

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MEETING  
FEBRUARY 4, 2015**

William Dougherty was sworn in as Commissioner to the Housing Authority of the Borough of Clementon by Solicitor Ogozalek, Jr. Mr. Dougherty is filling the unexpired term of Chris McKelvey.

Vice-Chairperson Watson asked that we salute the flag.

Vice-Chairperson Watson called the February 4, 2015 meeting of the Housing Authority of the Borough of Clementon to order at 6:30PM 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, Dougherty, Schmidt, 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: Commissioner Nicholson.

**MINUTES**

Vice-Chairperson Watson asked for a motion to approve the minutes of the January 7, 2015 Board of Commissioners meeting as submitted. Commissioner Schmidt, seconded by Commissioner Casella, made a motion to table the approval of the January 7, 2015 minutes until the February meeting. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

**BILLS**

Vice-Chairperson Watson asked for a motion to approve the payment of bills for Public Housing and Section 8 dated January 9, 2015 thru February 5, 2015 with proper certification.

Commissioner Schmidt stated that he would like it on record that the legal bills to be approved are from September 2014 thru January 2015. Commissioner Schmidt also asked about the contract that we have with the Vineland Housing Authority and when the contract expired. Mr. Harris explained that we pay Vineland Housing Authority 80% of the admin fee that we receive from HUD and that we retain the other 20% and that the contract expires in April. A discussion followed.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion to approve the payment of bills for Public Housing and Section 8 dated January 9, 2015 thru February 5, 2015 as submitted. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

Vice-Chairperson Watson turned the meeting over to Mr. Harrison.

**MANAGEMENT**

**Travel/Personnel Policy Changes**

Commissioner Schmidt and Mr. Harris reviewed the travel and personnel policies and have submitted a draft with the proposed changes. A discussion followed.

Solicitor Ogozalek advised that the proposed changes can be approved but another resolution will need to be done granting some authority to the Executive Director regarding personnel issues.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the following changes to the Personnel Policy, pending approval of drafting the resolution as needed:

**Page 5 – (B)** In the event an employee is transferred, demoted, suspended or terminated due to disciplinary action as outlined in the Grievance Policy and Standard Code of Conduct Policy the final decision to affect employment or termination shall be vested in the Executive Director **with consultation of the Solicitor.**

**Page 16 – (Working Hours) Overtime** work shall be avoided, but in the event it is required, it shall be approved by the Executive Director. For work in excess of **40 hours per week**, the Authority shall pay the employee at the rate of time and one-half for such overtime employment or provide for commensurate time off.

**Page 28 – (Employment Procedure) The power to hire temporary employees falls to the sole discretion of the Executive Director, with proper consultation of the Solicitor.**

Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

**By-Laws**

Commissioner Schmidt said that he would like to make a motion to amend the By-Laws to change the date of the Annual Reorganization Meeting. A discussion followed.

Commissioner Schmidt, seconded by Commissioner Dougherty, made a motion to amend the By-Laws to change the Annual Reorganization Meeting to be set by the Board each year to be held within the first fourteen (14) days of the month of July, but as close to July 1st as feasibly possible. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

**Commissioner Classes**

Mr. Harris advised Commissioner Dougherty of the course requirements for the Commissioners and said that they get together when it was convenient for both of them to discuss registering him for the courses.

Mr. Harris also advised that Lia Cater has agreed to take the last required commissioner course and would like approval to pay the \$600.00 to register her for the course which will be held in May and to pay her mileage and tolls from her home to New Brunswick and back. Commissioner Schmidt made the motion but Commissioner Watson said that he would like the mileage to be changed to the starting point being 22 Gibbsboro Road, as he did not want to set a precedent. Commissioner Schmidt rescinded his motion. A discussion followed.

Solicitor Ogozalek advised that there is no policy on travel for Ms. Cater because the actual policy says commissioners and employees, and she is neither one; whatever is deemed must be in the motion.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the payment of \$600.00 to register Ms. Cater for the PHAS/SEMAP class on May 16, 2015 and reasonable reimbursement with receipts, if necessary, for miles at the IRS rate from her location to New Brunswick and back. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

**Occupancy/Tenant Relations**

Mr. Harris advised that since January three of our tenants have passed away and that as of today, one of those units has been leased up and hopefully the other two will be leased up by March 1st or shortly thereafter.

Mr. Harris also advised that the Voorhees Care & Rehab were here in January to do “Jingo” with about 15 residents.

**Section 8/HCV Program**

Mr. Harris advised that in January the number of Section 8 participants was reduced from 44 to 43 households due to the removal of one family for failure to report income. Commissioner Schmidt asked if we would get that voucher back to be able to offer it to someone else; Mr. Harris advised that due to the uncertainty of HUD funding he was not going to give out any new vouchers at this time.

#### **Exterior Walls Joint Sealant Replacement Project**

Mr. Harris advised that the pre-construction meeting with JPS Construction was held on January 8th and due to weather conditions we agreed to provide the contractor with a 60-day (no cost) extension to the completion date.

#### **Common Area Roof-Mounted Heater**

Mr. Harris advised that the specifications are 75% completed by PHM Associates for the replacement unit and that he was asked to provide the firm with HUD's general conditions, other compliance forms and State bid forms to complete the bid package. Mr. Harris added that this has caused a two-week delay in advertising for bids.

#### **2015 HUD Operating Subsidy**

Mr. Harris advised that our accountant, Joe Kavanaugh, has prepared and submitted, on time, the 2015 Operating Subsidy that was due to HUD by January 31st. Mr. Harris provided everyone with a copy of the HUD form which indicates that we are eligible to receive a subsidy of \$264,042 and added that he hopes we receive at least 83% of that amount; the final allocation is subject to HUD approval.

#### **Financial Status**

Mr. Harris provided the Board with a copy of our Profit & Loss Statement for the six-month period ending December 31, 2014 which shows that the year-to-date deficit has increased to \$45,770. Mr. Harris advised that most of our costs are fixed and that the only flexibility is in payroll which he would like to discuss in closed session. Mr. Harris further advised that Verizon backed out of their interest to rent roof space from us for a cell tower and that maybe he could go out to bid again to hopefully find another company who would be interested and that we are also trying to save money on our workmen's compensation insurance.

#### **2015 Five Year Agency Plan**

Mr. Harris advised that the Capital Plan had to be submitted to HUD by July 1, 2014 and that he was not advised until October that the roof mounted heater, which supplies heat to all the common areas in the building, could not be repaired. Mr. Harris explained we need to request a budget revision to HUD because the change is more than 10%. Mr. Harris said that he spoke to Suresh Misty, the Capital person at HUD in Newark, and that he agreed that we could use the money that was put aside for the boiler replacement for the heater replacement; however, the other things that are on the "wish-list" will require a submission of a budget revision to HUD.

#### **NEW BUSINESS**

##### **Adopt Resolution HA15-01**

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to adopt Resolution HA15-01 to approve a revision to the Capital Fund Program with amendment removing John Nicholson, Chairperson and adding Jeff Watson, Vice-Chairperson. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

#### **PUBLIC**

Lia Cater, past commissioner, advised the Board that if there were any changes to the course schedule and the PHAS/SEMAP course is held earlier than May 16th, she would be available to go whenever it is scheduled.

**RICE NOTICE TO ALL EMPLOYEES**

Commissioner Schmidt stated that he would like Mr. Harris to send rice notices to all employees so that when the budget is discussed the employees' salaries and employment conditions can be discussed at that time; legally an employees' salary and employment condition cannot be discussed unless they are rice noticed. A discussion followed.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to authorize Mr. Harris to send rice notices to all employees advising them that their salaries and employment conditions may or may not be discussed due to budget restraints. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 7:30PM to pass Resolution HA15-02 to go out of Regular Session and enter into Executive Session, not to exceed 15 minutes, to discuss the terms and conditions of personnel, specifically William Harris. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion at 7:50PM to adjourn from Executive Session and re-enter into Regular Session. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

**Executive Session Discussion**

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to amend the employment contract of William Harris to set his salary to \$52,500.00 per year and to include that he shall work 28 hours per week, divided by a minimum of four (4) business days per week, between the days Monday and Friday, and that the rest of the contract will prevail. Roll call vote: Ayes: Commissioners Casella, Dougherty, Schmidt, and Watson. The motion carried.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 7:55PM to adjourn. Voice vote: All ayes.

Respectfully submitted,

William J. Harris  
Secretary