REGULAR MEETING MAY 19, 2026

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 Johnson called the meeting to order at **5:34 p.m.** and Mr. Cook called Roll.

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

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 and in the Asbury Park Press on **April 9, 2026**, 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 **April 29, 2026,** were offered for approval by Commissioner **Barksdale** and seconded by Commissioner **Bradley.** The "Ayes" and "Nays" were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Holly, Johnson, and Williams**
Nays:
Abstain:
Chair Johnson thereupon declared the motion carried.

Financial Report:
Executive Director, Bart J. Cook presented the Financial Report for **April 2026** along with the fee accountant, Donna Matozzi's Operating Financial Reports and Narrative for the Public Housing and HCV programs. Mr. Cook reported that a presentation had been conducted with Procure Desk ; however he felt the product was somewhat cumbersome. As a result, the Authority reached out to PHA-Web , the Authority's current housing software provider, to determine whether they have a similar product. A presentation is scheduled later this month for further review.
Chair Johnson stated that she also attended the Procure Desk presentation and agreed with Mr. Cook that the product appeared cumbersome. She added that the Authority should review all available options before making a commitment.
Mr. Cook then asked if there were any questions. Vice-Chair Holly inquired about the funds the 501(c)(3) receives from the laundry room. Chair Johnson suggested obtaining a report from the 501(c)(3). Commissioner **Williams** moved to accept, and Commissioner **Bradley** offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Holly, Johnson, and Williams**
Nays:
Abstain:
Chair Johnson thereupon declared the motion carried.

Bills to be paid:
Executive Director Bart J. Cook stated that the bills list is the type of item that would be processed through Procure Desk. Chair Johnson asked Mr. Cook whether he, Mr. Mauro, and fee accountant Donna Matozzi, were continuing to develop a workflow regarding how bills are approved and processed through the system, regardless of which software platform is ultimately selected. Mr. Cook responded that the work is ongoing so that the Board will better understand how bills are submitted, reviewed, and processed through the system until payment is issued. Vice-Chair Holly inquired about TPK repairs and requested a list or report detailing the repairs completed and the units involved.
Commissioner Foster asked about the pest control company and the high associated costs. Mr. Cook responded that management is actively working to bring the issues under control, noting that pest control remains one of the Authority's priorities. He further stated that, due to concerns raised by residents and situations where residents reported issues but declined treatment, a letter had been sent advising residents that they would no longer have the option to opt out of treatment, as this had contributed to the ongoing problem. Vice-Chair Holly also asked whether the drafty windows discussed at the previous meeting had been addressed. Chair Johnson stated that the Authority would review available funding within the budget; however, additional grants or outside funding sources may need to be explored, as window replacement could exceed the Authority's operating budget. Mr. Cook then reviewed Mr. Mauro's Operations Report, including the scope of work being performed at the various sites, JIF inspections, and safety concerns related to the playground areas. He also noted that the warehouse lighting had recently been upgraded to LED fixtures through the efforts of Mike Dileo and the use of grant funding.
Commissioner Foster asked whether a maintenance employee accompanies the pest control company into each unit. The Board expressed its desire for the pest control company to be monitored more

closely and requested a detailed report outlining the work being performed. A motion was offered to pay the presented bills by Commissioner **Foster** and Commissioner **Bradley** offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Holly, Johnson, and Williams**
Nays:
Abstain:
Chair Johnson thereupon declared the motion carried.

Resident Arrears Report:
Mr. Wigenton reported that, as discussed at the previous meeting, court had been scheduled for Friday, May 1, 2026, regarding five (5) non-payment cases. Of those cases, four (4) residents paid prior to the court date, and one (1) resident entered into a stipulation agreement. Mr. Wigenton further reported that there had been one (1) warrant for removal issued; however, the resident has since moved out of the unit. He also noted that one (1) Notice to Cease had been issued regarding housekeeping matters and was pleased to report that the tenant had significantly improved the condition of the residence.
Commissioner **Bradley** moved to accept, and Commissioner **Barksdale** offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioners **Barksdale, Bradley, Foster, Holly, Johnson, and Williams**
Nays: **None**
Abstain:
Chair Johnson thereupon declared the motion carried.

Committee Reports:
Chair Johnson reported on the Finance Committee meeting, which was held the previous day with Executive Director Bart J. Cook and fee accountant Donna Matozzi. The committee reviewed the bills list and discussed establishing a system that would provide the Commissioners with a more detailed listing prior to Board meetings. The committee also discussed the workflow process for bill approvals and reviewed the two software candidates being considered for implementation.
Commissioner Williams reported that he was unable to attend the Operations Committee meeting. Chair Johnson stated that Mr. Cook had already reviewed the Operations Report earlier in the meeting and noted that no further discussion was necessary.

Old Business:
Commissioner Williams stated he attended a recent Township Committee Meeting and the Becker Plating site located at 121 Highway 35, Neptune, New Jersey was discussed in detail. Topics included bankruptcy proceedings related to the property, the initial land investigation of the site, existing contamination concerns, and prior studies conducted by the New Jersey Department of Environmental Protection (NJDEP). Mr. Cook stated that it is actually one of the components of the deal which opened it up for the grant opportunity and why the Alpert Group presented their redevelopment vision with us at our last meeting. A discussion followed among the commissioners, after which Commissioner Williams said he would speak with the mayor regarding the site.

New Business:
Commissioner Foster asked Mr. Cook to look into a training refresher retreat for the Commissioners, this would be an opportunity to have an overview of their responsibilities.

Correspondence:
Mr. Cook asked if Joseph Mauro's retirement letter was distributed, Chair Johnson responded no. Mr. Cook stated that he would forward the letter to the Commissioners the following day. He also expressed interest in discussing appropriate recognition or acknowledgment for Mr. Mauro in connection with his retirement. Vice-Chair, Holly asked if we have a new person taking his position, Mr. Cook stated we have someone in mind internally with the skill set but would like to give some thought into succession in terms of the top job. The personnel committee will be discussing it at a future meeting.

Operations Reports:
Operations Reports were submitted by Victoria Bardsley Section 8 Coordinator

Topic for Discussion:

Public Portion:
The following residents addressed the Board:

- Pat Brennan, 1805B Alberta Avenue, Unit #36
- Waliydah Naeem Bey, 1837 6th Avenue, Unit #6
- Jean Grahm , 1603 6th Avenue #41
- Mike Scanapico, 2100 Wells Avenue #19

The following non-residents also addressed the Board:

- Ellis Jones, West Lake Avenue, Neptune, NJ
- Caryn Savage, 320 Myrte Avenue, Neptune NJ

Residents raised concerns regarding conditions in and around their apartments, including neighboring units, smoking on the property, and ongoing pest control issues. Several residents reported that exterminators were not consistently treating their apartments. Mr. Brennan again reported concerns regarding the laundry room adjacent to the office, stating that the dryer was packed with lint, an electric heater was constantly running, and an individual had been defecating in the small garbage can located in the laundry room. Ms. Grahm stated that she continues to experience issues with mice and reported that the exterminator had not returned to her apartment, requiring her to address the problem herself. She further stated that the "boss" of the pest control company would be returning to inspect her apartment himself on Thursday. Ms. Grahm also expressed concerns regarding what she described as disrespectful treatment by someone in the office. Chair Johnson advised her to contact the office immediately whenever such issues arise so that they may be addressed at the time of occurrence Ms. Bey stated that the primary issue is that mice enter apartments through large openings around the radiators in the flooring and noted that the areas should be professionally repaired. Mr. Scanapico requested an update regarding the Resident Council. Commissioner Foster responded that she had not yet received responses from residents on the family side regarding participation; however, she stated that efforts could begin to organize a Senior Resident Council if there was sufficient interest. Mr. Jones discussed the work previously performed by the Resident Council, noting that he had served as the last president of the council. He also offered to assist in helping residents reestablish the organization. Ms. Savage inquired about the development project at 1130 Heck Avenue and asked whether all of the units would remain designated as low-income housing. Mr. Cook responded that all of the units would remain low-income units. He further stated that former residents of the property would be given the first opportunity to return, followed by applicants currently on the Authority's waiting list, and that the waiting list would be reopened online if additional applicants were needed. Ms. Savage expressed appreciation upon hearing this information.

<u>EXECUTIVE SESSION:</u>

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.

<u>ADJOURNMENT OF MEETING:</u>

A motion to adjourn was offered by Commissioner **Holly** and seconded by Commissioner **Bradley.** The meeting was adjourned at **6:41 p.m.**

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Bart J. Cook, Esq., PHM
Executive Director