

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
MONTHLY BOARD OF COMMISSIONERS MEETING
APRIL 17, 2024

Chairman Schmidt called the meeting to order at 6:14PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law 10:4-6. Notice was sent to the Courier Post and the South Jersey Times on April 8, 2024 and was posted in the Courier Post on April 11, 2024 and the South Jersey Times on April 10, 2024. Notice was also sent to the Borough Clerk on April 8, 2024, posted on the bulletin board at Wooster Towers and www.clementonhousingauthority.com. The meeting was held virtually; both adequate and electronic notice of this meeting has been provided, specifying the time, place and manner in which said notice was provided.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. Also present at this meeting were: Vernon Lawrence, Executive Director, Anthony Ogozalek, Solicitor, and Barbara Murray, Secretary. Absent: Commissioner Cater and Commissioner Konrad.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the March 28, 2024 Board of Commissioners Monthly Meeting as submitted. Commissioner Watson, seconded by Commissioner Armbruster, made a motion to approve the minutes of the March 28, 2024 Board of Commissioners Monthly Meeting as submitted. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the payment of bills in the amount of \$33,937.46 with proper certification. Commissioner Watson, seconded by Commissioner Armbruster, made a motion to approve the payment of bills in the amount of \$33,937.46 with proper certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Mr. Lawrence advised the Board that he has submitted a grant application to replace the existing generator which will be charged to capital improvements. Mr. Lawrence also advised that we are required to replace 2 smoke curtains on the 8th floor; we received a quote from Modernfold that was over \$17,500 but after checking to see if there was anyone else with a lower price, we did find another company who gave us a quote for \$16,908 (which is roughly \$5,000 less than Modernfold) so we will be using the company with the lower of the 2 quotes. This will also be charged to capital improvements.

Chairman Schmidt asked about the number of vacancies; Mr. Lawrence explained that we had 4 residents pass within a few weeks and 2 moved out. Mr. Lawrence also reminded the Board that our full-time maintenance supervisor was out on medical leave during this time. We are currently working on filling these units as quickly as we can.

Chairman Schmidt also asked what the progress is on the HCV program; Mr. Lawrence advised that 20 letters have been sent out and that 10 appointments were made, of which 2 came in for (Mr. Lawrence advised Michelle to reach out again to the 8 people who did not show up), and that 10 more appointments will be made for next week. A discussion followed.

NEW BUSINESS

Resolution 2024-002 – Approval of 2024-2025 Budgets (HUD & State)

Chairman Schmidt asked for a motion to approve Resolution 2024-002 – Approval of 2024-2025 Budgets. Vice-Chairman Closs, seconded by Commissioner Armbruster, made a motion to approve Resolution 2024-002 – Approval of 2024-2025 Budgets. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Resolution 2024-003 – (Amendment) B & B Financial & Income Tax LLC for Executive Management Services

Chairman Schmidt read Resolution 2024-003 to the Board and asked for a motion to approve said Resolution which will be effective June 1, 2024 for a period of 2 years. Commissioner Armbruster, seconded by Commissioner Watson, made a motion to approve Resolution 2024-003 – (Amendment) B & B Financial & Income Tax LLC for Executive Management Services. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Financial Disclosure Statement

Chairman Schmidt advised the Board that the Borough has sent out the Financial Disclosure Statements that are due at this time; if anyone did not receive one, please let the office or the Chairman know and we will make sure you receive one.

Up-Dated Board of Commissioners List

Chairman Schmidt advised that the Borough has asked for an up-dated list of our Board of Commissioners; it was noted that Commissioner Watson's term expires June 30, 2024 and Chairman Schmidt asked Commissioner Watson if he is interested in staying on for another 5 years. Commissioner Watson agreed; Chairman Schmidt advised that he will contact the Borough Clerk and request the he (Commissioner Watson) be reappointed.

PUBLIC

Chairman Schmidt 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 being no public, the public portion of the meeting was closed.

Chairman Schmidt asked for a motion to adjourn at 6:36PM. Vice-Chairman Closs, seconded by Commissioner Watson, made a motion to adjourn at 6:36PM. Voice vote: All ayes (Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

Respectfully submitted,

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

Vernon Lawrence
Secretary