

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MEETING  
DECEMBER 3, 2014**

Salute to flag.

Chairperson Nicholson called the December 3, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 6:20PM and announced that the meeting has been properly advertised and posted pursuant to N.J.S.A., 10:4-6, the Open Public Meetings Act. The meeting was held in the Community Room of Wooster Towers located at 22 Gibbsboro Road, Clementon, New Jersey. Upon roll call the following were present: Commissioners Casella, Nicholson, Schmidt (via telephone), and Watson. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, Barbara J. Murray, Secretary, and Lia Cater (former Commissioner). Absent: Commissioners McKelvey and Porter.

**MINUTES**

Chairperson Nicholson asked for a motion to approve the minutes of the November 5, 2014 Board of Commissioners meeting as submitted. Commissioner Casella, seconded by Commissioner Schmidt, made a motion to approve the minutes of the November 5, 2014 Board of Commissioners meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt and Watson. The motion carried.

Chairperson Nicholson asked for a motion to approve the minutes of the November 5, 2014 Board of Commissioners Executive Session as submitted. Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the minutes of the November 5, 2014 Board of Commissioners Executive Session as submitted. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt and Watson. The motion carried.

**BILLS**

Chairperson Nicholson asked for a motion to approve the bills for Public Housing and Section 8 with proper certification.

Commissioner Casella asked why we are paying travel expenses to Commissioner Schmidt from Washington D.C. Commissioner Schmidt replied that he now lives in Washington D.C. and that he is only requesting payment for mileage, not tolls. Commissioner Watson suggested that maybe we should look into changing the travel policy for the future to be more specific, stating that mileage would originate from the Wooster Towers address, not the individuals place of residence. A discussion followed and it was decided to address this issue later in the meeting.

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the payment of all Public Housing and Section 8 bills with proper certification dated November 12, 2014 through December 4, 2014. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt and Watson. The motion carried.

Chairperson Nicholson turned the meeting over to Mr. Harris.

## MANAGEMENT

### Occupancy/Tenant Relations

Mr. Harris reported that 69 of our 70 units are occupied and that Barbara Murray is working with a perspective applicant to lease up the last vacancy.

The Voorhees Care & Rehabilitation Center hosted a jewelry making workshop on November 5th in which about 25 residents participated.

South Jersey Legal Services conducted a vital documents review/will clinic session for 14 of our residents on November 13th.

Representatives from the Good Samaritan Program provided information to the residents on various Federal Government programs on November 19th in which about 30 residents attended.

Perfecting Ministries invited Senator Cory Booker to join volunteers from the church in the monthly distribution of food and Thanksgiving turkeys to our residents.

The Neighbors Who Care Resource Center invited our residents to Thanksgiving dinner and fellowship at the Lindenwold Senior Citizens and Community Center on Thanksgiving Day; Thanksgiving meals were delivered to a few of our residents who are unable to drive.

The Clementon Housing Authority Board sponsored Christmas party for the residents will be held on Monday, December 15th. All Commissioners are invited to join the festivities; there will be a buffet dinner catered by Anthony & Cleopatra Catering and music by a local DJ.

### Landlord/Tenant Issue

Mr. Harris advised that on November 13th he and Ms. Lila Londar attended a hearing in Landlord Tenant Court and obtained a judgment of possession for the tenant that we previously discussed in closed session.

### Section 8/HCV Program

Mr. Harris reported that in November the number of Section 8 participants remained at 44 households; however one participant failed to abide by the terms of the Repayment Agreement for unreported income, therefore their subsidy will be terminated effective January 1, 2015.

Mr. Harris also reported that we have been advised by the HUD Financial Management Center that we will receive \$26,911.00 on or about December 2nd to cover our landlord expenses for the month of December.

### Audit -- FYE 06/30/14

Mr. Harris advised that he will be asking the Board to sign Resolution HA14-13 once it is approved and the audit has been accepted.

### Exterior Walls Joint Replacement Project

Mr. Harris advised that he will be asking the Board to award a contract to JPS Construction for the repairs to the mortar joints in the exterior walls, Resolution HA14-14, which he anticipates can begin

sometime after the first of the year. Mr. Harris also attached a copy of Habitech Architect's report on the low bidder.

#### **Status of Commissioners**

Mr. Harris advised that two of our Commissioners have not completed their required courses; Commissioner McKelvey still has four courses to take and there is not enough time for him to take them by the end of the year and Commissioner Cater has taken three courses and is taking another one on December 6th, which leaves her with one more course to complete.

#### **Correspondence from IRS**

Mr. Harris advised that we have received a letter from the IRS regarding a 403B Plan in 2012. Mr. Harris explained that we do not have a 403B Plan and never have and that the payroll company that we used at that time miscoded our pension plan on the employees' W-2's. A representative from the IRS will be at the Housing Authority office on Thursday, December 4th, to review our payroll and pension records.

#### **OLD BUSINESS**

There was no old business to discuss.

#### **NEW BUSINESS**

##### **Resolution HA14-13 – Audit Approval**

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to adopt Resolution HA14-13 approving the Audit for FYE 06/30/14. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt, and Watson. The motion carried.

##### **Resolution HA14-14 – Award Contract to JPS Construction**

Mr. Harris advised the Board that he would like to award the contract to JPS Construction, who was the lowest bidder, to do the exterior walls joint replacement job. Mr. Harris included a copy of the report from Habitech Architects, who reviewed the qualifications, verified their background and references, and all the proper documents were submitted with the bid. Mr. Harris added that he spoke to our Solicitor, Anthony Ogozalek, Jr., regarding their contract and he concurred that this was a valid bid. Commissioner Watson asked if Habitech Architects would be overseeing the job and Mr. Harris stated that Habitech would be inspecting the job and approving payment which will be done through an AIA payment process and the money will come out of the 2015 CFP. Commissioner Watson, seconded by Commissioner Casella, made a motion to adopt Resolution HA14-14 awarding the contract to JPS Construction for the exterior walls joint replacement job. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt, and Watson. The motion carried.

##### **Amend Travel Policy**

Commissioner Watson said that he would like to amend our travel policy to read that travel reimbursement would originate from the place of business, not the individual's place of residence. Mr. Harris advised that Commissioner Schmidt told him that he was asked by NJ NAHRO to do a presentation on some state programs. Mr. Harris told Commissioner Schmidt that it was a perfectly legitimate thing to do as a Commissioner. Commissioner Schmidt asked if the reason for the possible amendment is because he lives in Washington and if he were to travel it costs more money. Commissioner Casella stated that was not the reason; he used to work for the Federal government and the rule there is either from your residence or your place of business, whichever is shorter. Commissioner Schmidt stated that

he did do personal business on the way up to Atlantic City and that the only mileage he is asking reimbursement for is from Atlantic City to Washington.

Solicitor Ogozalek, Jr. advised that it is up to the Board to set the guidelines for the policy, there are no federal requirements except the amount per mile to be reimbursed. Commissioner Cater stated that she thinks it is only fair that the mileage be calculated from one origination spot for everyone.

Commissioner Schmidt also said that he would like to amend our policy on residency for applicants applying who have criminal records from "10 years from date of conviction" to "10 years from date of release".

Commissioner Schmidt would also like to amend our by-laws regarding the annual reorganization meeting and change the wording to the meeting being held when the Board chooses.

A discussion followed and everyone agreed to wait until the January meeting to discuss and possibly make changes to the travel and residency policy and the by-laws. Solicitor Ogozalek, Jr. will research these issues and have the information at the January meeting.

#### Perfecting Church

Commissioner Cater advised that the Perfecting Church, the people who do the food bank here every month, have offered to do a New Year's Eve party here for the residents.

#### Comment from Commissioner Schmidt

Commissioner Schmidt wanted to publicly thank Commissioner Cater and Mr. Harris for Senator Cory Booker being here to help distribute turkeys to the residents for Thanksgiving; and also wanted to thank Mr. Harris and Solicitor Ogozalek, Jr. for dealing with all of the issues over the past month and that he appreciates them doing their jobs.

#### Commissioner Classes

Commissioner Schmidt asked if Mr. Harris could let him know after the next day where we stand with Bill Snyder doing a one-on-one class with Commissioner Cater. Mr. Harris said that he hopes to get in touch with Mr. Snyder and possibly come to an agreement on price for this service.

Solicitor Ogozalek, Jr. advised that Commissioner McKelvey is no longer a commissioner after December 4th due to his not completing the required courses and that Commissioner Cater was technically off as of November 15th for the same reason. Solicitor Ogozalek, Jr. further advised that a letter should be sent to the appointing authority, which in this case is Borough Council, stating that Ms. Cater is eligible to be reappointed to the Board once she takes her 5th class. Commissioner Schmidt asked that the letter be addressed to Councilman Fisher, as he is the liaison between Borough Council and the Housing Authority. Chairperson Nicholson said that he would take care of notifying Council.

**PUBLIC**

Chairperson Nicholson opened the meeting to the public; seeing none the meeting was closed to the public.

Commissioner Watson, seconded by Commissioner Casella made a motion to adjourn at 7:05PM. Voice vote: All ayes.

Respectfully submitted,



William J. Harris  
Secretary