

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
MAY 9, 2019**

Chairman Schmidt called the meeting to order at 6:06PM 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 7/3/2018 and published in the Post and the Times on 7/7/18. Notice was also transmitted to the Borough Clerk on 7/3/2018 and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshner Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs, and Chairman Schmidt. Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, and Thomas Williams, part-time maintenance laborer. Excused: Commissioner Armbruster and Commissioner Cater.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of April 11, 2019 as submitted. Commissioner Casella, seconded by Vice-Chairperson Closs made a motion to approve the minutes of April 11, 2019 as submitted. Voice vote: All ayes. The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the bills from April 12, 2019 through May 9, 2019 with proper certification. Vice-Chairperson Closs, seconded by Commissioner Casella made a motion to approve the bills from April 12, 2019 through May 9, 2019 with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

3rd Party Energy Supplier

Mr. Paris advised the Board that he is waiting on the final figures from Constellation Energy, who is our current 3rd party supplier, and that in speaking with them he recommends that we stay with them; it would be a 2-year contract. A discussion followed.

Chairman Schmidt asked for a motion to approve Resolution HA19-04 authorizing the Housing Authority to enter into a 2-year contract with Constellation Energy as our 3rd party supplier as long as the rate is below .00779. Commissioner Casella, seconded by Commissioner Watson made a motion to approve Resolution HA19-04 authorizing the Housing Authority to enter into a 2-year contract with Constellation Energy as our 3rd party supplier as long as the rate is below .00779. Roll call vote: Ayes: Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs, and Chairman Schmidt. The motion carried.

Commissioner Schmidt advised that Solicitor Ogozalek would prepare the resolution.

Siemens

Mr. Paris advised the Board that Siemens handles our fire equipment in the building and that our 3-year contract with them is up for renewal. The price for the next 3 years would be \$7,213 (2020), \$7,430 (2021), and \$7,652 (2022). These prices are only for an inspection once a year; any additional service calls we have to pay for as well as a \$75 truck fee each time they come out. Mr. Paris advised that Walt (our maintenance supervisor) told him that because the equipment belonged to Siemens another company would not be able to service it; he also said that are issues getting Siemens parts because they are obsolete. A discussion followed.

Solicitor Ogozalek gave Mr. Paris the names of 3 fire protection service companies, Midlantic Fire, Jersey First Fire Inspection, and First Defense Fire Protection, to see if they could inspect our current fire equipment and possibly get a quote from them to see what the cost would be to replace the entire system.

Chairman Schmidt advised Mr. Paris that it would be a good idea to prepare a generic RFP for fire protection service and see what we get back. A discussion followed. The Board agreed that because our current contract with Siemens expires at the end of June Mr. Paris would call Siemens and ask if they would sign the contract for one year at the price quoted, \$7,213 and to waive the truck fee of \$75.

RAD

Mr. Paris advised the Board that we have been approached by HUD about repositioning the housing authority to Section 8 to be able to get more funding. Chairman Schmidt said that he feels that this would be in the best interest of the housing authority and asked if we would still be able to be senior designated; Mr. Paris said he was not sure but that he would look into it. Commissioner Casella commented that the borough would lose some of its senior count if we converted to RAD.

Copy Machine

The Board questioned the monthly cost of the copy machine. Mr. Paris advised that we pay \$143.40 per month which includes all service calls, toner and copies up to 40,000 per year (anything over that is 15¢ per page); we lease the machine (4 year lease) and at the end of the lease we own the machine.

PERSONNEL MATTERS

Mr. Paris advised that there are 2 personnel matters to be discussed; both parties requested the matter(s) to be discussed in open session. Chairman Schmidt advised that he would not be taking any questions at this time, this is for Board discussion only.

Full-Time Maintenance Position/Part-time Maintenance Position

Mr. Paris advised that Tom Williams is our current part-time maintenance employee and he would like to recommend him for the full-time Maintenance Supervisor position should there be a vacancy. He went on to say that Tom has done an excellent job in his current position and that although the requirement for a black seal certification is not necessary, Tom would be willing to get it if the Authority requested that he do so (the Authority would incur the cost of this). Tom has been with the Authority for 11 years and is asking \$26 per hour.

Chairman Schmidt asked if we need maintenance here 35 hours per week; Mr. Paris said we absolutely do because it is not only the day to day tasks but also preparing the units for occupancy of which we have had 3 in the last couple of months and sometimes there are emergencies. Mr. Paris noted that the

policy for paying Tom for after-hours emergencies would remain the same, that being he is paid 2 additional hours for after-hours emergencies. Chairman Schmidt asked if there were any questions on the salary; Commissioner Watson commented that for someone who is doing construction, electrical, plumbing, etc. \$26 per hour is a steal.

Chairman Schmidt asked if Tom would need health insurance coverage; Mr. Paris said he would not and at the present time none of the Housing Authority employees have health insurance coverage thru the Authority. Chairman Schmidt also asked if the \$26 per hour was the set salary or if the Authority felt the need for Tom to get the black seal certification, would he then want more money per hour after he got the certification. Solicitor Ogozalek advised that the salary is set for a year. A discussion followed. The Board agreed that Tom will be offered the full-time maintenance position.

Mr. Paris reminded the Board that Tom will be on vacation the first 2 weeks in July and we still do not have anything in place for a part-time helper. Chairman Schmidt asked if an ad was placed for the position; Mr. Paris said no because he didn't know if the Board was going to advance Tom to the full-time position. A discussion followed. Mr. Paris advised that he would place an ad in the Courier Post for the part-time maintenance position for 20 hours per week at \$18 per hour. Chairman Schmidt advised that once the applications were received to narrow the candidates down to the 3 most desirable and set up the interviews with himself and the personnel committee. Mr. Paris advised that he would also like Tom to be a part of the interviews also as he would be the one working with the person and knows the requirements of the job.

Personnel Hours/Sick Time Buy Back Policy

Chairman Schmidt reminded the Board that at a previous meeting they took action to reduce personnel time due to funding and asked Barbara Murray if she would like to go back to working her regular hours (5 days); Barbara said that she has been working 5 days per week, that she was not at the meeting when this was discussed because she was out on medical leave due to surgery and that she did not receive anything in writing to that effect. Mr. Paris advised that the reduction in hours never was implemented. There was also some confusion with the sick time buy back policy and the suspension of same. A discussion followed and Solicitor Ogozalek advised that he would review the minutes of the October 2018 meeting and the resolution regarding the sick time buy back and it could be discussed at the next board meeting.

Executive Director – Extra Hours

Chairman Schmidt advised the Board that he sent Mr. Paris a Rice notice and that he requested that the matter be discussed in open session. Chairman Schmidt advised the Board that sometime after Easter Mr. Paris worked his normal 20 hour week plus an additional 4 hours due to having to submit a report to HUD in which he needed the accountant's assistance with; the accountant was supposed to come on Wednesday but something came up and he could not come until Thursday. Chairman Schmidt advised that Mr. Paris requested that he paid overtime for those 4 additional hours. Solicitor Ogozalek referred to the Executive Director's and said that in his legal opinion the Executive Director is not compensated for anything that falls under his responsibilities as the Executive Director. A discussion followed.

Chairman Schmidt asked for a motion to either approve or not approve payment for the 4 hours or to table the issue until there are more Board members in attendance. Commissioner Casella, seconded by Chairman Schmidt made a motion to table the issue until more Board members are in attendance. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Executive Director's Contract

Chairman Schmidt advised the Board that we need to post a notice to hire an Executive Director as we are not renewing Mr. Paris' contract due to the financial constraints to the Authority and the cost of the training class that still needs to be completed by Mr. Paris. Therefore due to the financial constraints to the Authority and the possibility of entering into a local services agreement with another Authority taking over the Executive Director position, Chairman Schmidt asked for a motion to allow him to send notice to Mr. Paris that the Board is not renewing his contract due to the financial constraints to the Authority and the possibility of entering into a local services agreement with another Authority. Commissioner Casella, seconded by Vice-Chairperson Closs made a motion to allow Chairman Schmidt to send notice to Mr. Paris that the Board is not renewing his contract due to the financial constraints to the Authority and the possibility of entering into a local services agreement with another Authority. Roll call vote: Ayes: Commissioner Casella, Vice-Chairperson Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

NEW BUSINESS

RFP's FOR PROFESSIONAL SERVICES

Chairman Schmidt advised that we are advertising for RFP's for professional services with a return date of June 12, 2019 by noon.

Retirement Party

Commissioner Casella advised the Board that he was asked by one of the tenants if any of the Commissioners would like to donate towards a retirement party that is being given for Walt Keebler on May 22, 2019; if anyone is interested please let him know.

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.

Ken Paris, 31 Teaberry Lane, Delran, New Jersey asked the Board what a person who is employed by the Housing Authority rights are if information is not presented accurately when a decision is being made; if the person does not have the ability to explain what happened when they are Rice noticed. Chairman Schmidt said that is a personnel question and told Mr. Paris that he appreciated his comments; Chairman Schmidt advised Mr. Paris that he could write a letter to the Board expressing his concerns and that the Board would address it at a future meeting.

Mr. Paris asked if a notice is given to an employee that their contract is not being renewed do we know the date it is not being renewed and also in the contract it refers to a 90-day notice given to the employee; Solicitor Ogozalek advised that the 90-day notice is for cause, not non-renewal.

There being no further comments from the public the public portion of the meeting was closed.

Chairman Schmidt asked for a motion to adjourn at 7:16PM. Commissioner Casella, seconded by Commissioner Watson made a motion to adjourn. Voice vote: All ayes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken Paris', with a stylized flourish at the end.

Ken Paris
Secretary