

REGULAR MEETING DECEMBER 16, 2025

The Commissioners of the Housing Authority of the Township of Neptune, in the County of Monmouth, met in the regular session in the conference room at 1810 Alberta Avenue, Neptune, New Jersey. Chair Griggs called the meeting to order at **5:35p.m.** and Mr. Cook called Roll.

Present: Commissioners **Barksdale, Bradley, Foster, Griggs, Holly, Johnson, and Williams**
Absent: Commissioners:

It was announced that the requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in the Coaster on **April 10, 2025**, and in the Asbury Park Press on **April 6, 2025**, posted on the bulletin board in the Central Office of the Housing Authority of the Township of Neptune and filing said notice with the Municipal Clerk of the Township of Neptune. In case of a fire, the stairways to the right and left will be utilized as our emergency exits.

Minutes:

The minutes of the regular meeting of **November 18, 2025**, were offered for approval by Commissioner **Barksdale** and seconded by Commissioner **Bradley**. The “Ayes” and “Nays” were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Griggs, Holly, Johnson, and Williams**
Nays: **None**
Abstain:

Chair Griggs thereupon declared the motion carried.

Financial Report:

Mr. Cook presented the Financial Report for **November 2025** and asked if there were any questions regarding the financial reports, being none, Commissioner **Johnson** moved to accept, and Commissioner **Foster** offered a second. The “Ayes” and “Nays” were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Griggs, Holly, Johnson, and Williams**
Nays: **None**
Abstain:

Chair Griggs thereupon declared the motion carried.

Bills to be paid:

GALLS LLC	\$1,476.17	PHM AFFILIATES	\$5,000.00
DONNA MATOZZI NCHA	\$2,280.00	PILOT ELECTRIC	\$10,735.00
DONNA MATOZZI TNHA	\$2,840.00	RAPID FIRE & SECURITY	\$9,686.00
GEESE POLICE	\$1,581.66	TOWNSHIP OF NEPTUNE-FUEL	\$1,018.64
HOME DEPOT	\$6,863.82	TRIMALAWN EQUIPMENT	\$2,545.21
MAZTECK	\$5,031.54	WESTERN INDUSTRIES	\$1,133.00
NORTHWIND MECHANICAL	\$10,494.76		

A motion was offered to pay the presented bills by Commissioner **Johnson** and Commissioner **Bradley** offered a second. The “Ayes” and “Nays” were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Griggs, Holly, Johnson, and Williams**
Nays: **None**
Abstain:

Chair Griggs thereupon declared the motion carried.

Resident Arrears Report:

Mr. Wigenton reported that all non-payment and landlord-tenant matters listed on the **November 11, 2025**, report have been resolved. There was nothing further to report at this time. He further advised that Ms. Garaio is preparing the **December arrears list** for filing with the court, which is scheduled for **December 22, 2025**. Commissioner **Barksdale** moved to accept, and Commissioner **Williams** offered a second. The “Ayes” and “Nays” were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Griggs, Holly, Johnson, and Williams**
Nays: **None**
Abstain:

Chair Griggs thereupon declared the motion carried.

Committee Reports:

The committee reports were reviewed, Commissioner **Johnson** moved to accept, and Commissioner **Foster** offered a second. The “Ayes” and “Nays” were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Griggs, Holly, Johnson, and Williams**

Nays: **None**

Abstain:

Chair Griggs thereupon declared the motion carried.

Old Business:

New Business:

Mr. Cook introduced **Donna Matozzi**, who attended the meeting to get acquainted with the board and to answer any questions the board had regarding the **2026 Adopted Budget Resolution**. Ms. Matozzi addressed the board and presented an overview of the current budget, highlighting total income, expenditure, and the Authority's overall financial position. Ms. Matozzi responded thoroughly to all questions posed by the Board and advised that the Authority will be implementing new procedures moving forward to provide clearer and more accurate projections for the programs moving forward. Ms. Matozzi concluded her presentation by stating that she remains available to the Board for any future questions or concerns. Commissioner **Johnson** moved to accept the 2026 Adopted Budget, and Commissioner **Barksdale** offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Holly, and Johnson**

Nays: **None**

Abstain: **Griggs and Williams**

Said Motion was Resolution #2186

Chair Griggs thereupon declared the motion carried.

A Resolution appointing a **Fund Commissioner** for the Township of Neptune Housing Authority was presented to the board. The Board of Commissioners appointed **Bart J. Cook**, as it's fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund "JIF" for the year 2026. A motion was offered to accept by Commissioner **Holly** and seconded by Commissioner **Barksdale** the "Ayes" and "Nays" were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Griggs, Holly, Johnson, and Williams**

Nays:

Abstain:

Said Motion was Resolution #2187

Chair Griggs thereupon declared the motion carried.

A resolution was presented to the Board to approve the award of **Architectural/Engineering (A/E) Services** for the design, bidding, and implementation of the **2025 Capital Fund Program**. The Authority solicited proposals for A/E services through a **Request for Qualifications (RFQ)** for the necessary budgeted work items totaling **\$500,000** at Developments **NJ48-1 and NJ48-2**.

Two (2) responses were received and subsequently evaluated, ranked, and reviewed by Mr. Cook, Mr. Mauro, and the Authority's attorney, Mr. Wigenton. Based on the evaluation and ranking process, **OCA Architects** was determined to be the most qualified firm to provide the required A/E services for the 2025 Capital Fund Program. Commissioner **Johnson** moved to accept and seconded by Commissioner **Bradley**; the "Ayes" and "Nays" were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Holly, Johnson, and Williams**

Nays: **None**

Abstain: **Griggs**

Said Motion was Resolution #2188

Chair Griggs thereupon declared the motion carried.

Topic for Discussion:

Public Portion:

EXECUTIVE SESSION:

Whereas, Chapter 231 of the Public Law of 1975, known as the "Open Meetings Law," authorizes a public body to meet in executive or private session under certain limited circumstances; and

Whereas, said law requires the Board of Commissioners to adopt a resolution at a public meeting before it can meet in such executive or private session.

Now, Therefore Be It Resolved that the Township of Neptune Housing Authority does hereby determine that it is necessary to meet in session prior to the adjournment of this public meeting to discuss legal/personnel matters and the matters to be discussed are excluded from public discussion under the law and will be made public when the confidentiality is no longer required.

Upon motion duly made by Commissioner Johnson and seconded by Commissioner Foster, the Board entered into Executive Session at **6:36pm**.

No formal action was taken during Executive Session.

The Board reconvened in Open Session at **7:59pm**

ADJOURNMENT OF MEETING:

The meeting was unanimously adjourned at **8:00pm**

Bart J. Cook, Esq., PHM
Executive Director