

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
MONTHLY BOARD OF COMMISSIONERS MEETING
SEPTEMBER 9, 2020**

Chairman Schmidt called the meeting to order at 6:11PM and stated that the meeting was 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 7/17/2020 and published in the Post and Times on 7/22/2020. Notice was also transmitted to the Borough Clerk on 7/17/2020 and posted on the bulletin board in Wooster Towers and www.clementonhousingauthority.com. Due to the COVID-19 pandemic and following CDC and New Jersey State guidelines, the meeting was held virtually & in person at 22 Gibbsboro Road, Clementon, New Jersey.

Salute to flag.

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

APPROVAL OF MINUTES

Chairman Schmidt asked that the wording "in person" be added to the last sentence of the OPMA statement. Chairman Schmidt, seconded by Commissioner Watson, made a motion to approve the minutes of the June 4, 2020 Board Meeting and the July 2, 2020 Reorganization Meeting in block with the aforesaid correction. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairwoman Closs and Chairman Schmidt. The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the payment of bills for July 2020 in the amount of \$44,999.67 and for August 2020 in the amount of \$28,635.45 with proper certification. Commissioner Watson, seconded by Commissioner Armbruster made a motion to approve the payment of bills for July 2020 in the amount of \$44,999.67 and for August 2020 in the amount of \$28,635.45. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairwoman Closs and Chairman Schmidt. The motion carried.

MANAGEMENT

Vacancies

Mr. Lawrence advised the Board that we are down to 2 vacancies (from 8 since June) and the remaining 2 are in the process of being leased up in the next few weeks.

Improvements to Wooster Towers

Mr. Lawrence advised that we have started painting the hallways and having new flooring installed in the hallways as well; the 6th and 2nd floors are near completion.

We are also in the process of working with our engineers to have automatic doors installed at the front entrance of the building.

Mr. Lawrence also advised the Board that he applied for an emergency grant for new boilers and was notified by HUD that we have been awarded the grant in the amount of \$647,799.

NEW BUSINESS

Flat Rents

Chairman Schmidt advised that he asked Mr. Lawrence to look into and prepare a resolution for the flat rents and said that normally the flat rents increase but this year the amount is lower than it was the last time we reviewed it which was back in 2018. Chairman Schmidt recommended that we not change the flat rents at this time; the Board unanimously agreed.

Resolution 2020-020 – Approving 2020 Employee’s Performance Incentive Increases

Chairman Schmidt stated that he asked Mr. Lawrence to look into the possibility of giving the employees an increase in salary given our financial status at this time.

Mr. Lawrence advised that we are in a good place financially and that the employees have not had an increase in 2 years; he also added that since he has been here, he has put additional responsibilities on the employees and everyone has been very receptive and worked hard to get things accomplished. Mr. Lawrence is recommending a 3% increase for 2 employees and 2% for the other. A discussion followed.

Commissioner Armbruster, seconded by Commissioner Casella, made a motion to approve Resolution 2020-020 – Approving 2020 Employee’s Performance Incentive Increases (3% & 2%). Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairwoman Closs and Chairman Schmidt. The motion carried.

OLD BUSINESS

RFP for Solicitor

Mr. Lawrence advised that we did not receive any RFP’s for Solicitor after the second request was advertised. Mr. Lawrence said that he was going to have to advertise a third time because we need a Solicitor.

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, Chairman Schmidt closed the public portion of the meeting.

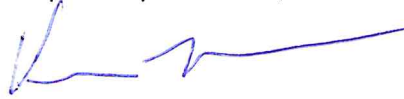
COMMENTS

Chairman Schmidt commented that he has been an honor & a privilege to serve on the Board the past 9 years with Commissioner Casella and told him that if he looked up in the dictionary the meaning of a commissioner, he would find himself.

Commissioner Casella thanked the Board and said that he enjoyed working with everyone these past 10 years but it is time to move on and enjoy retirement.

Commissioner Casella, seconded by Commissioner Watson made a motion to adjourn at 6:37PM. Voice vote: All ayes.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Vernon Lawrence', with a long horizontal flourish extending to the right.

Vernon Lawrence
Secretary