

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
MONTHLY MEETING
OCTOBER 4, 2017

Chairman Schmidt called the meeting to order at 6:20PM 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 asked for a moment of silence for those affected by the violence in Las Vegas as well as the recent natural disasters in Texas, Florida, and Puerto Rico.

Upon roll call the following were present: Commissioner Armbruster, Vice-Chairman Cater (arrived at 6:25PM), Commissioner Casella, Commissioner Closs, Chairman Schmidt, and Commissioner Watson. Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary.

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the September 6, 2017 monthly meeting. Commissioner Casella, seconded by Commissioner Closs made a motion to approve the minutes of the September 6, 2017 monthly meeting. Voice vote: All ayes, with Commissioner Watson abstaining. The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked Solicitor Ogozalek if we should pay the bill from ION Technology in the amount of \$600 to migrate our e-mail to Microsoft Office 365; time was spent both on the phone and remotely with Barbara Murray but the migration was not accomplished. Solicitor Ogozalek advised that since we do not have a contract with ION Technology (they work on a month to month basis) and the job was not completed, we should not pay the \$600 because it is questionable; we should pay the remaining amount of \$420 (\$300 for monthly service and \$120 to repair Walt's computer) and if they had any questions to refer them to him.

Mr. Paris advised that he did speak to Dave Thomas from ION Technology to try and negotiate the bill but he said that Mr. Thomas just said that basically we are a small business and did not seem to care when he was told that we would have to look elsewhere for service.

Mr. Paris also advised that he and Chairman Schmidt spoke to a new company today, PCS, who also works on a month to month basis but it is with a contract.

Chairman Schmidt advised that there is an on-going problem with e-LOCCS where everyone is locked out of the system. Chairman Schmidt has tried numerous times through e-mail and phone

calls to get the issue resolved but has not had any success; in order to be able to pay our bills for this month we are going to transfer funds from the Money Market account to our Public Housing account and when we are able to draw down the funds we will transfer the funds back to the Money Market account. Chairman Schmidt also suggested that we hold off on paying the CCMUA bill until such time that we can draw our funds down from e-LOCCS. After a brief discussion the Board agreed to wait until we could draw our funds down to pay the CCMUA bill.

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from September 7, 2017 thru October 4, 2017, excluding CCMUA and ION Technology (\$600). Vice-Chairman Cater, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification from September 7, 2017 thru October 4, 2017, excluding CCMUA and ION Technology (\$600). Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if there were any questions on the management report; Mr. Paris advised that Quality completed the Fall clean-up and he was very pleased with their service.

OLD BUSINESS

Property Bid – Erial Road

Chairman Schmidt advised that we received one bid for the property on Erial Road and it was from Gamble Concrete, LLC for the full amount of \$3,000; however he wants to change the name on the bid from Gambale Concrete, LLC to Nicola Gambale & Sons, LLC.

Solicitor Ogozalek advised that the Board must first accept the bid and then within ten days of the acceptance Mr. Gambale has to resubmit the entire bid package under the new LLC.

Resolution HA17-30 – Accept Winning Bid for Property on Erial Road

Solicitor Ogozalek asked if there was a motion to accept the winning bid from Nicola Gambale & Sons, LLC (which was formerly Gambale Concrete, LLC) in the amount of \$3,000 (of which we received a deposit of \$1,000.) Commissioner Watson, seconded by Commissioner Closs made a motion to accept the winning bid from Nicola Gambale & Sons, LLC (which was formerly Gambale Concrete, LLC) in the amount of \$3,000. Solicitor Ogozalek stated that Nicola Gambale & Sons, LLC must resubmit all paperwork with the new LLC information within ten days of acceptance; once all is completed the Executive Director and the Solicitor will complete the transaction producing the deed and the receiving of the final \$2,000. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Solicitor Ogozalek advised the Board to return the original check for \$1,000 to Mr. Gambale and have him resubmit a new check for \$1,000 with the new LLC when he resubmits the paperwork.

NEW BUSINESS

Sidewalk/Tree Removal/Steel Columns

Chairman Schmidt advised that the tree by the back patio was removed and in the process there was more damage to the surrounding concrete. Mr. Gambale originally gave us a quote of \$1,800 to repair the concrete but he has reduced that amount to \$1,400. Chairman Schmidt advised that at the Finance/Administration/Personnel Committee meeting last week the committee members told Mr. Paris that for the projects that are under the threshold and need to be done, for example the glass panels on the rear entrance door, to move ahead and have the work completed.

Mr. Paris advised that there are six steel columns that hold up the aluminum awning over the back patio and a couple of them are rotted at the bottom and need to be replaced; Mr. Paris has a call in to two places for quotes on the material and labor and labor to have these repaired or replaced. A discussion followed.

Commissioner Armbruster advised that he would have the Borough engineer look at the columns and let us know the best way to complete the job. Mr. Paris asked if he could e-mail us his opinion on the best way to do this and we could proceed from there.

Computer Service

Chairman Schmidt advised that he and Mr. Paris discussed the shared service with the school but decided on reaching out to PCS for a quote on computer service which we are waiting to hear back on. Mr. Paris said that when they were looking over our computers they noticed that one of the monitors in the community room was broken and they said that they could probably donate one to us. Commissioner Armbruster stated that the Borough is going to be replacing all of their computers over the next several months and that they could donate a computer or two to us as well. A discussion followed. The Board agreed to give Mr. Paris permission to hire PCS for our computer services to start next week so they can perform our monthly service; next month the Board will memorialize this authorization with a resolution.

Snow Removal Proposals

Chairman Schmidt advised that we went out for proposals for snow removal services and received a total of four responses with Quality proposing the best price. A discussion followed.

Chairman Schmidt asked for a motion to adopt Resolution HA17-28 awarding the snow removal contract to Quality Landscaping for the 2017-2018 season. Commissioner Watson, seconded by Vice-Chairman Cater to adopt Resolution HA17-28 awarding the snow removal contract to Quality Landscaping for the 2017-2018 season. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Closs, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Audit

Chairman advised that we are hoping there are no additional charges; the period from February thru June for our Section 8 Program was never entered into the general ledger so that is being built manually by the accountant. This was due to circumstances beyond our control, our former accountant Joe Kavanaugh being diagnosed with cancer in November 2016 and passing away in April 2017.

PUBLIC

Chairman Schmidt 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. Chairman Schmidt asked if anyone wanted to address the governing body.

Sharon Muller – Apt. 206

Ms. Muller stated that she came to our September meeting and asked for the HUD guidelines on the use of the community room; at that time the Board advised her to find out what HUD number or code it was. She advised that since then she has spent time on the phone and finally spoke to someone in Washington who told her that HUD does not own any buildings or apartments therefore they do not have any rules and regulations regarding the use of the community room; that is the responsibility of the public housing authority. Vice-Chairman Cater advised that the rules regarding the community room are included in our house rules.

Ms. Muller also said that she as well as a lot of other tenants here are confused as to who actually owns Wooster Towers and the HUD regulations vs. the Clementon Housing Authority regulations. Mr. Paris said that as he had explained at the tenants' meeting that the Clementon Housing Authority owns the building and that HUD is the subsidiary of the housing authority. Commissioner Armbruster advised that the municipal government creates the Authority by ordinance; once it is created the only control the municipal government has is the appointment of commissioners. Once the Housing Authority is established they do an agreement with HUD for repayment of the monies for the people who live here for the cost; once created the Housing Authority is its own controlling entity with the agreement for financing and funding thru HUD and HUD then takes control because of the money. The land and the building are owned by the Clementon Housing Authority.

Ms. Muller asked if she was able to ask a question for Ms. Lorraine Rossiter (Apt. 606) because she is in a rehab and unable to attend the meeting. Chairman Schmidt advised that we are governed by the Open Public Meetings Act; Solicitor Ogozalek explained that this is a public comment period and the Authority does not have to respond or answer any questions if they choose not to. Ms. Muller said that she understood that and said that Ms. Rossiter wanted to know if some of the meetings could be held at Wooster Towers so that more people could attend. Chairman Schmidt said that the reason the meetings are not held at Wooster Towers is because sometimes our meetings can run long and tenants are waiting to use the community room; and also the set-up of the room is not meeting friendly. Chairman Schmidt also said that our meetings are already advertised for the year but if at any time there is a need for a special meeting he would consider advising the Executive Director to advertise the meeting to be held at Wooster Towers. Mr. Paris said that to try and compensate for the meetings not being held at Wooster Towers he has a tenants' meeting the week after the Board meeting with staff included to inform the tenants of what was discussed at the Board meeting and answer any questions.

There being no further comments Chairman Schmidt closed the floor to the public.

Chairman Schmidt asked for approval of Resolution HA17-29 authorizing Executive Session to discuss two legal matters: 1) tenants having guests in the building and 2) possible litigation between a tenant and the Housing Authority at 7:20PM to not last more than 20 minutes with no action to be taken at this time.

Commissioner Casella, seconded by Commissioner Watson made a motion to approve Resolution HA17-29 authorizing Executive Session to discuss two legal matters: 1) tenants having guests in the building and 2) possible litigation between a tenant and the Housing Authority. Voice vote: All ayes. The motion carried.

Vice-Chairman Cater, seconded by Commissioner Casella made a motion to adjourn from Executive Session and re-open the regular meeting at 7:40PM. Voice vote: All ayes. The motion carried.

MANAGEMENT

Chairman Schmidt reminded the Board that we have our audit meeting.

Mr. Paris advised the Board that he received three quotes for the plumbing work on the drain in the trash room: 1) Andy Galezniak - \$2,400 2) Hempsey Plumbing - \$3,200 3) Mike Civic - \$3,800. A discussion followed. The Board agreed to look into other options for getting this done.

Mr. Paris advised that Hutchinson plumbing reduced their price by \$400 (\$1,590) to replace the dampers for the offices on the first floor. The Board advised Mr. Paris to go ahead with the replacement of the dampers.

Mr. Paris advised that he has gotten an estimate of \$2,250 from Life Station to update the pull cords in the apartments but Dave from Life Station said that he could get a lower price so we are waiting on that.

Commissioner Armbruster, seconded by Commissioner Watson made a motion to adjourn at 7:45PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Ken Paris', written over a horizontal line.

Ken Paris
Secretary