

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
MONTHLY MEETING  
NOVEMBER 1, 2017**

Chairman Schmidt called the meeting to order at 6:01PM 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 7/7/2017 and published in the Post on 7/12/17 and in the Times on 7/18/17. Notice was also transmitted to the Borough Clerk on 7/7/2017 and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Chairman Schmidt turned the meeting over to Commissioner Watson.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt (via telephone). Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Excused: Vice-Chairman Cater.

**APPROVAL OF MINUTES**

Commissioner Watson asked for a motion to approve the minutes of the October 4, 2017 monthly meeting and executive session in block. Chairman Schmidt, seconded by Commissioner Armbruster made a motion to approve the minutes of the October 4, 2017 monthly meeting and executive session in block. Voice vote: All ayes. The motion carried.

**APPROVAL OF BILLS**

Commissioner Watson asked for a motion to pay bills with proper certification from October 5, 2017 through November 1, 2017. Chairman Schmidt, seconded by Commissioner Armbruster made a motion to approve the payment of bills with proper certification from October 5, 2017 through November 1, 2017. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

**MANAGEMENT REPORT**

**Completed Projects**

Mr. Paris reported that the following projects have been completed over the past month:

- 1) Tree removed by the back patio
- 2) Replaced the concrete that was damaged by the tree that was removed
- 3) Landscaping by the back patio has been completed
- 4) Maintenance has completed the painting of all parking lot lines and curbing
- 5) Maintenance replaced and painted three (3) poles under the canopy over the back patio
- 6) New IT company, PCS, has started and they have converted us over to Microsoft Office 365
- 7) Tenants were notified of the REAC inspection (October 26, 2017); Mr. Paris and Walt Keebler our maintenance supervisor inspected the units, common areas, offices and outside property in preparation of the inspection

### **New Estimates and Approval of Repairs**

Mr. Paris advised that the following estimates and approval of repairs on the following:

- 1) Hutchinson Plumbing & Heating has given us an estimate to replace the dampers and restructure the thermostats on the first floor to work independently; this is scheduled to be done sometime next week, provided that the parts come in
- 2) Plumbing work of rerouting the slop sink drain line will be getting done in the next two weeks by Andy Galezniak (he was the lowest bidder); we were told to get this done as it would be a REAC issue
- 3) Due to the elevator electronics, Mr. Paris has an estimate for new magnets and tape reader; the elevator broke down on October 20<sup>th</sup> (stuck between floors) and Walt came in to help get the people out of the elevator and to close it off until the repairman got here; Mr. Paris advised that it took a day and a half for the elevator company to come out to repair it
- 4) H.G. Pape & Son gave us an estimate of \$400.00 to reface the cabinets in the community room kitchen

Mr. Paris advised that he now has access to eLOCCS and EPIC; the financial reports that are needed for the audit are all up to date. Chairman Schmidt said that the deadline for the audit is November 15<sup>th</sup> and that as of today we are still waiting for the auditors to complete the audit.

### **OLD BUSINESS**

#### **Sale of Property on Erial Road**

Solicitor Ogozalek advised the Board that he is having difficulty locating the actual deed; if it cannot be located he will prepare a quick claim deed so that the transaction can be completed.

#### **Parking Lot Light**

Mr. Paris advised that we have a light out in the parking lot that was caused by an electrical storm and that this same light was replaced about a year ago at a cost of \$1,166.00. He was thinking that maybe we could turn this in to our insurance company but in checking our deductible we were told that it is \$2,500.00. Mr. Paris said that he did ask Walt to reach out to the contractor to see if we could maybe get a lower price. A discussion followed. Mr. Paris is going to contact the insurance company to see whether or not our deductible is per incident.

#### **REAC Inspection**

Mr. Paris advised that we had our REAC inspection and that there were no issues on the outside property. However, we were written up for a major building deficiency. When checking the electrical box for the elevators in the boiler room he found that the latch did not have a wire tie on it; Walt, our maintenance supervisor, immediately put a wire tie on the latch but the inspector said that because it wasn't there when he checked it he had to write it up. The inspector also chose three (3) units on each floor (total of 21) and out of those 21 units there were pull cord issues, which anything inside the units is considered minor. The inspector also found in three (3) of those 21 units there were issues with the circuit breaker panel where some of the breakers were removed because there was no need for them and Walt did not have blanks so he made blanks out of sheet metal and screwed them on the panel which is not acceptable; when we had our inspection three (3) years ago this was not questioned. There is also space between the breaker and the box which Walt had caulked and that was not acceptable either. We have been asked to repair these boxes.

Mr. Paris also advised the Board that Walt gave him an article about these Federal Pacific circuit breaker panels that states that they are not sufficient; this is something that we will have to address in the future and it will be very costly. A discussion followed.

Mr. Paris advised that he spoke to the Collingswood Housing Authority who had the same inspector as we did and also received a lower score; they appealed score and won the appeal. Mr. Paris is in the process of preparing an appeal regarding our score.

**Christmas Party**

Mr. Paris advised that a couple of the tenants came to him about the Christmas party that is given for the tenants every year. A discussion followed. Mr. Paris said that he still would like to have the Christmas party for the tenants and that he would let them know that it was addressed with the Board members and they would have a limited amount to spend.

**PUBLIC**

Commissioner Watson advised that all 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. Commissioner Watson asked if anyone wanted to address the governing body.

Seeing no public, Commissioner Watson closed the floor to the public.

Commissioner Armbruster, seconded by Commissioner Casella made a motion to adjourn at 6:50PM.  
Voice vote: All ayes. The motion carried.

Respectfully submitted,



Ken Paris  
Executive Director