

## AGENDA

### FREEHOLD BOROUGH HOUSING AUTHORITY

Administrative Office

107 Throckmorton Street

Freehold, NJ 07728

February 5, 2020 at 5:00 p.m.

#### 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, 2019 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

ELECTION OF OFFICERS

APPROVAL OF MINUTES for January 15, 2020

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the February 5, 2020 meeting:

738-20 Confirming Resolution for the Approval of the Payment of Invoices dated 1-8-2020

739-20 Confirming Resolution approving the 2020 Fund Commissioner regarding JIF

740-20 Confirming Resolution awarding Fee Accountant Services

741-20 Confirming Resolution awarding Legal Services

742-20 Confirming Resolution awarding 2019 Auditing Services

743-20 Resolution for the Approval of the Payment of Invoices dated 2-5-2020

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 4, 2020

**MINUTES OF THE  
FREEHOLD BOROUGH HOUSING AUTHORITY  
January 8, 2020 at 5:00 p.m. – Regular Meeting-cancelled (no quorum)  
January 15, 2020 at 5:00 Conference Call**

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 Conference Call In): Commissioner William Cannon, Commissioner Ruthann Broxmeyer, Commissioner Erika Woods and Commissioner Stella Mayes. Also, present were Executive Director Joseph M. Billy, Sharon Whetzler and Attorney Peter C. Lucas.

Commissioners that were excused: None

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 7, 2019, 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. Counsel Lucas questioned if this tele-conference meeting was publicly advertised since it was a re-schedule from an earlier date. Mr. Billy advised it was not. Mr. Lucas recommended that we continue discussion so we can attain the sentiment of the Board is paying our monthly bills and awarding the professional contracts. However, those same resolutions should be adopted at the next regularity scheduled meeting. Mr. Billy advised that we will present these same resolutions as “confirming” at the February Board meeting should the Board approve them tonight.

THE MINUTES OF THE December 4, 2019 MEETING: Commissioner Woods motioned and seconded by Commissioner Mayes to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: At this time, Mr. Lucas stated that he has nothing to report.

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 monthly package an updated Treasurer report and Vacancy report as of November 30, 2019. Mr. Billy reported that the Housing Authority finance remain solid as reported in their package.

Mr. Billy reported that the Housing Authority currently has 6 vacant units at the senior location (3-move outs, 2-nursing homes and 1-death) and 2 vacant units at the family site and that Ms. Whetzler continues to work diligently in reviewing potential applicants.

Mr. Billy reported that the Housing Authority received advertised proposals on December 23, 2019 for Professional Services. Mr. Billy stated that Mr. Furlong, Fee Accountant who has worked closely with the Housing Authority 20+ years was the only proposal received, and therefore recommends contract approval in the amount of \$27,600. Mr. Francis McConnell, Auditor who recently completed the Housing Authority's 2018 financial report was the only proposal received, and therefore recommends contract approval for our 2019 Financial Audit in the amount of \$4,000. Mr. Peter Lucas of Peter C. Lucas Law Office who has provided legal services to the Housing Authority for several years was the lowest proposal of two received, and therefore recommends contract approval in the amount of \$15,600.

RESOLUTION #738-20: Commissioner Woods motioned and seconded by Commissioner Broxmeyer to approve the list of bills presented for payment dated January 8, 2020. The roll call was unanimous. The bills were approved for payment.

RESOLUTION #739-20: Commissioner Woods motioned and seconded by Commissioner Broxmeyer to appoint Ms. Sharon Whetzler as the 2020 Fund Commissioner to the Joint Insurance Fund.

RESOLUTION #740-20: Commissioner Woods motioned and seconded by Commissioner Broxmeyer approving Professional Fee Accountant Services to Thomas Furlong for the period of February 1, 2020 to January 31, 2021. The roll call was unanimous.

RESOLUTION #741-20: Commissioner Woods motioned and seconded by Commissioner Broxmeyer approving Professional Legal Services to the Law

Offices of Peter C. Lucas for the period of March 1, 2020 to February 28, 2021.  
The roll call was unanimous.

RESOLUTION #742-20: Commissioner Woods motioned and seconded by Commissioner Broxmeyer approving Professional Auditing Services to Mr. Francis McConnell to conduct the 2019 Financial Audit. 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 Woods motioned and seconded by Commissioner Broxmeyer to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:16 p.m.

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