

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
OCTOBER 15, 2014**

Salute to flag.

Chairperson Nicholson called the October 15, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 4:00PM 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, McKelvey, Nicholson, Schmidt (arrived at 4:05PM) and Watson. Also present at this meeting were William J. Harris, Executive Director, Lilia Londar, Attorney, and Barbara J. Murray, Secretary. Absent: Commissioner Porter. Commissar

Chairperson Nicholson suggested that the approval of minutes be tabled until Commissioner Schmidt arrived so that there would be enough people to vote due to the fact that not all Commissioners were present for the September and October meetings.

BILLS

Commissioner Cater, seconded by Commissioner Watson, made a motion to approve the payment of all Public Housing and Section 8 bills with proper certification dated October 1, 2014 through October 31, 2014.

Commissioner Schmidt arrived at 4:05PM.

Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Nicholson, Schmidt, and Watson. The motion carried.

MINUTES

Commissioner Schmidt, seconded by Commissioner Cater, made a motion to approve the minutes of the August 20, 2014 Board of Commissioners Meeting, with the recommended change that Commissioner Schmidt's motion to go into Executive Session be changed to say Commissioner Schmidt made a motion to adopt Resolution HA14-09 to go into Executive Session. Roll call vote: Ayes: Commissioners Cater, McKelvey, Nicholson, and Schmidt. Abstain: Commissioners Casella and Watson. The motion carried.

Commissioner Cater, seconded by Commissioner Schmidt, made a motion to approve the minutes of the August 20, 2014 Executive Session as submitted. Roll call vote: Ayes: Commissioners Cater, McKelvey, Nicholson, and Schmidt. Abstain: Commissioners Casella and Watson. The motion carried.

Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the minutes of the September 17, 2014 Board of Commissioners Meeting as submitted. Roll call vote: Ayes: Commissioners Cater, Nicholson, Schmidt, and Watson. Abstain: Commissioners Casella and McKelvey. The motion carried.

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the minutes of the September 17, 2014 Executive Session as submitted. Commissioner Schmidt asked who did the minutes; Mr. Harris replied that Ms. Murray recorded the minutes but that he is responsible for them because he signs them. Commissioner Schmidt asked if Mr. Harris' contract was being discussed, should he be the one doing the minutes; Mr. Harris replied that he didn't see why not because it is just a record of what happened. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt, and Watson. Abstain: Commissioners Cater and McKelvey. The motion carried.

Chairperson Nicholson turned the meeting over to Mr. Harris at this time.

MANAGEMENT

Occupancy and Tenant Relations

Mr. Harris advised the Board that as of September 30th, 68 of the 70 apartments were occupied. One tenant moved out unexpectedly last month and a second tenant passed away. Mr. Harris noted that Barbara filled one of the vacant apartments this month and a third tenant who was first on the medical transfer list moved from efficiency to a one-bedroom apartment.

Mr. Harris informed the Board that we have not received a court date yet in regards to the eviction of the tenant that we previously discussed.

Mr. Harris advised that in September a number of presentations were hosted at Wooster Towers for the tenants from medical providers including free flu shots as well as a game of "Jingo" sponsored by the Voorhees Care and Rehabilitation Center. On November 13th we will be hosting South Jersey Legal Services who will provide a free will clinic to our tenants, and as of today 17 tenants have signed up for this.

Section 8/HCV Program

Mr. Harris advised that the number of Section 8 participants remains at 44 households and that no new vouchers will be issued unless a current participant drops out or is removed from the program. Mr. Harris also informed the Board that we were advised by HUD that based on the corrective action we have taken, no further actions are required to the administration of the program.

Roof Lease Bids

Mr. Harris advised that he contacted Verizon's engineer, Greg DiStefano, to see if they were still interested in leasing roof space and he advised that they were; subject to finalizing the approval process for an on-site generator and the Authority's concurrence to allow 24-hour access to their equipment in the event of a maintenance problem. Mr. Harris said that after speaking with Mr. Ogozalek, our Solicitor, he advised that we re-bid for the roof lease.

Change in Time and Date of Board Meetings

Mr. Harris advised that after the discussion last month about the possible change in the time and date of our Board meetings to improve the likelihood of having a quorum, Commissioner Schmidt prepared a survey of days and times for the Commissioners and Solicitor to review. Mr. Harris asked Ms. Londar if anyone could challenge any actions that may take place at the November meeting if the date and time were changed but the By-Laws were not amended reflecting the change. Ms. Londar stated that as long as the change is properly advertised no and the By-Laws can be amended at a later date. A discussion followed.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to advertise pursuant to the Open Public Meetings Act to change the regular monthly meetings for the Housing Authority of the Borough of Clementon to the first Wednesday at 6:00PM and that the Executive Director is authorized to publicly advertise the location that the meetings will be held. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Nicholson, Schmidt, and Watson. The motion carried.

Audit – FYE 06/30/14

Mr. Harris advised that our Audit was completed on October 2, 2014 and that a summary of their interim report based on one day of field work and their review of our financial documents that were prepared by our accountant, Joseph Kavanaugh, is included with the hand-outs at today's meeting. Mr. Harris also informed the Board that as of Friday, October 10th, the draft Audit will be completed no later than November 21st; today Mr. Harris received an e-mail from our Auditor, Mr. Giampaolo, saying that the draft Audit should be completed before November 21st.

Snow Removal Bids

Mr. Harris advised that bids for snow removal services will be advertised in the Courier Post and be on our website on October 12th with the return bids due by November 5th. Bids will be presented at the November meeting.

Award from HAI Group

Mr. Harris advised the Board that the Authority received a Low Loss Achievement Award from the HAI Group for its performance in limiting general liability claims for the period 2010 through 2012. Mr. Harris added that Ms. Wooster and the staff are to be commended for this award.

457 Plan for Employees

Mr. Harris advised that we met with Dan Hernandez, a financial advisor/broker with Lincoln Investment Planning, and that 457 Plans will be set up for both himself and Barbara Murray at no cost to the Authority.

Roof Heater

Mr. Harris informed the Board that he was advised by Walt Keebler, our maintenance supervisor, that the heater that is on the roof that heats the hallways and some of the common areas and has been there for about 15 years is not functioning properly. Mr. Harris said that he contacted Peter Honeyford, an engineer, to look at the heater and asked for his recommendations. Mr. Honeyford advised Mr. Harris that the heater should be replaced.

Mr. Harris advised that he ran an ad and received two responses with qualifications and one without qualifications:

1. Peter Honeyford (PMH Associates) located in Moorestown
2. Concord Engineering Group located in Voorhees
3. Charles Collins located in Medford

Mr. Harris advised that Peter Honeyford has very high qualifications and that he will include a list of recommended contractors along with the specs, Concord Engineering did not submit any qualifications, and Charles Collins, who has done work for us in the past, but there were a few serious issues with Mr. Collins' work, one being leaving an entire floor out on the bid for the closet doors and some miscalculations with the payments to the contractors that Mr. Harris and Mr. Kavanaugh discovered and could have resulted in the Housing Authority going after the contractors to retrieve money that was owed to us.

Mr. Harris also said that there is enough money in the Capital Fund Budget for heating and boiler work and that this situation is close enough to heating work.

Mr. Harris' recommendation is to hire Peter Honeyford's firm to draw up the specs. A discussion followed.

AFLAC

Mr. Harris advised the Board that we received a call from AFLAC regarding insurance for the employees and based on the plans that they offer, at least three of the four employees would have to be interested. Mr. Harris also added that there is no cost to the employer.

PUBLIC

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

Commissioner Schmidt, seconded by Commissioner Watson, made a motion at 5:08PM to adopt Resolution HA14-11, to enter into Executive Session to negotiate Mr. Harris' contract and salary. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Nicholson, Schmidt, and Watson. The motion carried.

Commissioner Watson, seconded by Commissioner Cater, made a motion at 5:40PM to adjourn the Executive Session and re-enter into Regular Session. Roll call vote: Ayes: Commissioners Cater, McKelvey, Nicholson, and Watson. Neys: Commissioner Schmidt who stated for the record this was in violation of the Open Public Meetings Act. The motion carried.

Executive Session Discussion

Commissioner Watson, seconded by Commissioner Cater, made a motion to offer William Harris an annual salary of \$65,000.00 with the option for health benefits. Roll call vote: Ayes: Commissioners Cater, Nicholson, Schmidt, and Watson. Neys: Commissioner McKelvey. The motion carried.

Chairperson Nicholson and Commissioner Schmidt asked Mr. Harris if he would accept the annual salary of \$65,000.00 with the option for health benefits. Mr. Harris respectfully accepted the Board's offer and thanked everyone for all of their time and effort spent on this matter.

Commissioner Schmidt, seconded by Commissioner Watson, made a motion to approve the contract agreed upon by the Clementon Housing Authority and William J. Harris commencing January 1, 2015 and ending on December 31, 2015 and to authorize the Solicitor to prepare the contract and have the appropriate signatures executed. Roll call vote: Ayes: Commissioner Cater, Nicholson, Schmidt, and Watson. Abstain: Commissioner McKelvey.

NEW BUSINESS

Resolution for New Heater

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve Resolution HA14-12 to hire PMH Associates for professional services needed for the roof-top heater. Roll call vote: Ayes: Commissioners Cater, McKelvey, Nicholson, Schmidt, and Watson. The motion carried.

Commissioner Watson, seconded by Commissioner McKelvey, made a motion at 5:45PM to adjourn. Voice vote: All ayes.

Respectfully submitted,



William J. Harris
Secretary