



**CLEMANTON HOUSING AUTHORITY**

**Clementon Housing Authority  
Monthly Meeting  
John Leshar Senior Center  
49 Berlin Road  
Clementon, New Jersey**

**August 2, 2017**

**AGENDA**

1. Call Meeting to Order/Sunshine Statement by Chairman Schmidt  
*“This meeting is being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, N.J.S.A. 10:4-6. Notice of the meeting was sent to the Courier Post and South Jersey Times on 7/7/2017 and was published in the Post on 7/12/17 and in the Times on 7/18/17.. Notice was also transmitted to the Borough Clerk on 7/7/2017 and posted on the Bulletin Board in Wooster Towers.”*
2. Roll Call  
Commissioner Armbruster  
Commissioner Casella  
Commissioner Closs  
Commissioner Watson  
Vice Chairman Cater  
Chairman Schmidt
3. Approval of Minutes – Regular and Executive – July 5, 2017
4. Management / Chairman Report
5. Old Business
  - a. BID for Property
  - b. DCA Update
6. New Business
  - a. Res. HA17-25 Amending Personnel Policy – Hatch Act
  - b. Res. HA17-26 Non-Smoking Policy
  - c. Res. HA17-27
7. Public Comment  
*All 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 minutes per person. After everyone wishing to address the governing body has done so, a person may speak again for an additional and final three minutes.*
8. Adjournment

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON**  
**MONTHLY MEETING**  
**AUGUST 2, 2017**

Chairman Schmidt called the meeting to order at 6:00PM 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 7/7/2017 and published in the Post on 7/12/17 and in the Times on 7/18/17. Notice was also transmitted to the Borough Clerk on 7/7/2017 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 role call the following were present: Commissioner Casella, Vice-Chairman Cater, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioner Armbruster.

**APPROVAL OF MINUTES**

Chairman Schmidt asked for a motion to approve the minutes of the Regular and Executive Session meetings of July 5, 2017 as submitted. Commissioner Casella, seconded by Vice-Chairman Cater made a motion to approve the minutes of the Regular and Executive Session meetings as submitted. Voice vote: All ayes. The motion carried.

Chairman Schmidt asked for a motion to approve the minutes of the Special Meeting of July, 26, 2017 as submitted. Commissioner Watson, seconded by Commissioner Casella made a motion to approve the minutes of the Special Meeting of July 26, 2017 as submitted. Voice vote: All ayes. The motion carried.

**APPROVAL OF BILLS**

Chairman Schmidt asked that the description for his payment read "travel expenses"; Chairman Schmidt asked for a motion to approve the payment of bills from July 6, 2017 through August 1, 2017 with proper certification. Commissioner Casella, seconded by Commissioner Closs made a motion to approve the payment of bills from July 6, 2017 through August 1, 2017 with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt (with a no vote for PRD Management). The motion carried.

**MANAGEMENT REPORT**

Chairman Schmidt advised that there was a "meet and greet" this afternoon with the tenants to introduce our new Executive Director, Ken Paris. Mr. Paris advised that he will be having monthly meetings with the tenants; he has already met with Barb and would like to revise her job description to include more administrative duties. He will also be meeting with Walt and Michelle in the next few days.

**OLD BUSINESS**

### **Block 120.02 Lot 1 in the Borough of Clementon**

Chairman Schmidt advised that we own an unbuildable lot in the Borough of Clementon and we are going to put it up for auction. Chairman Schmidt suggested that Mr. Paris schedule a meeting with Solicitor Ogozalek to go over the details of the bid process for the auction; whenever the bids are accepted the Executive Director needs to be there.

### **DCA Update**

Chairman Schmidt advised that our budget has been submitted to the DCA.

### **NEW BUSINESS**

#### **Public Safety Presentation**

Chairman Schmidt advised that he introduced Ken to Jenai Johnson, Municipal Clerk/Administrator and Lt. Charles Grover, Acting Chief of Police. Chairman Schmidt also advised that the fire department was going to do a presentation on fire safety for the tenants but they were waiting until the new Executive Director started; after a brief discussion Chairman Schmidt suggested that the Police and Fire Department come at the same time and give a public safety presentation. Lt. Grover advised that there is municipal alliance funding that is used to have luncheons for seniors and they have a brief presentation about prescription drugs and that last year it was done at the community center; this year they would like to do it at Wooster Towers.

#### **Resolution HA17-25 – Amending Personnel Policy – HATCH Act**

#### **Resolution HA17-26 – Authorization to be in Compliance with the HUD No Smoking Rule**

Chairman Schmidt asked for a motion to approve Resolution HA17-25 Amending the Personnel Policy – HATCH Act and Resolution HA17-26 Authorization to be in compliance with the HUD no smoking rule. Vice-Chairman Cater, seconded by Commissioner Casella made a motion to approve Resolution HA17-25 Amending the Personnel Policy – HATCH Act and Resolution HA17-26 Authorization to be in compliance with the HUD no smoking rule. Voice vote: All ayes. The motion carried.

#### **Resolution HA17-27 – Authorizing Certain Officials (Chairman Schmidt, Commissioner Casella, and Ken Paris, Executive Director) to Sign Checks**

Chairman Schmidt asked for a motion to approve Resolution HA17-27 Authorizing Certain Officials to Sign Checks. Commissioner Closs, seconded by Commissioner Watson made a motion to approve Resolution HA17-27 Authorizing Certain Officials (Chairman Schmidt, Commissioner Casella, and Ken Paris, Executive Director) to sign checks, amending Resolution HA17-18. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

#### **Audit**

Chairman Schmidt advised that the auditors will be here the week of September 11<sup>th</sup> for the audit; they will review same with the finance committee at 5:30PM on November 1<sup>st</sup> before our monthly Board Meeting at 6:00PM.

### Executive Director Classes

Chairman Schmidt advised that we will be registering Mr. Paris for his classes; most are in New Brunswick and there is one in Atlantic City.

### PUBLIC

Chairman Schmidt opened the floor to the public.

Solicitor Ogozalek said that he would like to congratulate Ken Paris on his new position of Executive Director.

Mr. Paris advised that when he met with the tenants today they had some concerns regarding the safety in the building, such as people who sleep on the back patio, the elevators always breaking down, the lines in the parking lot and the trees and branches on the property. Mr. Paris said that we will be addressing these issues and when the maintenance men are not busy he would like to utilize them to do some of the grounds maintenance and the painting of the lines in the parking lot. He also advised that the painting of the community room is scheduled for August 25<sup>th</sup> and that the room will not be available for about a week.

Mr. Paris also advised that he has been unable to find a contract for Orkin, the company that we use for exterminating and that in the last few weeks we have spent about \$600.00 in exterminating costs; he added that he will be getting quotes from three (3) other companies in an effort to save money.

Mr. Paris also said that he is reviewing the job descriptions for the employees and may be making some changes in them.

Mr. Paris asked about the handicap parking spaces. A discussion followed. Chairman Schmidt advised that he would like to address Borough Council about designating the parking spaces along the street from our driveway for Wooster Towers parking only. A discussion followed.

Chairman Schmidt closed the meeting to the public.

Commissioner Casella, seconded by Vice-Chairman Cater made a motion to adjourn at 6:50PM. Voice vote: All ayes.

Respectfully submitted,

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

Ken Paris  
Executive Director