

**Clementon Housing Authority
Board of Commissioners Regular Meeting
April 5, 2017 - 6:00 P.M.
John Leshar Community Center
49 Berlin Road
Clementon, New Jersey 08021**

AGENDA (Revised April 3, 2017)

Call Meeting to Order/Sunshine Statement by Chairman Schmidt

“This meeting is being held in accordance with the New Jersey Open Public Meetings Act, NJSA 10:4-6, also known as the sunshine law. This meeting has been legally advertised in accordance with the law.”

Salute to Flag/Roll Call:

Commissioner Armbruster
Commissioner Casella
Commissioner Closs

Commissioner Watson
Vice Chairman Cater
Chairman Schmidt

Approval of minutes:

- February 1, 2017– Regular Meeting

Payment of bills: From 3/01/2017 to 3/31/2017 in the amount of **\$42,293.02**

Management Report

Old Business:

New Business:

- Resolution HA17-06 Awarding Contract for Network Plus, LLC for telecommunications and Internet services
- Resolution HA17-07 Awarding Contract to Constellation energy for electricity for a two-year period, effective April 6, 2017
- Discussion of Employee Evaluations
- Discussion on amending Admissions & Continued Occupancy Policy to give a preference to applicants with higher incomes

Closed Session (if required)

- Personnel issue\

Public Portion

Adjournment

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MONTHLY MEETING
APRIL 5, 2017**

Chairman Schmidt called the April 5, 2017 Board of Commissioners Monthly Meeting to order at 6:05PM. This meeting is being held in accordance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6, also known as the Sunshine Law. This meeting has been legally advertised on July 1, 2016 in accordance with the law in the Courier Post, the South Jersey Times, the Central Record, on the Clementon Housing Authority website and correspondence with the Municipal Clerk. 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, Vice-Chairman Cater, Commissioner Casella, Commissioner Closs, Chairman Schmidt and Commissioner Watson. Also present at this meeting were William J. Harris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor and Barbara J. Murray, Secretary.

MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the March 1, 2017 Board of Commissioners Monthly Meeting as submitted. Commissioner Casella, seconded by Vice-Chairman Cater, made a motion to approve the minutes of the March 1, 2017 Board of Commissioners Monthly Meeting as submitted. Voice vote: All ayes. The motion carried.

BILLS

Chairman Schmidt asked for a motion to approve the payment of bills from March 2, 2017 and April 5, 2017 with proper certification. Mr. Harris advised that there were three bills that are not on the list to be paid because of lack of funds. Mr. Harris stated that he has been in contact with HUD to find out what is going on but has not gotten an answer. Chairman Schmidt said that he thinks this was the right decision and that we should send letters to our Senators and Congressman Norcross; Mr. Harris advised that we have sent letters to Senator Menendez and Senator Booker. A discussion followed.

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification from March 2, 2017 to April 5, 2017. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Vice-Chairman Cater. Chairman Schmidt voted yes to William J. Harris and Anthony H. Ogozalek, Jr. and no to all other bills to be paid. The motion carried.

ADMISSIONS & OCCUPANCY POLICY – PUBLIC HOUSING

Chairman Schmidt advised that we have the ability to give preference in our Admissions & Occupancy which is that if you make over a certain amount of money you would pay the fair market rent and if you are below that amount you pay a percentage of your income. Chairman

Schmidt would like to propose that we give preference to applicants who make over \$20,000 per year. A discussion followed.

Mr. Harris explained the flat rent and said that we have about five residents who pay the flat rent at this time; in July the flat rent increases from \$651 to \$676 for an efficiency and \$767 to \$802 for a one-bedroom. A discussion followed.

Vice-Chairman Cater, seconded by Chairman Schmidt, made a motion authorizing Mr. Harris to start the process to amend the Admissions & Occupancy Policy to give preference to applicants with higher incomes at 60% to 80% of median income. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Shared Services – Qualified Purchasing Agent

Mr. Harris advised that in addition to what he reported in his management report he has been reviewing our contracts for budget purposes and there are a number of contracts that are on a month to month basis. He said that he reached out to Ron Miller, who is the Qualified Purchasing Agent for the Vineland Housing Authority and who also, at the Board's approval, put together a very thorough bid package for us in 2015 for our elevator maintenance. Mr. Harris said that we were able to save a considerable amount of money, in part due to the thoroughness of the bid package. He went on to say that he asked Ron if the Vineland Housing Authority would be interested in submitting a proposal to us for shared services to do purchasing agent services for a list of things. Ron said that he would have to ask Jackie Jones; Ron advised Bill that with the amount of time it would take to each thing on the list the hourly rate would be \$110. Mr. Harris advised the Board that he did not put this in his management report because at the time he was just getting information on the matter.

Chairman Schmidt advised that if we are going to outsource RFP's we should get one or two other quotes to make sure we are getting the best price. Mr. Harris said that there may be an off-set because this would be helping him do his job and he would be willing to adjust his salary to off-set the cost. A discussion followed. The Board agreed to allow Mr. Harris to pursue getting quotes for shared services for a qualified purchasing agent and present his report to the Board so that a decision can be made.

OLD BUSINESS

Section 8 Administrative Plan

Chairman Schmidt advised that he met with Mr. Harris and Solicitor Ogozalek, Jr. as was agreed at a previous meeting to discuss the possible amendment to the Section 8 Admissions & Occupancy Policy. The options are:

- 1) Codify the current policy that is in place that is prior to a termination letter being sent out, it will be cleared by the Solicitor.
- 2) Mr. Harris does what he feels is necessary and the Board will be notified after the fact.
- 3) Mr. Harris does what he feels necessary and if the decision is appealed, that is when the Solicitor will review the letter and determine if we need to rescind the termination of subsidy letter and send out a more thorough letter we will.

A discussion followed. The Board agreed to allow the Executive Director and the Section 8 Administrator to use their professional judgement and do what is necessary and if the decision is appealed the Solicitor will be notified.

FY 2018 BUDGET

Chairman Schmidt advised that he had reached out to Mr. Harris last week asking when we would have the budget from our accountant Joe Kavanaugh; Mr. Harris replied that he spoke to Joe and he said that he could have it to us by Friday (March 31st). Mr. Harris said that he did not receive the budget on Friday, he called Joe on Monday and Joe said he could have it to him by Monday evening; the budget was not received and Mr. Harris said that he has not been able to get in touch with Joe.

Chairman Schmidt said that he would like to propose that if we do not have a budget by Noon on Friday, authorize Mr. Harris to contact Charles Holmes & Associates to have them prepare the budget for submission to the State; and whatever the cost is, that cost be deducted from what we owe Joe Kavanaugh.

Mr. Harris explained the budget process to the Board and advised that he spoke to Paul Ewert, Director of the Authorities Bureau at NJDCA, and explained our situation that Joe Kavanaugh is a sole proprietor and has been going through very extensive treatment for cancer. Mr. Ewert advised that the Housing Authority send a letter requesting a 30-day extension to submit the State Budget. A discussion followed.

The Board authorized Mr. Harris to send an e-mail to Joe Kavanaugh stating that we need the budget by Friday, April 7th and if we do not receive it by then, we will seek another firm to complete the budget and that cost will be deducted from your contract.

NEW BUSINESS

Resolution HA17-06 – Award Contract to Networks Plus, LLC

Chairman Schmidt asked for a motion to approve Resolution HA17-06 to award the contract to Networks Plus, LLC for telecommunications and internet service. Commissioner Casella, seconded by Vice-Chairman Cater made a motion to award the contract to Networks Plus, LLC for telecommunications and internet service. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA17-07 – Award Contract to Constellation Energy

Chairman Schmidt asked for a motion to approve Resolution HA17-07 to award the contract to Constellation Energy for electricity supply charges for a two-year period. Commissioner Closs, seconded by Commissioner Casella, made a motion to award the contract to Constellation Energy for electricity supply charges for a two-year period effective April 6, 2017. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Employee Evaluations

Chairman Schmidt advised that he had a conversation with Vice-Chairman Cater about implementing employee evaluations to base the decision to give a raise or a bonus, if the funds are available; would like to hear the rest of the Board's thoughts on this. Vice-Chairman Cater said that she would rather give a bonus instead of a raise but feels we should have employee evaluations and it should be given on performance; she also said that it is not something we need to rush into but feels it would be good to have it in place for the future. A discussion followed.

The Board agreed to have Mr. Harris draft an employee evaluation form and to have it in place for January 1, 2018.

Personnel

Mr. Harris advised that an employee called him after 9:00PM after the meeting on March 1, 2017 about Chairman Schmidt and Vice-Chairman Cater coming to the office asking for a copy of the Section 8 Administrative Plan; the employee was surprised by the visit and said they were there for two hours. The employee added that she felt intimidated by their visit.

Solicitor Ogozalek warned that if this was an employee complaint, it could not be discussed in an open meeting and that the employee would have to be RICE noticed. Mr. Harris said that it was not an employee complaint; he is trying to draw lines of communication. Mr. Harris said that no one on the Board has the right to talk to his subordinates without his prior consent about any Housing Authority operations.

Vice-Chairman Cater explained that was not her intention when she went to the office; it was only to meet the employee then it came up about the Section 8 Administrative Plan. Solicitor Ogozalek once again warned that we are in violation of RICE notice and that if we want to continue this, the employee needs to be RICE noticed and it has to be discussed in closed session.

Housing Authority Commissioner Handbook

Mr. Harris gave each Commissioner copies of an excerpt from the New Jersey Housing Authority Commissioners Handbook, authored by Richard Keefe Executive Director NJAHRA. Mr. Harris referred to the section "Importance of a Good Working Relationship" where it says that Commissioners are to refrain from taking it upon themselves to meet with staff, discuss Housing Authority business with constituents or seek any public forum on an individual basis. Always ask for information from, and through, your Executive Director, preferably at a Board meeting.

Commissioner Armbruster said that there is too much interaction with the daily operations; the Board hired Mr. Harris to do a job and if the Board does not like the way he is doing it then they take the necessary action.

Commissioner Armbruster made a motion to adjourn at 8:05PM. The motion was seconded by Commissioner Closs. Commissioner Armbruster asked for a vote; Chairman Schmidt told Commissioner Armbruster it was not his place. Chairman Schmidt asked Solicitor Ogozalek if the motion is not withdrawn would the Board be in violation of the Open Public Meetings Act. Solicitor Ogozalek said no, this Board does not accept Roberts Rules of Order, the State Statute says if Commissioners decide to leave and there are not enough for a vote the meeting ends.

The meeting adjourned at 8:05PM.

Respectfully submitted,


William J. Harris
Secretary