

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
REGULAR MEETING  
SEPTEMBER 13, 2018**

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 7/3/2018 and published in the Post and the Times on 7/7/18. Notice was also transmitted to the Borough Clerk on 7/3/2018 and posted on the bulletin board in Wooster Towers. 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 Armbruster, Commissioner Casella, Vice-Chairperson Closs, Commissioner Watson, and Chairman Schmidt (via telephone). Also present at this meeting were Ken Paris, Executive Director, Anthony H. Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioner Cater.

There was no monthly meeting in August due to lack of quorum.

**APPROVAL OF MINUTES**

Chairman Schmidt asked for a motion to approve the minutes of the July 2, 2018 Reorganization Meeting and the July 18, 2018 Board of Commissioners Meeting in block. Vice-Chairperson Closs, seconded by Commissioner Casella made a motion to approve the minutes of the July 2, 2018 Reorganization Meeting and the July 18, 2018 Board of Commissioners Meeting in block. Voice vote: All ayes. The motion carried.

**APPROVAL OF BILLS**

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification from July 5, 2018 through September 13, 2018. Commissioner Casella, seconded by Vice-Chairperson Closs made a motion to approve the payment of bills with proper certification from July 5, 2018 through September 13, 2018. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Casella, Commissioner Watson, Vice-Chairperson Closs, and Chairman Schmidt. The motion carried.

**MANAGEMENT REPORT**

**Bed Bug Problem**

Mr. Paris advised that we had a bed bug issue in two apartments that has been resolved; he also advised that the treatment for bed bugs is included in our monthly bill of \$300.00.

### **Unit Inspections**

Mr. Paris advised that the yearly unit inspections have been completed by himself and Walt Keebler, Maintenance Supervisor; maintenance is in the process of completing any repairs that are needed.

### **Apartment 808 – Unsanitary Condition**

Mr. Paris advised that apartment 808 is in a very deplorable condition to where we need to have a hazmat company come in to clean it; we contacted a company and they gave us a price of approximately \$3,000.00 to just clean the apartment, this does not include the cost of cleaning all of the clothes in the apartment. This is the second time we have had this problem with this tenant; the first being in 2016 and the cost was \$500.00. The tenant was placed on a repayment plan of \$25.00 per month until the balance was paid off. A discussion followed. Solicitor Ogozalek, Jr. stated that he would discuss the matter with Mr. Paris to find the best way to handle this situation.

### **Tenant Vehicles**

Mr. Paris advised that there were a few vehicles in the parking lot that belonged to our tenants that were either not working or the registration was out of date. This matter has been addressed and one tenant was able to have their vehicle repaired and the others were removed from the property by the tenants or their family.

### **Hot Water Heater**

Mr. Paris advised that the hot water heater has been replaced and is 100% operational.

### **Smoke Curtains**

Mr. Paris advised that we received a violation for the smoke curtains on floors 6 & 7; the cost to repair is approximately \$2,000.00 per floor. A discussion followed. Commissioner Armbruster said that he would have Kevin Garretson, or fire inspector, consult with the borough engineer to see if there was any way to work around not having them.

### **Replacement of Gas Lines**

Mr. Paris advised that we have been contacted by the gas company regarding changing out the gas lines to the building; they said they would need about a half day to complete. Mr. Paris said that he advised the gas company that since the gas will be off while the work is being completed and there will be no heat during that time, he would like them to have this completed by the end of September.

### **OLD BUSINESS**

#### **Audit**

Mr. Paris advised that the audit process will commence on September 25, 2018.

**Smoking Policy**

Mr. Paris advised that we have implemented our smoking policy; to be in compliance with the 25 ft. from the building rule we have moved the two benches on the back patio to the very edge of the patio and put signs on them that they were for use when smoking.

**NEW BUSINESS**

There was no new business to discuss.

**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 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. There was no public in attendance.

Chairman Schmidt asked for a motion to adjourn at 6:40PM. Commissioner Casella, seconded by Commissioner Watson made a motion to adjourn at 6:40PM. Voice vote: All ayes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken Paris', written in a cursive style.

Ken Paris  
Secretary