

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MEETING  
JANUARY 13, 2021**

Chairman Schmidt called the meeting to order at 6:04PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, N.J.S.A. 10:4-6. Notice was sent to the Courier Post and South Jersey Times on 7/17/2020 and published in the Post and Times on 7/22/2020. Notice was also transmitted to the Borough Clerk on 7/17/2020, posted on the bulletin board in Wooster Towers and [www.clementonhousingauthority.com](http://www.clementonhousingauthority.com). Due to the COVID-19 pandemic and following CDC and New Jersey State guidelines, the meeting was held virtually.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Cater (arrived @ 6:06PM), Commissioner Konrad, Vice-Chairperson Closs, and Chairman Schmidt. Also present were Vernon Lawrence, Executive Director, Anthony Ogozalek, Solicitor, and Barbara Murray, Secretary. Absent: Commissioner Watson.

**APPROVAL OF MINUTES**

**September 9, 2020**

Chairman Schmidt asked for a motion to approve the minutes of the September 9, 2020 meeting as submitted. Vice-Chairperson Closs, seconded by Commissioner Armbruster, made a motion to approve the minutes of the September 9, 2020 meeting as submitted. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

**October 28, 2020**

Chairman Schmidt asked for a motion to approve the minutes of the October 28, 2020 meeting as submitted. Commissioner Armbruster, seconded by Vice-Chairperson Closs, made a motion to approve the minutes of the October 28, 2020 meeting as submitted. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Vice-Chairperson Closs and Chairman Schmidt. Abstain: Commissioner Cater. The motion carried.

**December 9, 2020**

Chairman Schmidt asked for a motion to approve the minutes of the December 9, 2020 meeting as submitted, Commissioner Konrad, seconded by Commissioner Armbruster, made a motion to approve the minutes of the December 9, 2020 meeting as submitted. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

**APPROVAL OF BILLS**

Chairman Schmidt asked for a motion to approve the payment of bills for December 2020 in the amount of \$30,869.11 with proper certification. Commissioner Armbruster, seconded by Commissioner Konrad, made a motion to approve the payment of bills in the amount of \$30, 869.11 with proper certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

## **MANAGEMENT**

### **Vacant Units**

Mr. Lawrence advised that we have 2 vacancies, an efficiency and a one-bedroom; one resident moved to be closer to family and the other is deceased. The units are in the process of being prepared for occupancy, with one of the units needing a new floor because the tiles are chipping.

### **Audit – FYE 6/30/2020**

Mr. Lawrence advised that our audit is progressing; most of it is being done remotely and the auditor was on site one day to review invoices and payments as well as HCV tenant files. Chairman Schmidt asked how the audit was going this year and both Mr. Lawrence and Ms. Murray agreed that it was going well; Ms. Murray advised that the auditor told her that he would probably have to come on site one more day. Mr. Lawrence advised that he hopes to have the audit completed by the next meeting.

### **Capital Improvements**

Mr. Lawrence advised that the engineers have been in a few times with regards to the boiler replacement and removing the asbestos.

Mr. Lawrence also advised that we received the quotes for the front doors but that the quotes did not follow the guidelines according to our engineer; Mr. Lawrence had the architect speak directly to the contractors who want to get a contract on the job and explained to them that the quotes must match the quotes and if they do not, they need to explain why.

### **Unfinished Business - Repositioning**

Chairman Schmidt asked that since we are in the new Federal fiscal year have, we heard anything from HUD regarding a Zoom meeting about repositioning. Mr. Lawrence advised that he has been in contact with the officials from HUD and they are now hybrid and would like to move forward with repositioning for the Clementon Housing Authority. Chairman Schmidt advised that he is available any Wednesday, Thursday or Friday and Vice-Chairperson Closs said that she is available in the mornings.

## **NEW BUSINESS**

### **Adopt Resolution 2021-01 – Approving the 5 Year and Annual Plan**

Mr. Lawrence advised that our last plan was due in 2015 but it was not submitted until 2017 and we had to submit it again in 2020. Chairman Schmidt stated that this is just a “road map” of what we would like to do, and it can be modified at any time.

Chairman Schmidt, seconded by Vice-Chairperson Closs, made a motion to adopt Resolution 2021-01 approving the 5 Year and Annual Plan. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

Chairman Schmidt, seconded by Commissioner Armbruster, made a motion to adopt Resolution 2021-03 to enter executive session, not to exceed 10 minutes, to discuss potential litigation with a former employee at 6:24PM. Action will be taken once we return to regular session. Voice vote: All ayes (Commissioners Armbruster, Cater, Konrad, Vice-Chairperson Closs and Chairman Schmidt).

Commissioner Armbruster seconded by Commissioner Konrad, made a motion at 6:38PM to return to regular session. Voice vote: All ayes (Commissioners Armbruster, Cater, Konrad, Vice-Chairperson Closs and Chairman Schmidt).

**Adopt Resolution 2021-02 – Approving Settled Personnel Matter & Payment to Ken Paris**

Commissioner Armbruster, seconded by Vice-Chairperson Closs, made a motion to adopt Resolution 2021-02 approving the settled personnel matter and payment to former Executive Director, Ken Paris in the amount of \$606.32 for the remainder of unused sick time contingent upon a release and amended resolution drafted by Solicitor Ogozalek; the release is to be signed by Chairman Schmidt and attested by Solicitor Ogozalek and signed by Ken Paris and whomever he wants to attest it. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad and Vice-Chairperson Closs. Nay: Chairman Schmidt. The motion carried.

**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. Chairman Schmidt asked if anyone wanted to address the governing body.

There being no public, Chairman Schmidt closed the public portion of the meeting.

Commissioner Armbruster, seconded by Commissioner Konrad, made a motion at 6:47PM to adjourn. Voice vote: All ayes. The motion carried.

Respectfully submitted,



Vernon Lawrence  
Secretary