

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
MAY 21, 2014**

Salute to flag.

Chairperson Nicholson called the May 21, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 4:00PM and announced that the meeting has been properly 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, Nicholson, and Watson. Also present at this meeting were William J. Harris, Executive Director and Anthony H. Ogozalek, Jr., Solicitor. Absent: Commissioners McKelvey, Porter, and Schmidt and Barbara J. Murray, Secretary.

MINUTES

Commissioner Casella, seconded by Commissioner Cater, made a motion to approve the minutes of the April 16, 2014 Board of Commissioners Meeting as submitted. Roll call vote: All ayes.

Commissioner Casella, seconded by Commissioner Cater, made a motion to approve the minutes of the April 23, 2014 Special Meeting as submitted. Roll call vote: All ayes.

BILLS

Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of all Public Housing and Section 8 bills dated May 1, 2014 thru May 22, 2014. Roll call vote: All ayes.

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

MANAGEMENT

Financial Report

A copy of a Year-to-Date Profit & Loss Statement was included in the Board packet. Mr. Harris explained that our net income position has improved from a deficit at the end of March to a \$50,424.00 "surplus" which is primarily attributable to the receipt of our HUD subsidy in early April; and that will have to carry us for a few months. Mr. Harris also reported that we also received about a \$34,000.00 reimbursement from Capital Fund expenditures incurred prior to April 1, 2014.

Vacant Units

Mr. Harris reported that as of May 1, 2014 we had 69 occupied units; we would have had 100% occupancy but an applicant cancelled the appointment to sign the lease. Mr. Harris also reported that the next five applicants were contacted to replace the no-show applicant. We received a response from one applicant who intends to move in by June 1, 2014.

Section 8/Housing Choice Voucher

Mr. Harris advised that after meeting with HUD representative Cephas Ward, we have decided to offer vouchers to five disabled applicants. Our Section 8 Coordinator, Jane Whilden, is in the process of certifying these applicants for lease-up. Mr. Harris advised that by increasing our number of participants from 41 to 46 households, we will hopefully avoid having funds recaptured by HUD due to underutilization.

Tenant Relations

Mr. Harris advised that we will be hosting a Musical Interludes concert for the residents on July 9th and that the event is being presented by the Camden County Cultural & Heritage Commission.

HQS Certification

Mr. Harris advised that he has cancelled the training course with the Quadel Consulting Corporation and instead is going with the Nelrod Company who we received a brochure from last week. Mr. Harris advised that the Nelrod Company offers an on-line training course and certification exam for the HQS certification. Mr. Harris stated that the class will be held on June 10th with a one hour exam scheduled for June 11th and that he has enrolled both Adam Norcross and Tom Williams in the course; the total cost is \$696.00.

Senior Housing Designation

Mr. Harris advised that Maria Cimino is in the process of completing the renewal application for our Senior Housing Designation and that she will be making a site visit on June 4th to complete the report.

Salary Study

Mr. Harris advised the Board that as was discussed at last month's meeting, he has contacted NAHRO to find out the cost of performing a salary study. The cost of an off-site study with us providing some data would be approximately \$1,300.00 and if an on-site visit is requested, the cost would increase to approximately \$2,585.00 which would include an appearance before the Board. Mr. Harris recommended that we select the off-site study if the Board opts to proceed with NAHRO as we are a small Authority.

Mr. Harris also advised that PHADA offers a 2014 Compensation Survey of Executive and Deputy Directors only for a cost of \$65.00 but that he decided not to proceed with the purchase because HUD has a national database on-line that has all of that same information.

Commissioner Casella noted that Commissioner Schmidt suggested at the Special Meeting for the budget in April that the Board form a sub-committee to look at how we compensate our employees. Mr. Harris stated that this is up to the Board and advised that he can offer what he knows from NAHRO and if the Board wants to try and get some information from similar sized Housing Authorities, he would be willing to make some phone calls to reach out to other Directors.

Chairperson Nicholson commented that our accountant cautioned that if we do a salary study we may find that our current employees' salaries are not up to par throughout the industry and be in a position where there is nothing we can do about it.

Commissioner Cater commented that in hearing Commissioner Schmidt talk, it was basically structuring how we give an increase as opposed to a bonus and those things that qualify and maybe there is a step program for that. Commissioner Cater commented that we may want to change what we look for if we decide to form a committee, not necessarily as a salary but a gradual progression of raises and feels this may be a better approach. A discussion followed.

Chairperson Nicholson, seconded by Commissioner Casella, made a motion to table the discussion regarding salary increases/bonuses rather than try and conjecture what Commissioner Schmidt's concerns are. Roll call vote: All ayes.

Roof Lease Bids

Mr. Harris advised that the bids for leasing of the roof for cell phone equipment are due on June 9th. Mr. Harris commented that engineers for Verizon have assessed the building, location and emergency power capacity and have determined that they would need to have an emergency power system in the event that they move forward with putting a bid in for the lease space for the Verizon cell phone equipment. Mr. Harris advised that Verizon has said that they will ask for an extension; Mr. Harris said that we would consider an extension of the deadline based on a reasonable request having to do with the electrical issue. Mr. Harris stated that he hopes to hear from them soon and have more information for our next meeting.

RFP's for Professional Services

Mr. Harris advised that he has prepared legal notices for RFP's for accounting, auditing and legal services and those responses are due by June 12th.

Reorganization Meeting

Mr. Harris provided the Commissioners with a copy of an e-mail from Commissioner Schmidt to himself and Solicitor Ogozalek, Jr. regarding when our annual Reorganization Meeting should take place.

Solicitor Ogozalek, Jr. advised that the statute is clear that Housing Authorities are supposed to reorganize one year after they are originally organized by the governing body that organized them. Solicitor Ogozalek, Jr. advised that he had to do some more research on this matter and would get back to us as soon as possible.

Old Business

There was no old business to discuss.

New Business

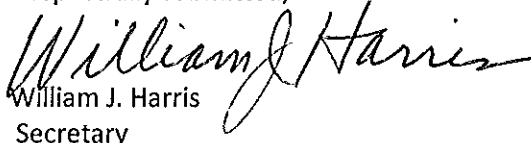
There was no new business to discuss.

PUBLIC

Chairperson Nicholson opened the meeting to the Public; seeing no Public, Chairperson Nicholson closed the Public portion of the meeting.

Commissioner Casella, seconded by Commissioner Cater, made a motion at 4:55PM to adjourn. Voice vote: All ayes.

Respectfully submitted,


William J. Harris
Secretary