

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
NOVEMBER 5, 2014**

Salute to flag.

Chairperson Nicholson called the November 5, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 6:05PM and announced that the meeting has been properly advertised and 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, Schmidt, and Watson. Also present at this meeting were: William J. Harris, Executive Director, Lilia Londar, Attorney, Anthony Giampaolo, Auditor, and Barbara J. Murray, Secretary.

Chairperson Nicholson advised the Board that Anthony Giampaolo, Auditor, was here to explain the Audit Report and to answer any questions that anyone might have.

Audit Report

Mr. Giampaolo thanked the Board for choosing his firm to complete the Housing Authority's audit for FYE 06/30/14. Mr. Giampaolo explained the audit report to the Board and advised the Board that if anyone had any other questions besides the few that were asked here today, to please let Bill Harris know and that he (Mr. Giampaolo) would be more than happy to respond to any questions via e-mail. Mr. Giampaolo left the meeting at this time (6:45PM).

Minutes – Regular Board Meeting

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the minutes of the October 15, 2014 Board of Commissioners Regular Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Cater, Nicholson, Schmidt, and Watson. The motion carried.

Commissioner Schmidt, seconded by Commissioner Watson, made a motion to approve the minutes of the October 15, 2014 Executive Session Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Cater, Nicholson, Schmidt, and Watson. The motion carried.

BILLS

Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of all Public Housing and Section 8 bills for all checks dated November 1, 2014 through November 30, 2014 with proper certification.

Commissioner Schmidt questioned what the Courier Post bill was for; Mr. Harris advised that it was for the notice for the change in the meeting date and time, notice for snow removal proposals, and to re-advertise for the roof lease bids. Commissioner Schmidt also asked if the Mike Murray paint bill was for one apartment; Mr. Harris advised that it was for two apartments and that one of the apartments required two coats of paint.

Commissioner Schmidt also asked if we had enough money in the Section 8 account to pay the bills for this month. Mr. Harris explained that there is enough money to pay some of the bills but not enough for the landlord payments until HUD adds the money into the Section 8 account; therefore, the landlord payments that are normally sent out on the first of the month have not been sent out yet. Mr. Harris

advised that HUD has been slow in paying us and said that the person who normally handles the processing of our payments is on leave and someone else has temporarily taken over. When Mr. Harris spoke to this person today, she said that it would take two to three business days for the money to be available in our Section 8 account.

Commissioner Casella, seconded by Commissioner Watson, amended the motion to approve the payment of all Public Housing and Section 8 bills for all checks dated November 1, 2014 through November 30, 2014, with Section 8 payments sent out pending the money from HUD being added to the Section 8 account. Roll call vote: Ayes: Commissioners Casella, Cater, Nicholson, Schmidt, and Watson. The motion carried.

Chairperson Nicholson turned the meeting over to Mr. Harris.

MANAGEMENT

Occupancy/Tenant Relations

Mr. Harris advised that 69 of our 70 units are occupied and we are currently working on filling the remaining efficiency unit.

Mr. Harris advised that on October 14th we hosted a Medicare information briefing, October 23rd, the Voorhees Care & Rehabilitation Center hosted a "Jingo" event for the tenants, and on October 25th the Clementon Republican candidates for Borough Council hosted a "Meet & Greet" event for the tenants in the Community Room at Wooster Towers.

Mr. Harris also advised that the Tenants' Association held a Halloween Party on October 24th and over 40 residents attended. Mr. Harris' wife agreed to be the judge of the costume contest.

Mr. Harris advised that upcoming events include South Jersey Legal Services will provide a free vital documents review and will clinic for the tenants, a jewelry making workshop will be presented by the Voorhees Care & Rehabilitation Center, and the Neighbors Who Care Resource Center have invited our tenants to a Thanksgiving dinner on Thanksgiving Day at the Lindenwold Senior Citizens & Community Center. They have also offered to bring dinners to the Wooster Towers for any tenant who is not able to get out on Thanksgiving Day.

Eviction Up-Date

Mr. Harris advised the Board that the court date to move for the eviction of a tenant that we previously discussed has been postponed until November 20th.

Section 8

Mr. Harris advised that we are currently assisting 44 households thru our Section 8 program; and also Commissioner Cater has included a few of those families in the John Leshner Senior Center Thanksgiving event. Commissioner Cater advised that the Senior Center will be helping three families at Thanksgiving and two at Christmas.

Roof Lease Bids

Mr. Harris advised that Verizon's engineer has advised us that they have decided against submitting a bid and that to date only one other firm has requested an RFP, Wave Wireless. The bid deadline is November 14th.

Snow Removal Quotes

Mr. Harris advised that we advertised for snow removal quotes and we received two responses, one from Quality Landscaping located in Clementon and our current contractor, and the other from the SOS Group, located in Williamstown. Mr. Harris explained that there are ten components that make up the specifics of the proposal and that after the breakdown the cost is:

- 1) Quality Landscaping - \$1,825.00
- 2) SOS Group - \$2,995.00

Mr. Harris recommended to the Board that he would like to award the contract to Quality Landscaping. Commissioner Schmidt, seconded by Commissioner Cater, made a motion to award the snow removal contract to Quality Landscaping. Roll call vote: Ayes: Commissioners Casella, Cater, Nicholson, Schmidt, and Watson. The motion carried.

Right to Know Survey

Mr. Harris advised that every five years we are required to complete a Right to Know Survey and the last time it was done was in 2009. Mr. Harris contacted the same four firms that were contacted in 2009 and two of the four responded.

- 1) Environmental Designs - \$1,200.00
- 2) Health & Safety Services - \$1,800.00

Mr. Harris advised that Environmental Designs did the survey in 2009 and would like hire them again if the Board has no objections. Commissioner Schmidt asked if in the future we could try to get at least three quotes. A discussion followed and Mr. Harris said that in the future he would make an effort to have at least three quotes.

Commissioner Schmidt, seconded by Commissioner Watson, made a motion to authorize an agreement with Environmental Designs to complete our Five Year Right to Know Survey. Roll call votes: Ayes: Commissioners Casella, Cater, Nicholson, Schmidt, and Watson. The motion carried.

Leaks in Exterior Wall Joints

Mr. Harris advised the Board that he has been informed by Walt Keebler, our maintenance supervisor that a number of units have experienced water infiltration during certain heavy rain and ice storms; Walt has attempted to repair the problem, but we are still experiencing infiltration. Mr. Harris advised that he has arranged to have specifications and a bid package prepared by Habitech Architects to solicit bids from qualified masonry contractors and that the bids are due November 19th. Mr. Harris stated that he will present a recommendation to the Board at the December meeting.

PUBLIC

Chairperson Nicholson opened the meeting to the public; seeing no public, Chairperson Nicholson closed the meeting to the public.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 7:15PM to pass Resolution HA14-13 to enter into Executive Session, not to exceed five minutes, to discuss a legal issue which impacts our housing authority regarding commissioners under the New Jersey Housing & Redevelopment Act. Roll call: Ayes: Commissioners Casella, Cater, Nicholson, Schmidt, and Watson. The motion carried.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 7:25PM to adjourn from Executive Session and re-enter into Regular Session. Roll call vote: Ayes: Commissioners Casella, Cater, Nicholson, Schmidt, and Watson. The motion carried.

Executive Session Discussion

The Board discussed and agreed unanimously to try to get a waiver for Commissioner Cater due to the fact that she has been on active duty with the military so that she would be allowed to complete her required courses and remain on the Board.

Commissioner Porter

Commissioner Schmidt asked what Commissioner Porter's intentions were for remaining on the Board. Chairperson Nicholson said that when he last spoke with Commissioner Porter she said that she intends to remain an active member on the Board and will be able to attend at least four or five meetings a year and would also be available by telephone, if needed.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 7:30PM to adjourn. Voice vote: All ayes.

Respectfully submitted,



William J. Harris
Secretary