

**Clementon Housing Authority
Board of Commissioners Regular Meeting
July 1, 2015 – 6:15 P.M.
Wooster Towers Community Room
22 Gibbsboro Road
Clementon, New Jersey 08021**

AGENDA

I. Call Meeting to Order/Sunshine Statement by Chairman Nicholson

“This meeting is being held in accordance with the New Jersey Open Public Meetings Act, NJSA 10:4-6, also known as the sunshine law. This meeting has been legally advertised in accordance with the law.”

II. Salute to Flag/Roll Call

III. Approval of Minutes:

- June 3, 2015 - Regular Meeting
- June 24, 2015 – Special Meeting (to be distributed at or before meeting)

IV. Bills

The bill list for Public Housing is included in your Board packet. The Section 8 Program expenses will be distributed at the Board meeting for review and approval.

V. Management Report – Executive Director Bill Harris

V. Old Business:

VI. New Business:

IX. Public Portion

X. Executive Session (if required)

XI. Adjournment

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**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 over-sight 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,

A handwritten signature in cursive script that reads "William J. Harris". The signature is written in black ink and is positioned above the printed name and title.

William J. Harris
Secretary