

**Clementon Housing Authority  
Board of Commissioners Regular Meeting  
December 21, 2016- 5:30 P.M.  
John Lesher Community Center  
49 Berlin Road  
Clementon, New Jersey 08021**

**AGENDA**

**Call Meeting to Order/Sunshine Statement by Chairman Schmidt**

“This meeting is being held in accordance with the New Jersey Open Public Meetings Act, NJSA 10:4-6, also known as the sunshine law. This meeting has been legally advertised in accordance with the law.”

**Salute to Flag/Roll Call:**

Commissioner Armbruster  
Commissioner Casella  
Commissioner Closs

Commissioner Watson  
Vice Chairman Cater  
Chairman Schmidt

**Approval of minutes:**

- October 26, 2016– Special Meeting (2 pages)
- October 26, 2016– Regular Meeting (2 pages)
- October 26, 2016– Executive Session (1 page)

**Payment of bills: From 10/22/2016 to 12/16/2016 in the amount of \$ 32,348.99 (7 pages)**

**Management Report (2 pages)**

**Old Business:**

- Resolution HA16-28 to Enter Into Closed Session to Discuss Executive Director’s CY2017 Employment Agreement

**New Business:**

**Closed Session (if required)**

**Public Portion**

**Adjournment**

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MONTHLY MEETING  
DECEMBER 21, 2016**

Chairman Schmidt called the December 21, 2016 Board of Commissioners Monthly Meeting to order at 5:46PM. The meeting is being held in accordance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6, also known as the Sunshine Law. This meeting has been legally advertised in accordance with the law in the Courier Post, the South Jersey Times, the Central Record, on the Clementon Housing Authority website and correspondence with the Municipal Clerk. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster (arrived at 5:55PM) Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater (arrived at 6:00PM), and Chairman Schmidt. Also present at this meeting were William J. Harris, Executive Director, Anthony H. Ogozalek, Solicitor, and Barbara J. Murray, Secretary.

**MINUTES**

Chairman Schmidt asked for a motion to approve the minutes of the October 26, 2016 Special Meeting, Regular Monthly Meeting, and Executive Session as submitted, in block. Commissioner Casella, seconded by Commissioner Closs, made a motion to approve the minutes of the October 26, 2016 Special Meeting, Regular Monthly Meeting, and Executive Session as submitted, in block. Voice vote: All ayes. The motion carried.

**BILLS**

Mr. Harris advised the Board that in addition to the bill list there are two Section 8 administrative bills to be paid, Adam Norcross, our Section 8 HQS inspector and Sir Speedy printing for business cards for our Section 8 Coordinator.

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from October 27, 2016 thru December 16, 2016 and the two Section 8 administrative bills. Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification from October 27, 2016 thru December 16, 2016 and the two Section 8 administrative bills. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

**MANAGEMENT REPORT**

Mr. Harris advised the Board that a long time resident, Cora Gordon, has passed away.

**PHADA**

Mr. Harris advised that we have been asked by PHADA, of which we are a member, to do a press release with reference to "proportionality" which is something they are working on; Mr. Harris sent a release to the Courier Post, the Gloucester County Times, the Inquirer, and also sent letters to Senators Booker and Menendez.

### HAI (Insurance)

Mr. Harris advised that HAI is once again offering free term life insurance to full time employees and commissioners, with no cost to the Housing Authority, if anyone is interested.

### Section 8

Chairman Schmidt asked if we were getting cooperation from the Section 8 tenant with regards to the information that was discovered during her recertification. Mr. Harris advised that he cannot predict human behavior and that we are following proper procedure with regards to this matter; a notice of termination of subsidy will be sent to the tenant at the end of December giving them 30 days' notice of our intent to terminate subsidy and giving them the opportunity to request a hearing if they wish to dispute of decision.

### Hearing Officer Proposals

Mr. Harris advised that he is seeking proposals for a hearing officer position on an as needed basis for an hourly rate to avoid any conflicts of interest. This person must have a Public Housing Management Certificate and have at least 5 years' experience in managing the Housing Choice Voucher Program.

### Copy Machine

Mr. Harris advised that our contract for our RICOH copy machine expires on December 31, 2016; we have gone out for quotes (RICOH was offered the opportunity to bid and did not) and received quotes from four (4) other companies with Instant Office Systems being the lowest at \$140.30 per month.

Chairman Schmidt suggested that maybe we could do a shared service with the Borough of Clementon. A discussion followed and it was decided that for now we should go with Instant Office Systems for the \$140.30 per month.

### Commissioner Classes

Commissioner Armbruster has two (2) more classes to complete and advised Mr. Harris to register him for those two (2) classes whenever and wherever because he is getting close to his 18 months and needs to get them finished.

### Generator

Chairman Schmidt asked Commissioner Armbruster if he knew if any progress had been made with the engineers regarding a new generator; Commissioner Armbruster said he did not. Chairman Schmidt said that he did speak to the Borough Administrator, Janai Johnson, who said she spoke to the engineer who said he was waiting to hear from Council regarding drawing up specs. Chairman Schmidt thought that the instruction was for the engineer to meet with Mr. Harris and to draw up specs, but that has not occurred. Mr. Harris said that he would stop by the engineer's office on his way to work in the morning to see what was going on.

### Erial Road Property

Chairman Schmidt asked if there was any progress being made with the small piece of property located along Erial Road that is owned by the Housing Authority where there are some cracks in the sidewalk. Commissioner Armbruster said that it looked like it had been repaired; he spoke to one of the Gambale brothers over the summer and they offered to repair the sidewalk in question. A discussion followed.

Chairman Schmidt advised that he spoke to the Borough Administrator, Janai Johnson, and advised her that the Housing Authority cannot legally spend money to repair the sidewalk because it is a property that

does not support affordable housing; Ms. Johnson said that she would contact the Borough Solicitor to confirm. Mr. Harris also advised that he sent Ms. Johnson all of the HUD regulations pertaining to this matter. A discussion followed.

Commissioner Armbruster said that the Borough should take over this property because according to the New Jersey Land Use Law if the property is a non-conforming lot, it is supposed to be joined with a conforming lot if possible to make it fit into the zoning; and if the Borough takes it over it becomes permanent open space. Mr. Harris asked if the Board could entertain a motion for the Housing Authority to consider what, if any, legal ramifications there are in donating the property to the Borough. A discussion followed.

Chairman Schmidt, seconded by Vice-Chairman Cater, made a motion to authorize William Harris and Anthony Ogozalek, Jr. to draft something to send to the Borough to donate the property on Erial Road to the Borough; after a discussion the motion was amended to authorize William Harris to do the transfer of property to the Borough as soon as possible with the guidance of our Solicitor, Anthony Ogozalek, Jr. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

#### **HUD Smoke-Free Rule**

Mr. Harris advised that a Federal regulation has been passed that there will be no smoking allowed in any HUD building, including the apartments, (where residents are presently allowed to smoke), and outside on the premises. The 18-month compliance starts February 1, 2017 and by July 2018 a policy must be in place and it must be in the lease; so that when tenants' are recertified their new lease will include a statement that if they are caught smoking in their apartment, we can take sanctions against them.

#### **RFP's For Professional Services**

Chairman Schmidt advised that he and Vice-Chairman Cater will be meeting sometime next week to discuss some changes to the RFP's for Accountant, Auditor, and Solicitor and present the suggested changes at the January 2017 meeting. Mr. Harris said that he would like to be included in that meeting.

#### **Executive Director's Contract – Effective January 1, 2017**

Chairman Schmidt said that the Board conditionally agreed to a 2% increase in Mr. Harris' salary and that at the last Board meeting a motion for a 3% increase failed and a motion for a 2.5% increase failed as well. Chairman Schmidt made a motion, seconded by Vice-Chairman Cater, to offer Mr. Harris a contract for the 2017 calendar year with a 2% salary increase, with no other changes. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Vice-Chairman Cater, and Chairman Schmidt. Nays: Commissioner Watson. The motion carried.

Mr. Harris said that after the last meeting Chairman Schmidt said that he was going to talk to the Board about a compromise position to offer a 2% increase and a one-time 1% bonus (payable for 2016) to be paid out of the Section 8 Admin Fee for the money that Mr. Harris has saved the Housing Authority in Section 8 costs. Mr. Harris said that he appreciates the 2% increase but asked Chairman Schmidt what happened to the 1% one-time bonus.

Chairman Schmidt said that if the vote for the 2% increase failed and we didn't have four votes, and if it was at 3% and the Board was still split, Chairman Schmidt said he would be willing to offer 3% conditional upon it being split, 2% increase in salary and a 1% one-time bonus. Chairman Schmidt said that he would not vote for a 3% increase but knows that we need a contract so in order for the vote to pass he would

only vote for a 2% increase and a one-time 1% bonus. Chairman Schmidt went on to say that Mr. Harris is a very good employee but just being a good employee or a very good employee, that is doing your job and does not necessarily think a bonus should be given based on that; Mr. Harris reminded Chairman Schmidt that he (Mr. Harris) did not bring up the word bonus during the conversation, he did (Chairman Schmidt). Commissioner Armbruster suggested that we could look at cost-controlling throughout the year and that if costs are controlled or there is no overriding cost that we see that Bill could have prevented, we could base the bonus on that. Mr. Harris stated that the 1% bonus, based on his 2016 salary is \$527.80; to be paid out of the Section 8 Admin Fee. A discussion followed.

Commissioner Watson, seconded by Commissioner Casella, made a motion to give a 1% one-time bonus payable from the Section 8 Admin Fee to William Harris based on his performance in cost-saving throughout the year.

Chairman Schmidt made a motion to table the motion on the 1% one-time bonus for William Harris; there being no second Chairman Schmidt called for a vote on the original motion on the floor to give William Harris a 1% one-time bonus payable from the Section 8 Admin Fee based on his performance in cost savings throughout the year. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, and Vice-Chairman Cater. Nays: Commissioner Closs and Chairman Schmidt. The motion carried.

**PUBLIC**

Chairman Schmidt opened the meeting to the public; seeing no public Chairman Schmidt closed the meeting to the public and asked for a motion to adjourn.

Commissioner Casella, seconded by Commissioner Closs made a motion to adjourn at 6:43PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

  
William J. Harris  
Secretary