

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 17, 2014**

Salute to flag.

Chairperson Nicholson called the September 17, 2014 meeting of the Housing Authority of the Borough of Clementon to order at 4:08PM and announced that the meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meetings Act. The meeting was held in the Community Room of Wooster Towers located at 22 Gibbsboro Road, Clementon, New Jersey. Upon roll call the following were present: Commissioners Casella, Nicholson, Porter, Schmidt, and Watson (arrived at 4:35PM). Also present at this meeting were William J. Harris, Executive Director, Lilia Londar, Attorney, and Barbara J. Murray, Secretary. Absent: Commissioners Cater & McKelvey.

MINUTES

Chairperson Nicholson asked for a motion to approve the minutes of the August 20, 2014 Board of Commissioners meeting as submitted. Commissioner Casella asked if he could vote on the bills if he was not present at the meeting. Ms. Londar advised that if there were issues with the minutes and the person who was not present voted on them, this could present a problem.

Commissioner Schmidt asked if the section on page 3, Rental Payments/Late Payments, and the section on page 5, Raise Minimum Rent from \$25 to \$50, were the same issue. Mr. Harris advised that they were two separate issues, page 3 was the Public Housing Program and page 5 was the Section 8 Program.

Commissioner Schmidt also said that on page 5 he wants to make sure that the paragraph stating that we are entering into Executive Session reflects the Resolution #HA14-09; as Executive Sessions are done by resolutions.

Chairperson Nicholson, seconded by Commissioner Schmidt, made a motion to table the approval of the minutes of both the Board of Commissioners meeting and the Executive Session of August 20, 2014. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, and Schmidt. The motion carried.

BILLS

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of all Public Housing and Section 8 bills with proper certification dated September 1, 2014 thru September 30, 2014.

Commissioner Schmidt questioned the following bills: Galezniak Plumbing, ION Technologies, MetTel, Katherine Pellicano, and Sherwin Williams. Mr. Harris advised that Galezniak Plumbing was from the problem in July when the Borough did some road work near the building, ION Technologies is for our computer maintenance, Katherine Pellicano is a tenant who over-paid her rent, and Sherwin Williams is for the paint that is used in preparing the vacant apartments for occupancy. Commissioner Schmidt asked if we paid for the painter's tools also. Mr. Harris advised that the painter is paid for his labor & prep work and that he uses his own tools.

Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, and Schmidt. The motion carried.

Chairperson Nicholson turned the meeting over to Mr. Harris.

MANAGEMENT

Senior Housing Designation

Mr. Harris advised that we were advised on August 13, 2014 that HUD approved our senior only housing designation for another two years.

Occupancy

Mr. Harris advised the Board that we are at almost 100% occupancy; we had a tenant who moved effective September 1, 2014 and that Barbara is currently in the process of filling the vacancy.

Eviction

Mr. Harris advised the Board that the eviction that was discussed in closed session last month is in process.

Tenants' Association

Mr. Harris advised that the Tenants' Association is sponsoring a yard sale on September 20, 2014.

Section 8/HCV Program

Mr. Harris advised that the Section 8/HCV Program remains at 44 households and that no new vouchers will be issued until our funding problem is resolved. We are scheduled to have a follow-up conference call on September 25, 2014 to give an up-date on what actions we have taken to resolve this problem. Mr. Harris advised the Board of the following:

- 1) The tenant who was ported out has been absorbed by the receiving Authority
- 2) Tenants who have been over-housed have been interviewed
- 3) Tenants who did not disclose all of their income have been interviewed and their rent was adjusted and said tenant has been placed on a repayment plan

Verizon

Mr. Harris advised that there is no further information at this time from Verizon's engineer.

Energy Consumption

Mr. Harris advised that all of the LED light bulbs have been installed in the tenants' apartments and that the tenants were made aware that these bulbs are the property of the Housing Authority so that when they move from here the light bulbs are to be left in the apartment.

401K Plan

Mr. Harris updated the Board regarding a 401K program for the employees of the Housing Authority. Paychex reduced their fee from \$1500.00 to \$750.00.

Mr. Harris advised that he contacted Mutual of America and Lincoln Investment Planning for quotes. Mutual of America was unable to have a quote to us by today's meeting however; Mr. Harris reported that he did meet with Dan Hernandez from Lincoln Investment Planning who advised that we do not have to invest in a 401K Plan because we are a government entity we qualify for a 457B Plan which all costs are to the employee not the Housing Authority. Mr. Harris advised that he and Barbara Murray

are the only employees interested and he would like to call Mr. Hernandez to meet with Barbara Murray and himself if there were no objections from the Board. There were no objections from the Board.

Commissioner Schmidt thanked Mr. Harris for the research he had done regarding this matter. Chairperson Nicholson asked if we were considered employees of the Borough; Mr. Harris advised that we are not a non-profit or federal entity but rather an independent authority created by the Borough and the Borough also has the power to un-create the Housing Authority. Chairperson Nicholson advised that the Borough has been sending e-mails to the municipal employees about life insurance policies that might be of some interest to them and said that he would forward the information to Mr. Harris.

Part-Time Maintenance Employee

Mr. Harris advised that Tom Williams, our part-time maintenance employee, stopped in today and said that the doctor has not cleared him to return to work for full duty at this time, only light duty. He also advised that he has another doctor's appointment next week and that he expects to get the approval for regular duty at that time.

Mr. Harris advised that as a result of our last meeting, Joe DeNardo who has been filling in for Tom during his recovery is now being paid as a part-time employee, not a contractor. Mr. Harris also advised that he would let Mr. DeNardo know that next week would be his last week here for now.

Commissioner Terms

Chairperson Nicholson asked if all Commissioner terms started on July 1st and ended on June 30th. Commissioner Schmidt stated all terms begin on July 1st and end on June 30th unless a resignation occurs, then the new Commissioner is appointed for the unexpired term that would expire on June 30th of whatever year the term ends.

NEW BUSINESS

Current Section 8/HCV Program

Commissioner Schmidt asked if we could possibly save money if we brought the Section 8/HCV Program back in-house and hired someone part-time; could having a shared service be harmful when HUD looks at different things.

Mr. Harris explained that Vineland is paid a flat 80% of our Admin fee, which is about \$2,100.00 per month, and the other 20% pays for the inspections that Adam Norcross does and other miscellaneous expenses. Mr. Harris advised that he did some research and that last year we did lose a couple of thousand dollars, but it was covered by our reserves, which are now starting to dwindle. He also explained that HUD uses a concept called pro-ration based on a changing percentage, usually a declining number based on what we would have gotten in a given base year. This year we are getting 79% of what our admin fee should have been, which is 4 points higher than last year. Mr. Harris stated that as of now, because of our reserves, we are able to pay our Section 8/HCV bills but we may want to revisit this issue in December and decide then if we want to cancel our contract with Vineland and that he would do the recertifications.

Commissioner Schmidt suggested that maybe we could hire someone for \$1,200.00 a month (one or two days per week). Mr. Harris stated that it may be a challenge to find someone to work that schedule and that right now it is not hurting us because we are using our reserves; if we do not use them, HUD will take them back and give them to someone else. HUD is de-funding the non-performers and

reallocating where the need is greater, which is why we increased our vouchers from 41 to 44 housed and those were all disabled.

Meeting Time

Commissioner Schmidt stated that it seems to be becoming more difficult to have a quorum for our meetings and feels that the time of the meeting is presenting the problem. A discussion followed.

Commissioner Schmidt advised that he would send Mr. Harris a sample of a survey that was used for one of his other Boards that he is a member of for his review and that maybe a similar survey could be sent to the commissioners and our solicitor to be returned before our next meeting so that a decision could be made on the day and time of our meetings. Mr. Harris said that he would send the surveys to everyone.

Commissioner Watson arrived at 4:35PM.

Late Fee for Public Housing

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to increase the late fee for Public Housing from \$5.00 to \$25.00 per month effective November 1, 2014. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, and Schmidt. The motion carried. After the vote was taken, Ms. Murray realized that she inadvertently forgot to include Commissioner Watson in the roll call. Even though the motion carried, the Board agreed to a re-vote on this motion after our Executive Session.

League of Municipalities/NAHRO

Commissioner Schmidt advised that he will be doing a presentation along with two other individuals at the NAHRO conference November 17th & 18th at a seminar on OPRA & OPMA that is geared towards housing authorities and public officials.

PUBLIC

Chairperson Nicholson opened the meeting to the public; seeing no public, the public portion was closed.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 4:55PM to adopt Resolution HA14-10 to enter into Executive Session to discuss William Harris' contract as Executive Director, not to last more than 30 minutes. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, Schmidt and Watson. The motion carried.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 5:20PM to adjourn the Executive Session and re-enter into Regular Session. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, Schmidt, and Watson. The motion carried.

Public Housing Late Fee Re-vote

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to cast a re-vote to increase the late fee for Public Housing from \$5.00 to \$25.00 per month effective November 1, 2014. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, Schmidt and Watson. The motion carried.

Executive Session Discussion

The Board unanimously agreed to table the decision regarding Mr. Harris' employment contract until next month.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion at 5:30PM to adjourn. Voice vote: All ayes.

Respectfully submitted,


William J. Harris
Secretary