

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
REORGANIZATION AND GENERAL REMOTE VIRTUAL MEETING  
JULY 7, 2022**

Vernon Lawrence, Secretary called the meeting to order at 6:06PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, N.J.S.A. 10:4-6. Notice of the meeting was sent to the Courier Post and the South Jersey Times on 8/26/2021 and published in the Courier Post and the South Jersey Times on 8/31/2021. Notice was also sent to the Borough Clerk on 8/26/2021, posted on the bulletin board at Wooster Towers and [www.clementonhousingauthority.com](http://www.clementonhousingauthority.com). Due to the COVID-19 pandemic and following CDC guidelines, the meeting was held virtually.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. Also present at this meeting were Vernon Lawrence, Executive Director, Anthony Ogozalek, Solicitor and Barbara Murray, Secretary. Excused: Commissioner Cater.

**NOMINATION & ELECTION OF CHAIRMAN – RESOLUTION 2022-007**

Vernon Lawrence, Secretary opened the floor to nominations. Commissioner Closs, seconded by Commissioner Armbruster nominated Commissioner Schmidt as Chairman of the Authority for the term 7/1/2022 to 6/30/2023. There being no further nominations Secretary Lawrence asked for a roll call vote. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Closs, Commissioner Konrad, Commissioner Watson, and Commissioner Schmidt. Resolution 2022-007 carried 5-0.

**NOMINATION & ELECTION OF VICE-CHAIRMAN – RESOLUTION 2022-008**

Chairman Schmidt opened the floor to nominations. Commissioner Armbruster, seconded by Chairman Schmidt nominated Commissioner Closs as Vice-Chairman of the Authority for the term 7/1/2022 to 6/30/2023. There being no further nominations Chairman Schmidt asked for a roll call vote. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Closs, Commissioner Konrad, Commissioner Watson, and Chairman Schmidt. Resolution 2022-008 carried 5-0.

**APPROVAL OF MINUTES**

The approval of the June 8, 2022 minutes was tabled until next month.

**APPROVAL OF BILLS**

Chairman Schmidt asked for a motion to approve the payment of bills for June 2022 with proper certification. Commissioner Armbruster, seconded by Commissioner Konrad made a motion to approve the payment of bills for June 2022 with proper certification. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

## **OATH OF OFFICE - VICE-CHAIRMAN CLOSS**

Anthony Ogozalek, Solicitor, administered the oath of office as Commissioner for Clementon Housing Authority to Vice-Chairman Closs for the term 7/1/2022 to 6/30/2027.

## **MANAGEMENT REPORT**

### **REAC Inspection**

Mr. Lawrence advised the Board that we received a score of 93, which makes us a high performer, on our REAC inspection last week. Mr. Lawrence thanked his staff for “getting the job done” and added that because we are a high performer, we will not have a REAC inspection for 3 years.

### **HCV Program**

Chairman Schmidt advised that he spoke to Ms. Washington, our HCV Coordinator, last week and she advised him that we are giving vouchers to perspective tenants who have been pre-qualified by us for housing but they are unable to find anyone who will accept the vouchers; even our area apartments who already have some of our existing voucher holders. She said that when they go to these places with all their paperwork these companies are making them qualify again at an inflated amount and refusing to accept the vouchers. Chairman Schmidt advised that he spoke with Mr. Lawrence and Vice-Chairman Closs and said that Mr. Lawrence could have Ms. Washington obtain paperwork from some of the individuals that this is happening to and forward it to the HUD I.G. A discussion followed.

Chairman Schmidt advised that one of the things these companies are doing in rejecting the applicants is an income verification, which they are not supposed to do, the Housing Authority does that; and that is the reason they are using to reject them. Commissioner Armbruster said that he has no problem contacting HUD with this issue if that is what they are doing as long as it is not that these companies are trying to charge too much.

## **NEW BUSINESS**

### **Resolution 2022-009 - Designation of Depositories for FY 2022-2023 as TD Bank and Santander Bank.**

### **Resolution 2022-010 - Designation of Legal Advertisers for FY 2022-2023 as the Courier Post and the South Jersey Times.**

Chairman Schmidt asked for a motion to adopt Resolution 2022-009 – Designation of Depositories for FY 2022-2023 as TD Bank and Santander Bank and Resolution 2022-010 – Designation of Legal Advertisers for FY 2022-2023 as the Courier Post and the South Jersey Times. Commissioner Watson, seconded by Vice-Chairman Closs made a motion to adopt Resolution 2022-009 – Designation of Depositories for FY 2022-2023 as TD Bank and Santander Bank and Resolution 2022-010 – Designation of Legal Advertisers for FY 2022-2023 as the Courier Post and the South Jersey Times. There being no objections, no votes, or abstentions Resolutions 2022-009 and 2022-010 were adopted by unanimous consent. (Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt)

**Resolution 2022-011 – Designation of Meeting Date, Time, and Place**

Chairman Schmidt asked for a motion to adopt Resolution 2022-011 – Designation of Meeting Date, Time and Place being the second Wednesday of the month, except for the October meeting being changed to Wednesday, October 26, 2022, and there will not be a meeting in November 2022 or January 2023. All meetings will be held at 6:00PM in Wooster Towers, 22 Gibbsboro Road, Clementon, NJ with the option of hybrid or virtual. Commissioner Watson, seconded by Commissioner Konrad, made a motion to adopt Resolution 2022-011 - Designation of Meeting Date, Time and Place being the second Wednesday of the month, except for the October meeting being changed to Wednesday, October 26, 2022, and there will not be a meeting in November 2022 or January 2023. All meetings will be held at 6:00PM in Wooster Towers, 22 Gibbsboro Road, Clementon, NJ with the option of hybrid or virtual. There being no objections, no votes or abstentions Resolutions 2022-011 was adopted by unanimous consent. (Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt)

**Resolution 2022-012 – Designation of Check Signatories – Vernon Lawrence, Doreen Closs, and John P. Schmidt for FY 2022 - 2023**

**Resolution 2022-013 – Establishing Bid & Quote Threshold for the Period 7/1/2022 – 6/30/2023**

Chairman Schmidt asked for a motion to adopt Resolution 2022-012 – Designation of Check Signatories being Vernon Lawrence, Doreen Closs, and John P. Schmidt for FY 2022 - 2023 and Resolution 2022-013 – Establishing Bid & Quote Threshold for the period 7/1/2022 – 6/30/2023 as Bid Threshold: \$44,000 and Quote Threshold: \$6,600. Commissioner Armbruster, seconded by Commissioner Watson, made a motion to adopt Resolution 2022-012 – Designation of Check Signatories being Vernon Lawrence, Doreen Closs, and John P. Schmidt for FY 2022 - 2023 and Resolution 2022-013 – Establishing Bid & Quote Threshold for the period 7/1/2022 – 6/30/2023 as Bid Threshold: \$44,000 and Quote Threshold: \$6,600. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. There being no objections, no votes, or abstentions the motion carried.

**Resolution 2022-014 – Awarding Contract for Auditing Services to Novogradac**

**Resolution 2022-015 – Awarding Contract for Accounting Services to Blosky & Associates**

Chairman Schmidt asked for a motion to adopt Resolution 2022-014 – Awarding Contract for Auditing Services to Novogradac in the amount of \$15,085 and Resolution 2022-015 – Awarding Contract for Accounting Services to Blosky & Associates. Commissioner Armbruster, seconded by Vice-Chairman Closs, made a motion to adopt Resolution 2022-014 – Awarding Contract for Auditing Services to Novogradac in the amount of \$15,085 and Resolution 2022-015 – Awarding Contract for Accounting Services to Blosky & Associates. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs. Abstain: Chairman Schmidt. The motion carried.

**Resolution 2022-016 – Rejecting RFPs for Legal Services**

Chairman Schmidt advised that we received two proposals and are rejecting both and will be readvertising because one has potential conflicts with certain matters if they were to represent us and while the other one did not have that issue, it was not clear that we would always get the same attorney. Commissioner Armbruster, seconded by Commissioner Konrad, made a motion to adopt Resolution 2022-016 – Rejecting RFPs for Legal Services and re-advertise for same. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt.

**Resolution 2022-017 – Awarding Contract to LAN Associates for Architect & Engineering Services for FY 2022-2023**

**Resolution 2022-018 – Awarding Contract to Pennoni Associates for Engineering Services for FY 2022-2023**

Chairman Schmidt asked for a motion to adopt Resolution 2022-017 – Awarding Contract to LAN Associates for Architect & Engineering Services for FY 2022-2023 & Resolution 2022-018 – Awarding Contract to Pennoni Associates, Inc. for Engineering services for FY 2022-2023. Commissioner Konrad, seconded by Commissioner Armbruster, made a motion to adopt Resolution 2022-017 – Awarding Contract to LAN Associates for Architect & Engineering Services for FY 2022-2023 & Resolution 2022-018 – Awarding Contract to Pennoni Associates, Inc. for Engineering services for FY 2022-2023. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt (Chairman Schmidt abstained on Resolution 2022-017 and voted yes on Resolution 2022-018). The motion carried.

**Resolution 2022-019 – Honoring John “Jack” Nicholson, Jr.**

Chairman Schmidt told the Board that Barbara Murray, Secretary advised him last month of the passing of John “Jack” Nicholson, Jr., former Commissioner and Chairman of the Housing Authority for many years; Chairman Schmidt advised the Board that rather than have a moment of silence another way to honor him would be to adopt a resolution honoring him. Chairman Schmidt proceeded to read the resolution into the record.

Chairman Schmidt, seconded by Commissioner Armbruster, made a motion to adopt Resolution 2022-019 – Honoring John “Jack” Nicholson. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

**PUBLIC**

Chairman Schmidt advised that any 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 Chairman. 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) final minutes. Chairman Schmidt asked if anyone wanted to address the governing body.

There being no public, Chairman Schmidt closed the public portion of the meeting.

**COMMENT FROM CHAIRMAN SCHMIDT**

Chairman Schmidt reminded the Board that some years ago we had a situation where a recipient of assistance from the Housing Authority ended up in litigation to seek eviction. Subsequent to that, the Authority put in place a policy that the Board be made aware of these kinds of situations.

Once again, a situation has come up that we are now in the process of filing an action to seek eviction of a recipient of assistance for non-payment of rent. Our Solicitor has advised to wait four plus months to build up the record. Chairman Schmidt went on to say that putting a policy in place to make the Board aware of these kinds of situations was the right thing to do; everyone is aware of the situation and if anyone has any questions or concerns, they can be addressed so that everyone is on the same page. Chairman Schmidt stated that administration and legal have done their due diligence by waiting. Solicitor Ogozalek advised that the complaint should be filed tomorrow (July 8<sup>th</sup>) and that the recipient can have the ability to pay up until the point of eviction if they are able to pay the full amount. A discussion followed.

Commissioner Watson, seconded by Commissioner Armbruster, made a motion to adjourn at 6:40PM. Voice vote: All ayes (Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Vernon Lawrence', with a long horizontal stroke extending to the right.

Vernon Lawrence  
Secretary