

**HOUSING AUTHORITY OF BOROUGH OF CLEMENTON
MONTHLY BOARD OF COMMISSIONERS MEETING
JUNE 4, 2020**

Chairman Schmidt called the meeting to order at 10:00AM and stated that the meeting was 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 South Jersey Times on 5/28/2020 and also transmitted to the Borough Clerk and posted on the bulletin board at Wooster Towers the same date. The meeting was held virtually and in person due to COVID-19 circumstances and notice was posted on our website for any public wishing to join the meeting.

Chairman Schmidt asked for a moment of silence for our country and all the lives that have been lost due to COVID-19 and prayers for all police personnel and front-line workers that they will be kept safe.

Salute to the flag.

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

APPROVAL OF MINUTES

Chairman Schmidt asked for a motion to approve the minutes of the March 12, 2020 Board of Commissioners Monthly Meeting as submitted. Vice-Chairperson Closs, seconded by Commissioner Casella made a motion to approve the minutes of the March 12, 2020 Board of Commissioners Monthly Meeting as submitted. Voice vote: All ayes (Commissioners Casella, Konrad, Vice-Chairperson Closs and Chairman Schmidt). The motion carried.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the payment of bills for March, April and May 2020 with proper certification. Commissioner Casella, seconded by Commissioner Konrad made a motion to approve the payment of bills for March, April and May 2020 with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

RFP's for PROFESSIONAL SERVICES

Chairman Schmidt said that RFP's for professional services (Auditor, Fee Accountant and Solicitor) need to be published in the newspaper for 20 days at which time they will be reviewed and will be on the agenda for the reorganization meeting; Mr. Lawrence stated that he would also like to add Architect & Engineer to that list. A discussion followed.

The Board agreed to publish RFP's in the newspaper and on our website for Auditor, Fee Accountant, Solicitor and Architect & Engineer.

HUD FUNDING

Mr. Lawrence advised the Board that under the CARES Act we were awarded \$37,483 for Public Housing and \$77,000 for the HCV Program to be used for COVID related needs but it can also be used for operations at this time; and it must be used by the end of the year.

HUD BUDGET – 2020-2021

Mr. Lawrence reviewed the HUD Budget with the Board and was open to any questions anyone might have. A discussion followed.

Chairman Schmidt asked for a motion to approve the HUD Budget for 2020-2021 as presented with the additional change under expenses administration expense code 4130.00 from \$4,000 to \$7,000. Commissioner Casella seconded by Vice-Chairperson Closs made a motion to approve the HUD Budget for 2020-2021 as presented with the additional change under expenses administration expense code 4130.00 from \$4,000 to \$7,000. Roll call vote: Ayes: Commissioners Casella, Commissioner Konrad, Vice-Chairperson Closs and Chairman Schmidt. The motion carried.

PUBLIC

Chairman Schmidt opened the meeting to the public and advised that any members of the public 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 (3) and final minutes. There being no public, Chairman Schmidt closed the meeting to the public.

Commissioner Casella seconded by Vice-Chairperson Closs made a motion at 10:59AM to adjourn. Voice vote: All ayes. The motion carried.

Respectfully submitted,



Vernon Lawrence

Secretary

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
REORGANIZATION MEETING
JULY 2, 2020

Vernon Lawrence, Secretary called the meeting to order at 6:12PM 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 South Jersey Times on 7/10/2019 and published in the Post on 7/15/2019 and in the Times on 7/14/2019. Notice was also transmitted to the Borough Clerk on 7/2/2019 and posted on the bulletin board in Wooster Towers. The meeting was held virtually due to COVID-19 circumstances and instructions were posted on our website for anyone wishing to join the meeting.

Salute to the flag.

Chairperson Closs and Chairman Schmidt. Also present were Vernon Lawrence, Executive Director, Barbara J Murray, Secretary and Anthony H. Ogozalek, Solicitor. Absent: Commissioner Armbruster and Commissioner Watson.

NOMINATION OF CHAIRMAN – RESOLUTION 2020-006

Vernon Lawrence, Secretary opened the floor for nominations. Commissioner Konrad, seconded by Commissioner Casella nominated Commissioner Schmidt as Chairman of the Authority for the term 7/1/2020 to 6/30/2021. There being no other nominations Vernon Lawrence, Secretary asked for a roll call vote. Roll call: Ayes: Commissioner Casella, Commissioner Konrad, Commissioner Closs, and Commissioner Schmidt. Resolution 2020-006 carried 4-0.

NOMINATION OF VICE-CHAIRMAN – RESOLUTION 2020-007

Chairman Schmidt opened the floor for nominations. Commissioner Casella, seconded by Commissioner Konrad nominated Commissioner Closs as Vice-Chairman of the Authority for the term 7/1/2020 to 6/30/2020. There being no other nominations Chairman Schmidt asked for a roll call vote. Roll call vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairman Closs and Chairman Schmidt. Resolution 2020-007 carried 4-0.

SELECTION OF MEETING DATE, TIME AND PLACE – RESOLUTION 2020-008

Chairman Schmidt asked for a motion to approve Resolution 2020-008 setting the meeting date, time and place as Thursday, July 16, 2020 and August 2020 thru June 2021 the second Wednesday of each month with a second meeting in May 2021 on the fourth Wednesday and Thursday, July 1, 2021 as the Reorganization Meeting. All meetings will be held at 6 PM at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey.

Vice-Chairman Closs, seconded by Chairman Schmidt made a motion to approve the meeting date, time and place as Thursday, July 16, 2020 and August 2020 thru June 2021 the second Wednesday of each month with a second meeting in May 2021 on the fourth Wednesday and Thursday, July 1, 2021 as the Reorganization Meeting. All meetings will be held at 6 PM at the John Leshar Senior Center located at 49 Berlin Road, Clementon, New Jersey. Voice vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairman Closs and Chairman Schmidt. The motion carried 4-0.

APPROVAL OF BILLS

Chairman Schmidt asked for a motion to approve the payment of Public Housing bills for June 2020 with proper certification. Vice-Chairman Closs, seconded by Commissioner Casella made a motion to approve the payment of Public Housing bills for June 2020 with proper certification. Roll call vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairman Closs and Chairman Schmidt. The motion carried 4-0.

DESIGNATION OF LEGAL ADVERTISERS – RESOLUTION 2020-009

Chairman Schmidt asked for a motion to approve Resolution 2020-009 – Designation of Legal Advertisers as the Courier Post, the South Jersey Times and the Central Record for FY 2020-2021. Commissioner Casella, seconded by Chairman Schmidt made a motion to approve Resolution 2020-009 – Designation of Legal Advertisers as the Courier Post, the South Jersey Times and the Central Record for FY 2020-2021. Voice vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairman Closs and Chairman Schmidt. The motion carried 4-0.

DESIGNATION OF DEPOSITORIES – RESOLUTION 2020-10

Chairman Schmidt asked for a motion to approve Resolution 2020-10 – Designation of Depositories for FY 2020-2021 as TD Bank and Santander Bank. Commissioner Casella, seconded by Chairman Schmidt made a motion to approve Resolution 2020-10 – Designation of Depositories for FY 2020-2021 as TD Bank and Santander Bank. Voice vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairman Closs and Chairman Schmidt. The motion carried 4-0.

DESIGNATION OF CHECK SIGNATORIES – RESOLUTION 2020-11

Chairman Schmidt asked for a motion to approve Resolution 2020-11 – Designation of Check Signatories as Vernon Lawrence, Executive Director, Joseph Casella, Commissioner, John Schmidt, Chairman and Doreen Closs, Vice-Chairman. Commissioner Casella, seconded by Commissioner Konrad made a motion to approve Resolution 2020-11 – Designation of Signatories for FY 2020-2021 as Vernon Lawrence, Executive Director, Joseph Casella, Commissioner, John Schmidt, Chairman and Doreen Closs, Vice-Chairman. Roll call vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairman Closs and Chairman Schmidt. The motion carried 4-0.

Chairman Schmidt turned the meeting over to Vernon Lawrence, Executive Director for the Management Report.

MANAGEMENT REPORT

Grant Funding for New Boilers

Mr. Lawrence advised that he is still waiting to hear back from HUD regarding the \$680,000 grant that we applied for to replace our boilers.

Flooring/Painting of Hallways

Mr. Lawrence advised the Board that new flooring has been installed on the 2nd floor and we hope to have the 6th floor completed in the next couple of weeks. We also went out for bids to have the hallways on the 6th floor painted and we hope to have that project started in the next couple of weeks.

Repositioning

Mr. Lawrence advised the Board that we need to focus our attention on repositioning; he feels this is the best direction for the Authority to go as it will increase our income by 50%. Mr. Lawrence said that he hopes to have HUD talk with us about this and he is hoping to set up a conference call with them soon.

COVID-19

Mr. Lawrence advised that we have allowed limited visitation to Wooster Towers while still enforcing social distancing and wearing masks. Some of the residents are asking when the community room will be open; Mr. Lawrence said that he met with the tenant council to discuss the possibility of opening up the community room on a limited basis for the residents and that he wanted to see if the residents were following the social distancing guidelines; and that he has gone out on the back patio to find some of the residents not social distancing and not wearing masks so he is hesitant to take this next step; he also said that he is on the Executive Board of NJNAHRO and that most Housing Authorities are keeping their common areas closed, especially the senior buildings.

REPORT FROM CHAIRMAN SCHMIDT

RFP's for Professional Services

Chairman Schmidt advised that we have received RFP's for professional services and that he and Vice-Chairman Closs will be reviewing them and then meeting with Mr. Lawrence to discuss them and make the recommendations at the July 16, 2020 Board Meeting.

NEW BUSINESS

Shared Service Agreement w/Pleasantville Housing Authority – Resolution 2020-12

Chairman Schmidt advised that we are about one month away from the contract for the shared service agreement with the Pleasantville Housing Authority expiring. The current contract cost is \$49,500; Chairman Schmidt said that the current contract was for one year and that he did ask Mr. Lawrence if they could keep the cost under \$50,000 for the first year to see how things work out. Chairman Schmidt went on to say that Pleasantville Housing Authority went above and beyond on more than one issue such as the financials, the budget and preparing for REAC inspection to name a few. Chairman Schmidt advised that he would like to renew the shared service agreement with the Pleasantville Housing Authority and turned the meeting over to Mr. Lawrence.

Mr. Lawrence advised the Board that he would like to keep the same basic proposal but it was a little more work than what he originally thought. Mr. Lawrence added that Barb had to learn to do different things as did Michelle (Section 8) and that things are progressing well and the

Authority is more financially secure at this time; he feels that this Authority could be a high-performer. Mr. Lawrence said that the Pleasantville Housing Authority is requesting an increase from \$49,500 to \$55,000 per year. A discussion followed.

Chairman Schmidt asked for a motion to approve Resolution 2020-12 to extend the shared service agreement between the Pleasantville Housing Authority and the Clementon Housing Authority for a fee of \$55,000 per year for two years beginning August 1, 2020 thru July 31, 2022. Commissioner Casella, seconded by Commissioner Konrad made a motion to approve Resolution 2020-12 to extend the shared service agreement between the Pleasantville Housing Authority and the Clementon Housing Authority for a fee of \$55,000 per year for two years beginning August 1, 2020 thru July 31, 2022. Roll call vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairman Closs and Chairman Schmidt. The motion carried 4-0.

T-Mobile

Chairman Schmidt asked what was happening with the T-Mobile phone plan for the resident. Mr. Lawrence advised that everything was pushed back due to COVID-19 and that we are waiting to hear back from T-Mobile.

Personnel Matters/Rice Notice

Chairman Schmidt asked Mr. Lawrence to do a financial review of the employees and if he feels we have enough in our budget to rice notice the employees and he would like to put it on the agenda for our next Board meeting. Mr. Lawrence advised that he has started to look into this. Chairman Schmidt asked if anyone had any objections with this matter being put on the agenda for the next meeting; there were no objections.

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. Seeing no public Chairman Schmidt closed the floor to the public.

Comment from Commissioner Casella

Commissioner Casella advised Chairman Schmidt that September 2020 would be his last meeting.

Chairman Schmidt asked for a motion to adjourn. Commissioner Casella, seconded by Chairman Schmidt made a motion at 6:53PM to adjourn. Voice vote: Ayes: Commissioner Casella, Commissioner Konrad, Vice-Chairmen Closs and Chairman Schmidt. The motion carried 4-0.

Respectfully submitted,



Vernon Lawrence

Secretary