

AGENDA

FREEHOLD BOROUGH HOUSING AUTHORITY

Administrative Office

107 Throckmorton Street

Freehold, NJ 07728

October 3, 2018 at 5:00 p.m. – Regular Meeting

NEW JERSEY OPEN PUBLIC MEETING ACT NOTICE

As required by NJSA 10:4-6 et.seq. known as the Open Public Meetings Act, adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the Borough of Freehold by preparing an Annual Notice dated December 6, 2017 setting forth the date, time and place of this meeting. Said notice was published in the local newspapers of record and posted on the Authority's website.

ROLL CALL

FEE ACCOUNTANT

APPROVAL OF MINUTES for August 2, November 8, December 6, 2017, and August 1, 2018

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approval at the August 1, 2018 meeting:

704-18 Resolution for the Approval of the Payment of Invoices dated 9-5-2018

705-18 Resolution for the Approval of the Payment of Invoices dated 10-3-2018

706-18 Resolution approving the introduction of the 2019 State budget submission

707-18 Resolution Certifying Annual Audit for fiscal year ending December 31, 2017

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 7, 2018

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
August 1, 2018**

Chairman Reginald Sims called the meeting to order at 5:00 p.m. in the Administrative Office of the Freehold Borough Housing Authority. The following Commissioners were present: Commissioner Reginald Sims (via tele-communication), Commissioner William Cannon, Commissioner Ruthann Broxmeyer, and Commissioner Erika Woods. Also present were Executive Director Joseph M. Billy, Attorney Peter C. Lucas, and Sharon Whetzler.

Commissioners that were excused: Commissioner Stella Mayes, and Commissioner Lazaro Cardenas

At this time, Director Joseph M. Billy informed the Board of Commissioners that he had received Commissioner Cardenas resignation from the Board after 15 years of service and that Commissioner Cardenas has contacted the Governor Office of his resignation and a recommendation for his replacement.

Chairman Sims read the Open Public Meetings Act Notice, "Adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the Borough of Freehold by preparing a Notice dated December 6, 2017, setting forth the date, time and place of this meeting. Said notice was published in the local newspaper for circulation and posted on the Authority's website.

THE MINUTES OF THE June 6, 2018 MEETING: Commissioner Cannon motioned and seconded by Commissioner Broxmeyer to approve the Minutes. The roll call was unanimous and the minutes were approved.

THE MINUTES OF THE April 4, 2018 MEETING: Commissioner Woods motioned and seconded by Commissioner Cannon to approve the Minutes. The roll call was unanimous and the minutes were approved.

THE MINUTES OF THE February 7, 2018 MEETING: Commissioner Cannon motioned and seconded by Commissioner Broxmeyer to approve the Minutes. The roll call was unanimous and the minutes were approved.

THE MINUTES OF THE December 6, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and were not present for tonight's vote.

THE MINUTES OF THE November 8, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and were not present for tonight's vote.

THE MINUTES OF THE August 2, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

ATTORNEY REPORT: Mr. Lucas reported that a Court Hearing was held on June 27, 2018 with the Ocean County Courts regarding a former tenant who moved out owing the Housing Authority. Mr. Lucas is pleased to report that an agreement was made between the former tenant and the Housing Authority regarding a repayment agreement of \$150.00 monthly until paid in full.

Mr. Lucas also reported that a court date of July 27, 2018 regarding a current tenant owing the Housing Authority was dismissed after the tenant made full payment to the Housing Authority.

Mr. Lucas reported that a former tenant who has a court agreement with the Housing Authority for monthly payments fell behind. A letter was sent and the account was paid to date.

Mr. Lucas reported that ComCast Cable has requested the Housing Authority to enter into a Service Agreement. Mr. Lucas stated that he had reviewed their first Agreement which at this time has been discarded and is now reviewing the second Agreement and once again will respond with a few suggestion/recommendations to protect the Housing Authority.

REPORT OF THE EXECUTIVE DIRECTOR:

At this time, Mr. Billy, Executive Director reported on the following topics:

Mr. Billy reported that the Board members received in their package an updated Treasurer report and Vacancy report as of June 30, 2018. Mr. Billy reported that the Housing Authority finance remain healthy as reported in their package.

Mr. Billy reported that the Housing Authority has 2 vacant units at the senior location and 3 vacant units at the family site as of June 30, 2018. The Housing Authority continues to notify and interview potential applicants for its vacant units and is currently accepting applications for seniors 62 years of age and older, and families that would qualify for a 3-bedroom unit.

Mr. Billy reported that the remaining part of the roof of building 115 leak during a recent rain storm causing minimum damage to two apartment ceilings. Keystone Construction was contracted for emergency replacement of the roof covering apartments 5 through 10 at a cost of \$12,200.00.

Mr. Billy reported that a child tripped on a sidewalk that was lifted by tree roots. At this time, D & S Tree Service was contracted to remove several trees where roots have overgrown the grounds and several shrubs were removed where poison ivy had taken over at a cost \$5,000.00.

Mr. Billy reported that after 20 plus years the senior building common area air conditioning system is in need of replacing. Mr. Billy reported that Loff & Son Plumbing & Heating has provided a price of \$10,780 to replace the existing unit with a new 5 ton and more energy efficient.

Mr. Billy mentioned to the Board that in their package was current information pertaining to the NJAHRA Annual Conference & Trade Show to be held on September 24th – September 26th at the Resorts Hotel in Atlantic City. Those wishing to attend should contact Ms. Sharon Whetzler immediately.

RESOLUTION #702-18: Commissioner Cannon motioned and seconded by Commissioner Woods to approve the list of bills presented for payment dated July 11, 2018. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #703-18: Commissioner Cannon motioned and seconded by Commissioner Woods to approve the list of bills presented for payment dated August 1, 2018. The roll call was unanimous. The bills were approved for payment.

TENANT ISSUES: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Cannon motioned and seconded by Commissioner Woods to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:24 p.m.

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
December 6, 2017**

Executive Director Joseph M. Billy called the meeting to order at 5:00 p.m. in the Administrative Office of the Freehold Borough Housing Authority. The following Commissioners were present: Commissioner William Cannon, Commissioner Stella Mayes (via tele-communication), Commissioner Veronica Masi, and Commissioner Lazaro Cardenas (via tele-communication). Also present were Joseph M. Billy, Jr., Executive Director, Attorney Lourdes Lucas, and Sharon Whetzler.

Commissioners that were excused: Commissioner Reginald Sims

Executive Director Joseph M. Billy read the Open Public Meetings Act Notice, "Adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the Borough of Freehold by preparing a Notice dated December 7, 2016, setting forth the date, time and place of this meeting. Said notice was published in the local newspaper for circulation and posted on the Authority's website.

THE MINUTES OF THE November 8, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and were not present for tonight's vote.

THE MINUTES OF THE October 4, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE September 6, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE August 2, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

ATTORNEY REPORT: Ms. Lucas reported that a judgment was entered on November 9th regarding a former tenant (no show) who vacated owing rent. However, the court has dismissed that judgment stating that the tenant was not

notified properly of the court date. A search for the former tenant and a refilling will be necessary.

Ms. Lucas reported that a judgment was entered on November 9th in small claim against Standard Sanitation of New Brunswick (no show) for damages to the camera lines in the amount of \$900.00.

REPORT OF THE EXECUTIVE DIRECTOR:

At this time, Mr. Billy, Executive Director reported on the following topics:

Mr. Billy reported that the Board members received in their package an updated Treasurer report and Vacancy report as of October 31, 2017. Mr. Billy reported that the Housing Authority finance remain healthy. Mr. Billy informed the Board that the bill list was our standard bills with the exception of the PILOT payment to the Borough of Freehold. Mr. Billy stated that the Housing Authority continues to notify and interview potential applicants for its vacant units.

Mr. Billy informed the Board members that the Housing Authority would be sending out two Notice to Quit and two Notice to Cease for habitual late rent payments to tenants.

Mr. Billy reported that the Sewer/Sidewalk replacement at the family site has begun and connection into the Borough's main sewer line has been completed; waiting Borough official inspection. A walk through today showed that the sub-contractor was pouring the new sidewalk and has advised that they would remain onsite for an addition hour for security purposes. Remediation of the lawn will be completed by providing fresh top soil and seeds.

Mr. Billy informed the Board members that he researched the applicant who appeared at the last meeting information. Mr. Billy stated that the applicant applied in 2009 failed to update her information in 2012 causing her application to be withdrawn, therefore having to re-apply in September 2014. Spoke with the applicant who understood that she should have kept up with her address/information and was appreciative and satisfied with his response.

RESOLUTION #687-17: Commissioner Cannon motioned and seconded by Commissioner Masi to approve the list of bills presented for payment dated December 6, 2017. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #688-17: Commissioner Cannon motioned and seconded by Commissioner Masi to approve the calendar regarding 2018 Board Meeting. The roll call was unanimous.

RESOLUTION #689-17: Commissioner Cannon motioned and seconded by Commissioner Masi to write off \$3,883.16 as uncollected rent loss. The roll call was unanimous.

TENANT ISSUES: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Cannon motioned and seconded by Commissioner Masi to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:20 p.m.

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
November 8, 2017**

Executive Director Joseph M. Billy called the meeting to order at 5:00 p.m. in the Administrative Office of the Freehold Borough Housing Authority. The following Commissioners were present: Chairman Reginald Sims, Commissioner Stella Mayes (via tele-communication), Commissioner Veronica Masi, and Commissioner Lazaro Cardenas (via tele-communication). Also present were Joseph M. Billy, Jr., Executive Director, Attorney Lourdes Lucas, Thomas Furlong, Fee Accountant and Sharon Whetzler.

Commissioners that were excused: Commissioner William Cannon

Executive Director Joseph M. Billy read the Open Public Meetings Act Notice, "Adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the Borough of Freehold by preparing a Notice dated December 7, 2016, setting forth the date, time and place of this meeting. Said notice was published in the local newspaper for circulation and posted on the Authority's website.

THE MINUTES OF THE October 4, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE September 6, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE August 2, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

FEE ACCOUNTANT: At this time, Mr. Furlong introduced to the Board the 2018 State Budget. Mr. Furlong reported not much has changed with the Housing Authority's finance, with HUD subsidies reduction rate the Housing Authority will receive approximately \$80,000, HUD expects dwelling rental to increase between 4% and 6% and expenses to rise approximately 1%. The Housing Authority is maintaining a \$30,900 surplus reserve.

ATTORNEY REPORT: Ms. Lucas reported that a court date has been scheduled in small claim on November 9th regarding a former tenant who vacated owing rent.

Ms. Lucas reported that a court date has been scheduled in small claim against Standard Sanitation of New Brunswick for damages to the camera lines in the amount of \$900.00.

Ms. Lucas reported that she had e-mailed the Verizon engineer (Mr. Brian Petersen) regarding some of the issues the Housing Authority was experiencing with the installation of the new cable lines. Ms. Lucas informed the Board that all issued have been addressed and installation has resumed.

REPORT OF THE EXECUTIVE DIRECTOR:

At this time, Mr. Billy, Executive Director reported on the following topics:

Mr. Billy reported that the Board members received in their package an updated Treasurer report and Vacancy report as of September 30, 2017. Mr. Billy reported that the Housing Authority finance remain healthy. Mr. Billy stated that the Housing Authority continues to notify and interview potential applicants for its vacant units.

Mr. Billy reported that the Sewer/Sidewalk replacement at the family site has begun. During an inspection by Aparri Architect/Engineering Firm it is noted a minor issue regarding no block or stone/gravel was laid under the new sewer line for support. The contractor has been notified and pictures are to be provided when completion of block and gravel has been laid. A pressure test will also be schedule to assure no leaks are in the line. The contractor is to coordinate with the Borough for street connection.

Mr. Billy reported that he would send a letter to Mr. Joseph Bellina, Borough Administrator regarding the vacant seats on the Board. In the letter Mr. Billy will recommend members of the community to fill those vacant seats at the Borough's Re-Organization meeting in January.

Mr. Billy reminded the Board that the NJNAHRO Annual Conference will be held in Atlantic City on November 11th through November 15th. Mr. Billy reported he would be conducting a workshop on How to Excel as a Manager, there will be Budget Workshop and passes to attend the League of Municipalities. Those wishing to attend should contact Ms. Sharon Whetzler.

RESOLUTION #685-17: Commissioner Cardenas motioned and seconded by Commissioner Mayes to approve the list of bills presented for payment dated November 1, 2017. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #686-17: Commissioner Mayes motioned and seconded by Commissioner Cardenas to accept the Housing Authority's submission of its 2018 State Budget report for their review and approval.

COMMISSIONER COMMENTS: At this time Commissioner Masi requested that cigarette butts at the benches/tree area be cleaned on a regular basis.

Commissioner Masi also mentioned that it is to hot in the senior building.

TENANT ISSUES: At this time, Ms. Nidia DeJesus of 18 Haley Street, Apt. 1 approached the Board regarding: 1. Play ground area-inquired as to where can the children play-she was advised that parents should take them to their town provided parks, 2. Air conditioner charges-why is the cost \$15.00 per month-Mr. Billy informed her that the charge is reasonable and that he charges his other residents at a different location \$50.00 per month , 3. Why is there no tenant representative from the family site appointed to the Board-Mr. Billy explained that there is no two sites, only one Housing Authority and a tenant representative is currently appointed to the Board and should the family tenants have an issue they are welcomed to meet with him personally, or a meet and greet with the tenant representative. Mr. Billy explained that the Board sets policies and the Administration enforces those policies.

PUBLIC COMMENTS: At this time, Javon Taiste inquires about the status of her application. Ms. Taiste mentioned to the Board that she had originally applied in 2009, then several years later was advised by Ms. Sharon Whetzler that her application had been removed from the waiting list for not updating her information. Ms. Taiste goes on to state that she re-applied in 2014 and is currently still waiting for an apartment unit. At this time, Mr. Billy asks that she give him some time to research her application and get back to her. Ms. Taiste also provided her phone number and her grandmother.

There being no further business before the Board, Commissioner Sims motioned and seconded by Commissioner Masi to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:40 p.m.

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
August 2, 2017**

Executive Director Joseph M. Billy called the meeting to order at 5:00 p.m. in the Administrative Office of the Freehold Borough Housing Authority. The following Commissioners were present: Chairman Reginald Sims, Commissioner William Cannon, Commissioner Lazaro Cardenas (via telecommunication), and Commissioner Stella Mayes. Also present were Joseph M. Billy, Jr., Executive Director, and Sharon Whetzler.

Commissioners that were absent: Commissioner Veronica Masi
Also absent: Attorney Lourdes Lucas

Executive Director Joseph M. Billy read the Open Public Meetings Act Notice, "Adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the Borough of Freehold by preparing a Notice dated December 7, 2016, setting forth the date, time and place of this meeting. Said notice was published in the local newspaper for circulation and posted on the Authority's website.

THE MINUTES OF THE June 7, 2017 MEETING: Commissioner Cannon motioned and seconded by Commissioner Mayes to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: No report at this time.

REPORT OF THE EXECUTIVE DIRECTOR:

At this time, Mr. Billy, Executive Director reported on the following topics:

Mr. Billy reported that the Board members received in their package an updated Treasurer report and Vacancy report as of June 30, 2017.

Mr. Billy reported that the Annual NJAHRA's Conference will be held on September 24th through September 26th at the Resorts Hotel in Atlantic City. Anyone wishing to attend should contact Sharon Whetzler for information.

RESOLUTION #677-17: Commissioner Mayes motioned and seconded by Commissioner Cannon to approve the list of bills presented for payment dated July 5, 2017. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #678-17: Commissioner Cannon motioned and seconded by Commissioner Mayes to approve the list of bills presented for payment dated August 2, 2017. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #679-17: Commissioner Cannon motioned and seconded by Commissioner Mayes accepting the 2017 Capital Fund Program in the amount of \$83,473 from HUD. The roll call was unanimous.

RESOLUTION #680-17: Commissioner Mayes motioned and seconded by Commissioner Cannon to award the contract for Sewer and Sidewalk Replacement to Fiore Paving of Oceanport in the amount of \$56,300. The roll call was unanimous.

TENANT ISSUES: Ms. Whetzler reported that a family vacated an apartment unit without proper notice and owing two months' rent.

Ms. Whetzler also reported that several residents would be receiving a "Notice to Cease" concerning their habitual non-payment of rent.

COMMISSIONER COMMENTS: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Cannon motioned and seconded by Commissioner Mayes to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:25 p.m.

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director