

**AGENDA FOR THE REGULAR MEETING
OF THE HOUSING AUTHORITY OF THE BOROUGH
OF FREEHOLD HELD ON MAY 7, 2014**

PUBLIC SESSION

Approval of minutes

Approval of bills & vouchers

Accountant: no report

**Resolutions: Flat Rent Schedule effective June 1, 2014
Approving revisions to Employee Handbook Policies and
Procedure Manual**

Attorney Report:

**Executive Director: UPCS Inspection Proposal-American Property
Proposal for sidewalk repairs - \$4,995
I.B. Miller proposal regarding water tank
repairs - \$3,753**

Tenant Issues:

Public Comments:

Minutes regarding the Public Session of the Housing Authority of the Borough of Freehold held on May 7, 2014. A motion was duly made by Commissioner Sims and seconded by Commissioner Cardenas that the Board members precede into open Public Session.

PRESENT: Commissioner Sweetman, McDaniel, Kelder, Mayes, Sims, Cardenas

EXECUSED: Commissioner Peace

ALSO PRESENT: Joseph Billy, Sharon Whetzler, Ms. Lourdes Lucas

APPROVAL OF MINUTES: Chairwoman Sweetman inquired if there were any questions pertaining to the minutes. There being none, a motion was duly made by Commissioner McDaniel and seconded by Commissioner Kelder to accept minutes as read. Chairwoman Sweetman called for a vote:

AYES: Commissioner Sweetman, McDaniel, Kelder, Mayes, Sims, Cardenas

NAYS: None

ABSENT: Commissioner Peace

ABSTAIN: None

APPROVAL OF BILLS & VOUCHERS: Chairwoman Sweetman inquired if there were any questions pertaining to the list of bills presented for payment. There being none, a motion was duly made by Commissioner Cardenas and seconded by Commissioner Mayes to accept all bills for payment. Chairwoman Sweetman called for a vote:

AYES: Commissioner Sweetman, McDaniel, Kelder, Mayes, Sims, Cardenas

NAYS: None

ABSENT: Commissioner Peace

ABSTAIN: None

ACCOUNTANT REPORT: No report.

RESOLUTION #595: Mr. Billy requested a resolution be adopted approving FY2014 Flat Rent Schedule as per the Consolidated Appropriations Act. Mr. Billy informed the Board that the Act requires Public Housing Authorities to establish a Flat Rent Schedule no less than 80% of the current Fair Market Rents for each Housing Authority jurisdiction to become effective June 1, 2014. Mr. Billy explained that the Housing Authority current Flat Rent level is currently below what is required, therefore requesting adjustment as per the regulations. After a brief discussion, a motion was duly made by Commissioner Sims and seconded by

Commissioner Kelder to accept the FY2014 Flat Rent Schedule. Mr. Billy called for vote:

AYES: Commissioner Sweetman, McDaniel, Kelder, Mayes, Sims, Cardenas
NAYS: None
ABSENT: Commissioner Peace
ABSTAIN: None

RESOLUTION #596: Mr. Billy requested a resolution be adopted approving the updates to the Employee Manual and the Personnel and Procedures Manual as recommended by the MEL Joint Insurance Fund in order to qualify for the Employment Liability Policy Incentive Program. After a brief discussion, a motion was duly made by Commissioner Sims and seconded by Commissioner Kelder to accept the updates to the Employee Manual and the Personnel and Procedure Manual as per JIF. A vote was called for:

AYES: Commissioner Sweetman, McDaniel, Kelder, Mayes, Sims, Cardenas
NAYS: None
ABSENT: Commissioner Peace
ABSTAIN: None

ATTORNEY REPORT: Ms. Lucas reported that part of the Employee Manual and Personnel and Procedure Manual, JIF offers online training for employees.

EXECUTIVE DIRECTOR REPORT: Mr. Billy reported that American Property Consultants conducted a pre-REAC inspection of all apartment units, common areas and grounds. Mr. Billy reported that the pre-inspection score the senior site at 33 points and family site at 57 points. Lost points were contribute to trip hazards, exterior doors, extinguisher tagging, tub water stains, graffiti, electrical panel gap, windows blocked by air conditioning units, and damage or missing hardware on interior doors. Mr. Billy reminded the Board that the Housing Authority's annual HUD REAC inspection will be conducted on June 5th and the pre-inspection will allow maintenance to correct all or most of the deficiencies.

Mr. Billy reported that the Housing Authority received a proposal from Always Safe Sidewalks in the amount of \$4,995.00 to correct 61 tripping hazard locations throughout the two sites. The Housing Authority requested additional proposals from various contractors, know success. At this time, Mr. Billy requested that the

contract for Always Safe Sidewalks be accepted in order to complete the work prior to our HUD REAC inspections.

At this time, Mr. Billy reported that there are several issues regarding two of the hot water tanks at the senior location. I.B. Miller submitted a proposal cost to make necessary repairs in the amount of \$3,753.00 (repairs 2" piping, replace two stack dampers, pilot assembly and faulty gas valve). Mr. Billy suggested the Housing Authority seeks additional proposals. Commissioner Sweetman noted that a conversation was held with Sharon following the fire hydrant flushing when tenants began calling for low water pressure and little hot water. Commissioner Sweetman suggested that we contact and coordinate with the Borough Water Department in order to notify tenants not to use hot water during a three hours span to allow the tank to settle after the fire hydrant have been flushed.

COMMISSIONER COMMENTS: At this time, Commissioner Sweetman, Sims and Ms. Lucas commented on the NJNAHRO Annual Conference in Atlantic City to have had lots of helpful information for all those who attend.

Commissioner Sweetman thanked all those who attended the Annual Brunch on Sunday, April 27th at the Colts Neck Inn, and how those that missed the brunch were greatly missed and look forward to next year.

GUEST SPEAKER: No one at this time.

PUBLIC COMMENTS: The meeting was opened for public comments, the following issues were discussed: No comments were made – no one in attendant.

There being no further business to come before the Board, after a motion duly made by Commissioner Kelder and seconded by Commissioner McDaniel the meeting was adjourned at 6:05 p.m.

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Joseph M. Billy, Jr., Secretary