

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
AUGUST 5, 2015**

Chairman Schmidt called the Housing Authority of the Borough of Clementon Board of Commissioners Meeting to order at 6:12PM and announced that the meeting has been properly advertised pursuant to N.J.S.A., 10:6, the Open Public Meetings Act. The meeting was held in the Community Room of Wooster Towers located at 22 Gibbsboro Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Vice-Chairperson Cater, and Chairman Schmidt. Absent: Commissioner Armbruster and Commissioner Watson. Also present at this meeting were Anthony Ogozalek, Jr., Solicitor and Barbara Murray, Secretary. Absent: William Harris, Executive Director.

MINUTES

Chairman Schmidt asked if anyone had any questions or comments on the Reorganization Meeting minutes for July 1, 2015, the Regular Board Meeting minutes for July 1, 2015, and the Special Board Meeting minutes; Chairman Schmidt said that the only correction that he saw that needed to be made was on page one (1) of the Reorganization Meeting minutes, under the heading Chairperson, second paragraph, change Chairman Watson to Vice-Chairman Watson. With the aforesaid amendment, Chairman Schmidt asked for a motion to approve the minutes in block. Commissioner Casella, seconded by Vice-Chairperson Cater, made a motion to approve the minutes of the July 1, 2015 Reorganization Meeting (with the amendment), the July 1, 2015 Regular Meeting Minutes, and the July 9, 2015 Special Meeting minutes. Voice vote: All ayes. The motion carried.

BILLS

Chairman Schmidt asked for a motion to approve the payment of bills dated July 2, 2015 through August 5, 2015 in the amount of \$37,065.81.

Commissioner Closs said that she has some concerns over the price of paint for the apartments. A discussion followed. Chairman Schmidt and Commissioner Closs thought that it would be a good idea to check with Lowes or Home Depot to see if we could save money. Vice-Chairperson Cater said that because the apartments are painted when tenants move out, it is better to purchase paint that is more durable for longer periods of time.

Commissioner Nicholson asked about the purchase of three cell phones for the Authority. Chairman Schmidt said that after the power outage from the storm in June, Commissioner Watson had suggested that the Housing Authority supply Mr. Harris with a cell phone because during the power outage (which lasted a few days), Mr. Harris did not have access to the internet or his computer. Chairman Schmidt did some research and looked at AT&T, Sprint, Verizon, T-Mobile, and Cricket; out of these wireless plans, Cricket has a business plan which provides 10GB for \$100.00 per month, whether we have one phone or five phones. The only additional cost is the insurance on the phone which is \$7.00 (per phone); Chairman Schmidt will be reimbursing the Housing Authority this fee each month. The Housing Authority purchased three phones to be used by William Harris, Executive Director, Chairman Schmidt, and Walter Keebler, Maintenance Supervisor. Chairman Schmidt said that he would appreciate it if anyone needs to contact

him for Housing Authority business, that they use the Cricket wireless phone number that was provided to everyone in a memo, rather than his personal cell phone.

Commissioner Nicholson, seconded by Commissioner Casella, made a motion to approve the payment of bill dated July 2, 2015 through August 5, 2015 in the amount of \$37,065.81, with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Vice-Chairperson Cater, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt advised that the Administration Committee had a meeting on August 4th and that we are at 100% occupancy. Chairman Schmidt asked if anyone had any questions on the management report that Mr. Harris provided; there were no questions.

OLD BUSINESS

Resolution HA15-18 – Adopt State Budget FY 07/01/15 to 06/30/16

Chairman Schmidt asked for a motion to adopt the FY 07/01/15 to 06/30/16 State Budget, Resolution HA15-18. Commissioner Casella, seconded by Vice-Chairperson Cater, made a motion to adopt the FY 07/01/15 to 06/30/16 State Budget, Resolution HA15-18. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Vice-Chairperson Cater, and Chairman Schmidt. The motion carried.

Board Meeting Schedule

Chairman Schmidt asked if the day of the monthly Board Meeting, the first Wednesday of the month, was convenient for everyone; no one felt the need to change the meeting day.

Chairman Schmidt advised that he would like to move the location of the meetings to the John Leshar Senior Center, which is behind Wooster Towers and next to St. Mary's Church. A discussion followed. Vice-Chairperson Cater said that she has a key to the Senior Center and that she would propose to those in charge of the senior center that a key be assigned to William Harris, in the event that she is unable to attend the meeting.

Chairman Schmidt advised that he would like to make the following changes to the meeting dates:

- 1) September meeting will change from Wednesday, September 2nd to Thursday, September 3rd
- 2) October meeting will remain in place, Wednesday, October 7th
- 3) Schedule the meeting with the Auditor for Thursday, October 29th; the audit has to be approved no later 120 days from the close of our fiscal year
- 4) No meeting in November; combine November meeting with the October 29th meeting
- 5) December meeting will change from Wednesday, December 2nd to Thursday, December 3rd; would like the Board, Bill & Barbara to go out to dinner for the holiday

NEW BUSINESS

Finance Committee

Chairman Schmidt advised that only one name was on our bank account for signing checks; he called the auditor, Anthony Giampaolo, and asked if that was something that he looked at as part of the audit. Mr. Giampaolo advised that he does not; he considers that to be a forensic audit. Chairman Schmidt told Mr.

Giampaolo that he looked forward to working with him and that he would probably have a lot of questions and that when the time comes he would like to look at a sampling of what he would be asking for. Chairman Schmidt said that he works in finance and that his auditors have been there for about six weeks and that he has a better understanding of how the audit works. Chairman Schmidt said that this created a ruckus and that Mr. Giampaolo sent an e-mail to William Harris and Joe Kavanaugh (our accountant) saying that he was going to quit. Chairman Schmidt said that what he asked for is in the contract and that we have a right to see it; on the advice of our Solicitor, William Harris sent Mr. Giampaolo an e-mail asking him if he was going to abide by the contract; he said yes.

Check Signers – Resolution HA15-20

Chairman Schmidt asked for a motion to adopt Resolution HA15-20. Commissioner Nicholson, seconded by Vice-Chairperson Cater made a motion to adopt Resolution HA15-20 memorializing and putting in writing the three check signers for the Clementon Housing Authority, William J. Harris, Joseph Casella, and John Schmidt. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Vice-Chairperson Cater, and Chairman Schmidt. The motion carried.

Cell Phone Policy

Chairman Schmidt advised the Board that Solicitor Ogozalek gave him a few sample copies of employee cell phone policies; and that he is going to draft an employee cell phone policy for the Housing Authority and send it to the Administration Committee for their review. Solicitor Ogozalek said that the policy only needs to be written for the employees' use of the Housing Authority cell phones, not their personal cell phones at this time.

Comments From Commissioners

Chairman Schmidt asked if anyone had any comments. Commissioner Closs said that with the meeting with the Finance Committee she feels it is important to have goals and know what we want to look for and do and what we would like to see in the future for the Housing Authority; we need to use this year to look at things and make sure everything is going the way the Board wants it to go. Chairman Schmidt added that this will be of assistance to Mr. Harris when he feels he needs it as things come up. Chairman Schmidt added that he appreciates Commissioner Casella and Commissioner Closs giving up their time to be on the committee.

Commissioner Nicholson said that he just wanted to remind Chairman Schmidt that he will receive a letter from LOCCS to authorize Bill and Barbara to use the system. Commissioner Nicholson said that this is done electronically and that he took care of it this time; so this should not have to be done again for about six months.

PUBLIC

Chairman Schmidt opened the meeting to the public. There being no public, Chairman Schmidt closed the meeting to the public.

Chairman Schmidt asked for a motion to adopt Resolution HA15-19 to enter into executive session to discuss a contractual matter regarding Section 8 administration; at the present time we outsource our Section 8 via shared services with the Vineland Housing Authority and that contract is currently expired. Chairman Schmidt said that the executive session should last about five to ten minutes and when we enter back into regular session, action may or may not be taken. Commissioner Casella, seconded by Vice-Chairperson Cater, made a motion at 6:55PM to enter into executive session. Roll call vote: Ayes:

Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Vice-Chairperson Cater, and Chairman Schmidt. The motion carried.

Commissioner Casella, seconded by Commissioner Closs, made a motion at 7:05PM to adjourn from executive session and return to the regular meeting. Voice vote: All ayes.

Executive Session Discussion

Chairman Schmidt stated that he would like to entertain a motion to authorize himself to enter into a shared service agreement with the Vineland Housing Authority for our Section 8 housing which was discussed in executive session.

Commissioner Casella, seconded by Commissioner Closs, made a motion to approve Resolution HA15-21 authorizing Chairman Schmidt to enter into a shared service agreement with the Vineland Housing Authority for our Section 8 housing.

Chairman Schmidt made a motion to enter into a shared service agreement with the Millville Housing Authority for our Section 8 housing. There being no second, the motion failed.

Chairman Schmidt asked for the vote to be taken to approve Resolution HA15-21 to enter into a shared service agreement with the Vineland Housing Authority for our Section 8 housing. Roll call: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, and Vice-Chairperson Cater. Neys: Chairman Schmidt. The motion carried.

Commissioner Casella, seconded by Commissioner Closs, made a motion at 7:15PM to adjourn. 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 large, stylized "W" and "H".

William J. Harris
Secretary