

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
MONTHLY MEETING
DECEMBER 6, 2017

Chairman Schmidt called the meeting to order at 6:00PM 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 7/7/2017 and published in the Post on 7/12/17 and in the Times on 7/18/17. Notice was also transmitted to the Borough Clerk on 7/7/2017 and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshner Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioner Armbruster and Commissioner Casella.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the November 1, 2017 monthly meeting as submitted. Commissioner Watson, seconded by Commissioner Closs made a motion to approve the minutes of the November 1, 2017 monthly meeting as submitted. Voice vote: All ayes. The motion carried.

APPROVAL OF BILLS

Chairman Schmidt questioned the payment to Management Computer Support in the amount of \$2,734.80; Mr. Paris advised that is a semi-annual payment to our software company (PHA-Web). Chairman Schmidt also questioned the \$700.00 payment to Holman, Frenia, and Allison, PC; Mr. Paris advised that he wanted to have the payment approved but wants to hold the check until we have the exit conference. He also advised that there is a \$300.00 payment to them from Section 8.

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from November 2, 2017 thru December 6, 2017. Commissioner Closs, seconded by Commissioner Watson made a motion to approve the payment of bills with proper certification from November 2, 2017 thru December 6, 2017. Roll call vote: Ayes: Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if there were any questions on the management report; there were no questions.

OLD BUSINESS

Audit – FYE 06/30/18

Chairman Schmidt advised that the auditors would like to meet by the end of the month but he is going to suggest the exit conference be at our January 3, 2018 monthly meeting.

Dumpster for Bulk Item

Chairman Schmidt advised that Mr. Paris told him that we have another tenant who put a sofa out back for trash pick-up and that management is handling the issue; the tenant will be billed for the cost of the dumpster.

RFP's for Professional Services

Chairman Schmidt advised that we need to advertise for professional services (auditor, fee accountant, and solicitor) preferably in the beginning of January; he advised that he would like approval to send these out and send them to Commissioner Casella and Commissioner Closs for review, unless the Board would like him to wait until our meeting next month. A discussion followed. Chairman Schmidt advised that he would move forward with advertising for RFP's for professional services.

Erial Road Property Update

Solicitor Ogozalek advised that he was able to locate the correct deed for the property and will complete the necessary paperwork to complete the sale of the property within the next couple of weeks.

Overnight Guests

Mr. Paris advised that we have been successful in implementing the 3-day guest rule and that it is important that we are consistent with everyone. He would like to modify our overnight policy to say that if the person is there in the capacity of an aide that they show proof that they are in fact qualified. Mr. Paris also advised that he would like to modify the policy this month. A discussion followed.

Chairman Schmidt advised that any change in policy requires that said change be posted for 30 days and then the Board could approve and re-adopt the policy. Solicitor Ogozalek advised that we can send letters asking the person to leave, we just cannot by law remove him until the policy is re-adopted. Chairman Schmidt advised that we will amend our Admissions & Occupancy Policy next month.

NEW BUSINESS

REAC Inspection

Chairman Schmidt advised that Mr. Paris appealed our REAC score and won the appeal (we received 10 points back) and that we are now a high performer so we do not have to have a REAC inspection for two years.

Insurance Renewal

Chairman Schmidt advised that we received a quote for our insurance renewal with a \$2,900 increase. Chairman Schmidt said that he is in the process of filling out an application for the New Jersey Public Housing Insurance Fund and if that is a lower cost we should go with them.

Mr. Paris advised that the increase is due to the fact that there is an existing claim from one of our tenants who fell on the sidewalk near Gibbsboro Road. A discussion followed.

Security Cameras

Mr. Paris advised that he got an estimate for a camera on the back parking lot near the patio and also for the two cameras in the maintenance area that are not working. RFP Solutions, who service our cameras, said that with their new equipment one camera would cover the same area as two cameras (maintenance area). Mr. Paris advised that he had them bundle the estimate and also give three separate estimates; he is not asking for approval to have this done at this time because we do not have the money but thought it would be a good idea to have it on file should the need arise at a later time.

Christmas Party

Vice-Chairman Cater asked if anyone could ask at their place of employment for a possible donation of a door prize for the Christmas party.

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. Commissioner Watson asked if anyone wanted to address the governing body.

There was no public in attendance.

RESOLUTION HA-17-30 – Authorize Executive Session

Chairman Schmidt asked for a motion at 6:34PM to authorize executive session to discuss management and personnel, specifically salary and compensation, to last between 15 and 20 minutes. Vice-Chairman Cater, seconded by Commissioner Watson made a motion to approve Resolution HA17-30 authorizing executive session. Voice vote: All ayes. The motion carried.

Commissioner Closs, seconded by Vice-Chairman Cater made a motion to adjourn from executive session and re-open the regular meeting at 6:59PM. Voice vote: All ayes. The motion carried.

EXECUTIVE SESSION DISCUSSION

Resolution HA17-31 – Authorizing Salary Increases & Additional Hours

Chairman Schmidt asked for a motion to approve Resolution HA17-31 authorizing the following:

- 1) 1.5% salary increase for Barbara Murray effective January 1, 2018
- 2) 1.5% salary increase for Walter Keebler effective January 1, 2018
- 3) Additional 4 hours per week for Thomas Williams effective January 1, 2018

Commissioner Closs, seconded by Commissioner Watson made a motion to approve Resolution HA17-31 authorizing the following:

- 1) 1.5% salary increase for Barbara Murray effective January 1, 2018
- 2) 1.5% salary increase for Walter Keebler effective January 1, 2018
- 3) Additional 4 hours per week for Thomas Williams effective January 1, 2018

Roll call vote: Ayes: Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA17-32 – Authorizing Renewal & Amendment to Executive Director Contract

Chairman Schmidt asked for a motion authorizing the renewal and amendment to the contract for Ken Paris, Executive Director as follows:

- 1) Amend contract to reflect a salary increase from 45,000 to 48,500 effective January 1, 2018
- 2) All other terms and conditions of the contract will remain the same

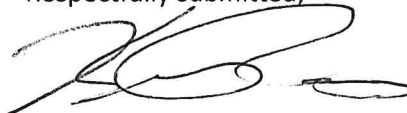
Commissioner Watson, seconded by Vice-Chairman Cater made a motion to approve Resolution HA17-32 authorizing the following:

- 1) Amend contract to reflect a salary increase from 45,000 to 48,500 effective January 1, 2018
- 2) All other terms and conditions of the contract will remain the same

Roll call vote: Ayes: Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Commissioner Closs, seconded by Vice-Chairman Cater made a motion to adjourn at 7:02PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



Ken Paris
Secretary