

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
DECEMBER 3, 2015**

Chairman Schmidt called the Housing Authority of the Borough of Clementon Board of Commissioners Meeting to order at 6:03PM and announced that the meeting has been properly advertised pursuant to N.J.S.A., 10:4-6, the Open Public Meetings Act. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Solicitor Ogozalek advised that when the meeting is a continuation from a Special Meeting, it is allowable to forego the salute to the flag and roll call. Chairman Schmidt advised that for the record the only Commissioner not present was Commissioner Nicholson.

Chairman Schmidt turned the meeting over to Anthony Giampaolo, our Auditor, to continue with any questions or comments the Board may have.

Audit Review (Continuation from Special Meeting)

Mr. Giampaolo said that the unfunded portion of the pension will have a material effect on our Operating Budget next year; we will have 4 years to fund the total amount and then the State will most likely ask for the money. He gave the example that this year our payment was \$21,000 and next year it might be \$27,000 with the \$5,000 excess of the \$20,000. Vice-Chairman Cater asked if 2014 was the start of our 4-year period; Mr. Giampaolo said that yes it was and that the amount is revised every year so there will be an additional footnote on the audit.

Chairman Schmidt requested that the statute referred to on page 22 in the first paragraph be changed to the correct statute, N.J.S.A. 40A:12A-1 et al the Housing Authority Act. Mr. Giampaolo said that he would send Mr. Harris a pdf file of the audit with the corrections.

Chairman Schmidt requested that it be on record that there was some controversy regarding the work papers and that there were several e-mails sent back and forth requesting that the work papers be made available if anyone asked to see them. These work papers include referencing the salary reduction of \$5,000 for the Executive Director; Mr. Harris advised that it was a 20% reduction and reduced hours and that after a few e-mails to Mr. Giampaolo he agreed to make his work papers available. Mr. Harris said that perhaps there was a misunderstanding and that Mr. Giampaolo did not think that he had to bring them with him to the meeting; Mr. Giampaolo said that he would send them on Monday, December 7th.

MINUTES

Chairman Schmidt advised that there are 2 corrections on the minutes of October 29th, the last paragraph on page 1 change Chairman Watson to Commissioner Watson and on page 3 in the third paragraph from the bottom change Vice-Chairperson to Vice-Chairman. Commissioner Watson, seconded by Vice-Chairman Cater, made a motion to approve the minutes of the October 29th meeting with the aforesaid corrections and the November 10th Special Meeting. Voice vote: All ayes. The motion carried.

BILLS

Chairman Schmidt asked if there were any questions on the bills from October 30th to December 3rd; hearing none Chairman Schmidt asked for a motion to pay the bills dated October 30th to December 3rd.

Commissioner Watson, seconded by Vice-Chairman Cater made a motion to pay the bills from October 30th to December 3rd with proper certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt, with Chairman Schmidt abstaining from payment to himself and the payment to Hymanson, Parnes and Giampaolo. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if anyone had any questions on the Management Report; there were no questions or comments.

OLD BUSINESS

Mr. Harris reminded Chairman Schmidt that there is a resolution on the agenda regarding the change in the air conditioning fee.

NEW BUSINESS

Resolution HA15-28 – FY2015 Audit Transmittal & Certification

Chairman Schmidt asked for a motion to approve Resolution HA15-28 – FY 2015 Audit Transmittal & Certification which says that everyone has read the audit, not that they agree with it or that it is complete. Commissioner Armbruster, seconded by Vice-Chairman Cater made a motion to approve Resolution HA15-28 – FY 2015 Audit Transmittal & Certification, with the changes that were discussed before it is sent to the State. Roll call vote: All ayes. The motion carried.

Resolution HA15-29 – Amend Admissions & Occupancy Policy to Increase Monthly Air Conditioning Fee

Chairman Schmidt asked for a motion to approve Resolution HA15-29 – Amend Admissions & Occupancy Policy to increase the monthly air conditioning fee from \$10 to \$25 per month. Chairman Schmidt explained that tonight is the first reading, then it will be posted on the bulletin boards in Wooster Towers, and in January there will be a public hearing and second reading for adoption.

Chairman Schmidt said that this was decided by the Finance Committee and that Commissioner Closs asked if the residents are only charged for the months that the air conditioner is in the window. Mr. Harris said that is correct and if they take it out of the window they are not charged. A discussion followed.

Commissioner Armbruster said that the installation and removal of the air conditioners should be done by work order and it should be made part of the maintenance department's job; and that because we have 30 days to complete the work order, the charge should be removed when the resident asked to have the air conditioner removed. Vice-Chairman Cater suggested that we also include in this amendment the additional fee for a small refrigerator or freezer. Mr. Harris said that he would research how much additional we should charge for a refrigerator or freezer and let the Board know next month. A discussion followed.

Commissioner Watson and Commissioner Closs both said that it should be mandatory that the air conditioners are removed during the winter months; Commissioner Armbruster said that it should not be mandatory because that would increase the workload for the maintenance staff and Commissioner Casella said that we would lose money if we make it mandatory. Vice-Chairman Cater said that there is no place for the residents to store the air conditioners, the apartments are too small.

Vice-Chairman Cater, seconded by Commissioner Closs, made a motion to approve Resolution HA15-29 amending the Admissions & Occupancy Policy to increase the air conditioning fee from \$10 to \$25. Roll call vote: Ayes: Commissioner Armbruster, with the aforesaid changes, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA15-30 – Amend Personnel Policy to Delete Election Day as a Holiday

Chairman Schmidt asked for a motion to approve Resolution HA15-30 amending the Personnel Policy to delete Election Day as a holiday and giving the employees an additional personal day. Mr. Harris said that this change is primarily due to the reason that Tuesday is one of our trash days and this would save having to pay maintenance having to come in on a holiday. A discussion followed.

Vice-Chairman Cater, seconded by Commissioner Casella, made a motion to approve Resolution HA15-30 amending the Personnel Policy by removing Election Day as a holiday and giving the employees an additional personal day. Roll call vote: All ayes. The motion carried.

Resolution HA15-31- Amend Travel Section of Personnel Policy

Chairman Schmidt reminded the Board that this resolution was abated in May and that Mr. Harris has put it on the agenda to be readdressed; he went on to say that he does not agree with a point of origin for travel and that our policy should be updated to include the language with prior approval of the Executive Director and to include the GSA mileage rate. Mr. Harris said that the purpose of the resolution is to come to an agreement on a point of origin.

Chairman Schmidt asked the Board to adopt a resolution to amend the travel policy to: (1) follow the GSA per diem rates and (2) that travel can only be reimbursed upon authorization of sufficient funds by the Executive Director and (3) that a Commissioner may only attend one conference a year but may attend a second at the discretion of the Executive Director.

Commissioner Watson said he still thinks we need a point of origin and that most places of employment use the place of business as the point of origin. Commissioner Casella said that he does not think the emphasis should be placed on the Executive Director.

Mr. Harris said that the travel section of the Personnel policy is very vague and the Board could not come to an agreement because we had an even numbered Board; with a full Board he does not understand why an agreement cannot be reached, suggesting to keep it simple and make the point of origin the Housing Authority.

Commissioner Armbruster said that a reasonable alternative would be to put a cap on what can be set as a reasonable reimbursement.

Vice-Chairman Cater said that the GSA pays on where you are sent, not where you want to go; and to put a cap on the mileage will safeguard everyone. Vice-Chairman Cater suggested to set a cap and if someone goes over, then it is at the discretion of the Executive Director whether or not to reimburse. A discussion followed.

Chairman Schmidt proposed that the Board adopt the GSA policy and cap mileage at \$80 without going for approval. Commissioner Casella suggested the cap be \$100. A discussion followed.

The Board agreed to make the adjustments to the travel policy and vote next month to adopt the resolution to amend the Travel Policy.

Resolution HA15-32 – Authorizing Executive Session to Discuss Personnel

Chairman Schmidt asked for a motion at 7:03PM to approve Resolution HA15-32 authorizing Executive Session to discuss personnel, to last approximately 12 to 18 minutes. Commissioner Armbruster, seconded by Commissioner Closs, made a motion to approve Resolution HA15-32 to discuss personnel. Roll call vote: All ayes. The motion carried.

Commissioner Casella, seconded by Commissioner Closs, made a motion at 7:36PM to adjourn from Executive Session and go back into the Regular Meeting. Roll call vote: All ayes. The motion carried.

EXECUTIVE SESSION

Resolution HA-15-33 – Amend Personnel Policy to Allow Employee Bonuses

Commissioner Armbruster, seconded by Vice-Chairman Cater, made a motion to adopt Resolution HA15-33 to amend the Personnel Policy to allow bonuses for the Housing Authority employees. Roll call vote: All ayes. The motion carried.

Resolution HA15-34 – Authorizing Bonuses for the Housing Authority Employees

Commissioner Casella, seconded by Vice-Chairman Cater, made a motion to adopt Resolution HA15-34 authorizing the following bonus payments: William J. Harris - \$1,000, Barbara J. Murray - \$1,000, Walter S. Keebler - \$475, and Thomas Williams - \$225 for a total of \$2700. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. Nays: Commissioner Closs. The motion carried.

PUBLIC

Chairman Schmidt opened the floor to the public; seeing no public, the floor was closed to the public.

COMMENTS

Commissioner Armbruster said that after walking through the building with Mr. Harris he could see that the building is very antiquated; one of the major items that needs to be replaced is the generator. Commissioner Armbruster said that he is going to try to push the Borough to help fund this thru the CDBG program and possibly speak with some of the State legislators to see if there is any discretionary aid for such a project. He may also ask the Board of Commissioners to send an official request to the Borough of Clementon.

Commissioner Armbruster, seconded by Commissioner Watson, made a motion to adjourn at 7:45PM. Voice Vote: All ayes. The motion carried.

Respectfully submitted,



William J. Harris
Secretary