

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
MONTHLY MEETING  
SEPTEMBER 6, 2017**

Chairman Schmidt called the meeting to order at 6:15PM and stated that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, NJSA 10:4-6. Notice of the meeting was sent to the Courier Post and South Jersey Times on 7/7/2017 and published in the Post on 7/12/2017 and in the Times on 7/18/2017. Notice was also transmitted to the Borough Clerk on 7/7/2017 and posted on the bulletin board in Wooster Towers. The meeting was held at the John Leshner Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Salute to flag.

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

**APPROVAL OF MINUTES**

Chairman Schmidt asked for a motion to approve the minutes of the August 2, 2017 monthly meeting. Commissioner Casella, seconded by Commissioner Closs made a motion to approve the minutes of the August 2, 2017 monthly meeting. Voice vote: All ayes. The motion carried.

**APPROVAL OF BILLS**

Chairman Schmidt asked for a motion to approve the payment of bills in the amount of \$17,408.58 from August 3, 2017 thru September 6, 2017 with proper certification. Commissioner Armbruster questioned the bill from Honeywell International, Inc. for a new exhaust fan motor for bathroom; he said it seemed rather high and asked if this was something that our maintenance men could do. A discussion followed. Mr. Paris called Walt, our maintenance supervisor, who advised that this was for the six fans that are on the roof.

Commissioner Armbruster, seconded by Commissioner Closs made a motion to approve payment of bills from August 3, 2017 thru September 6, 2017 in the amount of \$17,408.58 with proper certification. Voice vote: All ayes. The motion carried.

**MANAGEMENT REPORT**

**Sale of Erial Road Property**

Mr. Paris advised that the property on Erial Road is going up for auction; it will be advertised in the newspaper on September 5<sup>th</sup> and 13<sup>th</sup>, with the inspection being September 15<sup>th</sup> and the bid opening on September 27<sup>th</sup>. Chairman Schmidt asked if Mr. Gambale was aware of the auction. A discussion followed. Commissioner Armbruster asked for the information to be e-mailed to him and he will contact Mr. Gambale.

### **New Exterminator**

Mr. Paris advised that we are not satisfied with our current exterminator, Orkin; there is no contract in the file, theirs or ours, and along with the monthly service charge we are billed additional for service calls such as bed bugs and roaches.

We received two estimates:

- 1) Terminex - \$5,400 annually
- 2) Western Pest Control - \$4,150 annually

We did tell Orkin that we were getting estimates but they did not respond; their annual fee last year was \$4,300.

Included in Western's estimate is an initial inspection of every floor and each month thereafter they will be inspecting three floors (Orkin inspected two floors monthly); they will also be installing a bug light in the building that is for gnats and other flying insects.

### **Landscaping – Fall Clean-up**

Mr. Paris received three RFP's for the Fall clean-up:

- 1) TLC Landscaping - \$1,750
- 2) Ship Shape Landscaping - \$1,187
- 3) Quality Landscaping - \$635

### **RFP – Snow Removal Proposal**

Mr. Paris advertised for RFP's for snow removal with a return date of September 27<sup>th</sup>.

### **Life-Station Alert**

Mr. Paris said that he is following up on an estimate we received to up-grade our emergency pull cords and to see if we could get a grant for this.

### **Handicap Entrance**

Mr. Paris advised that the safety glass at the handicap entrance in the rear of the building is shattered and he is getting estimates on replacing it.

### **Tree Removal**

Mr. Paris advised that there is a tree by the back patio that is causing the sidewalk and patio to come up; he is looking into getting the tree removed.

### **Janitor Closet Floor Drains**

Mr. Paris advised that the floor drains in the janitor closets on floors two thru eight are inoperable do to a common floor drain on the first floor in the trash room is collapsed under the concrete drainage to the sewer. Walt received a price from Andy Galezniak Plumbing for \$2400 to re-route the line; he will get another estimate from another plumber.

**Office Air-Conditioning**

Mr. Paris advised the Board that there has been an on-going problem with the air conditioning/heating unit for the offices on the ground floor. The previous Executive Director contacted Hutchinson Plumbing last August for this problem and they “rigged” the system so it would work at the cost of approximately \$400; it is now not working again and Mr. Paris called Hutchinson Plumbing and they came out again and did a temporary fix and that amount was approximately \$600 which he is negotiating to have the price reduced because it is the same thing they did last year. Mr. Paris stated that the cost to repair the system correctly is \$1900.

**Projects Accomplished or Underway**

Mr. Paris reported that the mylar coating that was on the bottom of the front doors has been removed by maintenance, maintenance removed everything from the community room in preparation for the painter and the room has been painted, the kitchen has been cleaned up, maintenance has started painting the lines in the front parking lot, Bethel Church was here and provided a luncheon for the residents and maintenance set the room up for that, and the residents have been told that there are to be no shopping carts left in the building; they are only to be used for bringing in groceries or whatever else they may need them for and then returned outside. The residents have also been told that no furniture or large items are to be left outside of the building and if they do they will be fined. Maintenance has also prepared apartment 702 for rental.

Mr. Paris advised that we had a problem with a homeless person living outside on our property but with the help of the Clementon police they were able to have him relocate. Mr. Paris would like to recommend that we get “no trespassing” signs so to help enforce this should it occur again in the future. The Board unanimously agreed.

Mr. Paris advised that we had a couple of elevator calls, monthly service and to replace the emergency lighting.

Mr. Paris reported that the SEMAP, VMS, Executive Director Compensation report and Crime report have all been completed.

Mr. Paris advised that after several phone calls we received a check from Equipment Marketers for our share of the washer and dryer money.

Chairman Schmidt advised that our audit will be on September 13<sup>th</sup> and 14<sup>th</sup>; the REAC inspection will be in October.

**NEW BUSINESS**

**Resolution HA17-27 – Authorize Exterminating Contract with Western Pest Control**

Chairmen Schmidt asked for a motion to authorize acceptance of a one-year contract with Western Pest Control for exterminating. Commissioner Closs, seconded by Commissioner Casella made a motion to accept a one-year contract with Western Pest Control for exterminating. Voice vote: All ayes. The motion carried.

## PUBLIC

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

Lorraine Rossiter (Apt. 606) said that in the past the residents could leave furniture that they were disposing of out in back of the building and it was always picked up by Waste Management and that now they are being told that they cannot do this and there were no notices sent to advise them of this change. Chairman Schmidt advised that daily day-to-day trash is what the Housing Authority is responsible for; bulk trash is something different and our current trash company does not do bulk trash. A discussion followed. Solicitor Ogozalek advised that the lease states that we are responsible for trash pick-up.

Mr. Paris stated that this practice was not new since he came in August; it had been in effect for some time.

Sharon Muller (Apt. 206), who Ms. Rossiter asked to be with her and speak on Ms. Rossiter's behalf, said that she reviewed the packet of information that residents are given when they move in and there is nothing at all about bulk trash. Ms. Muller said that she feels the residents who are living there were not aware of this change and that all they are asking is that in the future they be given notice about any changes and to perhaps update the information packet. Mr. Paris said that he did not have any problem sending out a notice that due to our current trash contractor we can no longer be responsible for bulk trash pick-up.

Ms. Muller also said that she made several phone calls to the State and that if someone feels uncomfortable, they have the right to have someone with them to speak on their behalf. Solicitor Ogozalek advised that he was sure that the governing body will allow it but that does not pertain to public meetings; it pertains to personal hearings, court appearances, etc.

Ms. Muller said that the drain in the laundry room slopes and she knows it cannot be changed for drainage purposes but it should be properly marked for safety reasons; she said that she did mention something to maintenance back in June to maybe put a caution sign or mark it somehow to let people know that the floor slopes to prevent someone from falling. Mr. Paris suggested to Ms. Muller that this is something that should be brought to management's attention, this is not something that needs to be addressed by the Board. A discussion followed. Commissioner Armbruster said that they could use an epoxy paint to mark the floor.

Ms. Muller is also concerned with the elevators breaking down and she also called the State about it. Ms. Muller said that she has been trapped in the elevator more than once and that the last time this happened was when the elevator repairman was working on the elevator; the elevator seems to jolt and then drop before it actually gets stuck; this has caused her discomfort in her back. She said she immediately reported it to the office and also described the incident in writing. Ms. Muller also said that when she spoke to the person from the State she was told that when the elevator is out of service for any length of time first responders must be notified as they must respond

differently when they respond to a call at the facility. Ms. Muller said that there should be out of order signs on every floor because when the elevator is out of service on the first floor persons on the other floors are not aware of this.

There being no other comments Chairman Schmidt closed the floor to the public.

Commissioner Casella, seconded by Commissioner Armbruster, made a motion to adjourn at 7:10PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken Paris', with a large, stylized flourish at the end.

Ken Paris  
Executive Director