

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
MONTHLY BOARD MEETING
JUNE 13, 2019

Chairman Schmidt called the meeting to order at 6:05PM and 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. Notice of the meeting was sent to the Courier Post and South Jersey Times on 7/3/2018 and published in the Post and the Times on 7/7/18. Notice was also transmitted to the Borough Clerk on 7/3/2018 and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshner Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioners Armbruster and Casella, Vice Chairperson Closs and Chairman Schmidt. Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor and Barbara J. Murray, Secretary. Excused: Commissioner Cater. Absent: Commissioner Watson.

NEW BUSINESS

Management Report

Siemens Contract

Chairman Schmidt asked about our contract with Siemens; Mr. Paris advised that the contract was renewed for one year and they did agree to waive the \$75 truck charge for every service call.

Vacant Apartments

Mr. Paris advised that we have 2 vacant apartments; both are one-bedroom. Commissioner Casella asked if we moved tenants from an efficiency apartment to a one-bedroom apartment; Mr. Paris advised that he had done that one time but after a discussion with Chairman Schmidt it was decided that it is not cost effective for the Authority so we no longer allow internal moves.

Constellation Energy

Mr. Paris advised that our third party supplier for our electric, Constellation Energy, went back out to bid and came in at \$.0741 (from \$.07790); we locked in for another 2 year contract extension.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the May 9, 2019 Board of Commissioners Meeting as submitted. Commissioner Casella, seconded by Chairman Schmidt, made a motion to approve the minutes of the May 9, 2019 Board of Commissioners Meeting as submitted. Voice vote: All ayes. The motion carried.

Chairman Schmidt questioned whether Commissioner Armbruster could vote on the minutes as he was not present at the May 9th meeting; Solicitor Ogozalek advised that he can vote after reviewing the minutes.

APPROVAL OF PUBLIC HOUSING BILLS

Chairman Schmidt asked for a motion to approve the Public Housing bills from May 10, 2019 through June 13, 2019 with proper certification. Commissioner Casella, seconded by Vice-Chairperson Closs, made a motion to approve the Public Housing bills from May 10, 2019 through June 13, 2019 with proper certification. Roll call vote: Ayes: Commissioners Casella and Closs, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

PERSONNEL MATTERS

Mr. Paris advised that he was fine with however the Board wanted to compensate him for his time with reference to the issue that was tabled last month regarding the extra 4 hours that he worked to complete a report that was due to HUD and our accountant was unable to be here on his regular scheduled work day. A discussion followed.

Commissioner Casella made a motion to pay Mr. Paris for the 4 hours. Chairman Schmidt asked for a second motion; there being none Chairman Schmidt tabled the issue. Another discussion followed as to whether or not we were setting a precedent with however we decide to handle this issue; Solicitor Ogozalek advised that it is how the contract is written and in his opinion the way that Mr. Paris' contract is written, he does not get paid.

Chairman Schmidt asked if there was a motion for reconsideration; Commissioner Armbruster, seconded by Commissioner Casella made a motion to pay Mr. Paris for the 4 hours. Roll call vote: Ayes: Commissioners Armbruster and Casella, Nays: Vice-Chairman Closs, Abstain: Chairman Schmidt. The motion did not carry.

HUD Budget

Chairman Schmidt advised that he spoke to our accountant who informed him that our budget was being finalized. Chairman Schmidt asked if the budget could be approved before the Board reviews it; Solicitor Ogozalek advised that it could not. A discussion followed. Chairman Schmidt advised that the Board would have to have a special meeting within the next week or so, either in person or by phone, and that an e-mail would be sent out as to when this meeting would be.

Executive Director Search

Chairman Schmidt advised that we have reached out to NAHRO and also posted an ad with the New Jersey League of Municipalities for an Executive Director. Chairman Schmidt also advised that we are also exploring doing a shared service with another housing Authority; Gloucester County Housing Authority is scheduled to be here on Friday, June 21st, to do a walk-through of our building.

RFP's – Auditor & Fee Accountant

Chairman Schmidt advised that RFP's were due today; we did not receive any for auditor and we received one from our current accountant, Holmes & Company in the amount of \$13,200. Chairman Schmidt asked that if anyone knew an auditor to please let him know as we need one as soon as possible.

Commissioner Casella, seconded by Vice-Chairperson Closs made a motion to accept the proposal for Fee Accountant from Holmes & Company in the amount of \$13,200. Roll call vote: Ayes: Commissioners Armbruster and Casella, Vice-Chairperson Closs, and Chairman Schmidt. The motion carried.

RFP – Solicitor

Chairman Schmidt advised that we did not receive any responses to our RFP for Solicitor but that our current Solicitor has expressed an interest to continue as our Solicitor. Chairman Schmidt asked if we needed to go back out for proposals or could we offer the contract to our current Solicitor, Anthony Ogozalek, Jr. at the same rate of \$150 per hour and \$200 per meeting. Solicitor Ogozalek, Jr. agreed to serve under continuing contract of \$150 per hour and \$200 per meeting.

Vice-Chairperson Closs, seconded by Commissioner Casella, made a motion authorizing Solicitor Ogozalek, Jr. to serve as Solicitor for the Authority under his existing contract (\$150 per hour and \$200 per meeting). Roll call vote: Ayes: Commissioners Armbruster and Casella, Vice-Chairperson Closs, and Chairman Schmidt. The motion carried.

OLD BUSINESS

RAD

Commissioner Armbruster stated that last month it was discussed that we were approached by HUD to possibly convert to RAD (which is similar to Section 8); he feels that this is not in the best interest of the building or the borough and that our seniors feel safe here (we are designated for persons 62 and older).

Chairman Schmidt advised that the advantage to converting to RAD is that we would receive 100% funding for the next 30 years and money to rehab the building. Solicitor Ogozalek, Jr. advised that in his opinion converting to RAD is not in the best interest of the building or the borough; that by doing this we would lose all control of the building.

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.

CHAIRMAN'S REPORT

Chairman Schmidt advised that he has expressed to the Board about his service to the Board, specifically his desire to no longer serve as Chairman. Unfortunately no one has stepped up to take over as Chairman and with the transition to a new Executive Director he has agreed to serve as Chairman for one more year.

Resignation of Commissioner Casella

Commissioner Casella read a letter that he has drafted to be sent to the Board of Commissioners, the Borough of Clementon and the office of the Municipal Clerk stating that his term expires June 30, 2020 and at that time he will be resigning as a Commissioner of the Housing Authority. Chairman Schmidt thanked Commissioner Casella for his 10 years of service to the Board and said that he has enjoyed working with him; he has been a good commissioner.

Sick Buy Back Time for Employees

Mr. Paris asked where we stand with the sick buy back time for employees, specifically Walt Keebler who is retiring June 30, 2019. Chairman Schmidt said that it could not be discussed because Mr. Keebler was not rice noticed. Solicitor Ogozalek advised that the policy could be discussed but not a specific employee.

Chairman Schmidt advised that a resolution was passed at the October 2018 meeting stating that the policy of sick buy back time was being rescinded temporarily at that time, which he drafted after the fact. Solicitor Ogozalek advised that whether or not a resolution was passed the proper administrative procedures were not done to make it a valid policy; that being the employees must be notified of the change, the change must be posted and the policy must be updated to reflect the change. A discussion followed as to who is supposed to write the resolution.

Solicitor Ogozalek advised that Walt Keebler should be paid his sick buy back time. Mr. Paris advised that this not only affects Mr. Keebler it also affects Barbara Murray, Tom Williams and himself. Chairman Schmidt said that Mr. Paris does not qualify for sick buy back; Mr. Paris has a contract with the Housing Authority that states he gets 25% of his sick time.

Chairman Schmidt advised that the Board was going to proceed and pay Walt Keebler on Solicitor Ogozalek, Jr.'s recommendation and that the Board was going to go to the Housing Authority office immediately and prepare the resolution to temporarily rescind the sick buy back policy and notify everyone.

There was a brief exchange of words between the Solicitor and Executive Director. Chairman Schmidt called for order and motioned to adjourn at 6:50PM; seconded by Commissioner Casella. Voice vote: All ayes.

Respectfully submitted,



Ken Paris
Secretary