

AGENDA

FREEHOLD BOROUGH HOUSING AUTHORITY
Administrative Office
107 Throckmorton Street
Freehold, NJ 07728
February 6, 2019 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 12, 2018 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 January 9, 2019

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the January 9, 2019 meeting:

719-19 Resolution for the Approval of the Payment of Invoices dated 2-6-2019

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 6, 2019

**MINUTES OF THE
FREEHOLD BOROUGH HOUSING AUTHORITY
January 9, 2019**

Vice-Chairman William Cannon 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 Ruthann Broxmeyer, Commissioner Erika Woods and Commissioner Stella Mayes (via tele-communication). Also, present were Executive Director Joseph M. Billy, Attorney Peter C. Lucas, and Sharon Whetzler.

Commissioners that were excused: None

Vice-Chairman Cannon 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 12, 2018, 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.

ELECTION OF OFFICERS: At this time, Mr. Billy, Executive Director informed the Board as per the By-Laws of the Housing Authority, election of officers must be carried for 2019 fiscal year. At this time, Commissioner Woods nominated Commissioner Cannon as Chairperson seconded by Commissioner Broxmeyer. Commissioner Broxmeyer nominated Commissioner Woods as Vice-Chairperson seconded by Commissioner Cannon. Commissioner Cannon and Commissioner Woods were congratulated on their 2019 nominations. Mr. Billy called for a final vote:

AYES: Commissioner Cannon, Mayes, Broxmeyer, Woods

NAYS: None

THE MINUTES OF THE December 5, 2018 MEETING: Commissioner Woods motioned and seconded by Commissioner Broxmeyer to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: Mr. Lucas reported that on December 14, 2018 two family cases were negotiated regarding their non-payment of rent at the Monmouth County Landlord/Tenant court. Mr. Lucas stated that the Housing Authority entered into a Consent to Enter Judgment with the families which outlined an agreement to pay their rents by a certain date and time, should they violate such agreement a Warrant for Removal shall be filed and they would be evicted from their apartment unit.

Mr. Lucas reported that documents have been filed with the Monmouth County Small Claims Court regarding a former tenant who has fallen behind in their monthly agreement with the Housing Authority. Court date has been scheduled for January 31, 2019.

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 November 30, 2018. Mr. Billy reported that the Housing Authority finance remain healthy as reported in their package.

Mr. Billy reported that the Housing Authority has 1 vacant unit at the senior location and 2 vacant units at the family site effective November 30, 2018. The Housing Authority continues to notify and interview potential applicants for its vacant units and is accepting applications for seniors 62 years of age and older, and families that would qualify for a 3-bedroom unit.

Mr. Billy asked if there were any questions pertaining to the Housing Authority's bill list.

Mr. Billy reminded the Commissioners that the Annual Brunch will be held on Sunday, January 20, 2019 at 11:00 at the American Hotel.

Mr. Billy reported that the Commissioners received in the package information pertaining to proposals received and reviewed on December 12, 2018 for Professional Services.

Mr. Billy informed the Commissioners that Loff & Sons are currently replacing a broken sewer line at the entrance of the senior driveway. Mr. Billy reported that the sewer had backed up into the building trash room. Mr. Billy stated that Loff & Sons sent a camera down the main line and found the pipe to have blockage, a belly and had separated causing immediate repairs.

RESOLUTION #713-19: Commissioner Broxmeyer motioned and seconded by Commissioner Mayes to approve the list of bills presented for payment dated January 9, 2019. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #714-19: Commissioner Broxmeyer motioned and seconded by Commissioner Mayes approving Professional Fee Accountant Services to Thomas

Furlong for the period of February 1, 2019 to January 31, 2020. The roll call was unanimous.

RESOLUTION #715-19: Commissioner Broxmeyer motioned and seconded by Commissioner Mayes approving Professional Legal Services to the Law Offices of Peter C. Lucas for the period of March 1, 2019 to February 28, 2020. The roll call was unanimous.

RESOLUTION #716-19: Commissioner Broxmeyer motioned and seconded by Commissioner Mayes approving Professional Auditing Services to Mr. Francis McConnell to conduct the 2018 Financial Audit. The roll call was unanimous.

RESOLUTION #717-19: Commissioner Broxmeyer motioned and seconded by Commissioner Mayes approving Professional Pest Control Services to E & G Exterminators of South Amboy for the period of March 1, 2019 to February 28, 2021. The roll call was unanimous.

RESOLUTION #718-19: Commissioner Broxmeyer motioned and seconded by Commissioner Mayes approving Professional Architect/Engineer Services for an "As Needed Contract" not to exceed \$30,000. 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 Mayes motioned and seconded by Commissioner Woods to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:25 p.m.

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