

AGENDA

FREEHOLD BOROUGH HOUSING AUTHORITY

Administrative Office
107 Throckmorton Street
Freehold, NJ 07728

October 7, 2015 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 3, 2014 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 OF September 2, 2015

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS

- | | |
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| 619-15 | Resolution requesting Approval of the Payment of Invoices dated 10-7-15 |
| 620-15 | Resolution approving E.D. to Negotiate Cost Fees with Co-Developer |

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 4, 2015

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
October 7, 2015**

Chairperson Susan Sweetman 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: Chairperson Susan Sweetman, Commissioner Lazaro Cardenas, Commissioner Veronica Masi, Commissioner Reginald Sims, Commissioner Frances McDaniel and Commissioner Stella Mayes. Also present were Joseph M. Billy, Jr., Executive Director, Sharon Whetzler and Ms. Lourdes Lucas, Attorney.

Commissioners that were absent: Commissioner George Kelder.

Chairperson Susan Sweetman 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 an Annual Notice dated December 3, 2014, 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 September 2, 2015 MEETING: Commissioner Cardenas motioned and seconded by Commissioner Mayes to approve the Minutes. The roll call was unanimous in the affirmative with the exception of Commissioner Frances McDaniel abstaining. The minutes were approved.

ATTORNEY REPORT: Ms. Lucas reported that she had appeared at the Monmouth County Superior Court concerning a non-payment of rent regarding the tenant in 16-1. Ms. Lucas reported that a last chance agreement was entered whereas the tenant rent would be adjusted accordingly, tenant will provide the Housing Authority with proper documents to re-certify the records, and monies owed for back rent would be paid in full on or about October 18, 2015.

Ms. Lucas reported that an Order for Final Judgment for the Housing Authority against the former tenant of 18-2 regarding non-payment of rent has been sent to Trenton for filing. Said Judgment shall be on the former tenant records should they purchase and sell a house or win the lottery, the Housing Authority would be entitled to monies the tenant left owing.

At this time, Ms. Lucas reported that she had stopped by the office to discuss a morning case when Ms. Whetzler updated her on the situation regarding building 18. Ms. Whetzler explained that she had been contact by Mr. Nicholas Caliendo, Esq. employer to 18-3 to meet and discuss the issues within the apartment unit. At this time, Ms. Lucas agreed to meet with Mr. Caliendo who was requesting some type of abatement/compensation for the inconvenience on tenant.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

On September 9th a hot water pipe leak was found in the crawl space of building 18 under the kitchen area of apartment 3. It is unknown how long the pipe was leaking hot water. The insurance company was notified regarding damages, mold testing and abatement. At this time, tenants of 18-3 and 18-5 have placed in the Radisson Hotel until all work has been completed on their units. Rent for units 18-3 and 18-5 have been abated for the month of October.

The heavy rain during the weekend of October 3rd cause the cleanup crew for building 18 to pump out an additional 1,200 gallons of rain water. The Housing Authority is currently researching proper ventilation and sump pump for the crawl space area.

It was brought to the attention of the Housing Authority staff that in 18-3 the cast iron bathtub was cracked and caused water damage in the front bedroom sheetrock (absorbing the water). There are three bedroom walls damage, kitchen/dining room ceiling damage, and small bedroom closet wall. Bathroom was gutted and will be replaced with all new sheetrock, tub/liner, flooring and fixtures.

There are some issues in each of the boilers at the start up phase. I.B. Miller Heating and Cooling submitted a price proposal to correct the deficiencies which was too costly. Mr. Graziano is currently researching pricing for parts and obtaining a proposal for service.

The Housing Authority received a proposal from Jersey Elevator at half the cost of our current service provider. Standard Elevator has been notified in writing to terminate contract effective 10/31/2015. However, the Housing Authority may need to continue with their existing contract realizing it

automatically renews every three years and then terminate the contract 90-days prior to the future renewal.

RFP were advertised and received on Monday, October 5 for a Co-Developer Service. Mr. Billy explained that he was not happy with the 2 responses only listing percentages, no exact dollar amount in the categories of Feasibility Review, Transaction Fees, Coordinate Financing, Construction Management, and Tenant File Assistance. Both proposals were capable and that Mr. Billy requested approval from the Housing Authority to negotiate with the co-developer for a better percentage rate.

RESOLUTION #619-15: Commissioner Cardenas motioned and seconded by Commissioner Sims to approve the list of bills presented for payment dated October 7, 2015. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #620-15: Commissioner Cardenas motioned and seconded by Commissioner Mayes to authorize Mr. Billy, Executive Director to negotiate the percentage fee with the Co-Developer. The roll call was unanimous.

TENANT ISSUES:

None at this time.

PUBLIC COMMENTS:

Chairperson Sweetman reported that she had visited with Commissioner Kelder whose physical health is declining, yet his mental state is sharp, wishes to remain on the Board and is available through phone communication if needed.

There being no further business before the Board, Commissioner Cardenas motioned and seconded by Commissioner Mayes to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director