

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, April 11, 2012 at 4:00PM in the Community Room at Wooster Towers. This meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meetings Act.

Sheila K. Wooster  
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

April 11, 2012

MINUTES

BILLS

Approve:

11/2011 – Public Housing

04/2012 – Public Housing

MANAGEMENT

Approve:

2012 Annual Plan

Consultant for Designation Renewal

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Approve Bills:

11/2011

03/2012

04/2012

PUBLIC

**CLEMENTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
APRIL 11, 2012**

Salute to the flag.

Chairperson Nicholson called the April 11, 2012 meeting of the Clementon Housing Authority to order 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. Upon roll call the following were present: Commissioners Nicholson, Porter, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director and Barbara J. Murray, Secretary. Absent: Commissioner Casella and Thomas J. Shusted, Jr., Solicitor.

**MINUTES**

Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the minutes of the March 12, 2012 Board of Commissioners Meeting and Special Meeting as submitted. Roll call vote: All ayes.

**BILLS**

Bills were presented for approval in the amount of \$67,423.36 for Vendor checks dated April 1, 2012 thru April 12, 2012. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$67,423.36 for Vendor checks dated April 1, 2012 thru April 12, 2012. Roll call vote: All ayes with Commissioner Schmidt abstaining from check #9977 made payable to Rutgers, the State University of New Jersey.

Bills were presented for approval in the amount of \$22,737.01 for Vendor checks dated November 1, 2011 thru November 22, 2011. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$22,737.01 for checks dated November 1, 2011 thru November 22, 2011. Roll call vote: Ayes: Commissioners Nicholson, Porter, and Watson. Abstain: Commissioner Schmidt.

Commissioner Schmidt presented the Board with a bill for \$13.15 for reimbursement of mileage/tolls for his Commissioner class. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the reimbursement of mileage/tolls to Commissioner Schmidt. Roll call vote: Ayes: Commissioners Nicholson, Porter, and Watson. Abstain: Commissioner Schmidt.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**Personnel Committee**

Mrs. Wooster advised the Board that the Personnel Committee would be meeting at 4:00PM on April 18, 2012 to finish reviewing the Personnel Policy.

**Annual Plan**

Mrs. Wooster advised the Board that the required Public Hearing for the Annual Plan was held prior to the monthly meeting of April 11, 2012. No public attended therefore if the Commissioners did not have any amendments to the plan Mrs. Wooster asked for a motion to approve the plan and reminded the Board that because we are a small housing authority we only submit a letter of certification signed by Chairperson Nicholson. Commissioner Nicholson, seconded by Commissioner Watson, made a motion to approve the Annual Plan and submit the certification letter. Roll call vote: All ayes.

**Designation Plan**

Mrs. Wooster advised the Board that the only proposal we received to prepare our Designation Plan was from Maria Cimino, a Housing Consultant we have used often, in the amount of \$2,400.00 plus expenses. Commissioner Nicholson, seconded by Commissioner Schmidt, made a motion to accept Maria Cimino's proposal to prepare our Designation Plan in the amount of \$2,400.00 plus expenses. Roll call vote: All ayes.

**Housing Authority Web-Site**

Mrs. Wooster advised the Board that she spoke with Sarah Cornell regarding our web-site but we have not made any decisions yet.

**Energy Company**

Mrs. Wooster advised the Board that she did not go with the lowest proposal for the energy company. She found that many companies had a withdrawal clause. Mrs. Wooster chose Direct Energy, who was the second lowest proposal, because they did not have a withdrawal clause.

**Tenant Issues**

Mrs. Wooster advised the Board that we are still having issues with two of our tenants that were discussed during our Executive Sessions of December 14, 2011 and February 15, 2012. Mrs. Wooster advised the Board that we are proceeding with the eviction process for Tenant B (December 14, 2011) and that there are still some minor behavior issues with Tenant A (February 15, 2012) but that some of the information is conflicting.

**CAPITAL FUND PROGRAM**

**Lighting Project**

Mrs. Wooster advised the Board that the lighting project is progressing and that the architect will be coming next week to do the punch list.

**Camera Upgrade**

Mrs. Wooster advised the Board that the camera upgrade is almost completed and that we are waiting for the monitors to be installed.

**SECTION 8**

**Bills**

Bills were presented for approval for checks dated March 1, 2012 thru March 31, 2012 with the corrected date for the Disabled Voucher Program, the HCV Program, and Vendors. Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the bills for checks dated March 1, 2012 thru March 31, 2012 with the corrected date. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$8,850.00 for checks dated April 1, 2012 thru April 30, 2012 for the Disabled Voucher Program. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$8,850.00 for checks dated April 1, 2012 thru April 30, 2012 for the Disabled Voucher Program. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$20,268.00 for checks dated April 1, 2012 thru April 30, 2012 for the HCV Program. Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the payment of bills with proper certification in the amount of \$20,268.00 for checks dated April 1, 2012 thru April 30, 2012 for the HCV Program. Roll call vote: All ayes.

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Bills were presented for approval in the amount of \$3,770.35 for Vendor checks dated April 1, 2012 thru April 30, 2012. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$3,770.35 for Vendor checks dated April 1, 2012 thru April 30, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$8,622.00 for the Disabled Voucher Program for checks dated November 1, 2011 thru November 17, 2011. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$8,622.00 for the Disabled Voucher Program for checks dated November 1, 2011 thru November 17, 2011. Roll call vote: Ayes: Commissioners Nicholson, Porter, and Watson. Abstain: Commissioner Schmidt.

Bills were presented for approval in the amount of \$21,610.00 for the HCV Program for checks dated November 1, 2011 thru November 17, 2011. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$21,610.00 for the HCV Program for checks dated November 1, 2011 thru November 17, 2011. Roll call vote: Ayes: Commissioners Nicholson, Porter, and Watson. Abstain: Commissioner Schmidt.

Bills were presented for approval in the amount of \$3,978.47 for Vendor checks dated November 1, 2011 thru November 18, 2011. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification for Vendor checks dated November 1, 2011 thru November 18, 2011. Roll call vote: Ayes: Commissioners Nicholson, Porter, and Watson. Abstain: Commissioner Schmidt.

**Section 8 Hearing**

Mrs. Wooster advised the Board that she has the information for the Section 8 hearing but does have to do some more research, so the Hearing Panel had not come to a decision yet.

Commissioner Schmidt asked Mrs. Wooster if the Tenant's Association had responded regarding his appointment to the panel to which Mrs. Wooster replied that they had not.

**PUBLIC**

There was no public in attendance.

Commissioner Schmidt, seconded by Commissioner Porter, made a motion to adjourn. Voice vote: All ayes.

Respectfully submitted,

  
Sheila K. Wooster  
Secretary