

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 12, 2019**

Vice-Chairwoman Closs called the meeting to order at 6:05PM 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 7/10/2019 and published in the Post on 7/15/19 and in the Times on 7/14/19. Notice was also transmitted to the Borough Clerk on 7/2/2019 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.

Greg Konrad was sworn in as a Commissioner of the Clementon Housing Authority by Vice-Chairwoman Closs.

Upon roll call the following were present: Commissioner Casella, Vice-Chairwoman Closs, Commissioner Konrad, Commissioner Watson, and Chairman Schmidt (via telephone/arrived at 6:50PM). Also present at this meeting were Vernon Lawrence, Executive Director, Anthony H. Ogozalek, Jr., Solicitor and Barbara J. Murray, Secretary. Absent: Commissioner Armbruster.

APPROVAL OF MINUTES

Vice-Chairman Closs asked for a motion to approve the minutes of the July 25, 2019 meeting and the July 25, 2019 Executive Session minutes in block as submitted. Chairman Schmidt, seconded by Commissioner Casella made a motion to approve the minutes of the July 25, 2019 Board Meeting and the July 25, 2019 Executive Session minutes in block as submitted. Voice vote: All ayes. The motion carried.

APPROVAL OF PUBLIC HOUSING BILLS

Vice-Chairwoman Closs asked for a motion to approve the payment of Public Housing bills from July 26, 2019 through September 12, 2019 with proper certification. Commissioner Watson, seconded by Commissioner Casella made a motion to approve the payment of the Public Housing bills from July 26, 2019 through September 12, 2019 with proper certification. Roll call vote: Ayes: Commissioners Casella, Konrad, Watson, Vice-Chairwoman Closs and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

HCV Checking Account

Mr. Lawrence advised that as was discussed at the last meeting a new bank account has been opened for the HCV program and the old account is technically closed pending any outstanding checks; once all checks have been paid the remaining money in the account will be transferred

to the new account. Mr. Lawrence also contacted HUD with the new account information and our funding for September was deposited in the new account.

SEMAP

Mr. Lawrence advised the Board that our SEMAP (Section 8 Management Assessment Program) report that is due to HUD 60 days after the close of our fiscal year has been submitted on time; we also submitted our unaudited financials to HUD on the due date August 31, 2019.

Audit – FYE 06/30/2019

Mr. Lawrence advised the Board that he had a meeting with our accountant and auditor and that the audit will be finished by October 31, 2019; we have until March 31, 2020 to submit it to HUD.

REAC Inspection

Mr. Lawrence advised the Board that while he was going through the former Executive Director's e-mail he found that we were going to have a physical REAC inspection; HUD used to give 120 days' notice but that has been changed to 14 days. Mr. Lawrence tried to get an extension based on the facts that he had just started here and Tom Williams just became the Maintenance Supervisor and had never done a physical inspection; his request was rejected but they did give him an extra 5 days. Mr. Lawrence scheduled a pre-inspection in preparation for the actual inspection and advised the Board that there were 160 violations (75 were health & safety related) giving us a score of 26 out of 100.

Mr. Lawrence advised that he discussed with the staff that we need to do everything possible to make the corrections before the actual inspection; he brought in his most experienced maintenance worker from Pleasantville and together with Tom & Dave they were able to address all 160 violations and out of the 75 health and safety violations we were only cited for 4. He thanked the staff for pulling together and getting the job done.

Mr. Lawrence advised that he has discussed with maintenance that they are in all the units at least 5 times a year, once for the annual inspection and 4 times with the exterminator; during those times they should make note of anything that needs to be repaired, have a work order prepared and complete the work at that time. By doing this we will be able to maintain the building in an easier manner and not have so many repairs to have to do in such a short time. Mr. Lawrence also advised that the tenants are very appreciative of all that has been done for them in the past couple of months.

Public Housing/HCV Program

Mr. Lawrence advised that we have 4 vacancies here at Wooster Towers and 2 are ready to be leased up, 1 in October and 1 in November. Barb Murray is working on leasing up the other units.

Mr. Lawrence advised that we are only using 44 of our Housing Choice vouchers out of 69; HUD has changed the way that we are funded. It used to be if you had 69 vouchers you were funded for 69 but about 5 years ago they changed it so that you are only funded for the number of vouchers that you are using, in our case that number is 44. After speaking with the fee

accountant, Mr. Lawrence advised that we are going to put 5 vouchers on the street and lease up 2; in 3 or 4 months we should start receiving funding for 46 vouchers. By doing this we can continue to generate money.

ROSS Service Coordinator Grant

Mr. Lawrence advised the Board that he is applying for the ROSS Service Coordinator Grant which sets up partnerships with our residents where we could get \$246,000 over 3 years, \$70,000 would be for salaries and benefits. A ROSS Service Grant Coordinator sets up partnerships within Camden County to work with our residents so they can stay in place longer. Mr. Lawrence explained that Barb Murray does a lot of this now; if we get the grant part of that money could go towards her salary and then we could have extra money over the next 3 years.

OLD BUSINESS

Resolution HA19-16 – Authorizing Bid Threshold of \$17,500 to \$40,000

Vice-Chairwoman Closs asked for a motion to adopt Resolution HA19-16 authorizing the bid threshold of \$17,500 to \$40,000 in accordance with the public contracts law given that our Executive Director, Vernon Lawrence, is a QPA. Chairman Schmidt, seconded by Commissioner Casella made a motion to adopt Resolution HA19-16 authorizing the bid threshold of \$17,500 to \$40,000 in accordance with the public contracts law given that our Executive Director, Vernon Lawrence, is a QPA. Roll call vote: Ayes: Commissioner Casella, Commissioner Konrad, Commissioner Watson, Vice-Chairwoman Closs and Chairman Schmidt. The motion carried.

NEW BUSINESS

Bank Account for Replacement Reserves Capital Funds

Mr. Lawrence advised the Board that he would like to open a separate interest bearing account with TD Bank for our replacement reserves capital funds; there is \$84,000 in capital funds for 2019. A discussion followed.

Vice-Chairwoman Closs, seconded by Commissioner Casella made a motion to approve Resolution HA19-14 to open an interest bearing account with TD Bank for our replacement reserves capital funds. Roll call vote: Ayes: Commissioner Casella, Commissioner Konrad, Commissioner Watson, Vice-Chairwoman Closs and Chairman Schmidt. The motion carried.

E LOCCS

Chairman Schmidt advised that he was able to get into E LOCCS to complete the recertification; Chairman Schmidt said that he received an e-mail from Mr. Lawrence and asked if that meant that he was all set up to be certified. Mr. Lawrence said no because he was told that the form had to have an original signature; he said he could print the form off and when Chairman Schmidt arrived at the meeting he could sign the form.

PUBLIC

Vice-Chairwoman Closs 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. Vice-Chairwoman Closs asked if anyone wanted to address the governing body.

Walter S. Keebler, a 20 year employee of the Clementon Housing Authority and retired July 1, 2019 advised that according to the personnel policy he is entitled to one-half of his sick time, which is 132.5 hours, and as of this date has not received anything. Solicitor Ogozalek advised Mr. Keebler that the issue is still active and that there would be a discussion about this in closed session this evening.

Vice-Chairwoman Closs closed the public portion of the meeting.

Vice-Chairwoman Closs asked for a motion to approve Resolution HA19-17 to enter into executive session for no more than 30 minutes to discuss potential litigation. Commissioner Casella, seconded by Commissioner Watson made a motion at 6:50PM to enter into executive session for no more than 30 minutes to discuss potential litigation. Voice vote: All ayes. The motion carried.

Barb Murray was excused from the executive session.

Executive Session adjourned at 7:20PM; the Board returned to regular session to adjourn.

Commissioner Casella, seconded by Commissioner Watson made a motion to adjourn at 7:25PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

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

Vernon Lawrence
Executive Director