

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, August 18, 2010 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

August 18, 2010

MINUTES

BILLS

MANAGEMENT

Approve 2009 State Budget

Approve Submission of MASS (Management Assessment Sub System)

CAPITAL FUND PROGRAM (MODERNIZATION)

Approve Amended Capital Fund Program

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
REGULAR MEETING
AUGUST 18, 2010**

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, Hauck, Nicholson, and Porter. Absent: Commissioners Creedon, Watson, and Solicitor Thomas J. Shusted, Jr. Also present at this meeting were 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 Hauck, made a motion to approve the minutes of the June 16, 2010 Reorganization Meeting as submitted. Roll call vote: All ayes.

Commissioner Casella, seconded by Commissioner Hauck, made a motion to approve the minutes of the June 16, 2010 Regular Meeting as submitted. Roll call vote: All ayes.

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

Commissioner Nicholson opened the meeting to the Public.

PUBLIC

Lorraine Rossiter, Apt. 606, was the only public in attendance. Ms. Rossiter asked the Board if there was any way that we could make the portion of the lobby hallway safer. Mrs. Wooster advised that she is getting quotes for eight (8) more cameras but there are no funds available at this time for this. Commissioner Hauck suggested that maybe we could install mirrors in the corners by the offices. Mrs. Wooster advised that we had tried this in the past but that the mirrors were too big. Mrs. Wooster said that she would look into the mirrors again to see if there was anything smaller.

There being no other issues, Commissioner Nicholson closed the public portion of the meeting.

BILLS

Bills were presented for approval in the amount of \$30,137.71 for checks dated July 1, 2010 thru July 22, 2010. Commissioner Casella, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$30,137.71 for checks dated July 1, 2010 thru July 22, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Bills were presented for approval in the amount of \$26,765.24 for checks dated August 1, 2010 thru August 19, 2010. Commissioner Hauck, seconded by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$26,765.24 for checks dated August 1, 2010 thru August 19, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

State Budget FYE 06/30/09

Mrs. Wooster explained that we were adopting the 2009 budget now because there had been a delay in the State approving it because our audit had been submitted late due to a HUD computer problem. Commissioner Hauck, seconded by Commissioner Nicholson, made a motion to adopt the State Budget FYE 06/30/09. Roll call vote: All ayes.

Annual Plan/Capital Fund

Mrs. Wooster asked for a motion to submit our Annual Plan and to approve the amended Capital Fund amount of \$77,417.00. Commissioner Nicholson, seconded by Commissioner Porter, made a motion to approve the submission of our Annual Plan and to approve the amended Capital Fund amount of \$77,417.00. Roll call vote: All ayes.

MASS Report

Mrs. Wooster gave each commissioner a copy of the MASS Report and reviewed the report with the Board. Mrs. Wooster asked for a resolution to approve and submit the MASS Application for Certification to HUD. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve and submit the MASS Application for Certification (Resolution HA10-05) to HUD. Roll call vote: All ayes.

Designation

Mrs. Wooster advised that our designation for Wooster Towers to be 62 years of age and older has been completed and submitted to HUD. Mrs. Wooster advised that HUD requires that we submit our request every two (2) years to be designated 62 years of age and older. Mrs. Wooster also advised that the HUD guidelines state that if we do not receive a response from them in 45 days, the renewal is automatic.

Community Room/Office A/C

Mrs. Wooster advised that she had requested proposals to repair the air-conditioning in the community room. We received three quotes from Joe Pauline (\$8,950.00), Petro (\$17,440.00), and L.E.D. (\$4,350.00). Mrs. Wooster accepted the quote from L.E.D. (as per the Board's motion at the June 16, 2010 meeting that Mrs. Wooster could accept the best proposal for the job, not to exceed \$15,000.00).

Mrs. Wooster advised that in the mean time our office air conditioning also stopped working and asked L.E.D. to quote that as well. That quote was for \$3,630.00. The air-conditioning in the community room has been repaired for \$4,350.00 and the funds are coming out of our Capital Fund Program. The air-conditioning in the offices will be paid out of our Operating Budget.

Solar Panels

Mrs. Wooster advised that an energy company will be coming in to do an energy audit and to give an estimate on installing solar panels on our roof.

Fire Panel

Mrs. Wooster advised the board that our current FCI panel that services the communal areas of the building is showing signs of "trouble" so it needs to be changed out before it completely fails. Mrs. Wooster explained that Siemens had quoted \$8,183.88 to change out the panel and leave it as a zone system, which means each floor is assigned a zone number, or we could make each detector a separate "address" which would send the exact location of the triggered smoke detector to the panel. Mrs. Wooster advised that the cost for the addressable system would be around \$30,000.00. Commissioner Hauck asked if there were any state guidelines and a discussion followed. Mrs. Wooster said she would check with the local fire officials and Siemens. The board agreed that the hallways etc. were small enough that unless the addressable system was required Mrs. Wooster could accept the quote for \$8,183.88. Motion was made by Commissioner Nicholson with the condition the addressable system was not a state requirement, seconded by Commissioner Casella. Roll call vote: All ayes.

Mary Ranger (Apt. 503)

Mrs. Wooster advised the Board that in May Mary Ranger, Apt. 503, reported a theft. Charges were filed by Mary's family; a court date was set for July but was rescheduled for August 17, 2010, so that Leon Favors could seek a public defender. Solicitor Shusted represented the Housing Authority at the court hearing and advised that Mr. Favors was fined and told that he is not allowed on the Housing Authority's property and if he is seen on the property, we are to immediately call the police.

CAPITAL FUND PROGRAM

Air Conditioning In Hallways

Paul De Massi, our engineer, gave Mrs. Wooster a quote of approximately \$125,000.00 to air condition the hallways. A discussion followed and at this point in time, the Board decided unanimously not to act on this due to the cost.

SECTION 8

Pam Quinn

Mrs. Wooster advised the Board that Pam Quinn had been notified by both phone (never answered and no machine) and mail as agreed upon but Ms. Quinn never called to make her appointment for her recertification. She was sent a final letter giving her ten days to respond. Ms. Quinn failed to respond within the ten (10) days, so she has lost her Section 8 assistance.

Bills

Bills were presented for approval in the amount of \$25,628.00 for the HCV Program for checks dated July 1, 2010. Commissioner Creedon, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$25,628.00 for the HCV Program for checks dated July 1, 2010. Roll call vote: All ayes.

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Bills were presented for approval in the amount of \$10,457.00 for the Disabled Voucher Program for checks dated July 1, 2010. Commissioner Porter, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$10,457.00 for the Disabled Voucher Program for checks dated July 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$26,289.00 for the HCV Program for checks dated August 1, 2010. Commissioner Hauck, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$26,289.00 for the HCV Program for checks dated August 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$10,457.00 for the Disabled Voucher Program for checks dated August 1, 2010. Commissioner Porter, seconded by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$10,457.00 for checks dated August 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$4,700.60 for Vendor checks dated August 18, 2010. Commissioner Casella, seconded by Commissioner Hauck, made a motion to approve the payment of bills for Vendor checks in the amount of \$4,700.60 for checks dated August 18, 2010. Roll call vote: All ayes.

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

Respectfully submitted,



Sheila K. Wooster
Secretary