

MINUTES

REGULAR MEETING

MAY 15, 2013

A Regular Meeting of the Gloucester Township Housing Authority was held on May 15, 2013, at the Community Center located at Gloucester Township Senior Campus I, Gloucester Township, New Jersey.

Opening statements were made by Board Chair Carlamere.

The meeting was called to order by Board Chair Carlamere at 7:00 p.m. A roll call for attendance was taken:

COMMISSIONER FONTANEZ	EXCUSED
COMMISSIONER MATTHEWS	PRESENT
COMMISSIONER ORNER	EXCUSED
VICE CHAIR PICCOLO	PRESENT
COMMISSIONER WASHINGTON	PRESENT
BOARD CHAIR CARLAMERE	PRESENT

Also in attendance were: Debbie Calabrese- Operations Manager, and Amy Shotmeyer- Attorney.

PLEDGE OF ALLEGIANCE

MOTION TO TABLE MINUTES:

Vice-Chair Piccolo made a motion to table the minutes of the Regular Meeting and the Executive Session Meeting of the Board held on March 20, 2013. Commissioner Matthews seconded the motion.

ALL IN FAVOR

Vice-Chair Piccolo made a motion to table the minutes of the Executive Session Meeting of the Board held on March 20, 2013. Commissioner Matthews seconded the motion.

ALL IN FAVOR

Commissioner Washington made a motion to table the minutes of the Regular Meeting of the Board and the Executive Session Meeting of the Board held on April 17, 2013.

ALL IN FAVOR

PAYMENT OF BILLS

Board Chair Carlamere: Resolution 17-05-15-01. Are there any questions on the bill list?

MOTION TO APPROVE RESOLUTION 17-05-15-01

Commissioner Matthews made a motion to approve Resolution #17-05-15-01. Commissioner Washington seconded the motion.

A roll call was taken:

COMMISSIONER MATTHEWS	YES
VICE-CHAIR PICCOLO	YES
COMMISSIONER WASHINGTON	YES
BOARD CHAIR CARLAMERE	YES

EXECUTIVE DIRECTOR/ OPERATION'S MANAGER REPORT

Board Chair Carlamere: As to the Housing Authority section, which is small, does anyone have any questions on that? Debbie how long have those meetings been lasting from Rent Stabilization?

Debbie Calabrese: We don't have meetings anymore. I just go out if I get any complaints from any of the residents I go out and talk to them and then I inspect the complex.

Board Chair Carlamere: Okay.

SOLICITOR'S REPORT

Amy Shotmeyer: I don't have anything to report for this portion, but I do have three items for the Executive Session. Number one: the pending Franklin Square litigation.

Number two: matters of attorney/client privilege in connection with options for Executive Director services. And Number Three: personal matters. Thank you.

NEW BUSINESS

Board Chair Carlamere: Resolution 13-05-15-04. This is a Resolution of the Board of Commissioners of Gloucester Township Housing Authority designating management positions for the Gloucester Township Senior Housing Developer LLC.

Amy Shotmeyer: This Resolution amends the operating agreement of Gloucester Township Senior Housing Developer LLC, to provide that the Chairperson and the Vice-Chairperson of the Authority will be the Managers of the Gloucester Township Senior Housing Developer, LLC. So effectively this will make Chairwoman Carlamere and Commissioner Piccolo the two Managers of the Gloucester Township Senior Housing Developer LLC.

Board Chair Carlamere: And that extends to the terms?

Amy Shotmeyer: Yes.

MOTION TO ACCEPT RESOLUTION 13-05-15-04

Commissioner Matthews made a motion to approve Resolution 13-05-15-04.

Commissioner Washington seconded the motion.

A roll call was taken:

COMMISSIONER MATTHEWS	YES
VICE-CHAIR PICCOLO	YES
COMMISSIONER WASHINGTON	YES
BOARD CHAIR CARLAMERE	YES

Board Chair Carlamere: The next matter on the agenda is Resolution 13-05-15-03, is a cash management plan.

Amy Shotmeyer: This cash management plan is implemented by local units including the Housing Authority, just in terms of depositing their funds and it deals with the accounts. So this is something that local units have to do every year, and we've reviewed the cash management plan and we have approved the Resolution for adoption.

Board Chair Carlamere: Perfect. So if there are no questions, I will entertain a motion to accept the Resolution.

MOTION TO ACCEPT RESOLUTION 13-05-15-03

Commissioner Washington made a motion to accept Resolution 13-05-15-03.

Commissioner Matthews seconded the motion.

A roll call was taken:

COMMISSIONER MATTHEWS	YES
VICE-CHAIR PICCOLO	YES
COMMISSIONER WASHINGTON	YES
BOARD CHAIR CARLAMERE	YES

COMMITTEE REPORTS

Board Chair Carlamere: I don't have anything to report as of yet.

PUBLIC PORTION

Board Chair Carlamere: Hi how is everyone? Anyone wishing to speak? No? Then we'll close public portion. The next matter on the agenda is Executive Session.

MOTION TO ENTER EXECUTIVE SESSION

Board Chair Carlamere: As per Resolution 13-05-15-02, which allows us to go into Executive Session for matters that Ms. Shotmeyer has already stated, to discuss litigation, matters of Attorney/Client privilege and Personal matters. I'll entertain a motion to go into Executive Session.

Vice-Chair Piccolo made a motion to enter Executive Session.

ALL IN FAVOR.

Board Chair Carlamere: Let the record show that we are going into Executive Session at approximately 7:10pm and we should probably be maybe 15-20 minutes.

Amy Shotmeyer: Correct. Maybe 20 minutes.

EXIT EXECUTIVE SESSION

Board Chair Carlamere: Let the record show that we exited Executive Session at 7:46pm.

A roll call was taken:

COMMISSIONER MATTHEWS	PRESENT
VICE CHAIR PICCOLO	PRESENT

COMMISSIONER WASHINGTON
BOARD CHAIR CARLAMERE

PRESENT
PRESENT

Board Chair Carlamere: Having exited Executive Session we had matters, Personal matters to discuss and actually at this time I'd like to remind our residents and also our employees that Debbie Calabrese is continuing to manage and direct the day-to-day operations of Senior Campus I. She is doing this in the capacity until we hire an Executive Director. It is my opinion and the Board's opinion as well that she has been doing a very good job. So yet again I'm going to remind our residents that if you have issues or concerns or questions, whatever you would have directed to the former Executive Director, you should be doing that to Debbie because she's doing the day-to-days. That's also a reminder to the employees, that's the same thing that follows to our employees and our residents. Given that information, it has come to our attention that Ms. Calabrese has been doing and working very, very hard. It's come to our attention that she is owed and has to take eleven-and-a-half vacation days. So at this time I would entertain a motion from the Board to pay Ms. Calabrese for her eleven-and-a-half days because she has to use them or lose them by the end of May of 2013. That in mind this would be a one-time payment, which is not our normal process. We normally will take our vacation, or rather the employees take their vacation time during a prescribed yearly period. Due to the extenuating circumstances of not having an Executive Director, I'd like to entertain a motion to pay Ms. Calabrese for her eleven-and-a-half days.

MOTION TO PAY DEBBIE CALABRESE LOST VACATION TIME

Commissioner Matthews made a motion to pay Debbie Calabrese for her eleven-and-a-half days of vacation that she would otherwise lose due to the extenuating circumstances of having no Executive Director at this time and Debbie Calabrese is needed to assume these responsibilities until a new Executive Director is hired.

Commissioner Washington seconded the motion.

A roll call was taken:

COMMISSIONER MATTHEWS	YES
VICE-CHAIR PICCOLO	YES
COMMISSIONER WASHINGTON	YES
BOARD CHAIR CARLAMERE	YES

Amy Shotmeyer: Just so the record is clear if I may, this will be a one-time action on behalf of the Board. This is in light of the extreme business requirement that you had to fulfill in the past six-months.

Board Chair Carlamere: At this time, in my capacity as Chairperson, and not just because Debbie is sitting here, but she has taken on a role that's very exhausting and demanding and picking up a lot of pieces that have fallen to the floor. I am eternally grateful because she makes our job a lot easier and the pieces to the puzzle wouldn't fit on this table and Debbie has been doing an excellent job so from me to you I thank you very much. You are someone that we can all depend on and we appreciate that very much. I know the employees can look up to you as leader of the pack until, and even once we have an Executive Director because we are not looking to hire someone that's not necessarily here full-time. We're trying to spend the money as best we can. So Debbie you're the person that can carry the torch and we're very pleased with that, so thank you.

CHAIRPERSON'S REPORT

Board Chair Carlamere: I have nothing left to say. We missed an item under "New Business" so Debbie will you take that please.

NEW BUSINESS

Debbie Calabrese: Christie and I, and Kelly and I were talking the other day. We had a meeting and Rutgers offers a class called "Financial Management". It's a one-day course and what it does is it discusses budget preparations, financial reporting and the audit process in practical terms. It would probably be in the best business interest of the Authority if Christy and I were to attend the class. It does cost five-hundred-twenty-five dollars and the class is on Tuesday June 4th.

Board Chair Carlamere: It's a one-day course?

Debbie Calabrese: Yes its one day.

Board Chair Carlamere: And that's five-fifty per person?

Debbie Calabrese: Five-twenty-five.

Board Chair Carlamere: Five-twenty-five per person and is that accredited for you?

Debbie Calabrese: I'm not sure. I haven't talked to; they haven't returned my call. I'm going to reach out to the contact that I have and see if he can tell me who I can talk to to find out more detailed information.

Board Chair Carlamere: Debbie spoke with me, or rather to me about this course earlier in the day and personally I think it's a very good course to take. As she described it, it will teach the nuances of financing and reporting and all that goes into all this.

Debbie Calabrese: Yes because I'm actually working on the Housing Authority budget right now.

Vice-Chair Piccolo: I absolutely support that. Are you both able to do it, to go on that day?

Debbie Calabrese: Yes.

Commissioner Matthews: They're the same courses that we all took as Commissioners, so that's what the ladies are talking about.

Commissioner Washington: Is that in New Brunswick?

Debbie Calabrese: Yes.

Board Chair Carlamere: I'll entertain a motion to allow for the payment of Debbie Calabrese and Christie Ehret to attend the finance class with Rutgers.

Amy Shotmeyer: And when is that Debbie?

Debbie Calabrese: It's Tuesday June 4th.

Board Chair Carlamere: You just have to make sure you have coverage for that day.

MOTION FOR PAYMENT OF FINANCE CLASSES AT RUTGERS

Commissioner Washington made a motion to allow for the payment of Debbie Calabrese and Christie Ehret to attend the finance class at Rutgers on Tuesday June 4, 2013. Commissioner Matthews seconded the motion.

A roll call was taken:

COMMISSIONER MATTHEWS	YES
VICE-CHAIR PICCOLO	YES
COMMISSIONER WASHINGTON	YES
BOARD CHAIR CARLAMERE	YES

Board Chair Carlamere: Okay did anyone else have anything to add? Then I'll entertain a motion for adjournment.

MOTION TO ADJOURN

Commissioner Washington made a motion to adjourn the Regular Meeting of the Board.

ALL IN FAVOR.

The meeting was adjourned at 7:53pm.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, reading "Debbie A. Calabrese", is written over a horizontal line.

Debbie Calabrese-Operations Manager
Gloucester Township Housing Authority

Dated: May 22, 2013