

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MONTHLY MEETING
MARCH 23, 2022**

Chairman Schmidt called the meeting to order at 6:08PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law 10:4-6. Notice was sent to the Courier Post and the South Jersey Times on 8/26/2021 and published in the Courier Post and the South Jersey Times on 8/31/2021. Notice was also sent to the Borough Clerk on 8/26/2021, posted on the bulletin board at Wooster Towers and www.clementonhousingauthority.com. Due to the COVID-19 pandemic and following CDC guidelines, the meeting was held virtually.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster (joined @ 6:12PM), Commissioner Cater, Commissioner Konrad, Vice-Chairman Closs, and Chairman Schmidt. Also present at this meeting were Vernon Lawrence, Executive Director, Anthony Ogozalek, Solicitor, Rich Larsen, Auditor, and Barbara Murray, Secretary. Absent: Commissioner Watson.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the February 9, 2022 monthly meeting as submitted. Vice-Chairman Closs, seconded by Commissioner Armbruster, made a motion to approve the minutes of the February 9, 2022 monthly meeting as submitted. Voice vote: All ayes (Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the payment of bills for February 2022 with proper certification. Commissioner Konrad, seconded by Vice-Chairman Closs, made a motion to approve the payment of bills for February 2022 with proper certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Chairman Schmidt turned the meeting over to our Auditor, Rich Larsen, for his presentation of the audit.

PRESENTATION OF AUDIT FYE 6/30/2021

Mr. Larsen advised that there were unmodified opinions, the highest level of assurance, no findings and that the Housing Authority is in good financial shape; he said he could explain in more detail or just answer any questions that the Board may have. Chairman Schmidt asked how the Board would like to proceed; the Board unanimously agreed that they were very satisfied with the audit.

Chairman Schmidt asked if there were any concerns with the footnotes, specifically Note 11, the impact of COVID. Mr. Larsen advised that this is something that the A.I.C.P.A. recommended, basically we were not sure of the impact of COVID and we are still not sure going forward; and

as previously noted most housing authorities have done very well through this with receiving CARES Act funds.

Mr. Larsen advised that most housing authorities with voucher programs will have a finding and that the auditors do not make any adjustments to our financials, that Vernon does an excellent job and if the Board is receiving monthly or quarterly financial reports that the Board can expect that they are accurate. Mr. Larsen also thanked the staff for their full cooperation in getting the audit completed.

Chairman Schmidt asked if the language under Internal Controls was standard language: Mr. Larsen advised that it is the highest level of assurance that can be given and explained in further detail.

Chairman Schmidt asked if the resolutions that were in the Board packet should have two different numbers because they are separate resolutions, one for the State of NJ and one for HUD. A discussion followed. Solicitor Ogozalek advised that in his opinion, they should be two separate resolutions because they are worded differently. Chairman Schmidt advised that he would like to keep them two separate resolutions.

Accept Audit FYE 6/30/2021

Chairman Schmidt asked for a motion to accept the audit for FYE 6/30/2021. Commissioner Cater, seconded by Vice-Chairman Schmidt, made a motion to accept the audit for FYE 6/30/2021. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Adopt Resolution 2022-003 (Approving the Audit FYE 6/30/2021 - HUD)

Chairman Schmidt asked for a motion to adopt Resolution 2022-003 (HUD) approving the audit FYE 6/30/2021. Commissioner Cater, seconded by Commissioner Konrad, made a motion to adopt Resolution 2022-003 (Approving the Audit FYE 6/30/2021 - HUD). Roll call vote: All ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Adopt Resolution 2022-004 (Approving the Audit FYE 6/30/2021 – State of NJ)

Chairman Schmidt asked for a motion to adopt Resolution 2022-004 (Approving the Audit FYE 6/30/2021 – State of NJ). Commissioner Armbruster, seconded by Commissioner Konrad, made a motion to adopt Resolution 2022-004 (Approving the Audit FYE 6/30/2021 – State of NJ). Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Chairman Schmidt asked that the Commissioners stop by the Housing Authority office within the next week to sign the audit affidavit and to do so in blue ink. Commissioner Cater advised that she would not be able to stop by the office due to military duties. A discussion followed. Chairman Schmidt advised that we should send the affidavit with the five signatures and send Commissioner Cater's on a separate form with a cover letter explaining her unavailability to sign due to her military duties.

OLD BUSINESS

Chairman Schmidt advised that he spoke to Mr. Lawrence and that we finally have our contact people at HUD for the repositioning and they will be arranging a meeting with us soon.

NEW BUSINESS

There was no new business.

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. Chairman Schmidt asked if anyone wanted to address the governing body.

There being no public, the public portion of the meeting was closed.

Chairman Schmidt asked for a motion to adjourn at 6:36PM. Commissioner Armbruster, seconded by Commissioner Cater, made a motion to adjourn at 6:36PM. Voice vote: All ayes (Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

Respectfully submitted,



Vernon Lawrence
Secretary