

## **AGENDA**

### **FREEHOLD BOROUGH HOUSING AUTHORITY**

**Administrative Office**

**107 Throckmorton Street**

**Freehold, NJ 07728**

**February 3, 2021 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 8, 2020 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

ELECTION OF OFFICERS

APPROVAL OF MINUTES for January 6, 2021

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the February 3, 2021 meeting:

766-21 Resolution for the Approval of the Payment of Invoices dated 2-3-2021

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 3, 2021

**MINUTES OF THE  
FREEHOLD BOROUGH HOUSING AUTHORITY  
January 6, 2021 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 Stella Mayes, Commissioner Erika Woods and Commissioner Meg Thomann. 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 8, 2020, setting forth the date, time and place of this meeting”.

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

THE MINUTES OF THE November 4, 2020 MEETING: Commissioner Mayes motioned and seconded by Commissioner Woods to approve the Minutes. The roll call was unanimous and the minutes were approved.

THE MINUTES OF THE December 2, 2020 MEETING: Commissioner Mayes motioned and seconded by Commissioner Thomann to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: Mr. Lucas reported that all is quiet with tenancy.

Outside counsel regarding personal injury lawsuit continues with the discovery phase.

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 November 30, 2020. Mr. Billy reported that the Housing Authority finance continue to be solid as reported in their package.

Mr. Billy also reported that the Board received in their package an updated vacancy report as of November 30, 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 (with possible future move ins January & February 2021 at senior location).

Mr. Billy reported that the Housing Authority advertised and received on December 18, 2020 Professional Service proposals and that the Board members received in their package recommendation based on the proposals received, as follows:

Audit for Fiscal Year ending December 31, 2020 one proposal received, submitted by Mr. Francis McConnell of Philadelphia, Pa with a fee not to exceed \$4,000.00.

Fee Accountant for the period of February 1, 2021 to January 31, 2022 one proposal received, submitted by Thomas Furlong of Morganville, NJ with a fee not to exceed \$28,800.

Legal Counsel for the period of March 1, 2021 to February 28, 2022 one proposal received, submitted by the Law Offices of Peter C. Lucas o Oakhurst, NJ with a fee not to exceed \$15,600.00

Exterminating Services for the period of March 1, 2021 to February 28, 2023 four proposal received, Alliance Commercial Pest Control of Tinton Falls, NJ \$10,908, E & G Exterminators, Inc. of South Amboy, NJ \$2,880, Western Pest Services of Shrewsbury, NJ \$3,345 and Pest-A-Side Exterminating Company of Bridgeton, NJ \$2,856. Based on those proposal submitted it is recommended that the Housing Authority accept Pest-A-Side Exterminating Company.

At this time, Mr. Billy reported to the Board that the Housing Authority received the 2021 State Budget returned with no comments and move forward with the final submission for their approval.

RESOLUTION #759-21: Commissioner Cannon motioned and seconded by Commissioner Woods to approve the list of bills presented for payment dated January 6, 2021. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #760-21: Commissioner Cannon motioned and seconded by Commissioner Woods approving Professional Fee Accountant Services to Thomas

Furlong for the period of February 1, 2021 to January 31, 2022. The roll call was unanimous.

RESOLUTION #761-21: Commissioner Cannon motioned and seconded by Commissioner Woods approving Professional Legal Services to the Law Offices of Peter C. Lucas for the period of March 1, 2021 to February 28, 2022. The roll call was unanimous.

RESOLUTION #762-21: Commissioner Cannon motioned and seconded by Commissioner Woods approving Professional Auditing Services to Mr. Francis McConnell to conduct the 2020 Financial Audit. The roll call was unanimous.

RESOLUTION #763-21: Commissioner Cannon motioned and seconded by Commissioner Woods approving Exterminating Services to Pest-A-Side of Bridgeton, NJ. The roll call was unanimous.

RESOLUTION #764-21: Commissioner Cannon motioned and seconded by Commissioner Woods to approved the final adoption of the 2021 Budget to the State for their review and approvable. The roll call was unanimous.

RESOLUTION #765-21: Commissioner Cannon motioned and seconded by Commissioner Woods to appoint Ms. Sharon Whetzler as the 2021 Fund Commissioner to the Joint Insurance Fund.

TENANT ISSUES: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Mayes motioned and seconded by Commissioner Broxmeyer 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