

**AGENDA FOR THE REGULAR MEETING
OF THE HOUSING AUTHORITY OF THE BOROUGH
OF FREEHOLD HELD ON FEBRUARY 4, 2015**

PUBLIC SESSION

Approval of minutes

Approval of bills & vouchers

Accountant: no report

**Resolutions: Professional Services: Legal
Audit
Fee Accountant
Exterminating Services
Write Off Tenant Account Receivables \$4,924.00
Final State Budget Submission**

Attorney Report:

Executive Director: Roof Construction

Tenant Issues:

Public Comments:

Minutes regarding the Public Session of the Housing Authority of the Borough of Freehold held on February 4, 2015. A motion was duly made by Commissioner Cardenas and seconded by Commissioner Mayes that the Board members precede into open Public Session. Roll call:

PRESENT: Commissioner Sweetman, Mayes, Sims, Cardenas

EXCUSED: Commissioner Kelder, McDaniel

ALSO PRESENT: Joseph Billy, Sharon Whetzler, Ms. Lourdes Lucas

APPROVAL OF MINUTES: Chairwoman Sweetman inquired if there were any questions pertaining to the minutes. At this time, Commissioner Mayes requested that her absence from the December meeting be corrected in the minutes as excused. The monthly minutes will be revised to correct roll call. After a brief discuss, a motion was duly made by Commissioner Sims and seconded by Commissioner Cardenas to accept minutes as read. Chairwoman Sweetman called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas

NAYS: None

ABSTAIN: None

APPROVAL OF BILLS & VOUCHERS: Chairwoman Sweetman inquired if there were any questions pertaining to the list of bills presented for payment. A discussion was held regarding the payments to Barg's Lawn & Garden whereas both maintenance summer tractors were sent out for service and the purchase and repair of a snow blower. A discussion was also held regarding the numerous payments to SuperStretch Carpet, these payments represent apartment turnover work. A motion was duly made by Commissioner Sims and seconded by Commissioner Cardenas that the bills be paid as presented. Chairwoman Sweetman called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas

NAYS: None

ABSTAIN: None

ACCOUNTANT REPORT: No report at this time.

RESOLUTION #608: Mr. Billy requested a resolution be adopted approving Professional Legal Services as per HUD regulations for the period of March 1, 2015 to February 28, 2016. Mr. Billy reported that proposals were solicit, received and opened. Mr. Billy reported that there was only one proposal received from the Law Offices of Peter C. Lucas of Oakhurst with a cost of \$12,600. After a brief

discussion, a motion was duly made by Commissioner Sims and seconded by Commissioner Mayes to accept the proposal submitted by the Law Offices of Peter C. Lucas. Mr. Billy called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas
NAYS: None
ABSTAIN: None

RESOLUTION #609: Mr. Billy requested a resolution be adopted approving Professional Accounting Services as per HUD regulations for the period of February 1, 2015 to January 31, 2016. Mr. Billy reported proposals were solicit, received and opened. Mr. Billy informed the Board that there were two proposals as follow: Mr. Thomas Furlong of Morganville with a proposal cost of \$24,000 and Geltrude & Company of Nutley with a proposal cost of \$18,000. Mr. Billy recommended that the Housing Authority award the contract to Mr. Furlong who has provided 25 years of service, and an associate bookkeeper to our Housing Authority 2 to 3 days per month. After a brief discussion, a motion was duly made by Commissioner Cardenas and seconded by Commissioner Mayes to accept Mr. Furlong proposal as submitted. Mr. Billy called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas
NAYS: None
ABSTAIN: None

RESOLUTION #610: Mr. Billy requested a resolution be adopted approving Professional Auditing Services to perform a 12-month audit (1/1/14 to 12/31/14) of the Housing /Authority records as per HUD regulations. Mr. Billy reported that only one proposal was received and opened, as follow: Lawson, Rescinio, Schibell & Associates of Oakhurst with Ms. Christine Brown as lead auditor in the amount of \$4,550.00. After a brief discussion, a motion was duly made by Commissioner Sims and seconded by Commissioner Cardenas to accept the proposal as submitted by Lawson, Rescinio, Schibell & Associates. Mr. Billy called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas
NAYS: None
ABSTAIN: None

RESOLUTION #611: Mr. Billy requested a resolution be adopted approving Professional Exterminating Services for the period of March 1, 2015 to February 28, 2017. Mr. Billy reported proposals were solicit, received and opened. Mr. Billy informed the Board that four proposals were received as follows: Pest-A-Side Exterminating Company of Bridgeton with a cost of \$3,321, E&G Exterminators, Inc. of South Amboy with a cost of \$3,400, Anchor Pest Control of

Iselin with a cost of \$3,425, and Alliance Commercial Pest Control of Tinton Falls with a cost of \$3,718.75. At this time, Mr. Billy recommended that Pest-A-Side of Bridgeton be awarded the contract realizing that their proposal cost is the lowest and they have been providing service to the Housing Authority for the past two years with satisfaction. After a brief discussion, a motion was duly made by Commissioner Mayes and seconded by Commissioner Cardenas to accept Pest-A-Side Exterminating Company for the two-year service contract. Mr. Billy called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas
NAYS: None
ABSTAIN: None

RESOLUTION #612: Mr. Billy requested a resolution be adopted regarding the write off tenants account receivables in the amount of \$4, 924.00 as uncollected rents. Mr. Billy reported that the amount represents former tenants (Parks and Perales) non-payment of rents. After a brief discussion, a motion was duly made by Commissioner Sims and seconded by Commissioner Mayes to write off \$4,924.00 as uncollected rents. Mr. Billy called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas
NAYS: None
ABSTAIN: None

RESOLUTION #613: Mr. Billy requested a resolution be adopted regarding the final reading of the 2015 State Budget submission with no changes. Mr. Billy reported that the Housing Authority had received an e-mail from Ms. Ann Zawartkay, Government Services approving the first submission of the budget. After a brief discussion, a motion was duly made by Commissioner Sims and seconded by Commissioner Cardenas to submit the final reading of the 2015 State Budget for their review and approval. Mr. Billy called for a vote:

AYES: Commissioner Sweetman, Mayes, Sims, Cardenas
NAYS: None
ABSTAIN: None

ATTORNEY REPORT: At this time, the Commissioners ask that Ms. Lucas conduct a mail trace on the two residents regarding non-payment of rent and attempt to collect monies owed the Housing Authority.

EXECUTIVE DIRECTOR REPORT: Mr. Billy reported to the Board that Arista Builder and Designer, contractor for the roof replacement has completed the

work and waiting for final inspection to be completed by the Architect/Engineer, Roof Manufacture, and the Borough Building Department.

Mr. Billy reported that the Housing Authority received a check in the amount of \$601.99 from Qual-Lynx our insurance company regarding interior damage to 119-5 caused by a broken water pipe inside the wall. The insurance company has advised the Housing Authority that the mold in the crawl space was not due to the broken water pipe, but caused by moisture over a long period of time and improper ventilation. Mr. Billy advised the Board that the Housing Authority would need to begin conducting air quality testing, routine preventive measure plan, replace current crawl space vents to larger vents, and remove any ground dirt covering existing vents. Mr. Billy informed the Board that this would be done throughout all buildings on the family site.

COMMISSIONER COMMENTS: At this time, Chairwoman Sweetman informed the Board that she has met with Uras Monument director regarding the two stone markers in honor of Commissioner Peace as "Peace Pathway" at a cost of \$500.00 per marker. Also, Chairwoman Sweetman suggested that the dedication of mid April or May 6th following our monthly meeting be considered.

At this time, Commissioner Sims inquired about the vacancy rate. Ms. Whetzler informed the Commissioner that there are 5-units at the family site and 2-units at the senior site which maintenance and outsider contractors are preparing for rental. Ms. Whetzler stated that both units at the senior location have been rented, while interviews are being held with potential families.

GUEST SPEAKER: No one at this time.

PUBLIC COMMENTS: The meeting was opened for public comments, the following issues were discussed: No comments were made – no one in attendant.

There being no further business to come before the Board, after a motion duly made by Commissioner Cardenas and seconded by Commissioner Mayes the meeting was adjourned at 5:50 p.m.

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Joseph M. Billy, Jr., Secretary