

**Clementon Housing Authority
Board of Commissioners Regular Meeting
February 1, 2017 - 6:00 P.M. (Revised: January 31, 2017)
John Leshar Community Center
49 Berlin Road
Clementon, New Jersey 08021**

AGENDA

Call Meeting to Order/Sunshine Statement by Chairman Schmidt

“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.”

Salute to Flag/Roll Call:

Commissioner Armbruster
Commissioner Casella
Commissioner Closs

Commissioner Watson
Vice Chairman Cater
Chairman Schmidt

Approval of minutes:

- December 21, 2016– Regular Meeting
- January 4, 2017– Regular Meeting
- January 4, 2017 – Executive Session

Payment of bills: From 1/05/2017 to 1/31/2017 in the amount of **\$28,832.24**

Management Report

Old Business:

Resolution HA17-02 Awarding Contract to Smith Electric for Hallway Damper Motors Replacement Project

New Business:

Closed Session (if required)

Public Portion

Adjournment

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MONTHLY MEETING
FEBRUARY 1, 2017**

Chairman Schmidt called the February 1, 2017 Board of Commissioners Monthly Meeting to order at 6:05PM. This meeting is being held in accordance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6, also known as the Sunshine Law. This meeting has been legally advertised in accordance with the law in the Courier Post, the South Jersey Times, the Central Record, on the Clementon Housing Authority website and correspondence with the Municipal Clerk. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

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

MINUTES

Chairman Schmidt asked for a motion to approve the minutes of December 21, 2016, January 4, 2017 Monthly Meeting and January 4, 2017 Executive Session in block. Commissioner Armbruster, seconded by Commissioner Casella, made a motion to approve the minutes of December 21, 2016, January 4, 2017 Monthly Meeting and January 4, 2017 Executive Session in block. Chairman Schmidt requested that the wording on page 3 of the December 21, 2016 meeting, second paragraph from the bottom, be changed from cost of living increase to 2% increase. Voice vote: All ayes. The motion carried.

BILLS

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from January 5, 2017 through February 1, 2017. Commissioner Closs questioned the Quality Landscaping bill for snow removal. Mr. Harris said that we did have a snow storm on January 6th and 7th and that the cost is based on specifications in the contract for the amount of snowfall for snow removal and there is a fixed cost for the application of rock salt/ice melt. Commissioner Watson, seconded by Commissioner Armbruster, made a motion to approve the payment of bills with proper certification from January 5, 2017 through February 1, 2017. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Roof Lease Bids

Mr. Harris advised that we had gone out for quotes again for roof lease bids. Based on communications with a representative of Verizon & Company, he had hoped to have a recommendation at the January meeting. However, an attorney who was representing Verizon contacted Solicitor Ogozalek and Mr. Harris and said that due to Verizon's due diligent process, they need 30 more days to submit a bid, which we granted. Mr. Harris advised that within the past few days he was copied on an e-mail sent to our Solicitor from Verizon's attorney that they decided not to submit an offer. A discussion followed.

Hallway Damper Motors Replacement Project

Mr. Harris thanked Solicitor Ogozalek for reviewing the two quotes that we received for the hallway damper motors replacement and is recommending that we award the contract to the low bidder, Smith Electric.

RFP for Hearing Officer

Mr. Harris advised that as he indicated before in order to avoid possible negatives to the Housing Authority from Section 8 tenants who claim that a hearing conducted by the staff or by our attorney might be biased, he has advertised for RFPs for Section 8 Hearing Officer services to do grievance hearings on an as needed basis. We received proposals from a law firm in North Jersey, Eric Bernstein & Associates and Alesia Watson who is the Director for the Ocean City and Brick Township Housing Authorities. A discussion followed; Solicitor Ogozalek advised that he is in favor of hiring a hearing officer.

March Meeting

Mr. Harris asked the Board's permission to participate in the March 1st meeting via telephone; permission granted.

Generator

Commissioner Armbruster advised the Board that he put a request in that Mayor Weaver speak to the borough engineer regarding the costs; Commissioner Armbruster said that he believes they are too high and the borough engineer does quite a bit of work for the borough and is nicely compensated for the work and has requested that they consider drastically reducing the cost or if not give it as a charity to the Housing Authority. Commissioner Armbruster said he is still waiting to hear the outcome of this.

Erial Road Property

Commissioner Armbruster advised that he spoke to Robert Frieling, a borough employee, about the sidewalk on Erial Road who said that most of the sidewalk has been repaired by Gambales.

Mr. Harris also thanked Commissioner Watson for taking his time to go out to look at the sidewalk in question and gave us a name of a local contractor who could do the repair work if necessary. A discussion followed.

OLD BUSINESS

Resolution HA17-02 – Award Contract for Hallway Damper Motors Replacement Project

Chairman Schmidt asked for a motion to approve Resolution HA17-02 to award the contract for the hallway damper motors replacement project to Smith Electric in an amount not to exceed \$8552. A discussion followed.

Commissioner Casella, seconded by Commissioner Closs, made a motion to approve Resolution HA17-02 to award the contract for the hallway damper motors replacement project to Smith Electric in an amount not to exceed \$8552. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Commissioner Classes

Chairman Schmidt asked Mr. Harris if he registered Commissioner Armbruster for the remaining two courses he needed to take; Mr. Harris said he did not but did send all the information to Commissioner Armbruster. A discussion followed.

Mr. Harris and Commissioner Armbruster agreed to discuss after the meeting what classes Mr. Harris would register Commissioner Armbruster for.

Section 8 Hearing Officer

Chairman Schmidt asked Solicitor Ogozalek if we could approve the resolution awarding the contract for the Section 8 Hearing Officer and then go back and do another resolution amending the previous resolution to include Public Housing. A discussion followed.

Commissioner Closs, seconded by Commissioner Watson, made a motion to approve Resolution HA17-03 awarding the contract for Section 8 Hearing Officer services to Alesia Watson. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

NEW BUSINESS

RFP for Mechanical/Electrical Engineer

Chairman Schmidt advised that we have been using PMH Associates for a number of engineering services and asked Solicitor Ogozalek his advice as to whether or not we should advertise for RFPs for mechanical/electrical engineer; his advice is that it would be safer to go out for RFPs. Mr. Harris is preparing the notice for RFPs for mechanical/electrical engineer.

Termination/Eviction Policy

Chairman Schmidt advised the Board that Mr. Harris has previously waived his RICE notice regarding this discussion.

Chairman Schmidt reminded the Board that a few months back they decided that any termination of subsidy or eviction notices would be sent to the Solicitor for review before any action is taken; Mr. Harris feels that the Board should consider rescinding that decision. Mr. Harris said that he fully understands that our Solicitor is the key person who can file an eviction notice against a tenant receiving subsidy from the Clementon Housing Authority; however the termination of subsidy does not require the skills of an attorney under the law, it is an administrative action. Mr. Harris believes that if a person falsified income or lies about being convicted of a crime, under the HUD rules we can proceed to terminate subsidy.

Mr. Harris thanked the Board for hiring a hearing officer, someone with program experience in Section 8 who would determine whether or not our actions to terminate subsidy were in fact consistent and in accordance with HUD regulations, it is not a case of going to court. In the event that it does happen, the Solicitor would have to defend the acts that we did that were in effect ruled upon favorably by the hearing officer; if the hearing officer says no that we did not follow the rules and they make that report to the Commissioners then the Commissioners have the opportunity to stop the proceedings and allow the tenant to continue to receive subsidy. Mr. Harris also said that he does not think we have to have multiple reasons to terminate subsidy, if we have one valid reason and now that we have an unbiased hearing officer view it is not necessary to have an attorney's perspective. A discussion followed.

Chairman Schmidt said that he feels we should keep the policy in effect; Commissioner Armbruster said the he understands Mr. Harris' frustration in the matter but there should be checks and balances being that if it is going to be challenged, have the solicitor review it. Chairman Schmidt said that there has been enough debate over this issue and unless someone makes a motion to change the policy it will remain in effect. Solicitor Ogozalek suggested that he, Mr. Harris, and Chairman Schmidt discuss the issue to try and come up with a resolution. A discussion followed.

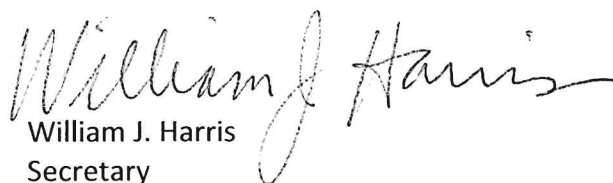
The Board agreed to allow Solicitor Ogozalek, Mr. Harris, and Chairman Schmidt to discuss the policy and report back to the Board no later than April with any revisions.

PUBLIC

Chairman Schmidt opened the meeting to the Public; seeing no Public Chairman Schmidt closed the meeting to the Public.

Commissioner Armbruster, seconded by Commissioner Closs made a motion to adjourn at 7:25PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,


William J. Harris
Secretary