

**FREEHOLD BOROUGH HOUSING AUTHORITY**  
**Administrative Office**  
**107 Throckmorton Street**  
**Freehold, NJ 07728**  
**December 6, 2017 at 5:00 p.m. – Regular Meeting**

**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, 2016 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 August 2, September 6, October 4, 2017 and November 8, 2017  
Revision to the minutes of March 1, 2017 and May 10, 2017

**ATTORNEY REPORT**

**EXECUTIVE DIRECTOR REPORT**

**RESOLUTIONS** dated for approvable at the December 1, 2017 meeting

- 687-17 Resolution for the Approval of the Payment of Invoices dated 12-6-2017
- 688-17 Resolution approving the 2018 Board meeting dates
- 689-17 Resolution approving the write off of Tenants Account Receivables

**TENANT ISSUES**

**PUBLIC COMMENTS**

**ADJOURNMENT**

**NEXT MEETING DATE:** Wednesday, January 3, 2018

**MINUTES OF THE  
FREEHOLD BOROUGH HOUSING AUTHORITY  
December 6, 2017**

Executive Director Joseph M. Billy 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: Commissioner William Cannon, Commissioner Stella Mayes (via tele-communication), Commissioner Veronica Masi, and Commissioner Lazaro Cardenas (via tele-communication). Also present were Joseph M. Billy, Jr., Executive Director, Attorney Lourdes Lucas, and Sharon Whetzler.

Commissioners that were excused: Commissioner Reginald Sims

Executive Director Joseph M. Billy 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, 2016, setting forth the date, time and place of this meeting. Said notice was published in the local newspaper for circulation and posted on the Authority's website.

THE MINUTES OF THE November 8, 2017 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 October 4, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE September 6, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE August 2, 2017 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

ATTORNEY REPORT: Ms. Lucas reported that a judgment was entered on November 9<sup>th</sup> regarding a former tenant (no show) who vacated owing rent. However, the court has dismissed that judgment stating that the tenant was not notified properly of the court date. A search for the former tenant and a refilling will be necessary.

Ms. Lucas reported that a judgment was entered on November 9<sup>th</sup> in small claim against Standard Sanitation of New Brunswick (no show) for damages to the camera lines in the amount of \$900.00.

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 package an updated Treasurer report and Vacancy report as of October 31, 2017. Mr. Billy reported that the Housing Authority finance remain healthy. Mr. Billy informed the Board that the bill list was our standard bills with the exception of the PILOT payment to the Borough of Freehold. Mr. Billy stated that the Housing Authority continues to notify and interview potential applicants for its vacant units.

Mr. Billy informed the Board members that the Housing Authority would be sending out two Notice to Quit and two Notice to Cease for habitual late rent payments to tenants.

Mr. Billy reported that the Sewer/Sidewalk replacement at the family site has begun and connection into the Borough's main sewer line has been completed; waiting Borough official inspection. A walk through today showed that the sub-contractor was pouring the new sidewalk and has advised that they would remain onsite for an addition hour for security purposes. Remediation of the lawn will be completed by providing fresh top soil and seeds.

Mr. Billy informed the Board members that he researched the applicant who appeared at the last meeting information. Mr. Billy stated that the applicant applied in 2009 failed to update her information in 2012 causing her application to be withdrawn, therefore having to re-apply in September 2014. Spoke with the applicant who understood that she should have kept

up with her address/information and was appreciative and satisfied with his response.

RESOLUTION #687-17: Commissioner Cannon motioned and seconded by Commissioner Masi to approve the list of bills presented for payment dated December 6, 2017. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #688-17: Commissioner Cannon motioned and seconded by Commissioner Masi to approve the calendar regarding 2018 Board Meeting. The roll call was unanimous.

RESOLUTION #689-17: Commissioner Cannon motioned and seconded by Commissioner Masi to write off \$3,883.16 as uncollected rent loss. The roll call was unanimous.

TENANT ISSUES: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Cannon motioned and seconded by Commissioner Masi 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