

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, August 17, 2011 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

August 17, 2011

MINUTES

BILLS

MANAGEMENT

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
REGULAR MEETING
AUGUST 17, 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: Sheila K. Wooster, Executive Director, Barbara J. Murray, Secretary, and Jack Kuns. Absent: Thomas J. Shusted, Jr., Solicitor.

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

OATH OF OFFICE

Mrs. Wooster administered the Oath of Office to Jack Kuns and welcomed him as a Commissioner for the Housing Authority.

MINUTES

A correction was made to the Reorganization Meeting motion to the nomination of Vice-Chairperson to read: Commissioner Porter, seconded by Commissioner Nicholson, made a motion to nominate Jeff Watson as Vice-Chairperson to the Authority for the year 2011-2012.

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the minutes of the Reorganization Meeting of July 20, 2011 with the correction of the nomination of Vice-Chairperson. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, and Watson. Abstain: Commissioner Kuns.

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the minutes of the June 15, 2011 Regular Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, and Watson. Abstain: Commissioner Kuns.

BILLS

Bills were presented for approval in the amount of \$33,180.70 for checks dated July 1, 2011 thru July 31, 2011. Commissioner Porter, seconded by Commissioner Casella (with Commissioner Casella abstaining from the approval of check #9722 made payable to himself for mileage and tolls), made a motion to approve the payment of bills with proper certification in the amount of \$33,180.70 for checks dated July 1, 2011 thru July 31, 2011. Roll call vote: All ayes, with Commissioner Casella abstaining from the approval of check #9722 made payable to himself for mileage and tolls.

Bills were presented for approval in the amount of \$15,701.84 for checks dated August 1, 2011 thru August 18, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$15,701.84 for checks dated August 1, 2011 thru August 18, 2011. Roll call vote: All ayes.

MANAGEMENT

Mrs. Wooster advised the Board that she will be on vacation from August 18, 2011 through August 29, 2011.

Smoking In A Federal Building

Mrs. Wooster advised that one of our tenants questioned what the rules were for smoking in a federal building, including outside on federal property. A discussion followed. Mrs. Wooster advised that she would bring this question up at the next meeting when our Solicitor will be in attendance.

HUD Operating Budget & State Budget Revision For Lighting Improvement Project

Mrs. Wooster asked for a motion to approve the revision of the HUD Operating Budget to amend said Budget for the purpose of increasing betterments and improvements by \$58,500.00. Commissioner Nicholson, seconded by Commissioner Porter, made a motion to approve the revision of the HUD Operating Budget to amend said Budget for the purpose of increasing betterments and improvements by \$58,500.00. Roll call vote: All ayes.

Mrs. Wooster asked for a motion to approve the revision of the State Budget for the same reason. Commissioner Kuns, seconded by Commissioner Casella, made a motion to approve the revision of the State Budget. Roll call vote: All ayes.

PHA Web Training

Mrs. Wooster advised that we are going to start using the General Ledger Program in PHA Web and this will require someone from our software program company to come down to the office from Rhode Island to train us, which can be completed in a day for a cost not to exceed \$1,850.00.

HUD REAC Inspection

Mrs. Wooster advised that we had our HUD REAC inspection and that we scored a 96% out of 100%. Mrs. Wooster also stated that because we scored so well on our inspection, we will not have to be inspected for three years.

Boro Fire Services

Mrs. Wooster had been previously asked by a Commissioner if the Housing Authority paid for boro fire services; Mrs. Wooster said she had double checked with our accountant and we do not pay for boro fire services.

Lighting Project

Mrs. Wooster advised the Board that Bayshore General Contractors were the low bidder for the upcoming lighting project. Mrs. Wooster stated that now that the Board has approved the required budget revision is there a motion to approve Bayshore General Contractors for the lighting project with our solicitor's review as recommended by Paul DeMassi. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve Bayshore General Contractors for the lighting project with our solicitor's review as recommended by Paul DeMassi. Roll call vote: All ayes.

Disruptive Tenant (Apt. 702)

Mrs. Wooster advised the Board that she has received several complaints about the tenant in Apt. 702 being disruptive and frightening people. Mrs. Wooster advised that she has spoken to this tenant but that she is still receiving complaints. Mrs. Wooster advised the Board that she is forwarding the information regarding this tenant to our solicitor, Tom Shusted, for review.

OPRA

Mrs. Wooster advised the Board that a gentleman by the name of John Schmidt came to the office and asked if we had an OPRA form. Mrs. Wooster advised Mr. Schmidt that she could get the form but asked if he could wait until she returned from vacation on August 30th. A discussion followed. Commissioner Kuns suggested that Mrs. Wooster forward this information to our solicitor, Tom Shusted, and have Mr. Schmidt contact Mr. Shusted with any questions regarding OPRA.

SECTION 8

Bills

Bills were presented for approval in the amount of \$24,513.00 for the HCV Program for checks dated July 1, 2011 thru July 30, 2011. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$24,513.00 for the HCV Program for checks dated July 1, 2011 thru July 30, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated July 1, 2011 thru July 30, 2011. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated July 1, 2011 thru July 30, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$3,463.05 for Vendor checks dated July 1, 2011 thru July 30, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$3,463.05 for Vendor checks dated July 1, 2011 thru July 30, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$24,061.00 for the HCV Program for checks dated August 1, 2011 thru August 30, 2011. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$24,061.00 for the HCV Program for checks dated August 1, 2011 thru August 30, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$8,349.00 for the Disabled Voucher Program for checks dated August 1, 2011 thru August 30, 2011. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$8,349.00 for the Disabled Voucher Program for checks dated August 1, 2011 thru August 30, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$4,245.19 for Vendor checks dated August 1, 2011 thru August 30, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$4,245.19 for Vendor checks dated August 1, 2011 thru August 30, 2011. Roll call vote: All ayes.

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Regular Meeting
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PUBLIC

There was no public in attendance.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Sheila K. Wooster". The signature is written in black ink and is positioned above the printed name and title.

Sheila K. Wooster
Secretary