

AGENDA

FREEHOLD BOROUGH HOUSING AUTHORITY

Administrative Office

107 Throckmorton Street

Freehold, NJ 07728

October 7, 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 September 2, 2020

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the October 7, 2020 meeting:

751-20 Resolution for the Approval of the Payment of Invoices dated 10-7-2020

752-20 Resolution for the Renewal of Membership with the PHA Joint Insurance Fund

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 4, 2020

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
September 2, 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 AUGUST 5, 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 firm prepared an Agreement regarding the housing authority’s independent contractor has been fully executed.

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

Mr. Lucas inquired about how newly appointed Commissioner would complete their training courses. Mr. Billy reported that Rutgers has recently laid out their fall schedule and all courses will be online.

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 July 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 July 31, 2020. The Housing Authority currently has 5 vacant units at the senior location and 4 vacant units at the family site. Mr. Billy reported that Ms. Whetzler continues to accept applications and schedule interviews for potential tenants.

Mr. Billy reminded the Board that during Tropical Storm Isaias a tree fell on the roof of building 18 (family site). The Housing Authority contacted its tree service company who removed the tree the following day and submitted a bill for \$57,250 which Mr. Billy stated that the bill would not be considered for payment today or in the future. Mr. Billy reported 2-days later the Housing Authority received a revise invoice for \$48,270.69 which we still were not paying. After a lengthy period of going back and forth, the contractor realize that they had combine the Borough Municipal with the Housing Authority thinking it was one entity. Their newest invoice is for \$10,350.00 which is reasonable for an emergency after a storm.

At this time, Mr. Billy confirmed that the Housing Authority executed the Agreement with an independent contractor as prepared by Mr. Lucas.

RESOLUTION #750-20: Commissioner Broxmeyer motioned and seconded by Commissioner Woods to approve the list of bills presented for payment dated September 2, 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 Thomann to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:16 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