

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
OCTOBER 7, 2015**

Chairman Schmidt called the Housing Authority of the Borough of Clementon Board of Commissioners Meeting to order at 6:00PM 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 Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

Upon roll call the following were present: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Commissioner Watson, Vice-Chairperson Cater, and Chairman Schmidt (via telephone). Absent: Commissioner Armbruster. 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 September 3rd Board Meeting. Commissioner Nicholson said that the typo in the first paragraph needs to be corrected, it should read 10:4-6. There being no other questions or comments, Chairman Schmidt asked for a motion to approve the minutes with the correction.

Vice-Chairperson Cater, seconded by Commissioner Casella, made a motion to approve the minutes of the September 3rd Board Meeting, with the correction (10:4-6). Voice 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. Mr. Harris commented that he spoke to a representative from Honeywell, Inc. and asked to be placed on a quarterly payment plan; Honeywell said that they would send us a revised bill with the change.

Chairman Schmidt asked for a motion to approve the payment of bills in the amount of \$74,260.66. Commissioner Casella, seconded by Commissioner Closs, made a motion to approve the payment of bills with proper certification in the amount of \$74,260.66. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Commissioner Watson, Vice-Chairperson Cater, and Chairman Schmidt. The motion carried.

Chairman Schmidt turned the meeting over to Mr. Harris.

MANAGEMENT REPORT

Occupancy

Mr. Harris reported that we remain at 100% occupancy at Wooster Towers and that our Section 8 Program is running smoothly.

Employment Works Program

Mr. Harris advised that we were contacted by Employment Works, a national non-profit program that finds employment opportunities for persons of low income over the age of 55. We entered into an agreement with them; and Sylvester Lipscomb is with us three days a week for 6 hours a day at no cost to the Authority. Sylvester has assisted Mr. Harris with budget reports, file disposal, and some light maintenance tasks.

Roof-Top Heater Replacement Project

Mr. Harris advised that the payment to Air Control Technology has been reduced downward due to our engineer and that the unit is now being inspected by the Borough's Fire Marshall; we do not know the outcome of that inspection yet. Mr. Harris also advised that on Tuesday, October 20th, the system will be balanced and Troy Bishop (our Fire Marshall) will test the unit and hopefully if all goes well, we can place the unit in operation. Mr. Harris also noted that Air Control Technology is about two weeks behind in completing the project.

Shared Services Agreement with Vineland Housing Authority (Elevator Maintenance Contract Specifications)

Mr. Harris advised that Ron Miller of the Vineland Housing Authority has completed the bid package for the elevator maintenance contract specifications and that both Walt Keebler and himself (Mr. Harris) reviewed it and the ad will be in the Courier Post on October 8th with the due date for bid returns of October 22nd so that action may be taken at our October 29th meeting.

Snow Removal Services

Mr. Harris advised that we received two responses to our public notice for snow removal, one from Quality Landscaping and the other from Greenscape Snow & Ice Management. Mr. Harris' recommendation is to stay with Quality Landscaping, based on price.

Generator

Mr. Harris advised that our engineer, PMH Associates, is in the process of finalizing specs to do modifications to our electrical systems in order for it to be able to accommodate a portable generator.

Chairman Schmidt asked if anyone had any questions for Mr. Harris; Commissioner Casella asked how long we would have Sylvester from Employment Works. Mr. Harris advised that we would have him for six months, then the agreement is subject to renewal. Commissioner Closs asked if Sylvester started at the beginning of October or the beginning of September; Mr. Harris replied the beginning of September.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Snow Removal Services

Chairman Schmidt asked if anyone had any questions or comments regarding Mr. Harris' recommendation to continue with Quality Landscaping. Commissioner Nicholson stated that Quality Landscaping has always done a good job and he feels we should continue with them; Vice-Chairperson Cater agreed and said that they have always proven to be the best choice, they have always responded to us promptly and that is something that we cannot get anywhere else. Mr. Harris added that they have planted seasonal flowers out front in the circle, at no cost to the Authority. Commissioner Casella asked where Greenscape Snow & Ice Management was located; Mr. Harris responded Glenside, Pa.

Chairman Schmidt asked for a vote to accept Quality Landscaping's proposal for snow removal services for the 2015-2016 season. Vice-Chairperson Cater, seconded by Commissioner Nicholson, made a motion to accept Quality Landscaping's proposal for snow removal for the 2015-2016 season. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Commissioner Nicholson, Vice-Chairperson Cater and Chairman Schmidt. The motion carried.

PUBLIC

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

Chairman Schmidt asked for a motion to enter into Executive Session to discuss a resolution regarding a Section 8 grievance hearing and contract negotiations for our Executive Director. Chairman Schmidt advised that the Executive Session should not be any more than 20 minutes, with action to be taken upon return to the regular meeting.

Commissioner Nicholson, seconded by Commissioner Casella, made a motion at 6:12PM to enter into Executive Session to discuss a Section 8 grievance hearing and contract negotiations for our Executive Director, not to last more than 20 minutes and with action to be taken upon return to the regular meeting. Voice vote: All ayes. The motion carried.

Vice-Chairperson Cater, seconded by Commissioner Nicholson, made a motion to adjourn from Executive Session and resume the regular meeting at 6:23PM. Voice vote: All ayes. The motion carried.

EXECUTIVE SESSION DISCUSSION

Section 8 Grievance Hearing Results

Chairman Schmidt stated that the Board was given an update on the Section 8 Grievance Hearing by Solicitor Ogozalek, Jr. and after hearing all the facts from both parties, the decision was to uphold the Housing Authority's decision to terminate housing assistance effective November 1, 2015.

2016 Contract – William J. Harris, Executive Director

Chairman Schmidt asked for a motion to authorize Solicitor Ogozalek, Jr. to make the necessary changes to the Executive Director's contract regarding the reduction in hours from 28 to 25 hours per week (days to be flexible at Mr. Harris' discretion) with a salary of \$52,000.00 for the 2016 calendar year.

Commissioner Watson, seconded by Commissioner Nicholson, made a motion to authorize Solicitor Ogozalek, Jr. to make the necessary changes to the Executive Director's contract regarding the reduction in hours from 28 to 25 hours per week (days to be flexible at Mr. Harris' discretion) with a salary of \$52,000.00 for the 2016 calendar year. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Nicholson, Commissioner Watson, Vice-Chairperson Cater, Chairman Schmidt. The motion carried.

Commissioner Casella, seconded by Commissioner Watson, made a motion to adjourn at 6:23PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



William J. Harris
Secretary