

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
VIRTUAL & IN-PERSON REORGANIZATION MEETING  
JULY 1, 2025**

Chairman Schmidt called the meeting to order at 6:10PM 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 the South Jersey Times on 7/2/2024 and published in the Courier Post and the South Jersey Times on 7/12/2024. Notice was also transmitted to the Borough Clerk on 7/2/2024 and posted on the bulletin board in Wooster Towers and [www.clementonhousingauthority.com](http://www.clementonhousingauthority.com). The meeting was held in person and virtually; both adequate and electronic notice of this meeting was provided, specifying the time, place, and manner in which said notice was provided.

Salute to flag.

Upon roll call the following were present: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. Also present at this meeting were Vernon Lawrence, Executive Director, Anthony Ogozalek, Solicitor, and Barbara Muray, Secretary.

**APPROVAL OF MINUTES**

Chairman Schmidt asked for a motion to approve the minutes. Vice-Chairman Closs, seconded by Commissioner Konrad, made a motion to approve the minutes of the May 21, 2025 Board of Commissioners Monthly Meeting as submitted. Voice vote: All ayes (Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

**APPROVAL OF BILLS**

Chairman Schmidt asked if there were any questions on the bills. Chairman Schmidt asked if the amount of check #4926 would be reduced if we were to bring the position in house rather than paying a staffing agency; Vernon Lawrence responded yes and that this will be addressed at the August meeting.

Chairman Schmidt asked for a motion to approve the payment of bills with proper certification for May 2025 in the amount of \$37,868.04. Commissioner Armbruster, seconded by Vice-Chairman Closs, made a motion to approve the payment of bills with proper certification for May 2025 in the amount of \$37,868.04. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

**MANAGEMENT REPORT**

There were no questions on the Management Report.

## **NEW BUSINESS**

### **Resolution 2025-006 – Nomination & Election of Chairman for the Term 7/1/2025 to 6/30/2026**

Chairman Schmidt opened the floor to nominations for Chairman for the term 7/1/2025 to 6/30/2026 and asked for a motion of nominations for Chairman for the term 7/1/2025 to 6/30/2026. Commissioner Armbruster, seconded by Commissioner Cater, made a motion to nominate Chairman Schmidt for Chairman for the term 7/1/2025 to 6/30/2026. There being no other nominations for Chairman the floor was closed to nominations. Commissioner Cater, seconded by Commissioner Armbruster, made a motion to adopt Resolution 2025-006 nominating Chairman Schmidt as Chairman for the term 7/1/2025 to 6/30/2026. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

### **Resolution 2025-007 – Nomination & Election of Vice-Chairman for the Term 7/1/2025 to 6/30/2026**

Chairman Schmidt opened the floor to nominations for Vice-Chairman for the term 7/1/2025 to 6/30/2026 and nominated Vice-Chairman Closs for Vice-Chairman for the term 7/1/2025 to 6/30/2026, seconded by Commissioner Armbruster. There being no other nominations for Vice-Chairman for the term 7/1/2025 to 6/30/2026 the floor was closed to nominations. Commissioner Armbruster, seconded by Chairman Schmidt, made a motion to adopt Resolution 2025-007 nominating Vice-Chairman Closs as Vice-Chairman for the term 7/1/2025 to 6/30/2026. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

### **Resolution 2025-005 – Write-Off Tenants Accounts Receivable Y/E June 30, 2025**

Resolution 2025-005 to write-off tenants accounts receivable Y/E June 30, 2025 was rescinded as there was no need to act upon.

### **Resolution 2025-008 – Designating TD Bank as Depository for the FYE 6/30/2026**

Chairman Schmidt asked for a motion to adopt Resolution 2025-008 designating TD Bank as our depository for FYE 6/30/2026. Commissioner Armbruster, seconded by Vice-Chairman Closs, made a motion to adopt Resolution 2025-008 designating TD Bank as our depository for FYE 6/30/2026. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

### **Resolution 2025-009 – Designating the Courier Post and the South Jersey Times as Legal Advertisers FYE 6/30/2026**

Chairman Schmidt, seconded by Commissioner Konrad, made a motion to designate the Courier Post and the South Jersey Times as our legal advertisers for FYE 6/30/2026. Voice vote: All ayes (Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

**Resolution 2025-010 – Designation of Meeting Date, Time, and Place for FYE 6/30/2026**

Chairman Schmidt asked for a motion to adopt Resolution 2025-010 designating the meeting date, time, and place as the second Wednesday of each month with amendments as follows: April 8, 2026 meeting is changed to April 29, 2026 (5<sup>th</sup> Wednesday), May 13, 2026 meeting is changed to May 27, 2026 (4<sup>th</sup> Wednesday) and July 1, 2026 reorganization meeting is changed to the 1<sup>st</sup> Tuesday, July 7, 2026. All meetings will be held at 6PM in Wooster Towers, 22 Gibbsboro Road, Clementon, NJ with the option of hybrid or virtual. Commissioner Armbruster, seconded by Commissioner Konrad, made a motion to adopt Resolution 2025-010 designating the meeting date, time, and place as the second Wednesday of each month with amendments as follows: April 8, 2026 meeting is changed to April 29, 2026 (5<sup>th</sup> Wednesday), May 13, 2026 meeting is changed to May 27, 2026 (4<sup>th</sup> Wednesday) and July 1, 2026 reorganization meeting is changed to the 1<sup>st</sup> Tuesday, July 7, 2026. All meetings will be held at 6PM in Wooster Towers, 22 Gibbsboro Road, Clementon, NJ with the option of hybrid or virtual. Voice vote: All ayes (Commissioner Armbruster, Commissioner Cater, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt). The motion carried.

Commissioner Cater left the meeting at 6:27PM.

**Resolution 2025-011 – Designation of Signatories for FYE 6/30/2026**

Chairman Schmidt asked for a motion to adopt Resolution 2025-011 designating signatories for FYE 6/30/2026 as Vernon Lawrence, Doreen Closs, and John P. Schmidt. Commissioner Konrad, seconded by Commissioner Watson, made a motion to adopt Resolution 2025-011 designating signatories for FYE 6/30/2026 as Vernon Lawrence, Doreen Closs, and John P. Schmidt. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

**Resolution 2025-012 – Awarding Contract for Fee Accountant for FYE 6/30/2026**

Chairman Schmidt asked for a motion to adopt Resolution 2025-012 awarding the contract for Fee Accountant to Blosky & Associates for FYE 6/30/2026. Commissioner Armbruster, seconded by Commissioner Konrad, made a motion to adopt Resolution 2025-012 awarding the contract for Fee Accountant to Blosky & Associates for FYE 6/30/2026. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

**Resolution 2025-013 – Awarding Contract for Audit Services FYE 6/30/2026**

Chairman Schmidt asked for a motion to adopt Resolution 2025-013 awarding the contract for audit services for fiscal year 7/1/2024 to 6/30/2025 to Novogradic & Company LLP Certified Public Accountants. Commissioner Armbruster, seconded by Vice-Chairman Closs, made a motion to adopt Resolution 2025-013 awarding the contract for audit services for fiscal year 7/1/2024 to 6/30/2025 to Novogradic & Company LLP Certified Public Accountants. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

**Resolution 2025-014 – Awarding Contract for Architectural/Engineering Services FYE 6/30/2026**

Chairman Schmidt, seconded by Commissioner Konrad, made a motion to amend Resolution 2025-014 to strike On-Board Engineering Corporation of East Windsor, NJ with the understanding that this will be discussed at the August meeting after everyone has reviewed the other two proposals. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Chairman Schmidt, seconded by Commissioner Konrad, made a motion to adopt Resolution 2025-014 awarding contract for Architectural/Engineering services FYE 6/30/2026 as amended. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

**Resolution 2025-015 – Awarding Contract for Legal Management Services FYE 6/30/2026**

Chairman Schmidt asked for a motion to adopt Resolution 2025-015 to award the contract for Legal Management Services to the Law Office of Anthony Ogozalek, Jr. for FYE 6/30/2026. Commissioner Armbruster, seconded by Commissioner Konrad, made a motion to adopt Resolution 2025-015 to award the contract for Legal Management Services to the Law Office of Anthony Ogozalek, Jr. for FYE 6/30/2026. Roll call vote: Ayes: Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt. The motion carried.

Solicitor Ogozalek administered the Oath of Office to Vice-Chairman Closs and Chairman Schmidt for FYE 6/30/2026.

**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 being no public, the public portion of the meeting was closed.

**UPDATES FROM CHAIRMAN SCHMIDT**

Chairman Schmidt asked that everyone try to attend next month's meeting as there may be possible action pertaining to personnel.

Chairman Schmidt advised that he did contact the Borough Hall, and they did do a posting for Commissioners. He also advised them that Commissioner Cater's term expired, and we need a resolution from the Borough to reappoint her for another term; and lastly, he contacted Senator Beach's office to inquire about getting the Governor's Appointment for Commissioner filled as it has not been filled in over 10 years.

Chairman Schmidt asked for a motion to adjourn at 6:42PM. Commissioner Watson, seconded by Commissioner Konrad, made a motion to adjourn. Voice vote: All ayes (Commissioner Armbruster, Commissioner Konrad, Commissioner Watson, Vice-Chairman Closs, and Chairman Schmidt).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Vernon Lawrence', with a stylized, sweeping flourish extending to the right.

Vernon Lawrence  
Secretary