

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
SPECIAL MEETING
APRIL 23, 2014

Salute to flag.

Chairperson Nicholson called the April 23, 2014 special meeting of the Clementon Housing Authority to order at 4:10PM 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. Chairperson Nicholson stated that the purpose of this meeting was to discuss and vote on the Clementon Housing Authority's 2014 Federal and State Budgets. 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 (via phone until arrival at 4:45PM), Nicholson, Porter, and Schmidt. Also present at this meeting were William J. Harris, Executive Director, Barbara J. Murray, Secretary, Anthony Ogozalek, Jr., Solicitor (via phone) and Joseph E. Kavanaugh, Accountant for the Clementon Housing Authority. Absent: Commissioners McKelvey and Watson.

Chairperson Nicholson turned the meeting over to William Harris.

Mr. Harris advised the Board that our Accountant, Joseph E. Kavanaugh, was kind enough to take time to be present at our meeting to explain the State and Federal Budgets to them.

Mr. Kavanaugh gave an overview of the State and Federal Budgets and asked if there were any questions.

Cost for HQS Training

Commissioner Schmidt asked if there was money elsewhere in the budget to cover the cost of training for our HQS inspector to be licensed. Mr. Harris advised that the Federal Budget only covers Public Housing and that the State Budget covers both Public Housing and the HCV Program. We receive an administrative check each month for approximately \$2,300.00 a month of which 80% is paid to Vineland to pay for Jane Whilden to administer our HCV program and the other 20% covers, among other things, the expense of the HQS inspections which cost \$20.00 per inspection; so the cost to license our inspector will have to come out of the administrative fee. Mr. Harris advised that HUD asked us to submit for an administrative increase which would cover the cost of training for two people, Adam Norcross and Tom Williams; we have submitted for the increase but there is no assurance that we will get it or when.

Salary Increases

Commissioner Schmidt said that he has a concern with Tom Williams another increase when he already received an increase back in January. Mr. Harris advised that amount was built into the budget and that at the January meeting Tom's hours and rate of pay were increased. Mr. Harris also added that Mrs. Wooster made the recommendation at the December Board Meeting to increase Tom's hourly compensation. Mr. Harris also reminded the Board that he himself is not eligible for an increase in compensation until January 2015, as per his contract.

Mr. Kavanaugh added that Tom Williams has not had an increase for the last three years and had to cut back his hours and what Mrs. Wooster's intentions were last year was to bring Tom up to parity for what he should have been making. Commissioner Schmidt advised that he has spoken to Mr. Harris and has done some research and that the Social Security COLA is 1.4% this year and feels that everyone should get a cost of living increase and then from there an appropriate additional increase fitting to the job description. Commissioner Schmidt said that he does not feel comfortable giving a 3% increase just because we have the money and that in the past there really has been no method or reasoning for giving the increases other than the fact that we had the money to do so. Commissioner Schmidt asked if we could have a personnel sub-committee to work with Mr. Harris to look at NAHRO and come up with job descriptions and salary steps for the Housing Authority. Mr. Harris stated that he does not have a problem with having guidelines, job descriptions, and a salary range; however due to weather conditions this year there was a strain on maintenance and both men were readily available 24-7. Mr. Harris also stated that because we want to be as close to 100% occupancy every month Ms. Murray worked hard to bring the units up to full occupancy and as of today all vacant units are leased for May 1, 2014, providing that there are no unforeseen circumstances. A discussion followed.

Commissioner Nicholson stated that last year or the year before we did not give across-the-board raises; on Commissioner Schmidt's Walt Keebler was qualified as an engineer and received a higher increase. Commissioner Nicholson added that each year can be very different and that this past year there were some extraordinary circumstances for all of the employees with Mrs. Wooster's retirement. Commissioner Nicholson does feel that 3% is a rather high increase by today's standards and suggested that if we could not give an increase maybe we could give a bonus of some kind to compensate the employees.

Mr. Kavanaugh stressed that it is absolutely necessary to have more than one maintenance person on staff one reason being that should something happen to where one person is not available there is someone else who is able to perform all maintenance duties. A discussion followed.

Commissioner Cater stated that a step-raise is a good guideline for salary increases rather than a salary range because when the current employees leave, the Authority can start the new employee/employees under the new salary guideline at step one and this will also give us a cushion if we get a new hire, we are able to start them at a certain range and follow a time guideline towards their steps. Commissioner Cater added that meritorious services, bonuses, etc. are additional benefits to the job and sometimes that works better for an employee rather than the extra dollars in their paycheck each week. These additional benefits are separate from the cost of living increase. A discussion followed.

Operating & State Budget Approval

Mr. Kavanaugh suggested that the Board approve the budget as submitted due to the State deadline for submission and stated that the salaries are a separate matter and there is still time to discuss the issue.

Commissioner Schmidt, seconded by Commissioner Cater, made a motion to establish a personnel sub-committee to work with Mr. Harris to create job descriptions and salary steps for the positions at the

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Clementon Housing Authority. Roll call vote: Ayes: Commissioners Casella, Cater, Porter, and Schmidt.
Neys: Commissioner Nicholson.

Commissioner Cater, seconded by Commissioner Porter, made a motion to approve the Operating & State Budget for the Clementon Housing Authority FYE 06/30/14. Roll call vote: All ayes.

PUBLIC

Commissioner Nicholson opened the meeting to the public; there being no public Commissioner Nicholson closed public portion of the meeting.

Commissioner Porter, seconded by Commissioner Casella, made a motion to adjourn at 5:15PM. Voice vote: All ayes.

Respectfully submitted,

A handwritten signature in black ink that reads "William J. Harris". The signature is written in a cursive style with a long, sweeping tail on the letter "s".

William J. Harris
Secretary