

AGENDA

FREEHOLD BOROUGH HOUSING AUTHORITY

**Administrative Office
107 Throckmorton Street
Freehold, NJ 07728
June 2, 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

APPROVAL OF MINUTES for May 5, 2021

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the June 2, 2021 meeting:

771-21 Resolution for the Approval of the Payment of Invoices dated 6-2-2021

772-21 Resolution Awarding Contract to Michaels Co.,Inc. in the amount of \$42,272

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, August 4, 2021

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
May 5, 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 Ruthann Broxmeyer, Commissioner Susan Sweetman, Commissioner Erika Woods, Commissioner Stella Mayes and Commissioner Meg Thomann. Also, present were Executive Director Joseph M. Billy, Sharon Whetzler, and Attorney Peter Lucas.

Commissioners that were excused: Commissioner William Cannon

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 April 7, 2021 MEETING: Commissioner Sweetman 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 the Landlord/Tenant Division is backlogged approximately 10,000+ cases regarding rental collection hearings. Mr. Lucas also reported that the courts are available for various complaints and small claims.

Once again, Mr. Lucas would like to congratulate Mr. Billy and Ms. Whetzler for handling all tenant matters inhouse during this pandemic court.

REPORT OF THE EXECUTIVE DIRECTOR:

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

Mr. Billy reported that his son and himself tested positive for Covid which was a light case.

Mr. Billy reported that the Board members received in their monthly package an updated Treasurer report as of March 31, 2021. 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 March 31, 2021. The Housing Authority currently has 4 vacant units at the senior location with move ins on or about June 1, 2021 and 5 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 that the Housing Authority has gone out for cost three times regarding termite damages in Building 115, Apt. 10. The third bid received was one bid proposal from RJ Michaels & Company on March 29, 2021 with their base bid cost of \$43,372 with additional cost for the extra three components. A discussion with the Architect and the contractor to removed alternates and complete only the major work at a cost of \$42,420. At this time, Mr. Billy will be recommending to the Board of Commissioners that the contract to a lower reasonable cost be accepted after legal review.

Mr. Billy advised the Board that a Resolution was on the agenda to revise the Fund Commissioner in the New Jersey Joint Insurance Fund (NJJIF). Mr. Billy reported that he would be the newly appointed Fund Commissioner effective immediately. Commissioner Sweetman stated that it is in the best interest of the Housing Authority to have a fully involve representative.

RESOLUTION #770-21: Commissioner Mayes motioned and seconded by Commissioner Thomann to approve the anticipated list of bills presented for payment dated May 5, 2021. The roll call was unanimous. The bills were approved for payment.

TENANT ISSUES: None at this time.

COMMISSIONER COMMENTS: Commissioner Thomann inquired about the monthly cost of the electric bills as to why there is such a low/high cost. It was explained that the past month did not have all the Housing Authority meter reads. At this time, Commissioner Thomann inquired if it would be in the best interest of the Housing Authority to look into monthly budget payments.

Commissioner Thomann inquired about the monthly differences in payroll. It was explained that staff hours will fluctuate monthly.

Commissioner Thomann inquired about what MRI Software was. It was explained that it is the tenant software used to calculate and maintain monthly rental information and that the cost for updates and tech support is yearly.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Mayes motioned and seconded by Commissioner Sweetman to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:18 p.m.

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