

**Clementon Housing Authority
Board of Commissioners Regular Meeting
March 1, 2017 - 6:00 P.M.
John Leshar Community Center
49 Berlin Road
Clementon, New Jersey 08021**

AGENDA

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.”

Salute to Flag/Roll Call:

Commissioner Armbruster
Commissioner Casella
Commissioner Closs

Commissioner Watson
Vice Chairman Cater
Chairman Schmidt

Approval of minutes:

- February 1, 2017– Regular Meeting

Payment of bills: From 2/01/2017 to 2/28/2017 in the amount of \$_____ (to be distributed on or before meeting)

Management Report

Old Business:

New Business:

Resolution HA17-03 Awarding Contract to Anthony Ogozalek, Jr., for legal services
Resolution HA17-04 Awarding Contract to Holmes & Company, LLC, for fee accounting services
Resolution HA17-05 Awarding Contract to Holman Frenia & Allison, PC, for auditing services

Closed Session (if required)

Public Portion

Adjournment

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MONTHLY MEETING
MARCH 1, 2017**

Chairman Schmidt called the March 1, 2017 Board of Commissioners Monthly Meeting to order at 6:09PM. 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 legally advertised in accordance with the law in the Courier Post, the South Jersey Times, the Central Record, on the Clementon Housing Authority website and correspondence with the Municipal Clerk. 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: Vice-Chairman Cater, Commissioner Closs, Commissioner Watson, Commissioner Casella, and Chairman Schmidt. Also present at this meeting were William J. Harris (via telephone), Anthony H. Ogozalek, Jr., Solicitor and Barbara J. Murray, Secretary. Absent: Commissioner Armbruster.

MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the February 1, 2017 Board of Commissioners Monthly Meeting as submitted. Commissioner Watson, seconded by Commissioner Closs, made a motion to approve the minutes of the February 1, 2017 Board of Commissioners Monthly Meeting as submitted. Voice vote: All ayes. The motion carried.

BILLS

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from February 1, 2017 to February 28, 2017. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification from February 1, 2017 to February 28, 2017. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if anyone had any questions on the management report that Mr. Harris submitted with the board packet; there were no questions.

OLD BUSINESS

Chairman Schmidt advised that due to conflicting schedules the meeting between himself, William Harris, and Anthony H. Ogozalek, Jr. regarding the eviction process did not take place; Chairman Schmidt and William Harris advised that they will endeavor to have a report by our next Board Meeting, April 5, 2017.

NEW BUSINESS

Finance & Administration Committee Report

Chairman Schmidt advised that the Finance & Administration Committee met to review the RFP's for professional services for FYE 06/30/18:

- 1) Solicitor – Anthony H. Ogozalek, Jr. (Cinnaminson) our current Solicitor
- 2) Fee Accountant – Holmes & Company (Cherry Hill) in the amount of \$12,000 – they have worked with housing authorities on compliance with point of view with audit but not accounting, but a lot of governmental accounting work
Linda Avena (Vineland) in the amount of \$14,800 – has experience in accounting for Public Housing but not Section 8
Chairman Schmidt advised that our current Fee Accountant did not submit a proposal

The Committee is unanimously recommending the appointment of Holmes & Company.

- 3) Auditor – Holman, Frenia, & Allison in the amount of \$8900 – the Committee did discuss whether or not to go out for RFP's again, but decided to unanimously recommend their appointment

Chairman Schmidt asked for a motion to approve Resolution HA17-03 awarding the contract for legal services for FYE 06/30/2018 to Anthony H. Ogozalek, Jr. of Cinnaminson. Commissioner Watson, seconded by Vice-Chairman Cater, made a motion to approve Resolution HA17-03 awarding the contract for legal services for FYE 06/30/2018 to Anthony H. Ogozalek, Jr. of Cinnaminson. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Chairman Schmidt asked for a motion to approve Resolution HA17-04 awarding the contract for fee accounting services for FYE 06/30/2018 to Holmes & Company of Cherry Hill. Vice-Chairman Cater, seconded by Commissioner Closs, made a motion to approve Resolution HA17-04 awarding the contract for fee accounting services to Holmes & Company of Cherry Hill. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Chairman Schmidt asked for a motion to approve Resolution HA17-05 awarding the contract for auditing services for FYE 06/30/2018 to Holman, Frenia, & Allison, P.C. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve Resolution HA17-05 awarding the contract for auditing services for FYE 06/30/2018 to Holman, Frenia, & Allison, P.C. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Erial Road Property

Commissioner Watson asked what the progress was on the Erial Road property sidewalk repair. Mr. Harris advised that he had spoken to Mr. Gambale and that he offered to repair the sidewalk for a cost of \$2800 and he also indicated that he would be willing to buy the property from the

Housing Authority if we chose to sell it. A discussion followed. Chairman Schmidt advised that he would send an e-mail to Jenai Johnson to see if we can use the appraiser that is doing appraisals for the Borough can do it.

Veterans Preference – Section 8 and Public Housing Policies

Vice-Chairman Cater asked if the Public Housing Admissions Policy was amended to mirror the Section 8 Admissions Policy with regards to giving veterans a preference. Mr. Harris advised that in reviewing our admissions policies for both Section 8 and Public Housing veterans' preference is in both policies.

New Accountant/REAC

Chairman Schmidt advised that he received an e-mail from Charles Holmes regarding our code for REAC. Mr. Harris advised that he has been in communication with Mr. Holmes and he told him that he will call him on Monday, 3/6/17, to set up a time to go on REAC together and guide him through the process of registering with REAC. Chairman Schmidt advised the Board that the contract with Holmes & Company is contingent upon them getting set up in REAC by May 1, 2017.

Budget

Chairman Schmidt asked Mr. Harris if Joe Kavanaugh would have the budget to us in time to have a committee meeting prior to the monthly board meeting; Mr. Harris said that he sent Joe an e-mail asking to have the budget to us by Monday, March 27th. Chairman Schmidt said that was not enough time and he would prefer to have it by Monday, March 20th. A discussion followed. Chairman Schmidt said that if we have to reschedule the Board Meeting to another Wednesday in April, we could do that as a last resort; he does not see any reason to have two meetings in April.

Income Verification

Chairman Schmidt advised that he has been in contact with Senator Madden's office regarding getting us access to certain reports to verify income; it looks like we would have to enter into a shared service agreement with the State to get it set up. A discussion followed.

PUBLIC

Chairman Schmidt opened the meeting to the public; seeing no public, Chairman Schmidt closed the meeting to the public.

Commissioner Casella, seconded by Commissioner Casella, made a motion to adjourn at 6:36PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



William J. Harris
Secretary