

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MEETING  
APRIL 16, 2014**

Salute to flag.

Chairperson Nicholson called the April 16, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 4:05PM 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 in the Community Room of Wooster Towers located at 22 Gibbsboro Road, Clementon, New Jersey. Upon roll call the following were present: Commissioners Casella, Cater (arrived at 4:14PM), McKelvey, Nicholson, Porter, and Schmidt (arrived at 4:20PM). Also present at this meeting were William J. Harris, Executive Director, Lilia Londar, Attorney, and Barbara J. Murray, Secretary. Absent: Commissioner Watson.

**MINUTES**

Commissioner Casella, seconded by Commissioner Nicholson, made a motion to approve the minutes of the February 19, 2014 Board of Commissioners Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, and Nicholson. Abstain: Commissioner Porter.

Commissioner Casella, seconded by Commissioner Nicholson, made a motion to approve the minutes of the March 19, 2014 Board of Commissioners Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, and Nicholson. Abstain: Commissioner Porter.

**BILLS**

Mr. Harris advised that the bill list for Public Housing is now being printed out of QuickBooks instead of PHA Web. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills dated April 1, 2014 thru April 17, 2014. Roll call vote: All ayes.

Chairperson Nicholson turned the meeting over to Mr. Harris at this time.

**MANAGEMENT**

**2014 Annual Plan**

Mr. Harris stated that the Board approved the 2014 Annual Plan at our March meeting and that the Civil Rights Certification was submitted to HUD; the Annual Plan Budget (Form 50075.1) and revised 5-Year Plan (Form 50075.2) is retained in our files. Mr. Harris advised that we received an e-mail from HUD asking for additional documentation, including signed copies of the Annual Plan Budget (Form 50075.1) and the revised 5-Year Plan (Form 50075.2), plus signed copies of the new Annual Contributions Contract for the 2014 Capital Fund Program allocation (\$54,940.00); we responded to this request on April 5, 2014.

**Financial Reports**

Mr. Harris provided the Board with a copy of the Fiscal Year-to-Date Profit & Loss Statement for the period ending March 31, 2014 and advised that we are still in a deficit position; we have improved our position by approximately \$7,000.00 in comparison to February 2014.

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### **Vacant Units**

Mr. Harris advised that the number of vacant units continues to be reduced and that if all applicants honor their appointments to sign their lease, we should have 100% occupancy as of May 1, 2014. Mr. Harris also advised that Cephas Ward from HUD will be here on April 23, 2014 to monitor our progress on the Corrective Action Plan to address the vacancy issue. Commissioner Casella asked if filling the vacancies would decrease the deficit; Mr. Harris advised that it would; the vacancies as well as our utility costs and snow removal costs this year all contributed to the deficit.

### **Section 8/HCV Program**

Mr. Harris advised that HUD has indicated that they will not be releasing a subsidy payment for April; therefore we will not have enough funds to cover our May bills. Mr. Harris stated that this all started because some Authorities either overspent or misspent rent subsidy payments and HUD decided in 2012 to recapture any reserve funds from "clean" Housing Authorities, like Clementon, held for situations like the one we are in now. Mr. Harris advised that both he and Joe Kavanaugh, our accountant, have decided that it is too risky to issue any new vouchers and that the HUD Newark representative also advised against doing so. Mr. Harris advised that he will continue his persistence with HUD to get them to release the funding so that we are able to pay our bills.

### **Tenant Relations**

Mr. Harris advised that the Tenants' Association held a Pot-Luck Dinner on April 4th that both he and Barbara attended; there was a good turnout and the food was great.

Mr. Harris also advised that representatives from Senior Day Care Program will be here this month to distribute information regarding their services and they will also have a lunch-time bingo event; also, Medical House Call Associates will be having a health screening program for the residents.

Mr. Harris advised that our lease states that rent is due the first of each month with a 10-day grace period. We have two tenants who have paid their rent late numerous times over the past year; Mr. Harris advised that he had our Solicitor send notices to cease to both of these tenants. Mr. Harris also advised that we have a few other tenants who do not get their social security until later in the month and that he plans on meeting with them to let them know that the lease must be enforced and that the rent is due by the first of the month with a ten day grace period; if the rent is not paid when due, they will be charged a \$5.00 late fee. Mr. Harris also said that his intentions are to give these tenants a couple of months to catch up and budget their money before they actually start paying their rent on the first of the month. Mr. Harris also said that the Board can expect to see a recommendation from him for an amendment to our current Admissions & Occupancy Plan and the lease to change the dollar amount of the late fee and possibly some other fees as well, which will then have to be sent to HUD for approval; once we get the approval from HUD and the Board approves the changes we will then have to give all tenants advances notice of these changes (30 to 60 days).

### **HQS Certification for Adam Norcross**

Mr. Harris advised that he has contacted Quadel Consulting to see if they could provide the HQS training; and for them to do such training they require at least five participants. Mr. Harris said that he

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has sent letters to Housing Authorities from NJTP Exit 9 South and to the NJ NAHRO and so far one person from Millville is interested. To date we have three participants, Adam Norcross, Tom Williams, and the person from Millville; if we do not get at least two more participants by May 12, 2014, we will have to send Adam or an alternate to the NAHRO training in Tampa in June, which is more costly.

### **Senior Housing Designation**

Mr. Harris advised that we have to re-apply every even numbered year to maintain Wooster Towers' designation as "senior only" housing; we advertised for proposals from housing consultants to complete the application to HUD and Maria Cimino was the only respondent with a fee of \$2,500.00 (\$100.00 more than her fee for the 2012 application).

### **FY2014 Budget**

Mr. Harris provided the Board with a copy of the 2014 Federal Budget for their review, which we just received today, and asked if the Board would consider holding a special meeting between today and April 27, 2014 to approve and submit the budget in a timely manner. Mr. Harris advised that Joe Kavanaugh just finished the State Budget right before the meeting and that he would give each commissioner a copy if they had time to wait after the meeting or he could hand deliver it the next day.

Commissioner McKelvey asked if there were any major changes to the budget from last year; Mr. Harris stated that he assumes our energy cost would be lower and has spoken with Barbara and advised her that there is allotted a 3% gross in an increase in salaries but in his view because she has gone above and beyond the call of duty and in addition to her non-rental responsibilities he is recommending a 4% increase for her. Mr. Harris also added that if the Board gives him an increase, it would not go into effect until January 2015; therefore it would not impact the budget during the first six months.

### **NEW BUSINESS**

#### **Resolution HA14-04**

Commissioner Nicholson, seconded by Commissioner Porter, made a motion to adopt Resolution HA14-04 approving the hiring of Maria Cimino to prepare our Designation Plan. Roll call vote: All ayes.

#### **Resolution HA14-05**

Commissioner Porter, seconded by Commissioner Casella, made a motion to adopt Resolution HA14-05 to introduce the 2014 Federal and State budget for the Clementon Housing Authority. Roll call vote: All ayes.

#### **Special Meeting Date to Introduce Budget**

The Board unanimously agreed to have a special meeting on April 23, 2014 at 4:00PM to introduce the 2014 Federal & State Budget for the Clementon Housing Authority. Mr. Harris advised that he would put the legal notice in the newspaper for this meeting.

#### **OPRA Form**

Commissioner Schmidt volunteered to update the OPRA form for the housing authority; Mr. Harris graciously accepted Commissioner Schmidt's assistance.

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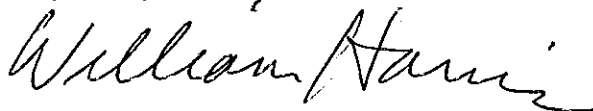
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**PUBLIC**

Chairperson Nicholson opened the meeting to the public. There being no public, Chairperson Nicholson closed the public portion of the meeting.

Commissioner Porter, seconded by Commissioner Schmidt, made a motion at 4:40PM to adjourn. Voice vote: All ayes.

Respectfully submitted,

A handwritten signature in cursive script that reads "William Harris". The signature is written in black ink and is positioned above the printed name and title.

William J. Harris  
Secretary