

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MONTHLY MEETING  
MARCH 14, 2018**

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 07/07/2017 and published in the Post on 07/12/17 and in the Times on 07/18/17. Notice was also transmitted to the Borough Clerk on 07/07/2017 and posted on the bulletin board in Wooster Towers. The meeting was rescheduled and notice was sent to the above mentioned newspapers, posted on the bulletin board at Wooster Towers, and transmitted to the Borough Clerk on 03/08/2018. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

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

There was no Board meeting in April.

Salute to flag.

**APPROVAL OF MINUTES**

Chairman Schmidt asked for a motion to approve the minutes of the February 7, 2018 Board of Commissioners Monthly Meeting as submitted. Commissioner Watson, seconded by Commissioner Closs, made a motion to approve the minutes of the February 7, 2018 Board of Commissioners Monthly Meeting as submitted. Voice vote: All ayes. The motion carried.

**APPROVAL OF BILLS**

Chairman Schmidt asked for a motion to approve the payment of bills from February 8, 2018 thru March 14, 2018 with proper certification. Commissioner Casella, seconded by Commissioner Closs, made a motion to approve the payment of bills from February 8, 2018 thru March 14, 2018 with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

**MANAGEMENT REPORT**

**Relay Switch/Transfer Switch**

Mr. Paris reported that there was a power outage today that affected most of the town and our relay switch did not work; therefore there was no emergency back-up power. Mr. Paris said that we have an estimate of \$2,136.00 to replace the relay switch and that it is imperative that this is replaced immediately; he also said that we need to pursue replacing the transfer switch at a later

date. The Board unanimously agreed to replace the relay switch for the estimated cost of \$2,136.00.

#### **Right to Know**

Mr. Paris advised that we are working on the Right to Know report that is due in July; we have identified the additional chemicals that we use and Environmental Design will update the information and we will submit the report.

#### **Annual Plan/Senior Housing Designation**

Mr. Paris advised that he has been in contact with Maria Cimino, our housing consultant, and we will be starting to work with in the near future to prepare our Annual Plan and reviewing and updating our policies as needed.

#### **Resolution HA18-6 - Corrective Action Plan**

Chairman Schmidt asked for a motion to adopt Resolution HA18-6 which allows Ken Paris, Executive Director and Chairman Schmidt to sign off on the Corrective Action Plan. Mr. Paris stated that everything on the Corrective Action Plan has been implemented effective January 1, 2018. Commissioner Casella, seconded by Commissioner Watson, made a motion to adopt Resolution HA18-6 – Corrective Action Plan. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

#### **OLD BUSINESS**

##### **Meeting with Clementon Borough**

Chairman Schmidt advised that the meeting with Clementon Borough regarding our generator is tentatively scheduled for March 26, 2018.

##### **Professional Services Contract**

Chairman Schmidt advised that last month we awarded our professional service contracts for accountant, auditor, and solicitor; Chairman Schmidt advised that we received a contract from the auditors to sign and asked if Solicitor Ogozalek, Jr. if we needed something between the Housing Authority and himself and the Housing Authority and the accountant to be signed and executed. Solicitor Ogozalek, Jr. advised that we have done this in the past and that he would look into it.

#### **NEW BUSINESS**

##### **Siemens Fire Issue**

Solicitor Ogozalek, Jr. complimented Mr. Paris on the \$3,000 savings with Siemens for the smoke detector installation.

### **Flat Rent Increase**

Chairman Schmidt asked if the public notice that we are going to post in Wooster Towers for the increase in flat rents had to be in the newspaper also; Solicitor Ogozalek, Jr. advised that it only has to be posted in Wooster Towers.

Chairman Schmidt asked what date Mr. Paris wanted to schedule the required meeting with the residents regarding the flat rent increase; a discussion followed. It was decided that the meeting will be on Wednesday, March 21, 2018.

### **Late Charges for Rent**

Mr. Paris said that he and Barb Murray have discussed the policy for late charges on rent payments and feel that the residents who get their social security checks on the second, third, or fourth Wednesdays of the month should not be penalized; we need to adjust the policy so that it is fair to everyone. A discussion followed.

The Board unanimously agreed that effective immediately all rents are due within three (3) days of receipt of their Social Security check before late charges are applied; a memo will be kept on file stating this change and the residents will be notified at the meeting on March 21, 2018 along with the flat rent increase.

### **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. Seeing no public, Chairman Schmidt closed the public portion of the meeting.

Chairman Schmidt asked for a motion at 6:25PM to approve Resolution HA18-5 to enter into Executive Session to discuss the personnel policy, specifically employee compensation. Commissioner Casella, seconded by Commissioner Closs, made a motion at 6:25PM to approve Resolution HA18-5 to enter into Executive Session to discuss the personnel policy, specifically employee compensation. Voice vote: All ayes. The motion carried.

Commissioner Casella, seconded by Commissioner Watson, made a motion at 7:02 to close the Executive Session and go back to the regular meeting. Voice vote: All ayes. The motion carried.

### **Executive Session Discussion – Resolution HA18-7 – Amending the Personnel Policy**

Chairman Schmidt asked for a motion to adopt Resolution HA18-7–Amending the Personnel Policy, specifically employee compensation for current employees only, that the carry-over for sick days remains at 120 days adding that the Board may take up to two (2) years to pay employees their buy-back time (one half of their carry-over time). Any new employees will not be eligible for buy-back time.

Commissioner Casella, seconded by Commissioner Watson, made a motion to adopt Resolution HA18-7 Amending the Personnel Policy, specifically employee compensation for current employees only, that the carry-over for sick days remains at 120 days adding that the Board may take up to two (2) years to pay employees their buy-back time (one half of their carry-over time). Any new employees will not be eligible for buy-back time. Voice vote: All ayes. The motion carried.

Commissioner Casella, seconded by Commissioner Casella, made a motion to adjourn at 7:04PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



Ken Paris  
Secretary