

## **AGENDA**

### **FREEHOLD BOROUGH HOUSING AUTHORITY**

**Administrative Office  
107 Throckmorton Street  
Freehold, NJ 07728  
January 6, 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 June 3<sup>rd</sup>, Nov. 4<sup>th</sup> and Dec. 2<sup>nd</sup>, 2020

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the December 2, 2020 meeting:

- 759-21 Resolution for the Approval of the Payment of Invoices dated 1-6-2021
- 760-21 Resolution awarding Fee Accountant Services
- 761-21 Resolution awarding Legal Services
- 762-21 Resolution awarding 2020 Auditing Services
- 763-21 Resolution awarding 2 year contract for Exterminating Services
- 764-21 Resolution approving the final submission of 2021 Budget to the State
- 765-21 Resolution approving the 2021 Fund Commissioner regarding JIF

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE:                      Wednesday, February 3, 2021

**MINUTES OF THE  
FREEHOLD BOROUGH HOUSING AUTHORITY  
December 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 Stella Mayes and Commissioner Meg Thomann. Also, present were Executive Director Joseph M. Billy, Sharon Whetzler, and Attorney Peter C. Lucas.

Commissioners that were excused: Commissioner Erika Woods

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 THE November 4, 2020 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and were not present for tonight’s vote.

ATTORNEY REPORT: At this time, Mr. Lucas reported that he nothing to report.

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 October 31, 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 October 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 they may recall an issue with one of the family units regarding termite damages. An immediate emergency agreement was entered with Coppa Montalbano Architects to prepare a proposal for a general contractor (licensed carpenter, electrical and plumbing) regarding the rehabilitation of the unit damaged by termites. Mr. Billy informed the Board that the Housing Authority received 2 proposals with alternates to meet the guidelines for repairs not to exceed the bidding threshold of \$17,500 and to avoid the 60-90 days for public bidding. Mr. Billy reported that the 2 proposals are as follows: R.J. Michaels & Company, Inc. with a base bid of \$32,297.00 and Frankoski Construction with a base bid of \$82,000.00. Mr. Billy informed the Board that both proposals are rejected and the Housing Authority would go out for formal bids (plans & specs as prepared by the Architect) in January.

RESOLUTION #757-20: Commissioner Thomann motioned and seconded by Commissioner Mayes to approve the list of bills presented for payment dated December 2, 2020. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #758-20: Commissioner Thomann motioned and seconded by Commissioner Mayes to approve the calendar regarding 2021 Board Meeting schedule. The roll call was unanimous.

TENANT ISSUES: At this time, Commissioner Broxmeyer thanked Mr. Billy and Sharon for having the dryers repaired.

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 5:26 p.m.

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

**MINUTES OF THE  
FREEHOLD BOROUGH HOUSING AUTHORITY  
November 4, 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, Thomas Furlong and Attorney Peter C. 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 OCTOBER 7, 2020: Commissioner Thomann motioned and seconded by Commissioner Woods to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: At this time, Mr. Lucas reported that he had little to report, it has been a very quiet month regarding tenant activity.

Mr. Lucas reported he continues to monitor the personal injury case which is still in the discovery phase. Mr. Lucas reported that the matter is handled by the JIF defense counsel on behalf of the Housing Authority.

ACCOUNTING REPORT: At this time, Mr. Furlong, Fee Accountant reported that the Commissioners have received a copy of the Fiscal Year ending December 31, 2019 audit report as prepared by Mr. Francis McConnell. Mr. Furlong informed the Board that there were no findings.

Mr. Furlong reported on the financial aspect of the audit report: the Housing Authority has a liability of \$910,000 to the State of New Jersey pension system which will be paid down over the next 20 years within the operating budget.

Mr. Furlong reported on the introduction of the 2021 budget to be submitted to the Department of Community Affairs to be reviewed and/or comments within 45-days. Mr. Furlong informed the Board that the budget will reflect a decrease in reserves at the end of the year based on lower rents due to Covid and vacancies.

#### 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 September 30, 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 September 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.

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

Mr. Billy reminded the Board that the Housing Authority maintained a \$30,000 on-call Architect/Engineer Contract with Aparri Engineers, who recently gone out of business. Mr. Billy reported that the Housing Authority advertised and received on October 2<sup>nd</sup> 6 new proposals for an on-call Architect/Engineer. Mr. Billy informed the Board that in their packet was the review of the 6 proposals. At this time, Mr. Billy recommended Coppa Montalbano Architects of Totowa be awarded the contract.

Mr. Billy informed the Board that he entered an emergency agreement with Coppa Montalbano Architects to prepare an immediate proposal for a general contractor (licensed carpenter, electrical and plumbing) regarding the rehabilitation of the vacant unit which has been damaged by termites. 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 #753-20: Commissioner Broxmeyer motioned and seconded by Commissioner Woods to approve the list of bills presented for payment dated November 4, 2020. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #754-20: Commissioner Woods motioned and seconded by Commissioner Thomann to approve the submission of the 2021 State Budget for review and approval. The roll call was unanimous.

RESOLUTION #755-20: Commissioner Thomann motioned and seconded by Commissioner Woods certifying the receipt of the Financial Audit for fiscal year ending December 31, 2019. The roll call was unanimous.

RESOLUTION #756-20: Commissioner Broxmeyer motioned and seconded by Commissioner Woods approving Professional Architect/Engineer Services for an "As Needed Contract" not to exceed \$30,000. The roll call was unanimous.

COMMISSIONER COMMENTS: At this time, Commissioner Thomann inquired if the staff had enough PPE on hand. Mr. Billy and Sharon both advised the Board that the staff are fully equipped for the next round of COVID.

Commissioner Thomann also noted that the Freehold Borough Municipal website is in correct to the Housing Authority information. At this time, it is suggested that the Housing Authority reach out to the Borough to make corrections.

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 Broxmeyer to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:44 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