

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
SPECIAL MEETING
APRIL 6, 2016

Chairman Schmidt called the April 6, 2016 Special Meeting of the Clementon Housing Authority to order at 5:35PM and announced that the meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6., the Open Public Meetings Act. Chairman Schmidt stated that the purpose of this meeting was to discuss and vote on the Clementon Housing Authority's 2016-2017 Federal and State Budgets. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Chairman Schmidt dispensed with roll call and stated that Commissioner Closs (arrived @ 5:55PM) and Commissioner Watson (arrived @ 5:40PM) were not present. Those present were Commissioner Armbruster, Commissioner Casella, Vice-Chairman Cater (via telephone), and Chairman Schmidt. Also present were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, Barbara J. Murray, Secretary, and Joseph E. Kavanaugh, Accountant.

Chairman Schmidt turned the meeting over to Mr. Harris and Mr. Kavanaugh.

Mr. Kavanaugh advised that the Board sets the salaries for the employees; the budget is only giving permission to pay up to that amount of money. He also advised that he made the requested changes:

1. Removed the \$10,000 from salaries that was listed under Section 8
2. Reduced clerk's salary to reflect January thru June in the budget (was originally in the budget for the 12 months)
3. Removed the \$4,500 in extraordinary maintenance for the apartment painting as we are now doing that in house; he advised that he will discuss with Mr. Harris how we will allocate this to extraordinary maintenance because it is not a routine maintenance item
4. Increased the amount for appliances

Mr. Kavanaugh said that the net effect on the budget is a couple of hundred dollars.

Mr. Kavanaugh went on to say that we have to be cautious with maintenance salaries; an example being if we have a severe winter and maintenance personnel incurs overtime due to shoveling snow, etc. and we exceed the amount that is in the budget (\$1,000 is budgeted for over-time) it could result in an audit finding.

Mr. Kavanaugh asked if there were any questions on the Federal (HUD) Budget; there were no questions.

Mr. Kavanaugh went on to explain the State (DCA) Budget:

1. The Board approves the Budget and sends it to the DCA, they will review it, sign the first form and send it back to the Housing Authority
2. Once the adoption takes place, the Housing Authority will send it back to the DCA and they will sign the second form; this is so that we have a record that DCA accepted the introduced and approved

- document. The certification in that document is signed by the Secretary; this certification states that the Budget and Capital Budget were presented at an open Public Meeting (April 6, 2016)
3. The web-site will be reviewed; Chairman Schmidt asked that we adopt the Resolutions before we send the Budget to the DCA; Mr. Harris said that would be done as well as adding the highest paid vendors to our website
 4. The Resolution and other information that the State requires with a summary of the votes listed on the bottom; this form with the Secretary's signature and the 2016 Approval Certification constitutes approval of the Budget
 5. The Adoption Certificates and the Adoption Resolutions are the two items the Board will act on when the State sends the Budget back, the tentative date is June 1st
 6. Mr. Kavanaugh explained that the narrative section contains two statements: one tells what the Budget is and why things are what they are and the other is a statement on the impact and the rest does not apply to us
 7. A recital of the Authority, its officers, chief executive officers, financials and the Auditor
 8. A recital of the Housing Authority's W-2's and total gross wages, the number of regular voting members of the Board, any business relationships with family, any individual who is a highly compensated employee, Commissioners to show whether or not they are being compensated from any other Boards they might serve (we do have to show a schedule of what we paid in travel expenses to any employee or Commissioner)
 9. Glossary of all the above
 10. Health benefits - we do not pay any
 11. Value and hours of compensated absences of all employees
 12. Notation of shared services agreement with the Vineland Housing Authority
 13. The actual Budget - where all the numbers are; better to look at the details (Mr. Harris noted that even though the subsidy year starts January 1st, HUD doesn't officially tell us until October what our subsidy is going to be)

Chairman Schmidt asked for a motion to adjourn from the Special Meeting and continue with this discussion at the Regular Meeting. Commissioner Casella, seconded by Commissioner Watson, made a motion to adjourn at 6:00PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,


William J. Harris
Secretary