

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, August 15, 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

August 15, 2012

MINUTES

BILLS

MANAGEMENT

Discuss:

- 1) By-Laws
- 2) Unauthorized Posting of Housing Authority's Business
- 3) Bed Bugs
- 4) Need to Possibly Revote Professional Contracts

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

EXECUTIVE SESSION

Robert O'Brien

**CLEMENTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
AUGUST 15, 2012**

Salute to flag.

Chairperson Nicholson called the August 15, 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 Casella, Nicholson, Porter, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Thomas J. Shusted, Jr., Solicitor, and Barbara J. Murray, Secretary.

MINUTES

Commissioner Porter, seconded by Commissioner Nicholson, made a motion to approve the minutes of the June 20, 2012 Reorganization Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, and Watson. Ney: Commissioner Schmidt.

Commissioner Schmidt requested that the minutes of the June 20, 2012 Board of Commissioners Meeting (HSQ topic) with reference to Harry B. Scheeler be amended as follows because he did not remember his exact words: remove the quotations and change the wording from I have not spoken to him in a long time to I have not spoken to him in a little while.

Commissioner Schmidt, seconded by Commissioner Nicholson, made a motion to approve the minutes of the June 20, 2012 Board of Commissioners Meeting with the aforesaid changes. Roll call vote: All ayes.

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

BILLS

Bills were presented for approval in the amount of \$26,898.51 for Vendor checks dated July 1, 2012 thru July 19, 2012. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$26,898.51 for Vendor checks dated July 1, 2012 thru July 19, 2012 as submitted. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$29,060.87 for Vendor checks dated August 1, 2012 thru August 16, 2012. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$29,060.87 as submitted. Roll call vote: All ayes.

Commissioner Schmidt asked if NAHRO membership was only for the staff of the Housing Authority or could members of the Board of Commissioners also become members; Commissioner Porter responded that that would be a question for Mrs. Wooster. Mrs. Wooster advised Commissioner Schmidt that she would look into this and have an answer for our next meeting.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Mrs. Wooster asked the Board if they wanted to start with reviewing the By-Laws. Commissioner Watson stated that he would like to start with the unauthorized posting of Housing Authority business.

Mrs. Wooster advised that she had contacted two large pest control companies, including Orkin who we currently use, but they did not respond. So based on the recommendation of Lindenwold Towers we used Steve Renzi a small local pest control company owner and are very satisfied with his process and price.

Revote Professionals

Mrs. Wooster advised the Board that Commissioner Schmidt is of the opinion that the Board should revoke our professional contracts that were approved at our Reorganization Meeting in June because our By-Laws state that our Reorganization Meeting should be held on August 1st. Commissioner Schmidt felt that the professional contracts should have been approved for one month then revoked on at the rescheduled August 1st meeting. A discussion followed and after hearing the opinion of Solicitor Shusted the Board members, with the exception of Commissioner Schmidt, agreed it was not necessary to revoke the professional contracts and the issue will be addressed in the revising of the By-Laws.

Reappointment of Commissioner Porter

Commissioner Schmidt asked if Commissioner Porter needed to be sworn in as her term had expired. A discussion followed and although it was not the practice of the Board and Solicitor Shusted did not feel it was necessary, Solicitor Shusted swore Commissioner Porter in for her new term and recommended that the official Oath of Office form be completed for the file.

State Approved Budget

Mrs. Wooster advised the Board that the State has approved our adopted budget for FYE June 30, 2013.

Designation of Housing

Mrs. Wooster advised the Board the we have received our approval from HUD for Wooster Towers to remain a designated senior only (62 and older) apartment building. This designation is in effect for two years, at which time we must reapply.

Contract for HQS Inspector (Adam Norcross)

Mrs. Wooster advised the Board that Solicitor Shusted has drafted a contract for our HQS Inspector and that she and Solicitor Shusted would be reviewing it and expects it to be fully executed by next month.

Maintenance

Mrs. Wooster advised the Board that Walt will be returning on Monday, August 20, 2012 and that Tom has done an excellent job while Walt has been out. Mrs. Wooster advised that Tom will be given "comp" time for the hours that he has worked over and above his normal part-time work week (16 hours).

There was a discussion regarding the heaviness of the trash containers which is a potential injury concern for our maintenance men. A discussion followed. Commissioner Watson recommended Mrs. Wooster talk to Walt for his opinion on options to this problem and to get information on an electric tow motor or possibly changing the lids.

Vacation

Mrs. Wooster advised the Board that she would be on vacation from August 17, 2012 thru and including August 26, 2012, returning to work on Monday, August 27, 2012.

No Trespassing Signs For Parking Lot

Mrs. Wooster advised that a lot of people cut through our parking lot and a discussion followed regarding whether or not no trespassing signs could be posted on a federal building. A decision was made that posting signs that read "parking lot is monitored by closed circuit cameras" would be sufficient. Solicitor Shusted suggested that Mrs. Wooster check with the security company regarding what type of signs they may have.

Board of Commissioners Meeting
August 15, 2012
Page 5

Bills were presented for approval in the amount of \$8,355.00 for the Disabled Voucher Program for checks dated August 1, 2012 thru August 15, 2012. Commissioner Schmidt, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$8,355.00 for the Disabled Voucher Program for checks dated August 1, 2012 thru August 15, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$20,649.00 for the HCV Program for checks dated August 1, 2012 thru August 15, 2012. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$20,649.00 for the HCV Program for checks dated August 1, 2012 thru August 15, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$3,151.81 for Vendor checks dated August 1, 2012 thru August 15, 2012. Commissioner Schmidt, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$3,151.81 for Vendor checks dated August 1, 2012 thru August 15, 2012. Roll call vote: All ayes.

PUBLIC

Lorraine Rossiter (Apt. 606) expressed her concern to the Board that when the power went out the week before, no one checked on the tenants and that some are on oxygen. Mrs. Wooster advised that the entire town was without power and although the Housing Authority is aware of this issue, it is really up to each tenant to have what they need when situations like this arise; and that the names of tenants who need extra help are on a list that is accessible to the fire department.

Commissioner Porter, seconded by Commissioner Watson, made a motion to go into Executive Session, Resolution #HA12-05, at 6:15PM to discuss litigation Docket # LT-3923-12, Clementon Housing Authority vs. Robert O'Brien.

The Board of Commissioners Meeting resumed at 6:20PM.

EXECUTIVE SESSION DECISION

The Board unanimously agreed to not allow additional time for Mr. O'Brien to find other housing; he must vacate his apartment by August 31, 2012. Mrs. Wooster asked what we would do if he does not leave willingly; Solicitor Shusted advised that he would call Mr. O'Brien's attorney. The Board agreed that Solicitor Shusted and Mrs. Wooster should move forward and do what is needed to have Mr. O'Brien vacate the building as of 8/31/12.

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

Respectfully submitted,



Sheila K. Wooster
Secretary