlyn Meredith's efforts at the Authority offices and noted she is making a positive contribution. He recommended that the Authority hire Ms. Meredith on a full time basis for a minimum three and maximum six month probationary period, at an annual salary of \$42,000. The official start will be Monday, April 4, 2022. On a motion by Vice Chairman Adcock, seconded by Commissioner Farry, the Commissioners unanimously approved Mr. Mauro's recommendations. Chairman Shafai, Vice Chairman Adcock and Mr. Mauro will meet with Ms. Meredith on Monday, March 14, 2022 to communicate the offer of employment.

Adjournment

On a motion by Vice Chairman Adcock, seconded by Commissioner Clark, the meeting was adjourned at 7:30 p.m.