

## AGENDA

### **FREEHOLD BOROUGH HOUSING AUTHORITY**

**Administrative Office**

**107 Throckmorton Street**

**Freehold, NJ 07728**

**March 4, 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

APPROVAL OF MINUTE on February 5, 2020

ATTORNEY REPORT

EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the March 4, 2020 meeting:

744-20 Resolution for the Approval of the Payment of Invoices dated 3-4-2020

745-20 Resolution approving the write off of Tenants Account Receivables

TENANT ISSUES

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING DATE:                      Wednesday, April 1, 2020

**MINUTES OF THE  
FREEHOLD BOROUGH HOUSING AUTHORITY  
February 5, 2020 at 5:00 p.m. – Regular Meeting**

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: Commissioner William Cannon, Commissioner Ruthann Broxmeyer, Commissioner Erika Woods and Commissioner Stella Mayes (via-telecommunication). Also, present were Executive Director Joseph M. Billy, Sharon Whetzler and Attorney Nicole Crismale.

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.

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 2020 fiscal year. At this time, Commissioner Broxmeyer nominated Commissioner Cannon as Chairperson seconded by Commissioner Woods. Commissioner Broxmeyer nominated Commissioner Woods as Vice-Chairperson seconded by Commissioner Cannon. Commissioner Cannon and Commissioner Woods were congratulated on their 2020 nominations. Mr. Billy called for a final vote:

AYES: Commissioner Cannon, Mayes, Broxmeyer, Woods

NAYS: None

THE MINUTES OF THE January 15, 2020 Conference Call MEETING: Commissioner Mayes motioned and seconded by Commissioner Woods to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: At this time, Ms. Crismale of the Law of Offices of Peter C. Lucas stated that court documents have been filed with the Monmouth County Tenancy Court regarding 5 non-payment of tenant rents and 2 violation of the Pet Policy. Court has been scheduled for Friday, February 28, 2020.

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 December 31, 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 7 vacant units at the senior location (3-move outs, 2-nursing homes and 2-death). Mr. Billy informed the Board that 3 of the units shall be occupied in the new year. Mr. Billy reported that there are 2 vacant units at the family site and that Ms. Whetzler continues to work diligently in reviewing potential applicants.

Mr. Billy reminded the Board 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 Offices 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.

RESOLUTION #743-20: Commissioner Woods motioned and seconded by Commissioner Broxmeyer to approve the list of bills presented for payment dated February 5, 2020. The roll call was unanimous. The bills were approved for payment.

TENANT ISSUES: None at this time.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Broxmeyer motioned and seconded by Commissioner Woods to adjourn. The motion passed by unanimous voice vote and the meeting was adjourned at 5:15 p.m.

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