

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
OCTOBER 29, 2015**

Chairman Schmidt called the Housing Authority of the Borough of Clementon Board of Commissioners Meeting to order at 6:02PM and announced that the meeting has been properly advertised pursuant to N.J.S.A., 10:4-6, the Open Public Meetings Act. The meeting was held at the John Leshner Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Chairman Schmidt stated that the first order of business was the swearing in of our new Commissioner, Mark Armbruster, who is filling the unexpired term of Commissioner Lance Armbruster who resigned due to personal reasons. Chairman Schmidt administered the oath of office to Commissioner Armbruster; everyone welcomed Commissioner Armbruster to the Board.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Nicholson, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. Absent: Commissioner Casella and Commissioner Closs. Also present at this meeting were William J. Harris, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary.

MINUTES

Chairman Schmidt asked if there were any questions or comments on the minutes of the October 7th Board Meeting or the Executive Session minutes of October 7th. There being no questions or comments, Chairman Schmidt asked for a motion to approve both sets of minutes in block.

Commissioner Watson, seconded by Commissioner Nicholson, made a motion to approve both the Board Meeting minutes and the Executive Session minutes of October 7th. Roll call vote: All ayes. The motion carried.

BILLS

Chairman Schmidt asked if there were any questions or comments on the bills to be approved for payment in the amount of \$9,440.83 for the period October 8, 2015 thru October 29, 2015. Being no questions or comments, Chairman Schmidt asked for a motion to approve the payment of bills in the amount of \$9,440.83.

Commissioner Watson, seconded by Vice-Chairman Cater, made a motion to approve the bills with proper certification in the amount of \$9,440.83 for the period October 8, 2015 thru October 29, 2015. Mr. Harris said that there was an additional payment added to the bills made to Air Control Technology in the amount of \$4,050.00; Mr. Harris explained that an inspection was done yesterday (10/28) in response to the final bill and some items were not approved by the engineer and were deleted from the invoice. Mr. Harris advised that our next meeting was not until December, so they expedited the review of the invoice. Chairman Schmidt asked if everyone was ok with the amendment to the bill list; there being no objections Chairman Schmidt asked for a roll call vote. Roll call vote: All ayes. The motion carried.

MANAGEMENT REPORT

Chairman Schmidt asked if anyone had any questions or comments regarding the Management Report that was included in the Board packet. There being no questions or comments, Chairman Schmidt turned the meeting over to Mr. Harris to advise the Board of an issue that was not included in the Management Report and to advise Commissioner Armbruster of the required courses that he needs to take.

Required Classes for Commissioners

Mr. Harris advised Commissioner Armbruster that he provided him with a copy of the required courses for Commissioners that are available thru the Rutgers Center for Government Services; and that we are hosting one of the required courses, Ethics, here at the John Leshar Senior Center on Saturday, November 7th, and is being conducted by ExecuTech Consultants, who are two retired Housing Authority Directors. Mr. Harris told Commissioner Armbruster that when he finds other classes that he is interested in to let him know and we will register him for those classes. Chairman Schmidt did say that Commissioner Armbruster is going to attend the Financial Issues and Procedures course that is being offered at the Ocean City Housing Authority in their community center on November 21st. Commissioner Armbruster stated that he has taken several courses thru Rutgers and didn't know if that would be acceptable and it could also save the Housing Authority money; Chairman Schmidt said that they do not allow that anymore as the courses are not directly related to Housing Authorities.

Commissioner Nicholson asked Mr. Harris how he was able to have the Housing Authority host a class here; Mr. Harris said that in an effort to save the Housing Authority money and that there appeared to be a demand from other Housing Authorities, Chairman Schmidt contacted the Executive Director of the Ocean City Housing Authority and there were a number of Housing Authorities in South Jersey who have Commissioners who have not completed their courses. Some initially responded and expressed an interest then deferred and went in another direction; but we have enough people coming to both of these courses and it will cost the Authorities who are participating less money to get the same Rutgers approved training because the people teaching the course actually own the rights to the course; we pay them a fee but it is less money per Commissioner than if they had to drive to Rutgers in New Brunswick.

Water Damage to Elevator #1

Mr. Harris advised the Board that there was water damage to Elevator #1 and that this occurred when the Borough was flushing the fire hydrants in the area. Mr. Harris reminded the Board that this happened in late summer of 2014 when the Borough was doing similar work and at that time we had 14 toilets back up; this time we were fortunate and only one toilet overflowed on the sixth floor and fortunately the tenant was home and came to the office. Mr. Harris stated that the water cannot be turned off in the unit, Walt was at lunch and quickly returned and shut the water off but by that time the water had cascaded into the #1 elevator shaft and caused it to malfunction; the elevator was shut down and a service call was placed to Otis Elevator. Mr. Harris said that he spoke to the four residents in that hallway and asked if anyone had any property damage; no one had any damage they just had to clean up the water; which all the tenants mostly did themselves.

Mr. Harris proceeded to show the board and explain the device that regulates the flow of water when the toilet is flushed; when the hydrants are flushed and the pressure drops is what caused this device to malfunction.

Mr. Harris advised that he did not think an over-time call was necessary because the #2 elevator was in operation and that is the elevator that is used for ambulance calls; so the serviceman was here promptly this morning and after about three hours found that the electrical equipment could not be repaired due

to water damage. He went on to say that the job required one additional repairman and that the parts and labor to complete the work would cost around \$2,600.00; he also had to let them know by this afternoon in order to have the part here by tomorrow morning, so he went ahead and signed the proposal. He told the Board that he would only contact them if there were any problems. Mr. Harris also said that in his view the Borough should pay for all or some of these charges.

Commissioner Armbruster advised that he spoke to the Public Works supervisor and verified that the notices were delivered regarding the hydrant flushing and that he did not understand that we were looking to be notified the "day of". He went on to say that he is not opposed to ask the Borough for reimbursement, but when he talked to the Public Works supervisor he said that when this happened in 2014 they did speak to someone at the Housing Authority and told them that there is a screen system that can go into the pipe system to prevent the silt from clogging the system.

Chairman Schmidt said that the water can be shut off at the curb; Commissioner Watson said that the water cannot be turned off when it is tied into a sprinkler system.

Commissioner Armbruster went on to say that we need to find a way of preventing this from happening in the future; the problem is that it is easy to give notification for planned flushing of the hydrants, but we have an aging water system in town where we have a lot of breaks and it's a constant situation where we lose water pressure and unfortunately when there is a large break, they do not have time to go to all the businesses in town and let them know the pressure is going down.

Commissioner Watson suggested that Mr. Harris contact Andy Galezniak and replace the device that malfunctioned with regular floats; Vice-Chairman Cater asked if anyone else besides Walt knows where to turn the water off. Mr. Harris said that he does but it is not that simple; there are two valves, called gate valves, that are chained together and that the domestic water line and the line for the sprinklers is a combined line. He also said that there may be a shortcut where we can by-pass the gate valves that are close to the floor and put a device in on the riser that goes up. Vice-Chairman Cater also asked if we reached out to our insurance company; Mr. Harris said that we have a \$5,000.00 deductible. Commissioner Armbruster added that he could check to see if that is something that JIF would cover and if not it may be something that the Borough could help us with as far as the labor is concerned; but he also said that the Borough has been hesitant in doing this in the past as it sets a precedence.

There being no further questions or comments on the management report, Chairman Schmidt turned the meeting over to Solicitor Ogozalek.

E-Mail Communications & OPMA

Solicitor Ogozalek, Jr. advised the Board that he recently became aware of an Administrative Law Division decision dealing with e-mail communications between multiple fire commissioners in Somerset County. The judge in the case ruled that certain e-mails were a violation of OPMA because they were sent "from one commissioner to all other commissioners." Solicitor Ogozalek advised the Board that e-mails should be sent to two or three commissioners at a time instead of all one mailing; by doing this it would avoid the problem if someone "replies all" and then four or more persons join in the conversation, thus constituting a meeting, which is a violation of OPMA.

NEW BUSINESS

Resolution HA15-24 – Accepting Resignation of Commissioner Lance Armbruster

Chairman Schmidt asked for a motion to approve Resolution HA15-24 accepting the resignation of Commissioner Lance Armbruster and thanking him for his service. Vice-Chairman Cater, seconded by Commissioner Mark Armbruster, made a motion to approve Resolution HA15-24 accepting the resignation of Commissioner Lance Armbruster and thanking him for his service. Voice vote: All ayes. The motion carried.

FY 2015 Audit Issue

Chairman Schmidt advised that the Auditor can only meet with the Board on December 3rd, 8th, or 9th and the Audit has to be approved by the end of December; Commissioner Casella is only available on December 3rd. A discussion followed.

The Board agreed that the Finance Committee (Commissioners Casella, Closs and Chairman Schmidt) would meet with the Auditor at 5:30PM on December 3rd to review the Audit and ask any questions they may have; this will be followed by our monthly meeting at 6:00PM where the Finance Committee will advise the rest of the Board the results of their meeting with the Auditor. Also, at this time the rest of the Board can ask the Auditor any questions they may have; and if for some reason the Finance Committee's meeting is not over by 6:00PM, we will start our regular meeting and continue with the Finance Committee.

Mr. Harris said that he can only speak for himself, but he does not think that it will be a lengthy meeting as there were no findings or no issues; it does show that we were in a financial bind at the end of the fiscal year and that he hopes some of the expenses that were not ordinary expenses can be reclassified as capital expenses in the hopes to get a few more points on our PHAS score. He went on to say that as of now we are a sub-standard performer.

Candidates for Election Meet & Greet

Vice-Chairman Cater advised that a request was made by the Republican Party to use Wooster Towers for a meet and greet with the residents there but that it could not be approved because there was not enough time. Vice-Chairman Cater suggested that one day be dedicated to have anyone who is on the ballot for election come to Wooster Towers for a meet and greet with the residents. Vice-Chairman Cater went on to say that the Executive Director would send out a reminder notice every year and that this would be a courtesy to all candidates who run every year to know that this is a forum that has been consistently asked for and we would be giving them an unbiased, unpolitical routed place to meet our residents.

Commissioner Armbruster said that he believes a lot of the residents in Wooster Towers vote by absentee ballot so we might want to do this earlier in October; Chairman Schmidt said that they are planning for the second Saturday or Sunday of October.

Commissioner Armbruster said that if we wanted to put a sign up in the Towers to let the residents know there is going to be a meet and greet at the Boro Hall on Sunday November 1st; noon until 1:45PM is for mayor and council candidates and 2:00PM to 4:00PM is for the local school board candidates.

Chairman Schmidt asked for a motion to approve Resolution HA15-25 Adopting Policy & Procedures for an Annual Political Candidates Forum. Vice-Chairman Cater, seconded by Commissioner Armbruster, made a motion to approve Resolution HA15-25 Adopting Policy & Procedures for an Annual Political

Candidates Forum. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Nicholson, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Minimum Rent

Chairman Schmidt asked for a motion to adopt Resolution HA15-26 authorizing the Amendment to the Admissions & Occupancy Policy raising the minimum rent for Public Housing from \$25.00 to \$50.00. Vice-Chairman Cater, seconded by Commissioner Watson, mad a motion to adopt Resolution HA15-26 authorizing the Amendment to the Admissions & Occupancy Policy raising the minimum rent from \$25.00 to \$50.00. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Nicholson, Commissioner Watson, Vice-Chairman Cater, and Chairman Schmidt. The motion carried.

Air Conditioning Fee

Commissioner Watson reminded Chairman Schmidt that we still needed to address the increase in the air conditioning fee. Mr. Harris advised that this is something that the Finance Committee is working on and more information will be given at the December 3rd Board Meeting.

PUBLIC

Chairman Schmidt opened the meeting to the public; seeing no public, the meeting was closed to the public.

Commissioner Watson, seconded by Vice-Chairman Cater, made a motion to adjourn at 6:49PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



William J. Harris
Secretary