

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MONTHLY MEETING
FEBRUARY 7, 2018**

Vice-Chairman Cater called the meeting to order at 6:06PM 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 1/4/2018. Notice was also transmitted to the Borough Clerk on 1/4/2018 and posted on the bulletin board in Wooster Towers. 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, Vice-Chairman Cater, Commissioner Closs, and Commissioner Watson. Chairman Schmidt joined the meeting via telephone at 6:17PM; arrived at the meeting at 6:50PM. Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, Barbara J. Murray, Secretary, and Dana Montanelli, Auditor.

APPROVAL OF MINUTES

Vice-Chairman Cater asked for a motion to approve the minutes of the December 6, 2017 Monthly Board Meeting and Executive Session as submitted. Commissioner Closs, seconded by Commissioner Casella, made a motion to approve the minutes of the December 6, 2017 Month Board Meeting and Executive Session as submitted. Voice vote: All ayes. The motion carried.

APPROVAL OF BILLS

Vice-Chairman Cater asked for a motion to approve the payment of bills from December 7, 2017 thru January 12, 2018 and January 13, 2018 thru February 7, 2018. Commissioner Watson, seconded by Commissioner Armbruster, made a motion to approve the payment of bills from December 7, 2017 thru January 12, 2018 and January 13, 2018 thru February 7, 2018 with proper certification. Voice vote: All ayes. The motion carried.

AUDIT REPORT – FYE 06/30/17

Dana Montanelli, one of our auditors from Hollman, Frenia, and Allison, P.C., reviewed the FYE 06/30/17 audit with the Board. Ms. Montanelli advised that the Independent Auditor's Report showed that we received a clean audit, meaning that it is free of material misstatement. The Internal Auditors Report showed that we have two (2) compliance findings and three (3) internal control findings, all of which were discussed with the Authority and will be corrected. The remainder of the audit report/review was regarding the Authority's financials.

Ms. Montanelli advised the Board that when there are findings in an audit, the State requires a Corrective Action Plan to be prepared and submitted to the State; this plan should be ready to be approved at our next Board meeting. Ms. Montanelli advised that she has discussed this with

both Ken Paris and Chairman Schmidt and that most of the corrections have already been completed.

RESOLUTION HA18-01 – ACCEPT AUDIT FYE 06/30/2017

Commissioner Armbruster, seconded by Commissioner Casella, made a motion to adopt Resolution HA18-1 to accept the audit for FYE 06/30/17. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Microsoft Office 365

Mr. Paris advised that our conversion to Microsoft Office 365 is now complete.

Siemens

Mr. Paris advised that we received a quote to replace 40 smoke detectors in the amount of \$7,274 of which they replaced all except one that was in the elevator shaft and was difficult to reach; this would incur an additional cost of \$2,143 because the wiring would have to be rerouted. Mr. Paris said that he is holding the quarterly payment of \$1,700 for our contract with them until this matter is resolved; he spoke with the gentleman today from Siemens who gave him a modified price of \$1,398 (only cost is for time and material) to replace the smoke detector in the elevator shaft. Mr. Paris advised that he does not think he can get the price any lower and that we should go ahead and have them replace it; Siemens is our entire fire system here at Wooster Towers. A discussion followed.

The Board agreed to have Mr. Paris and Solicitor Ogozalek, Jr. discuss the matter next week and decide the best course of action to take.

Elevator Contract

Mr. Paris advised the Board that we received a proposal from another elevator company but it was not very specific and he does not feel comfortable with it. Mr. Paris said that we did have a few issues with our current elevator company, United Elevator, but they have been resolved and things are better; however Mr. Paris said that he was told that United Elevator is being bought out by another elevator company and if they are as good or better he would like to stay with them.

Tenant Matters

Mr. Paris advised that the previous issues we have had with people staying overnight past the allowed time of 3 nights in a month's time have been resolved and everyone seems to be abiding by the rules.

Mr. Paris advised the Board that the matter of the person who is a hoarder has been addressed and the apartment is in the process of being cleaned up.

Mr. Paris advised the Board that the Tenants' Association has disbanded due to lack of interest and different opinions. Our accountant, Rick Adams, has reviewed the bank statements and other financial records and everything balances. Chairman Schmidt said that if we are billed for this service, it is to be paid from the Tenants' Association account.

Food Bank

Mr. Paris advised that we received a \$2,000 grant from Shop Rite to be used for the food bank; he has reached out to them and is waiting for a call back.

OLD BUSINESS

Old business was discussed under the management report.

NEW BUSINESS

PHAS Score

Chairman Schmidt advised that we were penalized on our PHAS score due to late uploading to REAC which was caused by not having the records and having to recreate them; Charles Holmes, our accountant, is working on an appeal with HUD and Chairman Schmidt asked Mr. Paris to follow up on this.

Check Payment Proposal

Chairman Schmidt advised the Board that we received a proposal from a vendor where our checks could be electronically deposited rather than having to take them to the bank; the cost would be \$2 per check. A discussion followed. The Board agreed that this would be too costly for the Authority and that we should just continue to make the deposits in the manner we have always done, take them to the bank.

Resolution HA18-2 – Appointment of Solicitor

Chairman Schmidt advised that we only received one proposal for Solicitor and that was from our current Solicitor, Anthony H. Ogozalek, Jr.; Chairman Schmidt asked for a motion to appoint Solicitor Ogozalek as Solicitor for the Housing Authority for FY 07/01/18 – 06/30/19. Vice-Chairman Cater, seconded by Commissioner Closs, made a motion to appoint Anthony H. Ogozalek, Jr. as Solicitor for the Housing Authority for FY 07/01/18 – 06/30/19. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA18-3 – Appointment of Accountant

Chairman Schmidt advised that we only received one proposal for Fee Accountant, Holmes & Company, LLC. Chairman Schmidt asked for a motion to appoint Holmes & Company, LLC as Fee Accountant for the Housing Authority for FY 07/01/18 – 06/30/19. Vice-Chairman Cater, seconded by Commissioner Casella, made a motion to appoint Holmes & Company, LLC as Fee Accountant for the Housing Authority for FY 07/01/18 – 06/30/19. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Resolution HA18-4 – Appointment of Auditor

Chairman Schmidt advised that we only received one proposal for Auditor, Holman, Frenia, and Allison, P.C. Chairman Schmidt asked for a motion to appoint Holman, Frenia, and Allison, P.C. as Auditor for the Housing Authority for FYE 06/30/18. Commissioner Watson, seconded by Commissioner Casella, made a motion to appoint Holman, Frenia, and Allison, P.C. as Auditor for the Housing Authority for FYE 06/30/18. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Flat Rent

Chairman Schmidt advised the Board that the rents in the area have gone up slightly since last year (this is what we base our rents on). Chairman Schmidt asked for a motion to start the process to increase our flat rent (Mr. Paris to place a notice about the flat rent increase, hold a public hearing and hopefully we can adopt the new flat rents at our April meeting). Vice-Chairman Cater, seconded by Commissioner Closs, made a motion to have Mr. Paris start the process to raise the flat rent. Voice vote: All ayes. The motion carried.

Generator

Chairman Schmidt advised the Board that he would like to have a meeting with the Borough regarding the issues with our generator; the meeting was turned over to Mr. Paris to discuss the issues.

- 1) Our contractor, Genserve, advised that the relay switch needs to be replaced. This can only be done during the night and this will require both Walt and Tom to be here; the process is expected to take approximately 2 to 4 hours total. Walt will be working side by side with the Genserve technician and Tom will be on fire watch.
- 2) The Onan emergency transfer switch is 48 years old and parts to repair this switch are almost non-existent. Genserve has recommended that we replace the switch. Replacing this switch with the same 100 amps capacity does nothing to upgrade our present situation. Past Directors discussed upgrading our present emergency generator to a larger machine with more output (current output is 100 amps). Walt has recommended a complete analysis of our heating and electrical system by an engineering firm. If the present emergency switch fails we would be without elevators, fire alarm systems, emergency lighting, emergency call system and all other circuits coming from our emergency lighting panel.

A discussion followed. Chairman Schmidt asked Mr. Paris to send him the information that he has and he is going to forward it to the Borough; and as he said before he would like to have a meeting with the Borough.

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. Seeing no public, Chairman Schmidt closed the public portion of the meeting.

Comments from the Board

Chairman Schmidt asked if anyone had any other comments or concerns. Commissioner Armbruster said that after reading the Siemens contract he has a few questions and would like Solicitor Ogozalek to review the contract.

Commissioner Casella, seconded by Commissioner Watson, made a motion to adjourn at 7:47PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken Paris', written in a cursive style.

Ken Paris
Secretary