

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
JANUARY 15, 2014**

Salute to flag.

Chairperson Nicholson called the January 15, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 4:00PM 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, McKelvey, Porter, Schmidt, & Watson. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioner Cater.

MINUTES

Commissioner Schmidt, seconded by Commissioner Porter, made a motion to approve the minutes of the December 18, 2013 Board of Commissioners Regular Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, Porter, Schmidt (requesting that on page one under "Minutes", third paragraph change the last sentence to read that the motion did not carry; and on page four under "Salary Issue" change to the word motion to resolution for going into Executive Session).

Commissioner Schmidt restated his motion, seconded by Commissioner Porter, to approve the minutes of the December 18, 2013 Board of Commissioners Regular Meeting with the aforesaid changes. Roll call vote: All ayes.

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the December 18, 2013 Executive Session minutes as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, Porter, Schmidt (suggesting that we strike the words "social security" from the second paragraph and the sentence following).

Commissioner Porter, seconded by Commissioner Casella, reintroduced the motion to approve the minutes of the December 18, 2013 Executive Session meeting with the aforesaid changes. Roll call vote: All ayes.

BILLS

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills dated December 1, 2013 through December 31, 2013. Commissioner Schmidt questioned payment #10678 to Charles J. Collins, Jr. Architect and Mr. Harris explained that this was payment for architectural services regarding the closet door project. Commissioner Schmidt also questioned why on the HAP Accounting Cash Payment/Receipt Register checks were replacing other checks. Mr. Harris explained that this was an error in the PHA Web software program that caused the checks to print out of numerical sequence. Mr. Harris did contact PHA Web about the problem and it has been corrected. Roll call vote: All ayes.

Chairperson Nicholson turned the meeting over to Mr. Harris at this time.

MANAGEMENT

Mr. Harris provided the Commissioners with a Management Report for December 2013.

Orientation on Housing Procedures & Operations

Mr. Harris advised the Board that Mrs. Wooster oriented him on the various policies and procedures of the housing authority. Mr. Harris also advised that he was granted access to HUD's REAC secure system but is still waiting for approval for the LOCCS system.

OPRA

Mr. Harris advised the Board that he met with Commissioner Schmidt on January 2, 2014 to discuss OPRA regulations and some of the housing authority's operations.

Closet Door Project

The closet door project that began on December 23, 2013 was substantially completed on January 8, 2014. Mr. Harris advised that he and Mr. Collins completed a walk-through with a punch list and all work was satisfactory with a few minor items such as touch up painting and minor door adjustments.

QuickBooks Financial Software

Mr. Harris advised the Board that on the advice of our accountant, Joseph Kavanaugh, we will begin using QuickBooks in January. Mr. Harris also advised that Barbara Murray, Jane Whilden, and he attended a two-day training course in December at the College of NJ's Small Business Development Center on this software program.

Santander Bank On-Line Access

Mr. Harris advised that he has requested access to view both Public Housing and Section 8 checking account bank statements on line from Santander Bank and was advised by the bank that a resolution was needed to authorize his access to on-line banking.

Vacant Units

Mr. Harris advised that in December we had ten vacant units which reflects a 14% vacancy rate. Mr. Harris also advised that an ad was placed in the Real Estate section of the Courier Post and also posted the vacancies on a free website called "NJ Housing Resource Center"; and that as of today two of the vacant units will be occupied by February 1, 2014. It is our intention to work over the next few months to reduce the number of vacancies with a goal of achieving a vacancy rate of 5%.

Old Business

Commissioner Schmidt asked whether or not Mrs. Wooster followed up on the Audit report on the last page where the county is listed as Lincroft, when in fact Lincroft is a town not a county. Mr. Harris advised that he did not have an answer for that but that he would look into the matter.

Commissioner Schmidt also asked if we were approached by AT&T about leasing space from us for their cell towers and also asked if we were receiving payments from AT&T. Mr. Harris advised that we were approached by Verizon and that he is waiting for a plan design and that when he receives it he would like our Solicitor to review it before it is presented to the Board. Mr. Harris also advised that we are still receiving payments from AT&T because of the terms of the lease, even though they removed their equipment.

Commissioner Watson suggested that we make sure that if Verizon does lease space from us that we make sure that they have their own electric meter; which was not the case with AT&T and they tapped into our electric meter

New Business

Commissioner Porter, seconded by Commissioner Casella, made a motion to adopt a resolution to allow William Harris, Executive Director, to view Public Housing and Section 8 bank statements on line. Roll call vote: All ayes.

Commissioner Schmidt asked if we are able to look at other banks to compare interest rates for CDs, T-bills, etc. Commissioner Porter asked if the Housing Authority is allowed to invest their reserve money; Mr. Harris advised that reserve money can be invested into an interest bearing account as long as it is federally insured. Mr. Harris advised that because of the way things are with HUD at this time and until the budget is passed in Congress, we should wait to make any investments with our reserve monies.

Mr. Harris advised that he was contacted by the Perfecting Church and they would like to come in on Martin Luther King Day and sing some songs and reflect on the day with the tenants. Mr. Harris also advised that these are the same people who come here once a month with the Food Bank.

PUBLIC

Eileen Avis, Apt. 403, was the only public in attendance and noted that she was there out of curiosity and that she wanted to hear facts, as opposed to rumors that are sometimes going through the building. Ms. Avis did have a few questions about the meals on wheels program and Commissioner Nicholson advised her to call the Borough Hall and talk to Chick Warrington about the program. Mr. Harris advised that he would give her the telephone number.

Commissioner Porter, seconded by Commissioner Casella, made a motion to adjourn at 4:50PM. Voice vote: All ayes.

Respectfully submitted,



William J. Harris
Secretary