

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
MARCH 19, 2014**

Salute to flag.

Chairperson Nicholson called the March 19, 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 (via speaker phone), Nicholson, and Schmidt. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioners McKelvey, Porter, and Watson.

MINUTES

Commissioner Schmidt asked if the approval of the February 19, 2014 minutes could be tabled until next month. A brief discussion followed and the Board agreed to vote on the minutes at the April meeting.

BILLS

Commissioner Casella, seconded by Commissioner Schmidt, made a motion to approve the payment of all Public Housing and Section 8 bills dated March 1, 2014 thru March 20, 2014. Roll call vote: All ayes.

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

MANAGEMENT REPORT – MARCH

Approval of Agreement with Vineland HA for Section 8 Administration

Mr. Harris advised the Board that he is requesting the Board's approval of a resolution to renew our management agreement with the Vineland Housing Authority for Section 8 administration. Mr. Harris also advised that there are no changes to the contract, Vineland receives 80% of our admin fee and we get the remaining 20% for our overhead costs. Commissioner Schmidt, seconded by Commissioner Cater, made a motion to approve Resolution HA14-02 authorizing the management agreement with the Vineland Housing Authority for Section 8 administration. Roll call vote: All ayes.

Approve Submission of 2014 Capital Fund Amendment to HUD

Mr. Harris advised the Board that we have always been told to use the previous year's dollar amount for budgeting purposes, which in our case was \$59,257.00; the actual amount that we will receive for 2014 will be \$54,940.00. A discussion followed. Mr. Harris asked for a motion

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to approve Resolution HA14-03 Approving submission of the 2014 Capital Fund Amendment to HUD and the supporting Annual Statement.

Commissioner Schmidt asked if this had anything to do with the meeting that we were supposed to have at 3:45PM, prior to this meeting. Mr. Harris advised that this was the Public Hearing and that we do not have to have a separate meeting.

Solicitor Ogozalek advised that we should open the meeting for the Public Hearing for any comments or concerns about the 2014 Capital Fund.

Commissioner Nicholson opened the meeting for the Public Hearing and asked if there were any comments regarding the 2014 Capital Fund; there being no public in attendance, Commissioner Nicholson closed the Public Hearing.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve Resolution HA14-03 approving the submission of the 2014 Capital Fund Amendment and Supporting Annual Statement (HUD 50075.1). Roll call vote: All ayes.

Telephone/Internet Bid

Mr. Harris advised that as of the date of our February 2014 meeting we had only received one proposal for telephone and internet service from MetTel. Mr. Harris suggested that rather than re-advertise we negotiate an agreement with MetTel to provide both services. Mr. Harris further advised that he notified our current telephone provider, Xtel, internet provider, Comcast, and two other companies. Mr. Harris also stated that the salesman from Comcast indicated that they will not be hosting e-mail in the future (a date that has yet been determined) so we will have to seek an e-mail provider as well. Mr. Harris suggested that he and Solicitor Ogozalek review the proposed agreement for one year with MetTel and proceed with appointing that firm if the contract negotiations are to the Authority's benefit.

Commissioner Schmidt, seconded by Commissioner Cater, made a motion to negotiate an agreement for one year with MetTel for telephone and internet service. Roll call vote: All ayes.

PUBLIC

Commissioner Nicholson opened the meeting to the public; there being no public in attendance, the public portion was closed.

Financial Reports

Mr. Harris provided the Commissioners with copies of the Year-to-Date Profit & Loss Statement and Balance Sheet for their review. Mr. Harris stated that the deficit is due in large part to HUD's underfunding of our subsidy. Mr. Harris did speak to our accountant, Joe Kavanaugh,

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about this and explained that the monies that we have been receiving since January are considered advances and that we probably will not know until October 1, 2014 what our actual subsidy for the current year is.

Vacant Units

Mr. Harris reported that the number of vacant units is reduced from eight (8) units to six (6) units and that background check applications have gone out to three (3) more applicants.

Mr. Harris also advised that we responded to a letter from HUD representative Cephas Ward last week requesting a Corrective Action Plan to address the vacancy issue. HUD considers a 97% occupancy rate to be satisfactory.

Section 8/HCV Program

Mr. Harris advised that one (1) family has been added to our HCV Program; we are now assisting a total of 30 families.

Tenant Relations

Mr. Harris advised that he has met with Medical House Call Associates to arrange a meeting with the residents to inform them of the availability of in-home medical services. We have also provided information to the residents on upcoming social events in the area.

HQS Certification

Mr. Harris advised that at our last Board meeting Commissioner Schmidt asked if our housing inspector, Adam Norcross, has completed the required HQS training and received his certificate. Mr. Harris advised that he has spoken to Adam about this and that Adam is willing to take the course as long as his position with the Clementon Borough would allow him to do so. Mr. Harris advised that he has checked with NAHRO to see if they are offering the course and found they are offering a three-day course at the Tampa Housing Authority in June for \$900.00 plus hotel and travel. Mr. Harris also advised that Quadel Consulting Corporation offers on-site training but requires at least five attendees. Mr. Harris stated that he has sent out notices to other housing authorities to see if any of them would be interested in attending the course from Quadel.

Commissioner Schmidt asked if he could comment on Mr. Norcross' contract to which Solicitor Ogozalek said that he could and that his comments would be in the minutes.

Commissioner Schmidt stated that he reviewed Mr. Norcross' contract and that the contract states the within six months of the start of the contract Mr. Norcross would obtain his HQS inspection certificate provided that the course was offered and that it is now going on 16 months and Mr. Norcross still does not have the certificate to be able to does these inspections.

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Commissioner Schmidt added that he thinks it is great that we send Mr. Norcross to the course and that we cover the expense as long as it is reasonable for the housing authority, but that he personally does not want to wait another four or five months for him to be qualified. Commissioner Schmidt said that he believes things should be done right and that in his opinion Mr. Norcross is in breach of his contract; he also feels that we should not pay him any more money and that in fact he feels that we should get money back from him. Commissioner Schmidt suggested that maybe we could re-open Mr. Harris' contract and have him do the inspections or maybe do a shared service with another housing authority.

Solicitor Ogozalek asked how many inspections Mr. Norcross does a week and what he is paid per inspection. Mr. Harris advised that Mr. Norcross does about three inspections a week and is paid \$20.00 per inspection; and that there are times when even after the inspection is scheduled a week in advance that the tenant is not home and he needs to reschedule the inspection. There are also times he would have to go back to the same unit if it failed inspection to do a re-inspection. Solicitor Ogozalek advised that we should have something in place within the next month for Mr. Norcross to get his certification, and feels that if he gets the certification by June that would be acceptable.

Commissioner Nicholson asked what other qualifications were necessary for the HQS inspector and Mr. Harris advised that a high school diploma and maybe some knowledge of housing codes. Mr. Harris stated that he is trying to get three more people to attend the course here and Commissioner Nicholson said that he would try to see if anyone in the fire department would be interested.

Solicitor Ogozalek advised that we reach out to other housing authorities to see if we can get someone who is qualified to do the inspections in the interim until Mr. Norcross agrees to attend the course and get his certification. Commissioner Schmidt said that he would feel better if Mr. Harris did the inspections; Mr. Harris thanked Commissioner Schmidt but would like to give Mr. Norcross the opportunity to complete the course and get his HQS certification. Mr. Harris also advised that Vineland Housing Authority has also offered to help us out in the interim if necessary. Commissioner Nicholson said that he would get the word out to the firemen and some other people in the Borough to see if they would be interested in the training.

Senior Bus Transportation

Commissioner Nicholson advised the Board that the Borough will no longer fund the busing transportation for seniors in the future dues to various problems.

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Comment from Commissioner Schmidt

Commissioner Schmidt wanted to advise everyone that he serves on the Board of Directors for the New Jersey Foundation for Open Government and for the past three months they have been planning a conference regarding OPRA & OPMA. The conference will be held at the Clementon Community Center on Sunday, March 23, 2014 from Noon until 5:00PM and the cost is \$10.00; if anyone is interested, please let John know.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion to adjourn at 4:50PM. 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