

# AGENDA

## FREEHOLD BOROUGH HOUSING AUTHORITY

Administrative Office

107 Throckmorton Street

Freehold, NJ 07728

March 1, 2017 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 7, 2016 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 November 2, 2016, December 7, 2016 and February 1, 2017

### ATTORNEY REPORT

### EXECUTIVE DIRECTOR REPORT

RESOLUTIONS dated for approvable at the March 1, 2017 meeting

673-17 Resolution for the Approval of the Payment of Invoices dated 3-1-17

### TENANT ISSUES

### PUBLIC COMMENTS

### ADJOURNMENT

NEXT MEETING DATE: Wednesday, April 5, 2017

**MINUTES OF THE  
FREEHOLD BOROUGH HOUSING AUTHORITY  
March 1, 2017**

Executive Director Joseph M. Billy 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: Chairman Reginald Sims, Commissioner William Cannon, Commissioner Veronica Masi and Commissioner Frances McDaniel. Also present were Joseph M. Billy, Jr., Executive Director, Sharon Whetzler, and Ms. Lourdes Lucas, Attorney.

Commissioners that were absent: Commissioner Lazaro Cardenas, Commissioner Stella Mayes.

Executive Director Joseph M. Billy 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 7, 2016, 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 November 2, 2016 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE December 7, 2016 MEETING: The minutes were tabled due to a quorum of Commissioners who attended the meeting and are not present for tonight's vote.

THE MINUTES OF THE February 1, 2017 MEETING: Commissioner Cannon motioned and seconded by Commissioner Masi to approve the Minutes. The roll call was unanimous and the minutes were approved.

ATTORNEY REPORT: At this time, Ms. Lucas reported that the Housing Authority had forwarded to her for legal review a Premise Access License Agreement from Verizon regarding the replacement of older copper lines in the senior building. Ms. Lucas reported that she has reviewed the Agreement and has reach out to Verizon regarding some proposed changes in the Agreement and is currently awaiting their response.

Ms. Lucas reported that the Housing Authority had received an OPRA request regarding the financial of employee salaries. Ms. Lucas along with the assistant of

Ms. Whetzler gathered the information as requested and submitted. The request has been closed.

Ms. Lucas reported that HUD has provided guidelines to prepare a policy for Violence Against Women Act (VAWA). Ms. Lucas informed the Board that all head of household members shall receive a copy of the HUD Form 5380 outlining tenant rights and the Housing Authority's obligation.

#### REPORT OF THE EXECUTIVE DIRECTOR:

At this time, Mr. Billy, Executive Director reported on the following topics:

Mr. Billy informed the Board that Ms. Sharon Whetzler continues to interview and lease up vacant apartment units. The Housing Authority is currently accepting applications for seniors who are 62 years or older and for families that would qualify for our 3-bedrooms.

At this time, Mr. Billy reported that Aparri Engineering has conducted several site visit in preparing specs and bidding documents for the main sewer line/sidewalk replacement at Building 18 & 16.

The Housing Authority has received three proposals regarding the two boiler rooms on the family site concerning the waterproofing/drainage system. The low proposal was submitted by Bonded Waterproofing of Bergenfield in the amount of \$4,250.00.

The Housing Authority has approved the replacement of the three garage doors to Overhead Doors of Toms River in the amount of \$2,665.00.

The Housing Authority has ordered and received the final crawl space vents regarding the front three building on the family site and shall be installed within the next several weeks.

Mr. Billy reported that he would send a letter to the Borough Administrator, Mr. Joseph Bellina regarding the resignation of Commissioner McDaniel and request a replacement for open appointment which would expire on December 31, 2019.

Mr. Billy reminded the Board that the NJNAHRO Spring Conference will be held on April 3, 2017 through April 5, 2017 at Resorts Hotel. Anyone wishing to attend may contact Ms. Sharon Whetzler for further details.

RESOLUTION #673-17: Commissioner Cannon motioned and seconded by Commissioner Masi to approve the list of bills presented for payment dated March 1, 2017. The roll call was unanimous. The bills were approved for payment.

TENANT ISSUES: None at this time.

COMMISSIONER COMMENTS: Commissioner Masi mentioned to the Board that a male senior tenant has been harassing several female tenants. Commissioner Masi stated that she has not witnessed such action and that the information is coming by third party.

PUBLIC COMMENTS: None at this time.

There being no further business before the Board, Commissioner Cannon motioned and seconded by Commissioner Masi 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