

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, April 13, 2011 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

April 13, 2011

MINUTES

BILLS

MANAGEMENT

Approve Annual Plan
Approve Violence Against Women Act Policy
Approve Engineer for Lighting Project

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
REGULAR MEETING
APRIL 13, 2011**

Salute to flag.

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

The meeting was held at the Wooster Towers in the Community Room and was properly posted in accordance with the Sunshine Law.

MINUTES

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the minutes of the February 16, 2011 regular meeting as submitted. Roll call vote: All ayes.

Due to lack of quorum, there was no meeting in March.

BILLS

Bills were presented for approval in the amount of \$29,748.42 for checks dated March 1, 2011 through March 31, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$29,748.42 for checks dated March 1, 2011 through March 31, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$32,718.57 for checks dated April 1, 2011 through April 14, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$32,718.57 for checks dated April 1, 2011 through April 14, 2011. Roll call vote: All ayes.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Annual Plan

Mrs. Wooster advised the Board that the Annual Plan is complete and that the only thing that HUD requires to be sent to them is the cover letter and the Civil Rights Certificate. Mrs. Wooster also advised that the required Resident Advisory Board meeting was held last week and that the Public Meeting that was held prior to today's meeting was properly advertised.

Mrs. Wooster provided the Commissioners with a summary of the mandated changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan (Admin Plan).

She reviewed them all and discussed at length the following two (2) policies:

Under *Citizenship/Eligibility Status*: HUD's new policy now requires that all adults in the household must be able to sign a lease and if NJ forbids individuals with ineligible immigration status from executing a

contract then the family is ineligible for the program. A discussion followed. Solicitor Shusted advised that he would research the NJ law on this subject.

Under *Tenant Selection Criteria and Termination by the Authority*; Mrs. Wooster explained that another new policy regarded medical marijuana. HUD's new policy for applicants using medical marijuana is that they are ineligible for the programs and that it was up to the Board to determine what the Authority's policy will be regarding current tenants who develop a need to use medical marijuana while on the programs. A discussion followed. The Board understood the HUD admissions policy and voted to have any current tenant's request to use medical marijuana be addressed on a case by case basis by the Executive Director with guidance from our Solicitor.

Approval of Annual Plan

Mrs. Wooster explained that with the new Annual Plan requirements for small housing authorities we no longer submit the entire plan which consists of our policy updates, our amendments, our capital fund and five-year plan documentation. These items usually need HUD approval to implement. However, Mrs. Wooster contacted HUD and asked if small authorities are to assume HUD's approval of all items in the plan and their response was to use out judgment, so Mrs. Wooster advised the Board that the Authority plans on proceeding as though all parts of the plan were approved once the minimal submission requirements are returned approved by HUD. Commissioner Nicholson, seconded by Commissioner Porter, made a motion to approve the 2011 Annual Plan. Roll call vote: All ayes.

VAWA Policy (Violence Against Women Act)

Mrs. Wooster provided a copy of the Authority's VAWA Policy and requested Board approval. Mrs. Wooster advised the policy was already incorporated in our ACOP and Admin Plan, but a separate policy needed to be approved. Commissioner Casella, seconded by Commissioner Nicholson, made a motion to approve the VAWA Policy. Roll call vote: All ayes.

Proposal - Engineer For Lighting Project

Mrs. Wooster advised that she received two proposals for an engineer for the lighting project to change out all light fixtures for more energy efficient ones; one from Bill Lammey for \$17,330.00 and one from Paul DiMassi for \$4,400.00. A discussion followed. Commissioner Porter, seconded by Commissioner Casella, made a motion to accept Paul DiMassi's proposal for the lighting project. Roll call vote: All ayes.

Camera System Upgrade

Mrs. Wooster asked for a motion to request a proposal from Paul DiMassi for the camera system upgrade. Commissioner Porter, seconded by Commissioner Casella, to request a proposal from Paul DiMassi for the camera system upgrade. Roll call vote: All ayes.

Commissioner Appointment

Mrs. Wooster advised that she has posted a notice that the Board is in need of commissioners and that one of our tenants, Lorraine Rossiter, expressed an interest in this position. Mrs. Wooster asked for a motion to submit Ms. Rossiter's name to Borough Council to be appointed as a commissioner for the Clementon Housing Authority. Commissioner Nicholson, seconded by Commissioner Casella, made a

Regular Meeting
April 13, 2011
Page 3

motion to submit Lorraine Rossiter's name to Borough Council to be appointed as a commissioner for the Clementon Housing Authority. Roll call vote: All ayes.

Training Seminars

Mrs. Wooster advised the Board that she attended a Procurement seminar and that she will be doing another seminar on line.

Commissioner Nicholson left the meeting at 4:50PM.

Audit Approval

Mrs. Wooster had provided all Commissioners a copy of the Audit. Mrs. Wooster asked for a motion to approve the Audit for FYE 06/30/10. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the Audit for FYE 06/30/10. Mrs. Wooster called Commissioner Nicholson on the phone for his vote. Roll call vote: All ayes.

Tenants Charging For Services

Mrs. Wooster advised that some of the tenants have started a lottery club and were asking for an extra dollar for the person who was going to get the tickets. Mrs. Wooster asked Solicitor Shusted if this was allowed. Solicitor Shusted advised that as long as there was no actual profit being made, there was no problem in doing this. Ms. Rossiter advised the Board that the extra dollar was a monthly charge and that it was for the copying of the tickets for everyone who purchased them and was not intended as a profit.

MODERNIZATION

Mrs. Wooster advised the Board that when she attended the Procurement seminar, she met a gentleman from North Jersey who said he would be interested in becoming our modernization coordinator if he were able to have a few more housing authorities in this area to make it worth his while. Mrs. Wooster advised the Board she would like to look into it if the Board approved the possibility of hiring a Mod Coordinator now that Dan Marchishin is no longer working with us. The Board approved Mrs. Wooster looking into it.

PUBLIC

There was no public in attendance.

Mrs. Wooster reminded everyone that the May meeting includes our budget for FYE 06/30/12 and that she was going to ask our accountant, Joe Kavanaugh, to attend.

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

Respectfully submitted,



Sheila K. Wooster, Secretary