

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MONTHLY MEETING
NOVEMBER 20, 2023**

Chairman Schmidt called the meeting to order at 6:12PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law 10:4-6. Notice was sent to the Courier Post and the South Jersey Times on November 13, 2023, and published in the South Jersey Times on November 15, 2023 and the Courier Post on November 16, 2023. Notice was also sent to the Borough Clerk on November 13, 2023, posted on the bulletin board at Wooster Towers and on our website, www.clementonhousingauthority.com. The meeting was held virtually; both adequate and electronic notice of this meeting has been provided, specifying the time, place, and manner in which such notice was provided.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Cater (arrived at 6:17PM), Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. Also present at this meeting were Vernon Lawrence, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara Murray, Secretary. Excused: Commissioner Konrad.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the October 11, 2023, Board of Commissioners Monthly Meeting as submitted. Commissioner Watson, seconded by Chairman Schmidt, made a motion to approve the minutes of the October 11, 2023 Board of Commissioners Monthly Meeting as submitted. Voice vote: All ayes (Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the payment of bills for October 2023 in the amount of \$52,544.32 with proper certification. Vice-Chairman Closs, seconded by Commissioner Armbruster, made a motion to approve the payment of bills for October 2023 in the amount of \$52,544.32 with proper certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if all our grants were finished; Mr. Lawrence stated that the ROSS Grant ends in May 2024, the security camera grant is finished, and the boiler grant is technically still open, but it is completed and done.

Chairman Schmidt also asked for a breakdown of the vacancies; Ms. Murray replied that they are efficiencies.

Resolution 2023-020 – Approve Opening of a New Tenants’ Security Deposit Bank Account

Chairman Schmidt asked for a motion to approve Resolution 2023-020 – Approving the Opening of a New Tenants’ Security Deposit Bank Account. Commissioner Armbruster, seconded by Commissioner Watson, made a motion to approve Resolution 2023-020 – Approving the Opening of a New Tenants’ Security Deposit Bank Account. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Resolution 2023-021 – Authorizing the Board to Enter into Executive Session to Discuss Matters of Personnel, Employee Review, Positions, and Compensation (not to be more than 10 minutes) and to act on said matters.

Chairman Schmidt, seconded by Commissioner Armbruster, made a motion authorizing the adoption of Resolution 2023-021 – Authorizing the Board to Enter into Executive Session to Discuss Matters of Personnel, Employee Review, Positions, and Compensation (not to be more than 10 minutes) at 6:16PM and to act on said matters. Voice vote: Ayes: (Commissioner Armbruster, Commissioner Cater (entered at 6:17PM), Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

Chairman Schmidt asked for a motion to adjourn from Executive Session at 6:31PM and return to the regular monthly meeting. Commissioner Cater, seconded by Commissioner Armbruster, made a motion to adjourn the Executive Session at 6:31PM and return to the regular monthly meeting. Voice vote: Ayes: (Commissioner Armbruster, Commissioner Cater, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

EXECUTIVE SESSION DISCUSSION

Chairman Schmidt asked for a motion authorizing the Executive Director to implement a 4% salary increase for the office manager/PH coordinator and a 3% increase for the maintenance staff. Commissioner Watson, seconded by Commissioner Cater, made a motion to authorize the Executive Director to implement a 4% salary increase for the office manager/PH coordinator and a 3% salary increase for the maintenance staff. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

PUBLIC

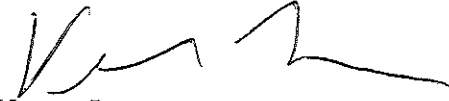
Chairman Schmidt advised that any members of the public wishing to address the governing body of the Housing Authority of the Borough of Clementon may do so after being recognized by the Chair. Public comment will be limited to three (3) minutes per person. Anyone wishing to address the governing body 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, the public portion of the meeting was closed.

Chairman Schmidt asked for a motion to adjourn. Commissioner Watson, seconded by Commissioner Cater, made a motion to adjourn at 6:33PM. Voice vote: Ayes: (Commissioner

Armbruster, Commissioner Cater, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

Respectfully submitted,

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

Vernon Lawrence
Secretary