

**Clementon Housing Authority
Board of Commissioners Regular Meeting
August 5, 2015 – 6 P.M.
Wooster Towers Community Room
22 Gibbsboro Road
Clementon, New Jersey 08021**

AGENDA

- I. Call Meeting to Order/Sunshine Statement by Chairman Schmidt**
“This meeting is being held in accordance with the NJSA10:4-6, the Open Public Meetings Act, also known as the sunshine law. It has been legally advertised in accordance with the law.”
- II. Salute to Flag**
- III. Roll Call:** Commissioner Armbruster
Commissioner Casella
Commissioner Closs
Commissioner Nicholson
Commissioner Watson
Vice Chairperson Cater
Chairman Schmidt
- IV. Approval of Minutes**
- July 1, 2015 – Reorganization meeting
 - July 1, 2015 – Regular meeting
 - July 9, 2015 – Special meeting (to be sent under separate cover)
- V. Authorizing Payment of bills**
- From 7/1/15 to 8/5/15 in the amount of [Insert Total of Bills] (to be distributed prior to The Board meeting)
- VI. Management Report**
- VII. Old Business**
- Adoption of 2015 State budget (Resolution HA15-18)
 - Award of Shared Services Agreement with Vineland Housing Authority
- VIII. New Business**
- Finance Committee Report – Commissioner D. Closs
- IX. Public Portion**
- X. Executive Session**
- Res. # HA15-19 to enter into closed session for the purpose of Contract Negotiations for Shared Services Contract for Section 8 Administration. Adoption of 2015 State budget
- XI. Return to Public**
- Authorizing Shared Service Contract for Section 8 Administration
- XII. Adjournment**

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
REORGANIZATION MEETING
JULY 1, 2015**

Secretary William J. Harris called the Housing Authority of the Borough of Clementon Reorganization Meeting to order at 6:03PM and announced that the meeting has been properly advertised pursuant to N.J.S.A., 10:6, the Open Public Meeting Act. The meeting was held in the Community Room of Wooster Towers located at 22 Gibbsboro Road, Clementon, New Jersey.

Salute to the flag.

Upon roll call the following were present: Chairman Nicholson (arrived at 6:06PM), Vice-Chairman Watson, Commissioner Casella, Commissioner Closs, Commissioner Schmidt, Commissioner Cater, and Commissioner Armbruster. Also present were William J. Harris, Executive Director and Anthony Ogozalek, Jr., Solicitor. Absent: Barbara J. Murray, Secretary.

Secretary Harris opened the meeting and called for nominations for Chairperson of the Authority.

CHAIRPERSON

Commissioner Closs, seconded by Commissioner Armbruster, made a motion that Commissioner Schmidt be nominated for Chairperson of the Authority for FY 2015-2016, effective July 1, 2015.

Chairman Nicholson, seconded by Chairman Watson, made a motion to nominate Commissioner Casella for Chairperson of the Authority for FY 2015-2016, effective July 1, 2015.

~~Being no further nominations, the Secretary asked for a roll call vote for the nominations for Chairperson of the Authority.~~

Roll call vote for nomination of Commissioner Schmidt to be appointed as Chairman of the Authority: Ayes: Commissioner Closs, Commissioner Schmidt, Commissioner Cater, and Commissioner Armbruster.

Roll call vote for nomination of Commissioner Casella to be appointed as Chairman of the Authority: Ayes: Chairman Nicholson, Commissioner Watson, and Commissioner Casella.

The motion for nomination of Commissioner Schmidt to be appointed as Chairman of the Authority carried.

Chairman Schmidt called for nominations for Vice-Chairperson of the Authority.

VICE-CHAIRPERSON

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to nominate Commissioner Casella to be appointed as Vice-Chairperson of the Authority for FY 2015-2016, effective July 1, 2015.

Commissioner Closs, seconded by Commissioner Armbruster, made a motion to appoint Commissioner Cater as Vice-Chairperson of the Authority for FY 2015-2016, effective July 1, 2015.

Being no further nominations, the Secretary asked for a roll call vote for the nominations for Vice-Chairperson of the Authority.

Roll call vote for nomination of Commissioner Casella to be appointed as Vice-Chairman of the Authority for FY 2015-2016, effective July 1, 2015: Ayes: Commissioner Nicholson and Commissioner Watson.

Roll call vote for nomination of Commissioner Cater to be appointed as Vice-Chairperson of the Authority for FY 2015-2016, effective July 1, 2015. Ayes: Commissioner Casella, Commissioner Closs, Chairman Schmidt, Commissioner Cater, and Commissioner Armbruster.

The motion for Commissioner Cater to be appointed as Vice-Chairperson of the Authority for FY 2015-2016, effective July 1, 2015 carried.

Chairman Schmidt asked for nominations for Treasurer of the Authority for FY 2015-2016, effective July 1, 2015.

TREASURER

Vice-Chairperson Cater, seconded by Commissioner Closs, made a motion to nominate Commissioner Casella for Treasurer of the Authority FY 2015-2016, effective July 1, 2015.

Being no further nomination, Chairperson Schmidt asked for a roll call vote for the nomination of Commissioner Casella to be appointed Treasurer of the Authority for FY 2015-2016, effective July 1, 2015. Roll Call vote: Ayes: Chairman Schmidt, Vice-Chairperson Cater, Commissioner Casella, Commissioner Closs, Commissioner Armbruster, and Commissioner Watson. The motion carried.

Professional Services

Legal Services

Chairman Schmidt advised that there was only one RFP received for Solicitor of the Authority from our current Solicitor, Beckman, Ogozalek, and Londar. Chairman Schmidt asked for a motion to appoint Beckman, Ogozalek, and Londar as Solicitor of the Authority for FY 2015-2016, effective July 1, 2015.

Commissioner Nicholson, seconded by Vice-Chairperson Cater, made a motion to appoint Beckman, Ogozalek, and Londar as Solicitor of the Authority for FY 2015-2016, effective July 1, 2015. Roll call vote: Ayes: Commissioner Nicholson, Commissioner Watson, Commissioner Casella, Commissioner Closs, Chairman Schmidt, Vice-Chairperson Cater, Commissioner Armbruster. The motion carried.

Fee Accountant

Chairman Schmidt advised that we received two proposals for Fee Accountant, one from our current Fee Accountant Joseph E. Kavanaugh and the other from BDO PHA Finance. Chairman Schmidt asked for any discussion; hearing no discussion, Chairman Schmidt asked for a nomination to appoint a Fee Accountant for the Authority for FY 2015-2016, effective July 1, 2015.

Commissioner Casella, seconded by Commissioner Watson, made a motion to nominate Joseph E. Kavanaugh to be appointed Fee Accountant for the Authority FY 2015-2016. Roll call vote: Ayes: Commissioner Nicholson, Commissioner Watson, Commissioner Casella, Commissioner Closs, Chairman Schmidt, Vice-Chairperson Cater, and Commissioner Armbruster. The motion carried.

Auditor

Chairman Schmidt advised that we received four proposals for auditing services:

- 1) Hymanson, Parnes, & Giampaolo, CPA (current Auditor)
- 2) Fallon & Larson, LLP
- 3) Holman, Frenia & Allison, PC
- 4) Joseph E. Bowley, CPA

Commissioner Closs, seconded by Commissioner Armbruster, made a motion to nominate Holman, Frenia & Allison, PC to be appointed for auditing services for the Authority for FY 2015-2016, effective July 1, 2015.

~~Commissioner Casella, seconded by Commissioner Watson, made a motion to nominate Hymanson, Parnes, and Giampaolo, PC to be appointed for auditing services for the Authority for FY 2015-2016, effective July 1, 2015.~~

Chairman Schmidt asked if there were any other nominations for the appointment of Auditor; hearing none, Chairperson Schmidt closed the nominations and opened the floor for discussion.

Mr. Harris explained the point system to the Board and advised that his recommendation is based on the point system, which reflects the firm's knowledge and experience; Mr. Harris is recommending Hymanson, Parnes, & Giampaolo, PC be appointed as Auditors for the Authority.

Commissioner Closs said that after reading the proposals she was concerned with the firm that she nominated (Holman, Frenia & Allison, PC) because of their price and that they had little Housing Authority experience; but said that she nominated them because they seem to have more communication and more in-depth presentation for what they are going to do.

Commissioner Watson said that their price should reflect that they have little Housing Authority experience and said that their experience is with State (schools and municipalities) accounting, not Federal accounting.

Mr. Harris explained that Public Housing accounting is not like municipal or private sector accounting, it deals with HUD, which is not uniformly dealt with by most auditors and accountants.

Commissioner Nicholson said that the Housing Authority is experiencing some financial difficulty based on the fact that HUD is not paying the Housing Authority what they would typically pay for their needs; and that over the last year we had a lot of concerns over salaries, travel expense, and our Executive Director has taken a reduction in his salary to try and save money. Commissioner Nicholson also said that the almost \$5000 difference in the proposals may not seem like a lot, but it is and he would like everyone to think about that before they vote.

Chairman Schmidt closed the discussion and asked for a roll call vote.

Roll call vote for Holman, Frenia & Allison, PC: Ayes: Chairman Schmidt and Commissioner Armbruster.

Roll call vote for Hymanson, Parnes, and Giampaolo, PC: Ayes: Commissioner Nicholson, Commissioner Watson, Commissioner Casella, and Commissioner Closs.

Abstain: Commissioner Cater.

The motion carried to appoint Hymanson, Parnes, and Giampaolo, PC for auditing services for the Authority FY 2015-2016, effective July 1, 2015.

Oath of Office

Deputy Freeholder Director Doug Long from Cumberland County administered the Oath of Office to Chairman Schmidt.

Sub-Committees

Chairman Schmidt advised that he would like to establish two sub-committees for FY 2015-2016:

- 1) Administration – to handle personnel issues, policy, and finance
Commissioner Closs (Chairperson), Commissioner Casella, Chairman Schmidt, and
Commissioner Cater (Alternate)
- 2) Planning and Development – to be involved in discussions regarding potential tax credit projects in the Borough of Clementon
Commissioner Cater (Chairperson), Commissioner Nicholson, Chairman Schmidt, and
Commissioner Closs (Alternate)

Chairperson Schmidt respectfully asked if everyone would serve on the sub-committees as appointed; everyone agreed.

Designation of Depository

Mr. Harris advised that we currently use TD Bank and Santander Bank as our depositories.

Commissioner Nicholson, seconded by Vice-Chairperson Cater, made a motion to designate TD Bank and Santander Bank as depositories for the Authority for FY 2015-2016. Roll call vote: Ayes: Commissioner Nicholson, Commissioner Watson, Commissioner Casella, Commissioner Closs, Chairman Schmidt, and Vice-Chairperson Cater. The motion carried.

Legal Advertisers

Chairman Schmidt advised that we currently use the Courier Post; Mr. Harris advised that we also use the Central Record and the South Jersey Times/Media as our legal advertisers.

Commissioner Watson, seconded by Commissioner Casella, made a motion to designate the Courier Post, the Central Record, and the South Jersey Times/Media as our legal advertisers for FY 2015-2016. Roll call vote: Ayes: Commissioner Nicholson, Commissioner Watson, Commissioner Casella, Commissioner Closs, Chairman Schmidt, and Vice-Chairperson Cater. The motion carried.

Selection of Meeting Date, Time, and Place


Solicitor Ogozalek advised that within ten days of the Reorganization Meeting a list of all upcoming meetings for the Authority has to be sent to our legal advertisers, including the Reorganization meeting for 2016.

Chairman Schmidt asked Mr. Harris if he would send a survey to all Commissioners to make sure that the current time and date for our meetings is convenient for everyone and discuss the results at our next meeting.

Commissioner Watson, seconded by Commissioner Casella, made a motion to authorize Mr. Harris to advertise the selection of meeting date, time, and place as the first Wednesday of the month at 6:00PM in the Community Room at Wooster Towers located at 22 Gibbsboro Road, Clementon, New Jersey. Chairman Schmidt called for a voice vote: All ayes. The motion carried.

Commissioner Nicholson, seconded by Commissioner Casella, made a motion at 6:43PM to adjourn. Voice vote: All ayes.

Respectfully submitted,


William J. Harris
Secretary

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
JULY 1, 2015**

Chairman Schmidt called the Housing Authority of the Borough of Clementon Board of Commissioners Meeting to order at 6:44PM 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.

MINUTES

Commissioner Watson, seconded by Commissioner Closs, made a motion to approve the minutes of the June 3, 2015 Board of Commissioners Meeting as submitted. Voice vote: All ayes. The motion carried.

Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the minutes of the June 24, 2015 Special Meeting as submitted. Voice vote: Ayes: 5 Abstain: 1. The motion carried.

BILLS

The Board asked for an explanation of the payment to Galezniak Plumbing in the amount of \$7,153.23. Mr. Harris explained that we have three 80 gallon gas fired hot water heaters and two 80 gallon storage tanks that run in sequence. Mr. Harris advised that Walt showed him that one of the boilers was bulging at the bottom and had burn marks on it and that it was not repairable. He also said that eventually this would happen to the other heaters as well. We needed to have an emergency repair to the heater because the tenants were not getting adequate hot water.

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills with proper certification dated June 5, 2015 thru July 1, 2015. Voice vote: All ayes. The motion carried.

Chairman Schmidt turned the meeting over to Mr. Harris.

MANAGEMENT

Occupancy

Mr. Harris advised that as of June 1, 2015 we had 100% occupancy; however one tenant passed away and one transferred to a nursing home. The rent for both of these tenants was paid for June.

Mr. Harris also advised the Board that he ran an ad for our apartments and that Veterans are given a preference; we have received six phone calls in reference to the ad.

Unit & REAC Inspections

Mr. Harris advised that the unit inspections are complete and the REAC Physical Inspection was June 18th and we received a score of 39 out of 40. Mr. Harris said that this is a credit to both Walt and Tom as well as the tenants.

Section 8 Program

Mr. Harris advised that due to two voluntary withdrawals we are now at 14 single-disabled persons and 27 families for a total of 41 participants. Mr. Harris said that we are slightly in the black by a few hundred dollars; we have enough to pay our HAP payments; as far as our Admin fee is concerned it is not a good thing for the Authority and it probably never will be. He further said that we are using our unrestricted reserves and that is helping to subsidize the expenses that the Housing Authority incurs; Section 8 is supposed to pay 10% of the Executive Director's salary for the program oversight and the contract with the Vineland Housing Authority plus the Section 8 share of the accounting, auditing, and software program fees.

Chairman Schmidt asked when the Vineland contract expired; Mr. Harris said that it expired April 30th and is now month to month because he has not sent out RFPs for this shared service. Mr. Harris added that he is very pleased with Vineland and that everyone that has come here are highly qualified; and that Vineland is interested in renewing.

Solicitor Ogozalek advised that because we are dealing with another government agency that we do not have to send out RFPs.

Chairman Schmidt asked if there were a legal issue with Vineland, who would represent us; Solicitor Ogozalek advised that the issue would be against the Housing Authority, not an individual, so Clementon's Solicitor would represent us.

Mr. Harris said that he would have the Vineland contract on the agenda for the August meeting for approval.

Power Outage

In light of the recent power outage, Mr. Harris advised that he contacted PHM Associates and asked them to come in to see if it would be feasible to add to the load of the existing generator. Mr. Harris also said that at one time the Borough of Clementon asked how they could help the Housing Authority and for information purposes Mr. Harris said that they could help by giving the Housing Authority \$60,000 to purchase a new generator. A discussion followed.

Commissioner Training

Mr. Harris thanked Commissioner Closs for completing two of her required courses.

Five-Year Agency Plan

Mr. Harris advised that we received a letter from the HUD Newark Field office that the FY2015-FY2019 Agency Plan had been approved. He said that we can now use when needed money for operational costs. Mr. Harris said that both Walt and SJ Boiler said that we are not in a crises with the boilers needing to be replaced as long as we maintain them.

Comments from the Commissioners

Commissioner Nicholson said that it has been a pleasure being the Chairman of the Board and he wished Chairman Schmidt well and added that he was sure that he would put a lot of time into it; he is happy to see that we have a full Board and the he knows Commissioner Armbruster on a personal level and feels that he will serve us well on the Board.

Commissioner Watson asked about Council President Thomas Weaver getting grants for the Borough; Commissioner Nicholson said that this would be a good time to talk to Tom or anyone else on council because they are floating a good sized bond.

Chairman Schmidt said that he looks forward to working with everyone and that at times it may be challenging. Chairman Schmidt said that he would like to put on the agenda for September the topic of Board Training; a refresher course of some sort.

PUBLIC

Chairman Schmidt opened the meeting to the Public; seeing no Public Chairman Schmidt closed the meeting to the Public.

Commissioner Casella, seconded by Commissioner Closs, made a motion to adjourn at 7:15PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

William J. Harris
Secretary

Management Report
July 30, 2015

Occupancy

As stated last month, we anticipated two vacancies in July due to a death and a move to a rehab facility. Both of those efficiencies are expected to be leased by August 3rd.

Section 8 Program

The total number of participants in the Section 8 Program remains at 41 (14 single-disabled persons and 27 families). On October 1, we will determine if additional clients can be moved from the waiting list into housing if HUD releases our quarterly allocation amount by then.

Tenant Activities

On July 9 a representative of North American Senior Benefits held a luncheon presentation for the residents to inform them of the financial products which they offer and how to qualify for Medicaid. Six residents participated.

On July 15 Voorhees Care & Rehab staff conducted the monthly JINGO game in which 12 residents participated.

SEMAP Inspections

I completed Quality Control/Housing Quality Standards inspection of three units in our Section 8 program. HUD requires that 5% of the annual inspections be checked for accuracy and completeness. I am currently reviewing three tenant files to verify that the Vineland Housing Authority representative is calculating the proper tenant payment and subsidy.

2015 Capital Fund Plan Revision

The HUD Newark Field Office approved our budget revision to use the \$54,326 allocation of Operations on an as-needed basis.

Respectfully submitted,



Bill Harris
Executive Director

2015 ADOPTION CERTIFICATION

Clementon Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2015 TO: June 30, 2016

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Clementon Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 5th day of, August, 2015.

Officer's Signature:			
Name:	William J. Harris		
Title:	Executive Director		
Address:	22 Gibbsboro Road Clementon, New Jersey 08021		
Phone Number:	856-784-1134	Fax Number:	856-784-1324
E-mail address	wjh@clehousing.net		

2015 ADOPTED BUDGET RESOLUTION (HA15-18) CLEMENTON HOUSING AUTHORITY

FISCAL YEAR: FROM: July 1, 2015 TO: June 30, 2016

WHEREAS, the Annual Budget and Capital Budget/Program for the **Clementon Housing Authority** for the fiscal year beginning **July 1, 2015** and ending, **June 30, 2016** has been presented for adoption before the governing body of the **Clementon Housing Authority** at its open public meeting of **August 5, 2015**; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of **\$937,079**, Total Appropriations, including any Accumulated Deficit, if any, of **\$919,100** and Total Unrestricted Net Position utilized of **\$0**; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of **\$54,326** and Total Unrestricted Net Position planned to be utilized of **\$0**; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the **Clementon Housing Authority**, at an open public meeting held on **August 5, 2015** that the Annual Budget and Capital Budget/Program of the **Clementon Housing Authority** for the fiscal year beginning, **July 1, 2015** and, ending, **June 30, 2016** is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

August 5, 2015

(Date)

Governing Body

Recorded Vote

Member:	Aye	Nay	Abstain	Absent
Lance Armbruster				
Joseph Casella				
Doreen Closs				
John Nicholson, Jr.				
Jay Watson				
Vice Chair Lia Cater				
Chm. John Schmidt				