

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

Chairman Schmidt called the April 6, 2016 Regular Meeting of the Clementon Housing Authority to order at 6:00PM 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. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to the flag.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater (via telephone), and Chairman Schmidt. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, Joseph E. Kavanaugh, Accountant, Barbara J. Murray, Secretary, and two members of the Public, Joan Arlotta and Lorraine Rossiter, both residents of Wooster Towers.

BUDGET – FY 2016 – 2017

Mr. Kavanaugh continued his presentation of the 2016 State Budget which began in the concluded Special Meeting:

1. 2016 Revenue Schedule (we can only get what we spent the previous year and for the first time we are using our CFP Operating Grant of \$55,215 to supplement our Operating Budget)
2. 2015 Revenue Schedule (for comparison)
3. 2016 Appropriations Schedule (down \$23,000 mostly due to reduction of HAP)
4. 2015 Appropriations Schedule (for comparison)
5. 5 Year Debt Service Schedule – Principal (we do not have any)
6. 2016 Net Position Reconciliation (projected unrestricted undesignated net position @ year end \$84,233)
7. Capital Budget – Approved April 6, 2016

Chairman Schmidt asked if we are bound to use all of our Capital Budget on operations; Mr. Kavanaugh said no and once it is in the Authority's operating account, it comes under the Board's operating control and loses its identity as CFP funds and all the rules that pertain to CFP cease. It can be used for operations or a capital fund project but said that when drawing the funds we should not mark any of it specifically for a capital fund project.

Mr. Kavanaugh asked if there were any questions on the Budget; there were none. Commissioner Armbruster did comment that the municipality is trying to work with the Housing Authority to find a way to get a generator and had asked the governing body if they would allow the Housing Authority to use the Borough Engineer to put a specification together for the generator. Council did agree but they just wanted to know the cost that was involved. Commissioner Armbruster asked if that would have to be listed as an in-kind service in the budget for the future. Mr. Kavanaugh said yes; when a municipality contributes a project completion it is treated like an in-kind grant. Mr. Kavanaugh advised that the only area where there might be a problem is the procurement standards. A discussion followed.

Resolution HA16-10 – Approve Submission of 2016 CFP Budget

Chairman Schmidt asked for a motion to approve Resolution HA16-10, submission of the 2016 CFP Amendment and supporting documents. Commissioner Armbruster, seconded by Commissioner Casella, made a motion to approve Resolution HA16-10, submission of the 2016 CFP Amendment and supporting documents. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA16-11 – Approve 2016 HUD Operating Budget

Chairman Schmidt asked for a motion to approve Resolution HA16-11, approving the 2016 HUD Operating Budget. Commissioner Armbruster, seconded by Commissioner Watson, made a motion to approve the 2016 HUD Operating Budget. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA16-13 – Introduce 2016 State Budget

Chairman Schmidt asked for a motion to approve Resolution HA16-13, introducing the 2016 State Budget. Commissioner Casella, seconded by Commissioner Armbruster, made a motion to approve Resolution HA16-13, introducing the 2016 State Budget (grammatical corrections to be made before submission). Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Mr. Harris thanked Mr. Kavanaugh for coming to the meeting to explain the Budget and answer any questions; Mr. Kavanaugh left the meeting at this time.

MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the March 2, 2016 Executive Session and Regular Meeting in block. Mr. Harris reviewed the revisions that were made to the minutes after they were initially sent to the Board. A discussion followed.

Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the minutes of the March 2, 2016 Executive Session and Regular Meeting in block as submitted. Voice vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

BILLS

Chairman Schmidt asked if there were any questions on the bills submitted for approval from March 3, 2016 through April 4, 2016 in the amount of \$37,434.65. Commissioner Casella asked about the payment to the Clementon Borough; Mr. Harris explained that it is the quarterly water and sewer bill and would like to see if we could arrange to pay this on a monthly basis. A discussion followed.

Commissioner Casella, seconded by Commissioner Closs, made a motion to pay the bills with proper certification from March 3, 2016 through April 4, 2016 in the amount of \$37,434.65. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt (with an abstention from his mileage payment). The motion carried.

MANAGEMENT

Management Report

Chairman Schmidt asked if there were any questions on the Management Report that was included in the Board packet. There were no questions. Mr. Harris said that he wanted to thank the Finance & Administration Committee for their work on the Budget.

OLD BUSINESS

Section 8 Admission & Occupancy Policy

Chairman Schmidt said that in the past there was some discussion on reviewing the Section 8 Admission & Occupancy Policy. A discussion followed. Mr. Harris said that this is something that will be addressed in the near future.

NEW BUSINESS

Resolution HA-16-12 – Shared Service with the Borough of Clementon for Grounds Maintenance

Chairman Schmidt thanked Commissioner Armbruster for his efforts in arranging a shared service agreement with the Borough of Clementon for grounds maintenance. Commissioner Watson asked if Quality Landscaping would still be doing our snow removal; Mr. Harris replied that is a separate contract that will be going out for bid in August.

Commissioner Casella, seconded by Commissioner Closs, made a motion to adopt Resolution HA16-12 approving shared service with the Borough of Clementon for grounds maintenance. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

PUBLIC

Chairman Schmidt asked if there were any comments from the Public; there being none the Public portion of the meeting was closed.

Commissioner Casella, seconded by Vice-Chairman Cater, made a motion at 6:33PM to adjourn. Voice vote: All ayes. The motion carried.

THE OFFICIAL BUSINESS OF THE APRIL 6, 2016 REGULAR MEETING ENDED HERE. THE FOLLOWING TEXT IS A SUMMARY OF AN UNOFFICIAL DISCUSSION BETWEEN WOOSTER TOWERS RESIDENTS AND THE AUTHORITY.

INFORMAL DISCUSSION

Ms. Rossiter, Apt. 606, had a few questions and comments for the Board but neither she nor Ms. Arlotta heard Chairman Schmidt when he asked if there were any comments or questions. The Board agreed to answer the residents questions.

Ms. Rossiter asked if it was permissible for a Board member to participate by telephone; Chairman Schmidt advised that we have been doing this for the past couple of years and that it is in our by-laws.

Ms. Rossiter said that there rumors around the building about different issues and she feels that it might be a good idea to have a meeting with the tenants every couple of months to address things that are going on. Mr. Harris said that the Tenant's Association disbanded a while back of their own accord; but that all tenants are welcome to come to a Board Meeting or come to the office to address anything they have concerns or questions. He also said that as far as who to call for a lock-out he has written confirmation from the Chief Freiling that the Clementon police will assist with lock-outs after hours as long as they are available. He went on to say that the reason the one tenant was charged \$25 for a lock-out was because she had done it twice within a 30 day period and both times the Housing Authority had to pay Walt a minimum of 2-hours; the tenant was not charged the first time. Mr. Harris said that he will put a notice out stating that if a tenant does not hear back from a police officer within one hour, they are to call Mr. Harris, not Walt. He also suggested that maybe they could leave a key with a trusted neighbor in case they lock themselves out.

Ms. Rossiter said that she did hear that the Borough was going to be doing our grounds maintenance and that we would be going out to bid for snow removal; Commissioner Armbruster said that the Borough cannot guarantee that they could respond in a timely manner for snow removal. Ms. Rossiter also said that some of the tenants who are able would like to plant some flowers around the building; Mr. Harris said that would be very nice.

Ms. Rossiter said that she heard HUD promises a certain amount of money each year but we don't always get that amount. Mr. Harris explained that HUD uses a proration formula that our accountant has to follow to determine how much they will actually be giving us and it is always less than what is promised.

Ms. Rossiter asked if the Housing Authority was charged for fire alarm call; Mr. Harris advised that we are not charged. She also asked how many commissioners there are and what the Governor's appointment is. Mr. Harris advised that we have a seven member Board and at this time we have one vacancy; Commissioner Armbruster said that there has always been a Governor's appointment.

Commissioner Armbruster wanted to make sure that the residents are aware of the construction project that will be starting very soon to repair the bridge along Berlin Road; it will be an 18 month project and there will be lane closures/restrictions on Berlin Road and it will also affect Garfield Avenue.

Chairman Schmidt asked if there were any other questions or comments; seeing none the meeting adjourned at 6:45PM.

Respectfully submitted,



William J. Harris
Secretary