

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, April 24, 2013 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 24, 2013

APPROVE MINUTES

APPROVE BILLS

MANAGEMENT

Approve Budget FYE 06/30/14

Approve A & E Proposal

CAPITAL FUND PROGRAM (MODERNIZATION)

PUBLIC

EXECUTIVE SESSION

Discuss By-Laws

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
APRIL 24, 2013**

Salute to flag.

Chairperson Nicholson called the April 24, 2013 meeting of the Housing Authority of the Borough of Clementon to order and announced that the meeting has been properly advertised and posted pursuant to N.J.S.A., the Open Public Meeting Act. The meeting was held in the Community Room of Wooster Towers located at 22 Gibbsboro Road, Clementon, New Jersey. Upon roll call the following were present: Commissioners Casella, Nicholson, Porter, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary.

MINUTES

Commissioner Watson, seconded by Commissioner Porter made a motion to approve the minutes of the March 20, 2013 Board of Commissioners Meeting as submitted. Commissioner Schmidt requested that the minutes be amended as follows:

- 1) Remove Solicitor Shusted from the attendance at the meeting, as his resignation was effective February 21, 2013
- 2) Change the wording of Mr. Shusted's appointment from Superior Court Justice to Superior Court Judge

The minutes were approved with the aforesaid amendments. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the minutes of the March 20, 2013 Executive Session, with the addition of the address of where the meeting was held. Roll call vote: All ayes.

BILLS

Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated 04/01/2013 through 04/30/2013 with proper certification. Commissioner Schmidt questioned payment #10366 payable to Sheila K. Wooster; Mrs. Wooster explained that this was reimbursement for a retirement reception that was held here in the community room for Brenda Piot, our Section 8 Coordinator. Commissioner Schmidt also questioned payment #10387 payable to Mike Murray and asked if Mrs. Wooster had gone out for proposals for the painting of the apartments. Mrs. Wooster said that she had not done so and that she would address the matter immediately. Commissioner Schmidt asked if payment could be withheld until we received and reviewed the proposals. A discussion followed and it was the opinion of the Solicitor and other Board members that if the work was done, the payment should be made. Roll call vote: All ayes.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

New Section 8 Coordinator

Mrs. Wooster introduced Jane Whilden to the Board as our new Section 8 Coordinator; everyone welcomed Jane.

New Solicitor

Mrs. Wooster introduced our new Solicitor, Anthony Ogozalek, Jr., to the Board; everyone welcomed Mr. Ogozalek, Jr. Mr. Ogozalek, Jr. gave the Board a brief history of his past experience and also gave the Board his cell phone number, in case anyone has any questions or concerns in the future.

Approve Operating Budget FYE 06/30/2014

Mrs. Wooster asked for a motion to approve the Operating Budget FYE 06/30/2014. Commissioner Schmidt said that he did not feel comfortable with a 3.5% salary increase and that he has never heard of anyone in government employment getting more than a 2% increase. Commissioner Schmidt also said that although he appreciates the money that the Housing Authority has saved, just because we have extra money doesn't mean that we have to spend it. Commissioner Schmidt is of the opinion that the full-time employees should be offered a buy-back for their health insurance. Commissioner Nicholson stated that he feels that the 3.5% increase is well deserved. Commissioner Porter added that the work the employees do here is well deserving of a 3.5% increase. Commissioner Watson agreed and felt that although the percentage sounds high, the actual dollars spent are deserved. A discussion followed.

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the Operating Budget FYE 06/30/14. Roll call vote: All ayes.

Approve State Budget FYE 06/30/14

Mrs. Wooster asked for a motion to approve the State Budget FYE 06/30/14. Commissioner Porter, seconded by Commissioner Nicholson, made a motion to approve the State Budget FYE 06/14/14. Ayes: Commissioners Casella, Nicholson, Porter, and Watson. Neys: Commissioner Schmidt. The motion carried.

Approve A & E Proposal

Mrs. Wooster advised that she received two (2) proposals for an A & E for the following projects:

- 1) Reconfiguration of the two (2) two-bedroom and two (2) efficiency apartments into four (4) one-bedroom apartments
- 2) Replace closet doors in all apartments
- 3) Replace pipe work in the kitchens of some of the apartments

The proposals received were from:

- 1) Habitect Architects who scored a 92.5% with a fee of \$13,900.00
- 2) Charles Collins who scored 98.5% with a fee of \$7,400.00

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Mrs. Wooster advised that both A & E's were very experienced with HUD work so she felt either one would be a good choice. A discussion followed. Commissioner Casella, seconded by Commissioner Nicholson, made a motion to approve and accept the proposal from Charles Collins in the amount of \$7,400.00. Roll call vote: All ayes.

Commissioner Vacancy

Mrs. Wooster advised the Board that Lia Cater who attended our meeting last month is interested in being a Commissioner for the Housing Authority. Mrs. Wooster did say that Ms. Cater advised that she does have a rental property but that Mrs. Wooster does not know where it is. A discussion followed. Solicitor Ogozalek suggested that Ms. Cater sign a statement that she would not take part in any discussion and would abstain from voting on anything pertaining to her property. Mrs. Wooster advised that she would contact Ms. Cater and if she is agreeable to the above conditions Mrs. Wooster would send Ms. Cater's name to Borough Council for an appointment to our Board.

Financial Disclosures

Mrs. Wooster advised the Board that the deadline to submit their financial disclosure has been extended to May 31, 2013. Mrs. Wooster also advised that the financial disclosures must be submitted electronically but a proof of submission form must be given to the Borough Clerk.

Website

Mrs. Wooster advised the Board that she sent a certified letter to Sarah Cornell regarding the completion of our website and the letter was returned and has since sent one regular mail. In the meantime Mrs. Wooster has received two quotes:

- 1) Bill Snyder for \$2,000.00 with a \$200.00 monthly maintenance fee
- 2) BigFoot Web Labs for \$1,497.00 with a \$40.00 monthly maintenance fee

Mrs. Wooster is waiting to hear from Phil Rowan who worked on the Borough's website.

Mrs. Wooster apologized to the Board for not having more information at this time due to the passing of a very dear friend. A discussion followed.

Solicitor Ogozalek advised that he would look into the matter of how to remove a single page site that Ms. Cornell had created as a draft and is still on line.

Upgrade of Key Fob System

Mrs. Wooster advised that we are upgrading our key fob system in the next week; the computer that the system was on crashed and the system will now be on-line.

Computer System

Mrs. Wooster advised that on the advice of our auditor we are looking into making our computer system more secure, which is actually a recommendation from HUD. Mrs. Wooster said that our accountant, Joe Kavanaugh, would like to meet with our computer people to discuss the costs involved.

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Section 8

Mrs. Wooster advised that everything is going well in the Section 8 office.

By-Laws

There was a general discussion of the revised By-Laws draft.

Solicitor Ogozalek's advice regarding the Ethics section is to have any non-financial ethic complaints be directed to the Department of Community Affairs.

Solicitor Ogozalek advised that in his opinion in order for a vote to pass, it must be with the majority of the Board. Therefore, four (4) affirmative votes are needed if the Board is a seven (7) member Board regardless of how many vacant positions the Board may have at the time of the vote.

The Board discussed the need to add sections "Emergency Meeting", "Telephone Voting", "Severability", and to revise "Ethics". Solicitor Ogozalek agreed to provide Mrs. Wooster with the necessary wording.

Mrs. Wooster asked for a motion to approve the draft of the By-Laws, thus officially updating the By-Laws of the Housing Authority of the Borough of Clementon. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the revisions to the By-Laws with the proposed changes. Roll call vote: All ayes.

PUBLIC

There was no public in attendance.

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

Respectfully submitted,



Sheila K. Wooster
Secretary