

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
MONTHLY BOARD OF COMMISSIONERS MEETING  
FEBRUARY 13, 2020**

Commissioner Armbruster called the meeting to order at 6:12PM 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 7/10/2019 and published in the Post on 7/15/19 and in the Times on 7/14/19. Notice was also transmitted to the Borough Clerk on 7/2/2019 and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshner 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 Watson, and Chairman Schmidt (via telephone). Also present at this meeting were Vernon Lawrence, Executive Director and Anthony h. Ogozalek, Jr., Solicitor. Excused: Vice-Chairperson Closs. Absent: Commissioner Konrad and Barbara J. Murray, Secretary.

Due to lack of quorum there was no meeting in January 2020.

**APPROVAL OF MINUTES**

Commissioner Armbruster asked for a motion to approve the minutes of the December 4, 2019 Board of Commissioners Monthly Meeting as submitted. Commissioner Watson, seconded by Commissioner Casella made a motion to approve the minutes of the December 4, 2019 Board of Commissioners Monthly Meeting as submitted. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson and Chairman Schmidt. The motion carried.

Commissioner Armbruster asked for a motion to approve the November 6, 2019 Executive Session minutes as submitted. Chairman Schmidt made an amendment to the Executive Session minutes of November 6, 2019 to add the location of the meeting. The amendment was noted and the location will be added to the minutes. Commissioner Casella, seconded by Commissioner Watson made a motion to approve the minutes of the Executive Session minutes with the noted change. Voice vote: All ayes. The motion carried.

**APPROVAL OF BILLS**

Commissioner Armbruster asked for a motion to approve the payment of Public Housing bills from December 5, 2019 through February 5, 2020 with proper certification. Commissioner Watson, seconded by Commissioner Casella made a motion to approve the payment of Public Housing bills from December 5, 2019 through February 5, 2020 with proper certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson and Chairman Schmidt. The motion carried.

**MANAGEMENT REPORT**

**Low Income Public Housing Vacant Units**

Mr. Lawrence advised the Board that three units are ready for lease-up (two are already leased up).

### Tenants Association

Mr. Lawrence advised that the Tenants Association has started again and he continues to remind them that they need by-laws and be registered with the State.

### Capital Improvements

Mr. Lawrence advised the Board that we need floor tiles on the second and third floors (very critical) and in the common areas; we received one quote for \$5,900 and are going out for additional quotes. We will be doing one floor at a time and will be focusing on the second and third floors first.

### Boilers

Mr. Lawrence advised that we replaced the pump on one of our boilers recently and now the motor on that pump stopped working; South Jersey Boilers came this past weekend and repaired it.

### Painting

Mr. Lawrence advised that at one time there was a leak of some kind that damaged the walls on the 6<sup>th</sup> floor; we called for quotes to paint the entire floor and received one for \$3,000 and are looking to get a couple more. Mr. Lawrence said that he would like to have a meeting with the tenants and get their input as to what colors they would like for the hallways; he suggested he would like to use some brighter colors and paint each floor a different color which is how the Pleasantville Housing Authority is painted.

### HCV Program

Mr. Lawrence advised that 43 out of 69 vouchers are being utilized and he has instructed the case manager to put five more on the street. Our goal is to utilize up to 50 this year; our funding is based on the number of vouchers that are being utilized.

### Administration

#### Part-time Maintenance Tech

Mr. Lawrence advised that our part-time maintenance tech resigned and we were using someone from a temp agency but that did not work out and we had to let him go at the beginning of last week. We do not want to hire anyone until the Personnel Policy is updated; Mr. Lawrence sent a copy of the revised Personnel Policy to the Board members and our Solicitor for review and thanked everyone for working with him to get this done.

#### ROSS Service Grant

Mr. Lawrence advised that we applied for the ROSS Grant back in October 2019 and we still have not heard anything from HUD.

#### QuickBooks to PHA Web

Mr. Lawrence advised that we have finished transferring everything over from QuickBooks to PHA Web effective January 1, 2020.

#### Repositioning

Mr. Lawrence advised Chairman Schmidt that HUD is able to have the video conference regarding repositioning on Monday, February 24, 2020 at 10AM; Chairman Schmidt said that he would be available.

## OLD BUSINESS

### HUD Update

Mr. Lawrence advised that the only HUD update is that the administration put out their budget and hopefully Congress will not approve it; they want to eliminate all Capital funding and they have cut all Public Housing funding. He explained that the way that the RAD program is set up RAD takes everything from the Public Housing program and moves it to the HCV Program; it is very important for us to start the repositioning process.

### Financials

Mr. Lawrence stated that the audit was approved by the Board in December 2019 and that HUD still does not have it. He went on to say that there have been conflicting schedules between the fee accountant and the auditor with getting this done; he will confirm tomorrow if this has been submitted.

## NEW BUSINESS

### Resolution 2020-001 – Revisions to the Personnel Policy of the Clementon Housing Authority

Commissioner Armbruster, seconded by Commissioner Casella made a motion to approve Resolution 2020-001 adopting revisions to the Personnel Policy of the Clementon Housing Authority effective February 13, 2020. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson and Chairman Schmidt. The motion carried.

### PUBLIC

Commissioner Armbruster opened the meeting to the public and 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. Commissioner Armbruster asked if anyone wanted to address the governing body. There being no public, Commissioner Armbruster closed the meeting to the public.

Chairman Schmidt, seconded by Commissioner Casella made a motion to adjourn at 6:27PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



Vernon Lawrence  
Secretary