

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, October 16, 2013 at 4:00PM in the Community Room at Wooster Towers located at 22 Gibbsboro Road Clementon, New Jersey. This meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meetings Act.

**Sheila K. Wooster
Secretary**

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

October 16, 2013

APPROVE MINUTES

APPROVE BILLS

MANAGEMENT

**Selection Committee Report
Introduction of Candidate**

EXECUTIVE SESSION

Discuss Selection Committee Report

CAPITAL FUND PROGRAM (MODERNIZATION)

**Resolution to Approve Submission of Capital Fund Program NJ39P07350113
Discuss Project Funding**

PUBLIC

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
OCTOBER 16, 2013**

Salute to flag.

Chairperson Nicholson called the October 16, 2013 meeting of the Housing Authority of the Borough of Clementon to order and announced that the meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meeting 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 (arrived at 4:05PM), McKelvey, Nicholson, Porter, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary.

MINUTES

Commissioner Schmidt requested that the following change be made to the minutes of the September 18, 2013 Board of Commissioners Meeting:

- 1) The paragraph approving the minutes of the September 18, 2013 Board of Commissioners Meeting should be before the paragraph approving the Executive Session minutes.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the minutes of the September 18, 2013 Board of Commissioners Meeting with the aforesaid change. Roll call vote: All ayes, with the exception of Commissioner Cater who did not vote because she arrived after the vote was taken.

BILLS

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated October 1, 2013 through October 31, 2013 with proper certification. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, Porter, and Watson. Ney: Commissioner Schmidt.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Selection Committee Report

Mrs. Wooster advised that the Selection Committee was ready to make their selection of the new Executive Director to the Board. Commissioner Schmidt asked if this was an appropriate subject to be discussed in the open meeting. Solicitor Ogozalek responded yes that this matter could be discussed in the open meeting but that if we were going to discuss the person or persons involved with further detail, then we should go into closed session.

Commissioner Nicholson thanked everyone on the panel for their time and effort and said that in the event that the Board does not reach a satisfactory decision today, he does not want it to reflect poorly on anyone. Commissioner Nicholson also said that it is not necessary to make a decision today and that there are other options. Commissioner Nicholson said that he would like to hear what the panel has decided and as per our Solicitor, we should go into closed session if we want to get more specific.

Board of Commissioners Meeting

October 16, 2013

Page 2

Commissioner Porter suggested that we bring Mr. Harris in and let everyone meet him. Commissioner Schmidt asked if it was legal to ask specific questions about his resume. Solicitor Ogozalek advised that if we are just going to discuss the process that can be done in the open meeting but if discussing anything about the candidate or candidates themselves, we should go into closed session.

Commissioner Casella questioned why we would go through the interview process again if the panel has already gone through the process. Commissioner Schmidt asked if he should wait and direct his questions to the panel in closed session. Solicitor Ogozalek advised that the Chairperson of the panel decides how the procedure will be; whether the Commissioners ask questions or the Board goes on the recommendation of the Committee, but a vote must be taken for the position.

Commissioner Casella reported that Chairperson Nicholson appointed Commissioner Casella as Chairperson of the Selection Committee and Commissioners Porter and Watson to the hiring panel. Mrs. Wooster placed an ad in the Courier Post from August 7 to August 11, with all resumes to be received by the close of business August 30, 2013. Commissioner Casella advised that we received ten resumes and even a few after the deadline. We also received a request for shared services with Pleasantville Housing Authority (who was also one of the candidates for the position). After reviewing the resumes, the panel decided to only interview the candidates who had HUD experience, of which there were three. Commissioner Casella reported that all three candidates were considered qualified and that one withdrew due to personal reasons. Commissioner Casella reported that the panel unanimously selected William Harris for the Executive Director position.

Commissioner Nicholson asked Commissioner Casella what his intention was for today and Commissioner Casella responded that his intention was to introduce Mr. Harris and vote on the position.

Commissioner Nicholson, seconded by Commissioner Porter, made a motion at 4:15PM to adjourn from the Board of Commissioners Meeting to go into Executive Session to discuss the Executive Director search, interview process, and personnel for that position. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Cater, made a motion at 5:02PM to adjourn from Executive Session and re-open the Board of Commissioners Meeting. Roll call vote: All ayes.

Introduction of Candidate – William Harris

The Board unanimously agreed to bring Mr. Harris in to introduce himself and give a brief history on his experience. Commissioner Nicholson apologized to Mr. Harris for the long wait.

Mr. Harris thanked the Board for the invitation and advised that his experience includes Assistant Director of the Vineland Housing Authority where he worked mainly on Capital Fund Projects, tenant accounts receivable, and supervised the HCV Coordinator. Mr. Harris also stated that he also worked for Wildwood Housing Authority which has a total of 170 units and he did a little of everything there. While at Wildwood Housing Authority Mr. Harris stated that he made it a practice to visit the building at unscheduled hours to see what security was like. Mr. Harris recommended to the Board that the security camera system be upgraded to include all floors of the building; this was about six months after a murder had occurred there. The Board did not agree and that is the reason Mr. Harris left his position at the Wildwood Housing Authority. Mr. Harris feels very strongly about tenant and staff security.

Board of Commissioners Meeting

October 16, 2013

Page 3

Mr. Harris also advised that he has background with non-profit housing which is often funded by HUD or low income tax credits.

Mr. Harris advised that he lives nearby and that he understands that when managing a building it is not a 9 to 5 job. Mr. Harris also advised that in the past he has owned some rental properties.

Mr. Harris again thanked the Board for allowing him the time to present his skills to them.

Commissioner Watson, seconded by Commissioner Schmidt, made a motion at 5:12PM to adjourn from the Board of Commissioners Meeting and go back into Executive Session. Voice vote: All ayes.

EXECUTIVE SESSION DISCUSSION

Commissioner Schmidt made a motion to re-advertise for the Executive Director position. Commissioner Casella suggested that the Board vote on the position to see if it would be necessary to re-advertise. A discussion followed. Commissioner Schmidt rescinded his motion.

Commissioner Casella, seconded by Commissioner McKelvey, made a motion to appoint William Harris as the new Executive Director for the Housing Authority of the Borough of Clementon. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Porter, and Watson. Neys: Commissioners Nicholson and Schmidt. The motion carries.

Contract For Executive Director

Mrs. Wooster recommended changing the vacation days from 10days to 12days. Voice vote: Six ayes, one ney.

Mrs. Wooster recommended adding in the contract that the Executive Director is not accepting benefits at this time and that the Personnel Policy does not apply. Voice vote: All ayes.

The Board discussed salary for Mr. Harris and all agreed to the amount of \$52,500.00. Voice vote: All ayes. Mrs. Wooster advised that the salary is based on the budget and that she would talk to our accountant regarding when Mr. Harris' pay raise would go into effect, whether it would be July 1 or the anniversary date of his signed contract.

The Board unanimously agreed by voice vote that Mr. Harris would work five days a week, 7 hours a day; plus any other time needed as per the job description.

Commissioner Nicholson left the meeting at 5:25PM.

Commissioner Schmidt asked whether a current employee who is knowledgeable of the operation of the Housing Authority could be given a pay increase and a job title of Assistant Executive Director in the event that Mr. Harris does not work out. Mrs. Wooster advised that this could be addressed if and when that happens.

Commissioner Casella asked if he could call Mr. Harris and advise him that he was selected for the position. Solicitor Ogozalek advised that he could let him know that he was approved for the position pending approval from the DCA and contract negotiations.

Board of Commissioners Meeting

October 16, 2013

Page 4

Resolution to Designate the Board of Commissioners As the Appointing Authority for Employees

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to appoint the Board of Commissioners as the appointing appropriate authority in regards to the employees of the Clementon Housing Authority. Roll call vote: All ayes.

Resolution to Submit Annual Statement for Capital Fund Budget

Mrs. Wooster asked for a Resolution to submit the Annual Statement for the Capital Fund Budget. Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve a Resolution to submit the Annual Statement for the Capital Fund Budget in the amount of

\$52,946.00. Roll call vote: Ayes: Commissioners Casella, Cater, Porter, Schmidt, and Watson. Abstain: Commissioner McKelvey.

Approval of IT Policies

Mrs. Wooster asked for a motion to approve the IT Policies. Commissioner Schmidt, seconded by Commissioner Watson, made a motion to approve the IT Policies. Roll call vote: All ayes.

Mrs. Wooster advised that although the Board has approved the IT Policies, they will not go into effect until Executive Director Harris takes over; even though Mrs. Wooster is still the Director, our accountant has advised her that she should not be entering into any contracts, etc.

Request From the Republican Party For A "Meet & Greet"

Mrs. Wooster advised that we have received a request from the Republican Party candidates here in Clementon to use our community room for a "meet & greet" on Saturday, October 26th from 10:00AM until Noon with the tenants of Wooster Towers. Mrs. Wooster advised that this is standard procedure and that the policy was put in place many years ago. Commissioner Schmidt asked who sent the letter and do we have a policy for this. Mrs. Wooster advised that the letter came from Lynn Brewin Lofland and that it is in our minutes how we decided to do this. Commissioner Watson stated that this is done every year and that as long as the opportunity to do this is offered to both political parties it is okay.

Meeting Date For November

Commissioner Schmidt asked if the Board would consider changing the meeting date as it coincides with the NJNAHRO and the New Jersey League of Municipalities conventions in Atlantic City, which he is registered to attend the NJNAHRO convention. Commissioners McKelvey and Watson also advised that they would not be at our November meeting. A discussion followed. The Board agreed that because we will have a quorum and that we have hired Mr. Harris as the Executive Director, it is not necessary to change the meeting date. Solicitor Ogozalek also advised that he would not be at the meeting but that he would send someone in his place.

Deceased Tenant

Mrs. Wooster advised the Board that a tenant who has lived here for about ten years has passed away.

Government Shut-Down

Mrs. Wooster advised the Board that the government shut-down has not affected our Housing Authority in any way.

Audit

Mrs. Wooster advised the Board that we have had our Audit and there were no findings and if there are any recommendations, they would be in the written report.

Approve Utility Allowances & Fair Market Rents

Mrs. Wooster asked for a motion to approve the utility allowances supplied by Nelrod in September of 2013 and the current fair market rents. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the utility allowances supplied by Nelrod and the current fair market rents. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Porter, and Watson. Abstain: Commissioner Schmidt.

Christmas Party

Mrs. Wooster advised that the tenants would like to have a Christmas party, which they have every year. Mrs. Wooster advised that Harper's has offered to supply the food. Commissioner Cater advised that Harper's at first offered to have the dinner there and that she advised that might be difficult for the people to go across the street for safety and other obvious reasons. A discussion followed. Mrs. Wooster thanked Commissioner Cater for her time spent to help organize the Christmas party and Commissioner Cater advised that she would keep Mrs. Wooster informed. Mrs. Wooster advised the Board that when we have more information, she will share it with them.

CFP

Change Order

Mrs. Wooster advised the Board that the architect made an error in the number of closet doors needed. The cost of this error is \$17,311.47. Mrs. Wooster advised that because we received our Capital Fund Budget for 2013 we have the money to order the additional doors. Mrs. Wooster asked the Board if they would like Solicitor Ogozalek to review the contract to see if the Authority could recoup any of the money. A discussion followed.

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the change-order in the amount of \$17,311.47.

PUBLIC

No public was present.

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

Respectfully submitted,



Sheila K. Wooster

Secretary