

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
JULY 16, 2014**

Salute to flag.

Chairperson Nicholson called the July 16, 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, Nicholson, Schmidt (via telephone), and Watson. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioners Cater and Porter.

Chairperson Nicholson advised that normally the Public part of the meeting is held near the end of the meeting, but because one of our commissioners may have to leave early, the Public part of the meeting was held first.

Commissioner Schmidt called a point of order and said that he thought the first order of business should be to administer the Oath of Office to Chairperson Nicholson for his new term.

Solicitor Ogozalek, Jr. administered the Oath of Office to Chairperson Nicholson for his new term.

PUBLIC

Mr. Harris explained to the Public (several tenants of Wooster Towers) that based on a notice that we received from HUD that we will be increasing our flat rents (\$600.00 to \$639.00 for an efficiency and \$677.00 to \$754.00 for a one-bedroom). These flat rents are based on the FMR (Fair Market Rent) in our area (\$799.00 for an efficiency and \$942.00 for a one-bedroom). Mr. Harris advised that HUD has mandated that all Public Housing Authorities increase the current flat rents to 80% of the locality's FMR, to be effective no later than October 31, 2014.

Mr. Harris advised that currently this only affects a couple of our tenants and that he has contacted those tenants. Mr. Harris asked if there were any questions; there being no questions Mr. Harris said that if anyone wanted to talk to him one-on-one about this to feel free to come to the office. Mr. Harris thanked everyone for coming to the meeting.

MINUTES

Commissioner Casella, seconded by Commissioner McKelvey, made a motion to approve the minutes of the June 18, 2014 Reorganization Meeting. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, and Watson. Abstain: Commissioner Schmidt. The motion carried.

Commissioner Casella, seconded by Commissioner McKelvey, made a motion to approve the minutes of the June 18, 2014 Board of Commissioners Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, and Watson. Abstain: Commissioner Schmidt. The motion carried.

BILLS

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills dated July 1, 2014 thru July 31, 2014 with proper certification. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, and Watson. Abstain: Commissioner Schmidt. The motion carried.

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

MANAGEMENT

Profit & Loss Statement

Mr. Harris advised that he had hoped to have a Profit & Loss Statement to distribute at the meeting, but our accountant, Joe Kavanaugh, was in our office and spent a considerable amount of time with Barb Murray working on QuickBooks and there are some journal entries that still need to be made. Mr. Harris advised that he hopes to have the P&L statement by the end of the week.

Occupancy

Mr. Harris advised that we remained at 100% occupancy during June, but over the last couple of weeks we have been advised that two of our tenants who have been in either a nursing home or hospice will not be returning to their apartments here.

Section 8

Mr. Harris advised that as of our last Board Meeting the current number of Section 8 clients was 42 households and that in June we offered lease approval notices to five additional disabled applicants.

Annual Unit Inspections

Mr. Harris advised that both he and Walt Keebler completed the annual unit inspections at Wooster Towers on June 19, 2014.

HQS Certification

Mr. Harris advised that both Adam Norcross and Tom Williams successfully completed the HQS certification course.

Senior Housing Designation

Mr. Harris advised that Maria Cimino completed the application to continue Senior Housing Designation for Wooster Towers on July 2, 2014. Mr. Harris also advised that he reviewed the application for completeness and has mailed it to the HUD Newark Field Office for processing.

Roof Lease Bids

Mr. Harris advised that Verizon was unable to respond to the extended bid deadline of July 9th for the roof lease. According to Verizon's engineer, they are still attempting to resolve "generator location and access issues". Solicitor Ogozalek, Jr. advised that because we are past the 30 day extension, we will have to go out for RFP's again. Mr. Harris acknowledged that he would do so.

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Energy Conservation

Mr. Harris advised that he has been working with a representative of GreenLight, LLC, energy consultants, on a grant application to the NJ Clean Energy Program for LEED light bulbs for all apartments (including the tenant's light fixtures). We were notified today that the grant has been approved and that we can expect our shipment of light bulbs in about six weeks. Mr. Harris also advised that there is no cost to the Authority for the bulbs or for GreenLight's fee.

Salary Study

Mr. Harris thanked Commissioner McKelvey for sending the job descriptions and salary information to evaluate the four positions that we have at the Clementon Housing Authority; and said that the information will be helpful in any work to be performed by the Personnel Committee.

Flat Rent

Mr. Harris stated that this was discussed at the Public part of the meeting.

Commissioner Comments/Questions

Commissioner Watson asked what size the generator was that Verizon was planning on using if it were possible to maybe ask Verizon if they would be willing to contribute towards the purchase of a larger generator that could be used by both the Housing Authority and Verizon. Solicitor Ogozalek advised that would not be a good idea.

Commissioner Schmidt asked if the current agreement with Mike Murray for painting the apartments was still in effect. Mr. Harris advised that he will be placing the ad for bids to paint the apartments and that it would be on the agenda for next month.

OLD BUSINESS

Auditor – Contract Review

Commissioner Schmidt asked if there was any progress made in the contract review for the auditor from last year. Solicitor Ogozalek advised that he reviewed both the RFP and the contract for the audit and there was no requirement for an exit conference; therefore there was no violation. Commissioner Schmidt asked if a requirement was put in the RFP and contract for this year; Mr. Harris attested that he put the requirement for an exit conference with the Board in the RFP.

Adopt Budget FY 2014 – Resolution HA14-06

Commissioner Watson, seconded by Commissioner Casella, made a motion to adopt the FY 2014 Budget, Resolution HA14-06. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, and Watson. Neys: Commissioner Schmidt. The motion carried.

Late Fees for Rent

Commissioner Schmidt asked Mr. Harris if he was still working on the late fees for rent that he talked about previously; Mr. Harris advised that he is working on a letter to go out to the tenants regarding late fees and that it will be finished by next month.

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NEW BUSINESS

Adopt Resolution HA14-07 – Change in A&O Policy -Flat Rent

Commissioner Schmidt, seconded by Commissioner Watson, made a motion to adopt Resolution HA14-07 – Change in A&O Policy - Flat Rent. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, Schmidt, and Watson. The motion carried.

Commissioner Casella, seconded by Commissioner McKelvey made a motion to adjourn at 4:40PM. Voice vote: All ayes.

Respectfully submitted,


William J. Harris
Secretary