

AGENDA

FREEHOLD BOROUGH HOUSING AUTHORITY

Administrative Office

107 Throckmorton Street

Freehold, NJ 07728

November 4, 2020 at 5:00 p.m.

-TELECONFERENCE-

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 7, 2019 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

APPROVAL OF MINUTES for June 3, 2020 and October 7, 2020

ATTORNEY REPORT

ACCOUNTING REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the November 4, 2020 meeting:

753-20 Resolution for the Approval of the Payment of Invoices dated 11-4-2020

754-20 Resolution approving the introduction of the 2021 State budget submission

755-21 Resolution Certifying IPA Audit for fiscal year December 31, 2019

756-20 Resolution approving as needed Architect/Engineer to Coppa Montalbano Architects

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, December 2, 2020

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
October 7, 2020 at 5:00 p.m. – Regular Meeting**

Executive Director Joseph M. Billy, Jr. 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 (via-telecommunication): Commissioner William Cannon, Commissioner Ruthann Broxmeyer, Commissioner Erika Woods and Commissioner Meg Thomann. Also, present were Executive Director Joseph M. Billy, Sharon Whetzler and Attorney Peter Lucas.

Commissioners that were excused: Commissioner Stella Mayes

Executive Director Joseph M. Billy, Jr. 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, 2019, setting forth the date, time and place of this meeting”.

THE MINUTES OF THE June 3, 2020 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 SEPTEMBER 2, 2020: Commissioner Woods motioned and seconded by Commissioner Broxmeyer to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: At this time, Mr. Lucas reported that it has been a quiet month regarding tenant activity.

Mr. Lucas reported that the personal injury case is still in the discovery phase and that the firm continues to monitor movement.

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 monthly package an updated Treasurer report as of August 31, 2020. Mr. Billy reported that the Housing Authority finance remain solid as reported in their package.

Mr. Billy also reported that the Board received in their package an updated Vacancy report as of August 31, 2020. The Housing Authority currently has

8 vacant units at the senior location (due to deaths and relocations) and 4 vacant units at the family site. Mr. Billy reported that Ms. Whetzler continues to accept applications, update current applicants and schedule interviews for potential tenants.

Mr. Billy reported to the Board that maintenance is busy rehabilitating vacant apartment units.

Mr. Billy informed the Board that the Housing Authority maintained a \$30,000 on-call Architect/Engineer Contract with Aparri Engineers, who has currently gone out of business. Mr. Billy reported that the Housing Authority advertised and that on October 2nd they received 6 new proposals for an on-call Architect/Engineer and they are currently being reviewed.

At this time, Mr. Billy reported while maintenance was beginning to start rehabilitating a vacant unit on the family site, they noticed that the flooring was very spongy. Maintenance removed a small section of the plywood flooring only to show termite activity. Mr. Billy reported that treatment of the entire building by Action Termite was immediately completed, damage is extensive throughout the first floor of this apartment which is directly over the laundry and boiler rooms. Mr. Billy informed the Board that he entered an emergency agreement with an Architect/Engineer to prepare an immediate proposal for a general contractor (licensed carpenter, electrical and plumbing). The Housing Authority is anticipating that the cost for repairs will not exceed the bidding threshold of \$17,500 to avoid 60-90 days due to public bidding.

RESOLUTION #751-20: Commissioner Broxmeyer motioned and seconded by Commissioner Woods to approve the list of bills presented for payment dated October 7, 2020. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #752-20: Commissioner Broxmeyer motioned and seconded by Commissioner Woods to approve the Housing Authority's membership renewal with the New Jersey Public Housing Authorities Joint Insurance Fund for the fiscal year January 1, 2021 to December 31, 2023.

COMMISSIONER COMMENTS: At this time, Commissioner Broxmeyer would like to thank Ms. Lynn Cannon for organizing the Borough flu shots.

Also, Commissioner Broxmeyer inquired about the senior laundry room, machines (2 dryers) are in need of repairs. Mr. Billy stated that we would contact service.

TENANT ISSUES: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Woods motioned and seconded by Commissioner Thomann 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
June 3, 2020 at 5:00 p.m. – Regular Meeting**

Executive Director Joseph M. Billy, Jr. 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 (via-telecommunication): Commissioner William Cannon, Commissioner Ruthann Broxmeyer, Commissioner Erika Woods and Commissioner Stella Mayes. Also, present were Executive Director Joseph M. Billy, Sharon Whetzler and Attorney Peter C. Lucas.

Commissioners that were excused: None

Executive Director Joseph M. Billy, Jr. 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, 2019, setting forth the date, time and place of this meeting.

THE MINUTES OF THE May 6, 2020 MEETING: Commissioner Woods motioned and seconded by Commissioner Mayes to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: Mr. Lucas inquired if Sharon was at headquarter (main office) regarding admittance to the general public audience.

At this time, Mr. Lucas reported that there have been no tenant issues, all has been quiet. Mr. Lucas reminded the Board that the Tenancy Court has limited access regarding serious lease violation when eviction action is necessary. Non-payment of rent evictions are currently placed on a 90-day delay due to the Covid19 pandemic.

Mr. Lucas reported that he prepared an Agreement regarding our independent contractor to be reviewed and executed.

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 monthly package an updated Treasurer report and Vacancy report as of April 30, 2020. Mr. Billy reported that the Housing Authority finance remain solid as reported in their package.

Mr. Billy reported that the Housing Authority currently has 6 vacant units at the senior location and 4 vacant units at the family site as of 4/30/2020. Mr. Billy reported that due to the Covid19 pandemic the Housing Authority has delayed move ins due to concerns and safety of our current residents.

Mr. Billy reported that a meeting in the next several days will be held with Aparri Engineers to review designs and schedule bidding date regarding sidewalk replacements upgrade at the family site.

Mr. Billy reported that the Agreement prepared by Mr. Lucas for our independent contractor services shall consist of a daily flat rate fee for a 8 hour work day as needed.

Mr. Billy informed the Board that he has contact Sebco Laundry Service to visit our senior site regarding the upgrading of our washers and dryers.

RESOLUTION #748-20: Commissioner Broxmeyer motioned and seconded by Commissioner Mayes to approve the list of bills presented for payment dated June 3, 2020. The roll call was unanimous. The bills were approved for payment.

COMMISSIONER COMMENTS: None at this time.

TENANT ISSUES: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Woods motioned and seconded by Commissioner Mayes to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:29 p.m.

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