

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
FEBRUARY 19, 2014**

Salute to flag.

Vice-Chairperson Watson called the February 19, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 4:12PM 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, Cater, McKelvey, Schmidt, & Watson. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioners Nicholson and Porter.

MINUTES

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the minutes of the January 15, 2014 Board of Commissioners Regular Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, and Schmidt (stating that the time that the meeting starts and ends should be recorded in the minutes).

Commissioner Schmidt restated his motion, seconded by Commissioner Casella, to approve the minutes of the January 15, 2014 Board of Commissioners Regular Meeting with the aforesaid changes. Roll call vote: All ayes.

BILLS

Commissioner Schmidt, seconded by Commissioner McKelvey, made a motion to approve the payment of all Public Housing and Section 8 bills dated February 1, 2014 through February 20, 2014.

Commissioner Schmidt asked whether or not Adam Norcross, our HQS inspector, has his certification yet. Mr. Harris replied that he did not know and that he would look into the matter and let the Board know at the next meeting.

There being no other questions on the bills, Commissioner Watson asked for a roll call vote. Roll call vote: All ayes.

Vice-Chairperson Watson turned the meeting over to Mr. Harris at this time.

MANAGEMENT REPORT JANUARY/FEBRUARY

Capital Fund Program

Mr. Harris advised the Board that the closet door project has been completed and that the FY2010 and FY2011 CFP grants have been closed out. Mr. Harris further advised that information on the amount of funds to be awarded for FY2014 has not been received from HUD as of this date.

2014 Annual Plan Preparation

Mr. Harris advised that on January 30, 2014 we advertised for housing consulting services to complete the 2014 Annual Plan. Maria Cimino was the only bidder with a quote of \$750.00. Mr. Harris would like

the Board's consent to hire Maria Cimino.

Mr. Harris stated that the required Public Hearing for the Annual Plan will be held on March 19, 2014 at 3:45PM, as advertised, prior to the regularly scheduled Board of Commissioners meeting.

QuickBooks Financial Software Update

Mr. Harris advised that Barbara Murray has been entering income and expenses for the last quarter of 2013 in QuickBooks under Joseph Kavanaugh's guidance. Mr. Harris hopes to have a Year End Profit & Loss Statement and Balance Sheet for the Board's review by the end of the meeting and that by the March meeting we hope to have a "Budget-to-Actual Report".

Santander Bank On-Line Access

Mr. Harris advised that he has been trying since December 2013 to have on-line access to view the Public Housing and Section 8 bank statements and that as of today he still is not able to do this. Mr. Harris said that he told Santander Bank that if he did not have access to view the statements on-line by 4:00PM today, that even though he does not have the authority to close our bank account, he would be requesting that the Board authorize the opening of a checking account for each of these programs at TD Bank which has the capacity to provide this service. Mr. Harris has prepared a resolution to present at the meeting.

Vacant Units

Mr. Harris reported that the number of vacant units has been reduced from ten (10) to eight (8) units, with a reduction in the vacancy rate from 14% to 11.43% rate. As of today, Barbara Murray reported that we have an applicant for one of the efficiencies (#204) with a lease date of March 1, 2014 and an applicant is pending for the one-bedroom unit (#209).

Section 8/Housing Choice Voucher Program

Mr. Harris reported that we currently assist 29 families through the Section 8/Housing Choice Voucher Program and that based on our current fund balance, we hope to place two (2) additional families into housing by March 1, 2014.

Tenant Relations

Mr. Harris reported that he attended the February 3, 2014 meeting of the Wooster Towers Tenants' Association meeting and presented information on the State's LIHEAP program and fielded some questions. Mr. Harris added that the members present discussed ways to increase participation in various activities and to raise funds.

Mr. Harris also stated that in response to Ms. Eileen Avis' suggestion at last month's Board of Commissioners meeting regarding the "Meals-On-Wheels" program; he has posted information on how our residents can participate in this program which is administered by SCUCS.

OPRA Request

Mr. Harris reported that on January 31, 2014 he received an OPRA request from Ms. Heather Grieco for minutes of all "special meetings from January 1, 2011 to present, minutes from the three (3) most

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recent "emergency" meetings held between July 1, 2010 and June 30, 2013, minutes for the six (6) most recent "executive" or "closed" meetings and resolutions authorizing such meetings. Mr. Harris stated that he completed the response to Ms. Grieco's request in two (2) e-mail transmittals on February 4 and February 11, 2014 respectively.

NJ-NAHRO Conference

Mr. Harris advised that the conference will be held April 23-25 at Resorts in Atlantic City and that he has copies of the agenda and registration information for any Commissioner who is interested in attending.

Reappointment of Commissioner Jeff Watson

Mr. Harris reported that he has received a reply from Matthew P. McDermott, Director of Appointments in the Governor's office on February 3, 2014 and that our request for Commissioner Watson's reappointment continues to be under review.

Financial Disclosure Statement

Mr. Harris reminded everyone that the State requires Commissioners and the Executive Director to submit a Financial Disclosure Statement each year by April 30th. Mr. Harris advised that he has contacted the NJDCA's Division of Local Government Services for the required forms and that when he receives the forms he will distribute them.

OLD BUSINESS

RFP for Telephone & Internet Service

Mr. Harris advised that due to the inclement weather and the office being closed that bid deadline for RFP's for telephone and internet service has been extended until 4:00PM, today, February 19, 2014. As of today, we have only received one (1) request from Exelon, a company that Mrs. Wooster had received a proposal from last year; and that we also contacted other people who had submitted proposals in the past such as Comcast and Xtel. Mr. Harris advised that he does not feel comfortable recommending one (1) bidder and that he would like to re-advertise for RFP's for telephone and internet service.

Audit

Commissioner Schmidt asked Mr. Harris if he followed up on the question regarding the last page of our audit with reference to the county being listed as Lincroft. Mr. Harris advised that he spoke with the auditor and was told that that form is not one that they generated and that there are two (2) lines for the address and the word county is embedded in the template.

Mr. Harris also advised that the auditors have offered to sign off on the records that Mrs. Wooster was attempting to dispose of if we give them a list of all such records, which is a legal requirement.

Amendments/Corrections to Minutes

Commissioner Schmidt advised that in going back through previous minutes, the amendments or corrections that were made are not reflected in the minutes that are on our web-site. A discussion followed.

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Solicitor Ogozalek recommended that rather than go back to make all the amendments/corrections on the website that we put a disclosure stating that for accuracy of minutes prior to October 2013, please review the following months minutes. Solicitor Ogozalek also advised to make corrections in the minute book as well and also added that he believes the amendments/corrections are being done the proper way now. A discussion followed.

Solicitor Ogozalek advised Commissioner Schmidt to send an e-mail with a list of the minutes in question to himself, William Harris, and Barbara Murray and that it would be reviewed and results presented at our next meeting.

NEW BUSINESS

Unauthorized Vehicles in Parking Lot

Mr. Harris advised that Walt Keebler, as well as a few of the tenants, have noticed that at least one (1) of our tenants and some visitors to Wooster Towers are not following the parking rules of the Authority. Mrs. Wooster tried to deal with the tenant in the past regarding occupying two (2) parking spaces, with no resolution.

Mr. Harris advised that he contacted our Police Chief, Randall Freiling, to see who the Borough uses but has not heard back from him as of today. Mr. Harris also contacted Cioffi's Towing Service located in Cherry Hill. A discussion followed.

Solicitor Ogozalek advised Mr. Harris that he would send him the information on the proper process for having vehicles removed from the property.

Housing Consultant

Commissioner Schmidt, seconded by Commissioner McKelvey, made a motion to adopt Resolution HA14-02 to enter into a contract with Maria Cimino to complete our 2014 Annual Plan not to exceed \$750.00. Roll call vote: All ayes.

TD Bank – New Accounts

Commissioner Schmidt, seconded by Commissioner McKelvey, made a motion to adopt Resolution HA14-01 authorizing the Executive Director, William J. Harris, to open checking accounts at TD Bank for the Public Housing and HCV Programs and further be it resolved that the Clementon Housing Authority authorizes the Executive Director, William J. Harris, to take all necessary actions to close out the Public Housing and HCV Program checking accounts at Santander Bank as soon as possible. Roll call vote: All ayes.

Camden County Directory

Commissioner McKelvey advised that he e-mailed Mr. Harris a copy of a Camden County Directory which has helpful information that includes programs that are available throughout the county for our residents and HCV clients.

Commissioner Classes

Commissioner Cater advised that she has not received any information regarding the required commissioner classes. Mr. Harris stated that he would look into the matter and get the proper information for her.

E-Mail

Commissioner Schmidt asked what the rules were on using personnel e-mail to conduct business. Solicitor Ogozalek advised that there is no problem with it but that it can be opreaed if there is a request for it.

PUBLIC

Vice-Chairperson Watson opened the meeting to the public. There being no public, Vice-Chairperson Watson closed the public portion of the meeting.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to adjourn at 4:55PM. Voice vote: All ayes.

Respectfully submitted,



William J. Harris
Secretary