

**CLEMENTON HOUSING AUTHORITY**  
**BOARD OF COMMISSIOENRS**  
**REGULAR MEETING**  
**JUNE 18, 2014**

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – MAY 21, 2014 MEETING**

**III. APPROVAL OF BILLS**

**IV. Management Report**

**V. Old Business**

**VII. New Business**

**VII. Public Portion**

**VIII. Executive Session (if required)**

**IX. Adjournment**

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON**  
**BOARD OF COMMISSIONERS MEETING**  
June 18, 2014

Salute to flag.

Chairperson Nicholson called the June 18, 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, Cater, McKelvey, Nicholson, and Porter & Schmidt. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioner Watson.

**MINUTES**

Commissioner Casella, seconded by Commissioner Cater, made a motion to approve the minutes of the May 21, 2014 Board of Commissioners Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Nicholson and Porter. Abstain: Commissioner Schmidt.

**BILLS**

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills dated June 1, 2014 thru June 19, 2014. Commissioner Schmidt asked if the bill from the Courier Post was only for the RFP's; Mr. Harris advised that the bill included the legal notices for the RFP's as well as the notice for the Reorganization Meeting and a Public Hearing to be held before our July meeting regarding the flat rent. Roll call vote: All ayes.

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

**MANAGEMENT**

**Profit & Loss Statement**

Mr. Harris advised the Board that there were some discrepancies on the Profit & Loss Statement that was presented at our May meeting due to information on the HUD subsidy and some other costs. Mr. Harris advised that our accountant, Joseph Kavanaugh, was in our office yesterday and hopes to have an updated Profit & Loss Statement as of May 31st by the end of the week and that he will e-mail everyone a copy.

**Occupancy**

Mr. Harris advised the Board that effective June 1, 2014 we reached our goal of 100% occupancy.

**Section 8/Housing Choice Voucher Program**

Mr. Harris advised that we have increased the number of Section 8 clients to 42 households, with the most recent client being a disable individual.

Mr. Harris advised that Jane Whilden will no longer be working as our Section 8 Coordinator as she has accepted a position with another Housing Authority; this change was unexpected. Mr. Harris noted that the Vineland Housing Authority has assigned a replacement as of June 11, 2014.

Mr. Harris advised that Ms. Whilden had sent a notice of termination of subsidy to one program participant for failure to comply with the provisions of her lease; the landlord has also filed for eviction. The individual is appealing the termination of subsidy and is requesting a hearing.

**Annual Unit Inspections**

Mr. Harris advised that he and Walt Keebler have completed the emergency pull cord inspections and they are now in the process of completing the unit inspections, which should be completed by June 25, 2014.

**HQS Certification**

Mr. Harris advised that both Adam Norcross and Tom Williams have taken the on-line HQS Certification course and that Mr. Norcross has taken the exam and passed. Mr. Williams is scheduled to take his exam next week.

**Senior Housing Designation**

Mr. Harris advised that Maria Cimino is in the process of completing our Senior Housing Designation which will be submitted to HUD by the end of the month.

**Verizon**

Mr. Harris advised that after Verizon hired an engineer, at their expense, to determine if there was adequate emergency power on site and the engineer's report stated that there was not adequate emergency power, they have asked for a 30-day extension to submit their bid for placing cell towers on our roof.

**RFP's – Accountant, Auditor, & Solicitor**

Mr. Harris advised that we have received responses to the RFP's for accounting, auditing and legal services and that his report will be presented at the Reorganization Meeting for the Boards consideration.

**PUBLIC**

Chairperson Nicholson opened the meeting to the public; no public in attendance. Commissioner Nicholson closed the meeting to the public.

**OLD BUSINESS**

Commissioner Schmidt asked if the Board wanted to discuss the salary issues that were discussed at our May 21st meeting. Chairperson Nicholson advised that salary issues were discussed at our last meeting, but Chairperson Nicholson felt it was in the best interest of the Board to table the issue until Commissioner Schmidt was in attendance. Solicitor Ogozalek advised that it is not necessary to go into Executive Session if discussing the general philosophy or setting up a committee for a salary study; the committee (less than a quorum) can discuss salary issues outside of the Board Meeting, because they are not a full voting body, and report to the Authority at which time Rice notices must be given or go into Executive Session. Solicitor Ogozalek also advised that the Board should go into Executive Session if they want to discuss policies overall. Solicitor Ogozalek asked Commissioner Schmidt what he was requesting.

Commissioner Schmidt advised that he feels that we should look at how we give raises and compare job descriptions with other housing authorities, local government entities, etc.

Chairperson Nicholson advised that our accountant, Joseph Kavanaugh, informed us that we can give up to a 3% increase and that he also said that there could be some danger if we start comparing salaries with other Housing Authorities and find that our staff is underpaid; we are not in a position to bring them up to par. Commissioner Nicholson also added that he felt one caveat for this year was that it was a transition year, and along with that was more work for the staff. Chairperson Nicholson stated that he feels that we have done very well and have transitioned a lot in the last six months. A discussion followed.

Chairperson Nicholson asked for volunteers for a sub-committee; Commissioners Cater, McKelvey, and Schmidt volunteered.

Commissioner Schmidt suggested that the motion for a sub-committee may have to be re-established at the Reorganization Meeting because sub-committees are only in place from one Reorganization to the next. Solicitor Ogozalek advised that we can appoint the members of the sub-committee without a motion. Chairperson Nicholson appointed Commissioners Cater, McKelvey, and Schmidt as the sub-committee going forward to work with Mr. Harris on salary procedures and comparisons. Chairperson Nicholson advised that the Board is not looking for the committee to make any decisions, just to report their findings to the Board. Commissioner Schmidt added that he would like to have something finalized by January or February of 2015.

Mr. Harris asked if he was correct in understanding that effective July 1, 2014 he has the authority to make the necessary changes in staff salaries as per the budget. Mr. Harris also added that the increase in salary would only affect two employees. A discussion followed.

Commissioner Casella, seconded by Commissioner Porter, made a motion to accept the budget as submitted. Roll call vote: All ayes.

Chairman Nicholson then expressed his concern about Borough Council's recent attempt to not reappoint him as a Commissioner (his current term expires on June 30, 2014). He stated that he believed that the decision to appoint another individual in his place was politically motivated and further stated that the Borough Council had usually not made appointments to the Board in the past for political reasons. He reported that the vote to replace him was tied and that he used his vote as Mayor to break the tie. He said that he found this attempt to replace as a disappointment.

Chairman Nicholson then stated that former Mayor Armbruster claimed we were filling the Board with Republicans. He questioned the logic of that statement given the difficulty that the Board experienced in building its membership up to full and capacity and that we were going through a transition year.

He also stated that he invited all members of Borough Council to attend Housing Authority meetings or to speak with the Executive Director about operations but his suggestion was greeted with sarcasm by some members of Borough Council.

**Board of Commissioners Meeting**

**June 18, 2014**

**Page 4**

Commissioner McKelvey then commented that his name may have been brought up in a conversation among some Council members about not re-appointing Chairman Nicholson. He emphasized that he participated in no such conversation with any members of Borough Council.

Commissioner Schmidt then commented that he would not sit there and listen to personal attacks by the Chairman on former Mayor Armbruster. Chairman Nicholson then asked should he not have brought up what occurred at the Borough Council meeting.

There was some additional discussion prior to the Chairman's requesting a motion for an adjournment of the Regular meeting. The roll call was as follows:

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to adjourn at 4:47PM. Voice vote: All ayes.

Respectfully submitted,

A handwritten signature in cursive script that reads "William J. Harris". The signature is written in black ink and is positioned above the printed name and title.

William J. Harris  
Secretary