

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
APRIL 11, 2019**

Chairman Schmidt called the meeting to order at 6:07PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, NJSA 10:4-6. Notice of the meeting was sent to the Courier Post and South Jersey Times on 7/3/2018 and published in the Post and the Times on 7/7/18. Notice was also transmitted to the Borough Clerk on 7/3/2018 and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt (via phone; arrived at 7:05PM). Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, Barbara J. Murray, Secretary and Rick Adams, Accountant (arrived at 6:20PM). Excused: Commissioner Cater.

Due to lack of quorum there was no meeting in November or December 2018; or January, February and March 2019.

APPROVAL OF MINUTES

Vice-Chairperson Closs asked for a motion to approve the minutes of the September 13, 2018 and the October 18, 2018 (amending the date to October 18th, from December 2018) in block. Commissioner Casella, seconded by Commissioner Armbruster, made a motion to approve the minutes of September 13, 2018 and October 18, 2018 with the amendment noted. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

APPROVAL OF BILLS

Vice-Chairperson Closs asked for a motion to approve the payment of bills with proper certification from September 14, 2018 through April 11, 2019 in block. Commissioner Casella, seconded by Commissioner Armbruster, made a motion to approve the payment of bills with proper certification from September 14, 2018 through April 11, 2019 in block. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson and Vice-Chairperson Closs. Abstain: Chairman Schmidt.

MANAGEMENT REPORT

Mr. Paris advised that he was advised today that with the smoke screens on the 3rd floor, both elevators, one needs a screen and the other one needs a cable and the elevator on the 8th floor needs a screen and cable; these are not the same ones that we had issues with in August. The cost to complete the repairs is \$2,364; Mr. Paris asked for the Board's approval. A discussion followed.

Resolution HA19-1

Vice-Chairperson Closs asked for a motion to approve Resolution HA19-1 for repairs of the smoke screens and cables on elevators #1 and #2 on the 3rd floor and the elevator on the 8th floor. Commissioner Armbruster, seconded by Commissioner Watson, made a motion to approve Resolution HA19-1 approving the necessary repairs to the smoke screens on elevators #1 and #2 on the 3rd floor and the elevator on the 8th floor. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

Energy Supply

Mr. Paris advised the Board that he is getting prices from different contractors for our energy supply (electric and gas) and will present them to the Board for approval when he gets them.

SEMAP

Mr. Paris advised that he completed the SEMAP Certification and Chairman Schmidt needs to sign it so that it can be sent back to HUD.

NEW BUSINESS

Audit – FYE 06/30/18

Rick Adams, our accountant, advised the Board that the Audit went well and he sees no reason to not accept it; as for the findings 1) we need to tighten up internal controls for Section 8 and 2) make sure the correct HUD forms are used. Mr. Adams advised that he did get the correct HUD form to use and did speak to Paul Ewert at HUD regarding this. Dana Montanelli, one of our Auditors, phoned in during the meeting and advised that everything has been filed with the State and HUD for the Audit. Solicitor Ogozalek advised the Board to review the comments and recommendations before signing the Group Affidavit for; Mr. Paris read the Group Affidavit to the Board and the Board members signed it. A question arose regarding Commissioner Cater not being able to sign the affidavit due to being out of the country due to serving in the military; Solicitor Ogozalek advised to note that on the affidavit.

Resolution HA19-2 – Approve the Audit FYE 06/30/2018

Mr. Paris read Resolution HA19-2 – Approve the Audit 06/30/2018 and asked for a motion to adopt Resolution HA19-2 to approve the audit FYE 06/30/2018. Chairman Schmidt, seconded by Commissioner Casella, made a motion to adopt Resolution HA19-2 – Approve the Audit – FYE 06/30/2018. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

Resolution HA19-3 – Authorizing Certain Officials to Sign Checks for FY2019

Mr. Paris advised the Board that when the signatories were changed on the Authorities bank accounts, signatures were not changed on one of the accounts; Mr. Paris asked for a motion to adopt Resolution HA19-3 – Authorizing Certain Officials to Sign Checks for FY2019. Chairman Schmidt, seconded by Vice-Chairperson Closs, to adopt Resolution HA19-3 Authorizing Certain Officials to Sign Checks for FY2019 (April 11, 2019 through June 30, 2019). Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

Accept Budget FYE 06/30/2018

Rick Adams, our accountant, advised the Board that he spoke to Paul Ewert at HUD who told him that the one of the pages from the previous budget was not signed and sent back and that a packet was mailed to

us sometime in November (which we did not receive); Mr. Ewert advised that we could adopt the new budget to the Housing Authority template.

Commissioner Armbruster, seconded by Commissioner Watson, made a motion to accept the Budget FYE 06/30/2018. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

Budget FYE 06/30/2019 & RFP's for Professional Services

Chairman Schmidt asked Mr. Adams if the HUD and State budget would be prepared for our May meeting; Mr. Adams advised that he would have it completed; the HUD budget is due by 06/30/2019 and the State Budget is due 60 days prior to our FYE 06/30/2019. We would have to have a special meeting to approve it. The Board agreed that they could have the meeting by phone; Solicitor Ogozalek advised that one voting member of the Board needs to be on site where the meeting is being conducted and it must be open to the public. Commissioner Armbruster advised that he could arrange to use one of the offices at the borough hall. A discussion followed. The Board agreed to have the meeting April 24, 2019 at 6PM.

Chairman Schmidt advised that the RFP's for our professional services need to be prepared and advertised 30 days prior to when they are due; he said he would take care of this. Chairman Schmidt asked the Board if they wanted to review the RFP's as a Board or do they just want the committee to review them and bring their recommendations to the Board. The Board unanimously agreed that the committee review the proposals.

PUBLIC

Vice-Chairperson Closs advised that any members of the public wishing to address the governing body of the Housing Authority of the Borough of Clementon may do so after being recognized by the Chair. Public comment will be limited to three (3) minutes per person. Anyone wishing to address the governing body again may do so for an additional three (3) and final minutes. Chairman Schmidt asked if anyone wanted to address the governing body. There was no public in attendance; Vice-Chairperson Closs closed the public portion of the meeting.

Chairman Schmidt, seconded by Commissioner Casella made a motion to approve Resolution HA19-4 to enter into executive session, not to exceed 45 minutes, to discuss personnel matters, retirement and a search for an Executive Director at 6:50PM. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

After a very short discussion it was determined that the persons to be discussed were not given their Rice Notice so those issues could not be discussed. Mr. Paris said that he has no problem discussing his matter in open session. Commissioner Watson asked Mr. Paris if he waived his rights to a Rice Notice; Mr. Paris said yes.

Commissioner Armbruster, seconded by Commissioner Casella, made a motion at 6:55PM to go back into open session. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs and Chairman Schmidt.

Personnel Matters

Chairman Schmidt advised the Board that as of now we feel that it is necessary to look at sending people to training classes for boiler certification; in the future we might be looking at contracting with a company or an individual at the discretion of management who has a boiler certification until such time as we feel it is necessary we can have the certifications in house. Chairman Schmidt asked Mr. Paris how much the training classes were; Mr. Paris said he did not know but he is concerned about having someone here during that time. Chairman Schmidt advised that we will make sure that we have the certifications in house and if it becomes apparent that we do not, then we will contract with a company or individual until such time that we do.

Mr. Paris also advised that we currently have one full-time and one part-time maintenance position and that he would like it to remain that way in the future. Chairman Schmidt advised that Mr. Paris is authorized that if there are any retirements of any personnel to advertise for the position, narrow the selection down to 3 individuals, set up interviews and the administration & personnel committee will interview them with Mr. Paris and bring their recommendation to the Board for approval.

Chairman Schmidt advised that Mr. Paris has completed all of his classes except one (which Rutgers does not offer) but due to the nature of HUD and some personal matters Mr. Paris has indicated that he would step aside from his position as Executive Director; he has indicated that he is willing to remain in his position thru the end of the summer.

Chairman Schmidt advised that he would like to keep the position part-time and feels that it would be best if we could enter into a shared service with another housing authority where the Director would only be on site 1 to 1 ½ days per week; in doing a shared service we would have someone who is more versed in HUD operations. Chairman Schmidt advised that a decision was made at the October board meeting that impacted the hours of personnel due to financial conditions and that hopefully by keeping the cost around \$45,000 for the Executive Director we would be able to go back to what those employees had.

Chairman Schmidt advised that we would have to put an RFP out and he would like to restrict it to part-time with qualifications or a shared service, which is what the Board would like to do. Chairman Schmidt asked if anyone would like to volunteer to be on the search committee with him; Commissioner Closs and Commissioner Casella both said they would help where they could. Chairman Schmidt advised that he would like to set up a meeting with the candidate and bring them to the June Board Meeting for the Board's approval so they could start July 1, 2019, while Mr. Paris is still here, and when Mr. Paris leaves on August 1, 2019 they would take over as Director.

Commissioner Casella asked if we should also be advertising for the maintenance position as Walt will be retiring effective July 1, 2019 and Tom will be on vacation at that time. Chairman Schmidt advised that Mr. Paris has been given permission to advertise for the maintenance position.

Comments from Chairman Schmidt

Chairman Schmidt asked if anyone was interested in become Chairman for the next fiscal year; no one could commit. Chairman Schmidt said that he has enjoyed serving but being the Chairman is not

management of the Authority and trusts that whoever the Executive Director is that if there is an issue they would contact the Chairman. A discussion followed.

Chairman Schmidt, seconded by Vice-Chairperson Closs made a motion to adjourn at 7:25PM. Voice vote: All ayes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken Paris', written in a cursive style.

Ken Paris
Secretary