

**Clementon Housing Authority
Board of Commissioners Reorganization Meeting
July 5, 2017 - 6:00 P.M.
John Leshar Community Center
49 Berlin Road
Clementon, New Jersey 08021**

AGENDA

1. Call Meeting to Order/Sunshine Statement by Chairman Schmidt

“This meeting is being held in accordance with the New Jersey Open Public Meetings Act, NJSA 10:4-6, also known as the sunshine law. This meeting has been legally advertised in accordance with the law, with proper notice given to the South Jersey Times, Courier Post and Central Record. It was transmitted to the municipal clerk and posted on the community bulletin board of Wooster Towers.”

2. Pledge of Allegiance

3. Oath of Office/Roll Call

-Oath of Office to be administered to Commissioner Doreen Closs, who was appointed to a term expiring 6/30/2022.

4. Election of Chairman for the 2017-2018 year. Res. HA17-13

5. Election of Vice Chairman for the 2017-2018 year. Res. HA17-14

6. Appointment of Acting Secretary & Treasurer

7. Appointments to Committees

Administration, Finance & Personnel

Planning and Development

Sec. 8/ACOP Policies

_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Designation of Depositories Res. 17-15

9. Legal Advertiser Res. 17-16

10. Selection of Meeting Date, Time and Place Res. 17-17

11. Resolution authorizing check signatories. Res. 17-18

12. Approval of minutes:

- June 7, 2017 – Regular Meeting

13. Payment of bills: From 6/7/2017 to 6/30/2017 in the amount of **\$26,191.48**

14. New Business:

- Sale of Block 120.02, Lot 1 in the Borough of Clementon – Status Update
- Revision of Personnel Policy: Hiring/firing process and employee evaluations

15. Public Comment

16. Closed Session. Res. HA17-19 Authorizing a Closed Session to discuss: Executive Director Search Process / Interview.

17. Return to Public

- Executive Director Appointment

18. Adjournment

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
REORGANIZATION MEETING
JULY 5, 2017**

Acting Secretary/Commissioner Schmidt called the Housing Authority of the Borough of Clementon Reorganization Meeting to order at 6:00PM.

Salute to the flag.

Acting Secretary/Commissioner Schmidt 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 and has been legally advertised on July 1, 2016 in accordance with the law in the Courier Post, the South Jersey Times, and the Central Record. Notice of this meeting was also sent to the Borough Clerk and posted on the bulletin board at Wooster Towers. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

OATH OF OFFICE – DOREEN CLOSS

Acting Secretary Schmidt administered the oath of office to Doreen Closs as Commissioner of the Housing Authority of the Borough of Clementon for a 5-year term to expire June 30, 2022.

Upon roll call the following were present: Commissioner Cater, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Acting Secretary/Commissioner Schmidt. Also present at this meeting was Anthony H. Ogozalek, Jr., Solicitor. Absent: Commissioner Armbruster and Barbara J. Murray, Secretary.

Acting Secretary/Commissioner Schmidt called for nominations for Chairman of the Authority.

NOMINATION OF CHAIRMAN – RESOLUTION HA17-13

Commissioner Cater, seconded by Commissioner Casella, made a motion that Commissioner Schmidt be nominated as Chairman of the Authority FY 2017-2018, effective July 5, 2017.

Being no further nominations, Acting Secretary/Commissioner Schmidt asked for a roll call vote for the nomination of Chairman of the Authority.

Roll call vote for nomination of Commissioner Schmidt to be appointed as Chairman of the Authority: Ayes: Commissioner Casella, Commissioner Cater, Commissioner Closs, Commissioner Watson, and Commissioner Schmidt. The motion carried.

Acting Secretary/Chairman Schmidt called for nominations for Vice-Chairman of the Authority.

NOMINATION OF VICE-CHAIRMAN – RESOLUTION HA17-14

Commissioner Casella, seconded by Commissioner Closs, made a motion that Commissioner Cater be nominated as Vice-Chairman of the Authority FY 2017-2018, effective July 5, 2017.

Being no further nominations, Acting Secretary/Chairman Schmidt asked for a roll call vote for the nomination of Vice-Chairman of the Authority.

Roll call vote for nomination of Commissioner Cater to be appointed as Vice-Chairman of the Authority. Ayes: Commissioner Casella, Commissioner Cater, Commissioner Closs, Commissioner Watson, and Acting Secretary/Chairman Schmidt. The motion carried.

OATH OF OFFICE – COMMISSIONER SCHMIDT (CHAIRMAN)

Councilman Rick DiRenzo of Haddon Heights administered the oath of office as Chairman of the Housing Authority for FY 2017-2018, effective July 5, 2017, to Commissioner John P. Schmidt.

APPOINTMENT OF ACTING SECRETARY & TREASURER – RESOLUTION HA17-21

Chairman Schmidt advised the Board that the Secretary and Treasurer of the Housing Authority is the Executive Director; given that position is vacant, Chairman Schmidt asked for a motion for the Board to appoint himself as Acting Secretary and Commissioner Casella as Acting Treasurer for a period of not more than 45 days.

Commissioner Closs, seconded by Commissioner Watson, made a motion to appoint Chairman Schmidt as Acting Secretary and Commissioner Casella as Acting Treasurer of the Authority for a period of not more than 45 days. Voice vote: All ayes. The motion carried.

APPOINTMENT OF COMMITTEES

Chairman Schmidt appointed the following committees for FY 2017-2018, effective July 5, 2017:

Administration, Finance, and Personnel

Commissioner Closs, Commissioner Casella, and Chairman Schmidt
Alternate – Vice-Chairman Cater

Planning & Development

Vice-Chairman Cater, Commissioner Armbruster, and Chairman Schmidt

Policies

Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt

DESIGNATION OF DEPOSITORIES – RESOLUTION HA17-15

Chairman Schmidt asked for a motion to designate TD Bank as our depository for our Public Housing, Tenant Activities, and Section 8 accounts and Santander Bank for our tenant security deposit account for FY 2017-2018, effective July 5, 2018.

Vice-Chairman Cater, seconded by Commissioner Casella, made a motion to approve TD Bank as our depository for our Public Housing, Tenant Activities, and Section 8 accounts and Santander Bank for our tenant security deposit account for FY 2017-2018, effective July 5, 2017. Voice vote: All ayes. The motion carried.

DESIGNATION OF LEGAL ADVERTISERS – RESOLUTION HA17-16

Chairman Schmidt asked for a motion to designate the Courier Post, South Jersey Times, and the Central Record as our legal advertisers for FY 2017-2018, effective July 5, 2017.

Commissioner Closs, seconded by Commissioner Watson, made a motion to designate the Courier Post, South Jersey Times, and the Central Record as our legal advertisers for FY 2017-2018, effective July 5, 2017. Voice vote: All ayes. The motion carried.

DESIGNATION OF MEETING DATE, TIME, & PLACE – RESOLUTION HA17-17

Chairman Schmidt asked for a motion to designate the meeting date, time, and place to be the first Wednesday of each month at 6:00PM at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey and the Reorganization Meeting to be held on Monday, July 2, 2018 (the first Wednesday is July 4, 2018).

Commissioner Casella, seconded by Vice-Chairman Cater, made a motion to designate the meeting date, time, and place to be the first Wednesday of each month at 6:00PM at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey and the Reorganization Meeting to be held on Monday, July 2, 2018. Voice vote: All ayes. The motion carried.

DESIGNATION OF CHECK SIGNATORIES – RESOLUTION HA17-18

Chairman Schmidt asked for a motion to designate himself and Commissioner Casella as check signatories for FY 2017-2018, effective July 5, 2017 and to amend this resolution at a later date to include the Executive Director once the position is filled.

Commissioner Watson, seconded by Commissioner Closs, made a motion to designate Chairman Schmidt and Commissioner Casella as check signatories for FY 2017-2018, effective July 5, 2017 and to amend the resolution at a later date to include the Executive Director once the position is filled. Voice vote: All ayes. The motion carried.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the June 7, 2017 Board of Commissioners Monthly Meeting as submitted.

Vice-Chairman Cater, seconded by Commissioner Casella, made a motion to approve the minutes of the June 7, 2017 Board of Commissioners Monthly Meeting as submitted. Voice vote: All ayes. The motion carried.

APPROVAL OF PAYMENT OF BILLS

Chairman Schmidt asked for a motion to approve the payment of bills from June 8, 2017 to July 5, 2017. Solicitor Ogozalek advised that there is a correction to his bill, it should be \$935.00 not \$1,100.00.

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of bills from June 8, 2017 to July 5, 2017 with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

PUBLIC

Chairman Schmidt opened the meeting to the public and asked that anyone wishing to address the governing body of the Housing Authority, after being recognized by the Chairman, to state their name and address.

Dot Stokes – Wooster Towers Apt. 804 & current president of the Tenants’ Association asked what the responsibility of the Housing Authority is to the tenants of Wooster Towers and why are things being cut from our building, such as the front door where the tinted film was applied is scratched up, the sidewalks are in need of repair, and the landscaping is in disarray.

Chairman Schmidt advised that the Board’s responsibility is to set policy and be the governing body of the Housing Authority. The Executive Director manages the day to day operations and would address these issues; we are in a transition at this time due to Bill Harris’ resignation. He went on to say that because of the reduction in our subsidy the landscaping was one of the areas that we cut back on as well as reducing salaries. The Borough Public Works Department is maintaining the grass cutting and they did clean up the leaves in the Fall. He also said that the Board has noticed that the Community Room is in need of painting and they hopefully will have this done sometime in August.

Ms. Stokes asked who owns the building; Solicitor Ogozalek advised that the building is owned and managed by the Clementon Housing Authority and that the Borough is the “parent” company and that the Borough appoints the majority of the Board members. Ms. Stokes asked if the building is ultimately owned by the Borough why can’t they take care of the grounds like they do the other areas in town. Vice-Chairman Cater said that she has spoken with the Public Works Department about Wooster Towers and the John Leshner Senior Center and is also looking into other avenues that may be able to help us; she also said that when the new Executive Director is in place this is something that he may be able to address also. Chairman Schmidt said that one of the things that the Board looked for in hiring a new Director was personality and interaction with the tenants. He also added that with Commissioner Armbruster being on our Board he feels that the Borough has a better understanding of what our needs are here.

Ms. Stokes also asked about a notice that Mr. Harris posted about applicants with incomes between 60% and 80% of the median income in Camden County. Chairman Schmidt said that this amendment was approved by the Board earlier in the year and that it does not have any impact on our current residents; this is an added preference so that after our Veterans’ preference we are able to offer housing to applicants whose income is between 60% and 80% of the median income in Camden County before another class of applicants on the Wooster Towers waiting list.

Theresa Mount – Wooster Towers Apt. 302 asked if there was a contact number for any of the Board members in case there was a problem in the building. Vice-Chairman Cater said that the Executive Director would be the first person to contact and during the day it would be Barbara and if the Executive Director is not available, Barbara would reach out to one of the Commissioners. Chairman Schmidt advised that he was going to send a letter to the tenants advising them of the status of the new Executive Director and also include his Housing Authority cell phone number for use in the interim.

Ms. Mount also asked if the proposal for a new generator was still on the table; Vice-Chairman Cater said that this has been discussed many times and that right now we do not have the funding but are looking into other areas where we can get assistance with this.

Ms. Mount asked if there was any way that the Housing Authority could look into the tenants getting a discount from Comcast for their cable as many of them cannot afford it. Commissioner Casella said that the tenants have to be willing to call Comcast and go up the “chain of command” and be persistent. Ms. Stokes commented that there used to be more channels on the television in the community room but now there are only the basic cable channels and the tenants were not notified of this.

Lorraine Rossiter – Wooster Towers Apt. 606 said that she is concerned about the constant problems with the elevators, one or the other is broken down at least once a month; the Board was not aware of this.

Ms. Rossiter asked why the Borough can’t take care of the landscaping at Wooster Towers; Chairman Schmidt advised that the Borough only agreed to cut our grass. Ms. Rossiter said that maybe a group of the residents should attend a Borough Council meeting; Chairman Schmidt said that is a good idea and if they decided to do that he would accompany them if he was able.

Ms. Rossiter also brought up the fact that people are parking in our parking lot who go to the boxing gym next door. Vice-Chairman Cater advised that Mr. Harris had spoken to the owner of the gym about this and that maybe they would need to speak to him again.

Ms. Rossiter asked Chairman Schmidt if his living in Washington D.C. would create an additional expense to the Authority for him to travel from there. Vice-Chairman Cater said that anything over and above the normal the Commissioners have the ability to request the funds back but they are very mindful of the Authority’s financial situation so they try not to.

Ms. Rossiter asked for a copy of the budget; Chairman Schmidt said that when we have a final corrected copy, it would be made public. Chairman Schmidt also said that in lieu of a salary he would be putting in for per diem reimbursement until we have an Executive Director.

Ken Paris – 31 Teaberry Lane, Delran, NJ said that going to the Council meeting is a good idea and suggested that they ask if the Borough has a “green team” (a new initiative that the State is pushing for every municipality) as well as an Environmental Committee; these groups are always

looking for new initiatives throughout the town. If they do not have any such groups, maybe suggest one could be appointed. Vice-Chairman Cater added that we do have a Clean Communities Committee that meets twice a year and they clean up different areas of the town and they also incorporate the students from the Clementon School along with other volunteers from the community for this purpose. Council President Christine Nucera is the person in charge of the Clean Communities Committee. Ms. Mount suggested that maybe we could contact the church to see if they have any volunteers.

Vice-Chairman Cater advised Ms. Stokes that in the past the Board was told that they could not attend the Tenants' Association Meetings unless they were invited; Ms. Stokes said that the Board is welcome to attend the Tenants' Association Meetings.

Ms. Rossiter asked if the tenants could get a copy of the minutes from the Board meeting; Chairman Schmidt said that they are only a draft until they are approved and then they are made public.

The Board thanked the members of the public for sharing their concerns and Chairman Schmidt closed the meeting to the public.

NEW BUSINESS

Sale of Block 120.02, Lot 1 in the Borough of Clementon

Chairman Schmidt asked Solicitor Ogozalek if he had an update on the sale of Block 120.02, Lot 1 in the Borough of Clementon; Solicitor Ogozalek advised that he did not due to Mr. Harris resigning and that he would have to coordinate with the new Executive Director or whoever is going to be available for bid openings.

Revision of Personnel Policy – Resolution HA17-19

Chairman Schmidt asked for a motion to approve Resolution HA17-19 to amend the Personnel Policy, Chapter 2 under the section Authority to Affect Personnel to read "The authority to appoint, promote or transfer personnel shall be moved from the Executive Director to the Board of Commissioners. In the event that an employee is transferred, demoted, suspended or terminated due to disciplinary action as outlined in the Grievance Policy and Standard Code of Conduct Policy the final decision to affect employment or termination shall be vested in the Board of Commissioners with consultation of the Solicitor."

Commissioner Watson, seconded by Commissioner Closs, made a motion to approve Resolution HA17-19 to amend the Personnel Policy, Chapter 2 under the section Authority to Affect Personnel to read "The authority to appoint, promote or transfer personnel shall be moved from the Executive Director to the Board of Commissioners. In the event that an employee is transferred, demoted, suspended or terminated due to disciplinary action as outlined in the Grievance Policy and Standard Code of Conduct Policy the final decision to affect employment or termination shall be vested in the Board of Commissioners with consultation of the Solicitor." Voice vote: All ayes. The motion carried.

Political Activity (HATCH Act)

Chairman Schmidt asked for Board approval to amend the Political Activity section of the Personnel Policy to be in compliance with the current HATCH Act. A discussion followed. On the advice of Solicitor Ogozalek this Resolution will be tabled until next month.

Audit FY 2017

Chairman Schmidt advised that he received an e-mail from the auditors to schedule a meeting to start work on our audit; Chairman Schmidt will arrange that.

Smoking Policy

Chairman Schmidt advised that the no smoking policy will go into effect on August 1, 2017 for all new residents and as current residents are recertified; it needs to be incorporated into our lease and house rules. Solicitor Ogozalek advised that he will work with the new Executive Director on this matter.

Appointment of 2nd Vice-Chairman – Resolution HA17-22

Chairman Schmidt asked for a motion to appoint a 2nd Vice-Chairman, with the appointment to expire September 1, 2017, so that if there are any emergency situations that arise in the absence of the Chairman or Vice-Chairman those situations could be addressed and taken care of. A discussion followed.

Chairman Schmidt, seconded by Commissioner Closs, made a motion to appoint Commissioner Casella as 2nd Vice-Chairman to the Authority, with the appointment to expire September 1, 2017. Voice vote: All ayes. The motion carried.

Comment from Public

Chairman Schmidt opened the meeting to the public, not to exceed three (3) minutes.

Theresa Mount, Wooster Towers Apt. 302, said that there are many people in the building who do not want to join the Tenants' Association and wanted to know if those people have the right to get the information and the Board take it to their meetings. Vice-Chairman Cater advised that those tenants can come to the Board meetings or they can speak directly to Barb Murray or the Executive Director. Ms. Mount asked if someone was hurt in the Community Room by another tenant who was responsible. Solicitor Ogozalek advised that it should be reported to the Executive Director and the police department; the tenant would have to seek private legal counsel, the Housing Authority is not responsible.

There were no further comments; Chairman Schmidt closed the meeting to the public.

Authorize Executive Session – Resolution HA17-20

Chairman Schmidt asked for a motion to approve Resolution HA17-20 authorizing executive session to discuss the Executive Director search and to conduct an interview, not to exceed 30 minutes. Action may be taken.

Commissioner Closs, seconded by Commissioner Watson, made a motion at 7:15PM to approve Resolution HA17-20 authorizing executive session to discuss the Executive Director search and to conduct an interview, not to exceed 30 minutes. Voice vote: All ayes. The motion carried.

The Board agreed to a 10 minute recess before starting Executive Session.

Vice-Chairman Cater, seconded by Commissioner Closs, made a motion at 7:41PM to adjourn from Executive Session and go back into regular session. Voice vote: All ayes. The motion carried.

EXECUTIVE SESSION ACTION TAKEN

Appointment of Executive Director – Resolution HA17-23

Commissioner Casella, seconded by Commissioner Watson, made a motion to appoint an Executive Director and to authorize the Chairman and the Solicitor to enter into negotiations to execute the appointment of the Executive Director pending the approval of the DCA. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Commissioner Casella, seconded by Commissioner Watson, made a motion to adjourn at 7:50PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



John P. Schmidt
Acting Secretary

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
SPECIAL MEETING
JULY 26, 2017

Chairman Schmidt called the July 26, 2017 Special Meeting of the Housing Authority of the Borough of Clementon to order at 6:00PM. This meeting is being held in accordance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6, also known as the Sunshine Law. This meeting has been properly noticed on July 21, 2017 in accordance with the law to the Courier Post, the South Jersey Times, transmitted to the Borough Clerk, and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshar 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 Closs, Commissioner Watson, and Chairman Schmidt. Also present at this meeting were Barbara J. Murray, Secretary. Absent: Vice-Chairman Cater (excused due to military duty) and Solicitor Ogozalek.

READOPT 2017-2018 DCA BUDGET

Chairman Schmidt advised that the main purpose of this meeting was to readopt the 2017-2018 DCA Budget; due to the financial changes that were made the DCA is requiring that we readopt the budget. Chairman Schmidt advised that the DCA did some of the work for us and he did ask our new accountants, Holmes & Company, to review it. He also stated that no line items changed but we will be moving some of the Executive Director's salary to travel and training.

Commissioner Casella, seconded by Commissioner Watson, made a motion to readopt the 2017-2018 DCA Budget. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

MANAGEMENT/OPERATIONS

Chairman Schmidt advised that he had a few updates regarding management/operations:

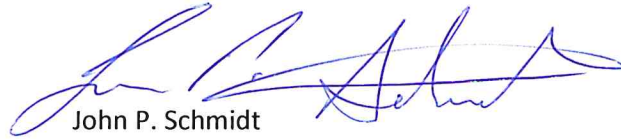
1. We are due for our REAC inspection (every 2 years); Chairman Schmidt spoke to HUD about this and it will be completed sometime in October.
2. There are 2 peoples who are no longer eligible for Section 8 because they do not meet the income requirements; Chairman Schmidt is meeting with Michelle Washington next week to discuss this and will advise her to pull the next 2 applicants (family and disabled) from the waiting list and start the process to get them on the program so we do not lose the vouchers.
3. Ken Paris will be here next week; Chairman Schmidt advised that the DCA has not reviewed Ken's paperwork as of today, which means that we technically do not have an Executive Director. Chairman Schmidt advised that he has spoken to Solicitor Ogozalek who said that nothing prohibits us from creating a position of operations manager and hiring Ken for that position until he is approved by the DCA. He would not be able to do the secretary/treasurer duties of the position, but he would be able to do the day to day administrative operations of the position. Commissioner Armbruster suggested that we stipulate this position be no more than 60 days and we would have to redo it if Ken was still not approved, so that if there is a problem we are not locked in. Chairman Schmidt said that if there were no objections, he would like to hire Ken in this temporary position; there were no objections.

PUBLIC

Chairman Schmidt opened the meeting to the public; there being no public Chairman Schmidt closed the meeting to the public.

Commissioner Casella, seconded by Commissioner Watson, made a motion to adjourn at 6:13PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'John P. Schmidt', is written over a faint, dotted line.

John P. Schmidt
Acting Secretary