

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MONTHLY MEETING
JANUARY 10, 2024

Chairman Schmidt called the meeting to order at 6:09PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law 10:4-6. Notice was sent to the Courier Post and the South Jersey Times on July 12, 2023, and was published in the South Jersey Times on August 21, 2023 and the Courier Post on August 22, 2023. Notice was also sent to the Borough Clerk on July 12, 2023, posted on the bulletin board at Wooster Towers and www.clementonhousingauthority.com. The meeting was held virtually; both adequate and electronic notice of this meeting has been provided, specifying the time, place and manner in which said notice was provided.

Salute to flag.

Upon roll call the following were present: Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs and Chairman Schmidt. Also present at this meeting were Vernon Lawrence, Executive Director and Barbara Murray, Secretary. Absent: Commissioner Armbruster and Anthony Ogozalek, Solicitor.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the November 20, 2023 monthly meeting and executive session minutes, with the word retroactive stricken from page 2 of the monthly minutes.

There was a discussion regarding when the increases would take effect; after relistening to the recording of the meeting, there was no mention of the word retroactive.

Commissioner Watson, seconded by Vice-Chairman Closs, made a motion to approve the minutes of the November 20, 2023 meeting, with the word retroactive stricken from page 2 of the monthly minutes, and the executive session minutes. Roll call vote: Ayes: Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked if there were any questions on the bills list. Commissioner Cater asked why we are paying two different providers for internet and phone service and if there is a way that we can get all the services from one provider. Mr. Lawrence advised that Networks Plus provides our internal network telephone service and that Comcast Business provides our phone numbers, internet service and Microsoft 365. Chairman Schmidt said that he does not think Comcast Business provides internal network telephone service; Commissioner Cater advised that she would do some research and advise the Board.

Chairman Schmidt asked if we are going out for proposals for IT services; Mr. Lawrence advised that he has started to put together an RFP for IT services.

Chairman Schmidt asked why we are paying Copiers Plus if we purchased the copy machine; Mr. Lawrence advised that we purchased to copy machine and that we pay a monthly service fee based on the number of copies we make each month and it also includes toner.

Commissioner Watson questioned the bill from Johnson Controls to replace faulty strike plate on the patio door whether it was faulty or damaged; a discussion followed. Mr. Lawrence advised that he would look at the invoice to see exactly what happened.

Chairman Schmidt asked for a motion to approve the payment of bills for November & December 2023 in the amounts of \$34,370.16 & \$30,802.28 respectively. Commissioner Watson, seconded by Commissioner Cater, made a motion to approve the payment of bills for November & December 2023 in the amounts of \$34,370.16 & \$30,802.28 respectively. Roll call vote: Ayes: Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if there were any questions on the management report; there were none. Chairman Schmidt commented that we do have two apartments with unsanitary conditions and that the staff has been working diligently to resolve this; letters have been sent to both residents by management but we may have to have our solicitor send letters as well.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Lawrence advised the Board that when our bank accounts were set up, they were set up as small business accounts instead of government accounts. TD Bank suggested to us that we combine our reserve account and money market account into one government account to earn more interest on our money. Mr. Lawrence advised that before he made any changes with the bank, he wanted to make sure that he notified the Board. A discussion followed.

Mr. Lawrence advised the Board that he has applied for set aside money for the HCV program because we are underhoused and we are going to be aggressive in getting things leased up; HUD has awarded us \$221,000 that will sit in reserves at HUD to be used as needed.

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, the public portion of the meeting was closed.

Chairman Schmidt asked for a motion to adjourn at 6:58PM. Commissioner Cater, seconded by Commissioner Konrad, made a motion to adjourn at 6:58PM. Voice vote: All ayes (Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Vernon Lawrence', with a stylized flourish at the end.

Vernon Lawrence
Secretary