

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MONTHLY MEETING  
SEPTEMBER 7, 2016**

Chairman Schmidt called the September 7, 2016 Board of Commissioners Monthly Meeting of the Clementon Housing Authority to order at 6:15PM. This meeting is being held in accordance with the New Jersey Open Meetings Act, N.J.S.A. 10:4-6, also known as the Sunshine Law. This meeting has been legally advertised in accordance with the law in the Courier Post, the South Jersey Times, the Central Record, on the Clementon Housing Authority website and correspondence with the Municipal Clerk. This 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, Vice-Chairman Cater (arrived at 6:30PM), Commissioner Watson, and Chairman Schmidt. Also present at this meeting were William J. Harris, Executive Director and Barbara J. Murray, Secretary. Absent: Commissioner Armbruster and Anthony H. Ogozalek, Jr., Solicitor.

Chairman Schmidt administered the oath of office to Commissioner Watson (to fill the unexpired term of Commissioner, with an expiration date of June 30, 2019, at the suggestion of Chairman Schmidt). Chairman Schmidt also congratulated Commissioner Closs on the completion of the required classes for Commissioners and presented her with a certificate.

**MINUTES**

Chairman Schmidt asked for a motion to approve the minutes of the August 3, 2016 Board Meeting as submitted. Commissioner Closs, seconded by Commissioner Casella, made a motion to approve the minutes of the August 3, 2016 Board Meeting as submitted. Voice vote: All ayes.

**BILLS**

Chairman Schmidt asked for a motion to approve the payment of bills from August 4, 2016 thru September 7, 2016 with proper certification. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of bills from August 4, 2016 thru September 7, 2016 with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Closs, Commissioner Watson, and Chairman Schmidt. The motion carried.

Chairman Schmidt advised that the mileage rate, which became effective January 1, 2016, is reimbursable at \$.54 per mile. Mr. Harris advised that he would make the proper adjustments.

**MANAGEMENT REPORT**

Mr. Harris advised that there was an addition of the financial report for FYE 06/30/16 which was prepared by Joe Kavanaugh and has been given to the Auditors. Mr. Harris said that he went thru the report and attached a narrative to the report with questions that he had for Joe Kavanaugh; he and Joe Kavanaugh spent some time on the telephone reviewing the report and Mr. Harris got Mr. Kavanaugh's responses. Mr. Harris added that because we were able to use Capital Fund Program grant money for operating expenses we were able to operate in the black; if not for that we would have experienced a loss.

Chairman Schmidt asked how much of our reserve funds we used last year; Mr. Harris said that we had an approximate gap of \$47,000 that was covered by the Money Market account (surplus). Chairman Schmidt asked what the total amount of surplus used between July 1, 2015 and June 30, 2016 was; Mr. Harris said that we did not use any surplus during that time, we used 2015 and part of 2016 Capital Fund Program Grants; in the prior year we did use surplus funds.

## OLD BUSINESS

### Admissions & Continued Occupancy Policy

Mr. Harris advised that as requested by Chairman Schmidt, he prepared a draft amendment to the Continued Occupancy Policy in response to two issues to be reviewed by the committee.

- 1) What constitutes a felony in New Jersey; Solicitor Ogozalek, Jr. advised that New Jersey does not have felonies, they have degrees of crimes 1 thru 4, with 1 being the worst, and they have disorderly person's charges. Part of the amendment to the policy is in response to wording in the Admissions and Continued Occupancy Policy which is not consistent with State law. There is not a precise definition as to what constitutes a conviction.
- 2) Mr. Harris is recommending that we adopt the regulation changes (some are mandatory while others are discretionary) that HUD is recommending to be streamlined into the Admissions and Continued Occupancy Policies for Public Housing Agencies.

Mr. Harris said that if the committee chooses to meet to review the draft amendment they could do so and then come back to the Board for a recommendation and adopt it; once it is adopted it will be part of our submission with our next five-year plan.

### PUBLIC

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

### COMMENTS

Chairman Schmidt advised that he received an e-mail from the Auditors asking what time we would like them here for the October 27, 2016 meeting to present the Audit to the Board. He said they also wanted to come in to do their exit conference and asked for a date a time for that also.

Mr. Harris noted that the Auditors were here for three days and did not ask any questions about internal controls during that time; they did however call and speak to Barbara Murray the day after their last day here and asked various questions, most of which were reasonable, except one that he thought was not an appropriate question – what her opinion of the Board was on how they handled things. Mr. Harris went on to say that he has been involved in many audits and never heard of a question like that being asked. He also said that as of today they have not called to question about internal controls. A discussion followed.

Chairman Schmidt advised that he would respond back to the Auditors that between now and the first Thursday in October the Committee is available for the exit conference on a Wednesday or Thursday; the meeting time for the Thursday, October 27, 2016 meeting has been changed to 5:30PM to allow the Auditors time to present the Fiscal Year 6/30/16 Audit to the Board.

Chairman Schmidt, seconded by Commissioner Casella motioned to adjourn at 6:44PM. Voice vote: All ayes. The motion carried.

Respectfully submitted,



William J. Harris  
Secretary