

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
MONTHLY BOARD OF COMMISSIONERS MEETING & PUBLIC HEARING
JUNE 6, 2018

Chairman Schmidt called the meeting to order at 6:00PM 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 7/7/2017 and published in the Post on 7/12/17 and in the Times on 7/18/17. Notice was also transmitted to the Borough Clerk on 7/7/2017 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: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. Also present at this meeting was Anthony H. Ogozalek, Jr., Solicitor. Excused: Vice-Chairman Cater. Absent: Ken Paris, Executive Director and Barbara J. Murray, Secretary.

Chairman Schmidt opened the Public Hearing that was advertised in the Courier Post on April 16, 2018 regarding the Annual Agency Plan "Process" for fiscal year beginning July 1, 2018 and the Five-Year Capital Fund Program Budget in compliance with current HUD regulations.

There being no public, Chairman Schmidt closed the Public Hearing at 6:05PM.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the May 2, 2018 Board of Commissioners Monthly Meeting as submitted. Commissioner Watson advised that as he was not in attendance at the May 2nd meeting he did not second the motion to adjourn. Commissioner Casella, seconded by Commissioner Closs, made a motion to approve the minutes of the May 2, 2018 Board of Commissioners Monthly Meeting with the correction from Vice-Chairman Cater, seconded by Commissioner Watson made a motion to adjourn to Vice-Chairman Cater, seconded by Commissioner Casella made a motion to adjourn. Voice vote: All ayes. The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from May 3, 2018 to June 6, 2018. Commissioner Armbruster, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification from May 3, 2018 to June 6, 2018. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt advised that the Management Report was included in the Board packet that was e-mailed to everyone.

OLD BUSINESS

Chairman Schmidt advised the Board to refer to the Management Report regarding any old business.

NEW BUSINESS

Preventative Maintenance on Boilers & Burners

Chairman Schmidt advised that we reached out to three companies for a quote on a bi-annual preventative maintenance contract for our burners and boilers – South Jersey Boilers (who we have used for 20 years and the only one who responded), McNeil (no response) and Monarch (no response). A discussion followed.

Chairman Schmidt asked for a motion to approve a bi-annual preventative maintenance contract with South Jersey Boilers for our boilers and burners in the amount of \$3,510 plus any parts. Commissioner Closs, seconded by Commissioner Watson made a motion to approve a bi-annual preventative maintenance contract with South Jersey Boilers for our boilers and burners in the amount of \$3,510 plus any parts. Voice vote: All ayes. The motion carried.

Corrective Maintenance on Transfer Switch

Chairman Schmidt advised the Board that Mr. Paris has already approved this as it was under the threshold.

Smoke Curtain Repair & Replacement

Chairman Schmidt advised that since January 2013 we have spent \$23,000 on repairs for our smoke curtains. We received a quote from Modernfold for \$11,000 to replace them; it is unclear if that quote is per floor or the total for all floors. Chairman Schmidt said that we have been averaging about \$55,000 in capital funds each year; we received notification that our capital funds will be increasing by about \$25,000 this year. A discussion followed.

The Board unanimously agreed to table this discussion until there is clarification; specifically the cost.

Smoking Policy

Chairman Schmidt asked for a motion to approve the non-smoking policy effective July 31, 2018. A discussion followed. Commissioner Armbruster, seconded by Commissioner Closs made a motion to approve the non-smoking policy as required by 23 CFR 965.653, Smoke Free Public Housing. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Approve Annual Statement FY 2018 – Capital Fund Program

Chairman Schmidt asked for a motion to approve the Annual Statement for FY 2018 Capital Fund Program. A discussion followed. Commissioner Armbruster, seconded by Commissioner Casella motion to approve the Annual Statement for FY 2018- Capital Fund Program. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Approve CFP Five-Year Action Plan for Fiscal Years 2018 Thru 2022

Chairman Schmidt asked for a motion to approve the CFP Five-Year Action Plan for Fiscal Years 2018 thru 2022. Commissioner Armbruster, seconded by Commissioner Casella made a motion to approve the CFP Five-Year Action Plan for Fiscal Years 2018 thru 2022. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Violence Against Women Act

Chairman Schmidt advised the Board that HUD requires all housing authorities to approve an Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking in accordance with the Violence Against Woman Act (VAWA); Chairman Schmidt asked for a motion to do adopt said plan. Commissioner Armbruster, seconded by Commissioner Closs made a motion to approve the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking in accordance with the Violence Against Women Act (VAWA). Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Civil Rights Certification

Chairman Schmidt advised that the Board needs to re-adopt the resolution regarding HUD 50077-CR – Civil Rights Certification because it was not signed on the date that it was adopted originally. Commissioner Armbruster, seconded by Commissioner Watson made a motion to re-adopt the resolution regarding HUD 50077-CR – Civil Rights Certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

PH Admissions & Occupancy Policy, Section 8 Administrative Plan, & PH Lease Amendments

Chairman Schmidt advised the Board that the PH Admissions & Occupancy Policy, the Section 8 Administrative Plan, and PH Lease Amendments are in the process of being updated for approval at our next meeting.

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. There being no public Chairman Schmidt closed the floor to the public.

Adopt HUD Operating Budget FYE 06/30/2019 and State DCA Budget FYE 06/30/2019

Chairman Schmidt asked for a motion to adopt the State DCA Budget FYE 06/30/2018. Commissioner Casella, seconded by Commissioner Watson made a motion to adopt the State DCA Budget FYE 06/30/2018. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. Nay: Commissioner Armbruster. The motion carried.

Chairman Schmidt asked for a motion to adopt the HUD Operating Budget FYE 06/30/2018. Commissioner Armbruster, seconded by Commissioner Closs made a motion to adopt the HUD Operating Budget FYE 06/30/2018. Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Commissioner Armbruster, seconded by Commissioner Closs made a motion to adjourn at 6:40PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Ken Paris', written in a cursive style.

Ken Paris
Secretary