

**Clementon Housing Authority  
Board of Commissioners Regular Meeting  
January 4, 2017 - 6:00 P.M.  
John Leshar 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:**

- December 21, 2016– Regular Meeting (to be distributed at February 1, 2017)

**Payment of bills:** From 12/17/2016 to 1/04/2017 in the amount of **\$25,817.40** (to be presented at meeting)

**Management Report**

**Old Business:**

Resolution HA17-01 Authorizing Bonus to Executive Director for Reducing Costs in Section 8 Program

**New Business:**

**Closed Session (if required)**

**Public Portion**

**Adjournment**

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MONTHLY MEETING  
JANUARY 4, 2017**

Chairman Schmidt called the January 4, 2017 Board of Commissioners Monthly Meeting to order at 6:05PM. This 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, Commissioner Casella, Vice-Chairman Cater, and Chairman Schmidt. Also present at this meeting were William J. Harris, Executive Director, Anthony H. Ogozalek, Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioner Closs and Commissioner Watson.

**MINUTES**

Chairman Schmidt asked for a motion to approve the minutes of the December 21, 2016 Board of Commissioners Monthly Meeting. Mr. Harris asked for a forbearance on the approval of the December 21<sup>st</sup> minutes as December was a very busy month and Barb was on vacation from December 23, 2016 through January 2, 2017; the minutes will be presented at the February meeting for approval.

**BILLS**

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from December 22, 2016 through January 4, 2017, with an add-on of Chairman Schmidt's mileage reimbursement from the League of Municipalities Convention in Atlantic City. Commissioner Casella, seconded by Commissioner Armbruster, made a motion to approve the payment of bills with proper certification from December 22, 2016 through January 4, 2017, with an add-on of Chairman Schmidt's mileage reimbursement from the League of Municipalities Convention in Atlantic City. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

**MANAGEMENT REPORT**

**Damper Motor Replacement Project**

Mr. Harris advised the Board that we extended the deadline for quotes from December 29, 2016 to January 3, 2017 for the damper motor replacement project, which are the motors that open and close the vents on floors two through eight in the event there is a fire or smoke in the hallways. We received two quotes:

- 1) George Smith Electric - \$8,552
- 2) Air Control Technology - \$36,316

Mr. Harris advised that he has asked PMH Associates, the engineer who did the plans and specifications, to review the quotes and told them that he was concerned about the disparity in the two quotes; and

added that it did not go out for bid because we did not expect it to be over the threshold of \$17,500. As of today, Mr. Harris does not have a recommendation.

**RFP's for Professional Services**

Mr. Harris advised that he had a meeting with Chairman Schmidt regarding the scoring criteria for the RFP's for Auditor, Fee Accountant, and Solicitor; Vice-Chairman Cater spoke with Chairman Schmidt prior to the meeting regarding this. Mr. Harris said that the ad will be run in the newspaper on the next two Friday's so that the proposals can be returned by the deadline of February 6, 2017.

Chairman Schmidt said that the base scoring was kept the same but it is a bit more comprehensive. Vice-Chairperson Cater suggested that we have a scoring matrix so that whoever is going to grade it all have the same outlook. A discussion followed.

**PUBLIC**

Chairman Schmidt opened the meeting to the public, seeing no public, the meeting was closed to the public.

Chairman Schmidt as for a motion to adopt Resolution HA17-01 to enter into Executive Session at 6:18PM for approximately ten minutes to discuss potential litigation regarding termination of subsidy for a tenant. Commissioner Armbruster, seconded by Commissioner Casella, made a motion to adopt Resolution HA17-01 to enter into Executive Session to discuss potential litigation of termination of subsidy for a tenant. Voice vote: All ayes. The motion carried.

Commissioner Casella, seconded by Vice-Chairman Cater, made a motion to adjourn from Executive Session at 6:44PM and resume the Regular Meeting.

**Executive Session**

Chairman Schmidt stated that it was agreed during the Executive Session to allow Mr. Harris to work up his case further on the matter that was discussed and have a report ready for the Board to review during Executive Session at the February meeting so that a decision can be made.

Commissioner Casella, seconded by Commissioner Armbruster, made a motion to adjourn at 6:45PM. Vice vote: All ayes. The motion carried.

Respectfully submitted,



William J. Harris  
Secretary

**Clementon Housing Authority  
Board of Commissioners Regular Meeting  
February 1, 2017 - 6:00 P.M. (Revised: January 31, 2017)  
John Leshar 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:**

- December 21, 2016– Regular Meeting
- January 4, 2017– Regular Meeting
- January 4, 2017 – Executive Session

**Payment of bills:** From 1/05/2017 to 1/31/2017 in the amount of **\$28,832.24**

**Management Report**

**Old Business:**

Resolution HA17-02 Awarding Contract to Smith Electric for Hallway Damper Motors Replacement Project

**New Business:**

**Closed Session (if required)**

**Public Portion**

**Adjournment**