

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, December 15, 2010 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

December 15, 2010

MINUTES

BILLS

MANAGEMENT

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
REGULAR MEETING
DECEMBER 15, 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, Nicholson, Porter, and Watson. Absent: Commissioner Creedon. 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 Creedon, seconded by Commissioner Porter, made a motion to approve the minutes of the November 17, 2010 regular meeting. Roll call vote: All ayes.

BILLS

Bills were presented for approval in the amount of \$214.54 for checks dated November 19, 2010 through November 30, 2010. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$214.54 for checks dated November 19, 2010 through November 30, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$42,492.91 for checks dated December 1, 2010 through December 31, 2010. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$42,492.91 for checks dated December 1, 2010 through December 31, 2010. Roll call vote: All ayes.

Commissioner Nicholson then turned the meeting over to Mrs. Wooster.

MANAGEMENT

Resolutions to Write-Off Rents for Deceased Tenants

Mrs. Wooster advised the Board that we have had three tenants pass away in the last few months and all have unpaid rent. Mrs. Wooster asked for a motion for a Resolution to write-off the rents that are outstanding for the following tenants: Diane Acampa (Apt. 507), Thelma Lester (Apt. 501), and Charles Reitz (Apt. 404). Commissioner Nicholson, seconded by Commissioner Casella, made a motion to approve Resolution HA10-09, HA10-10, and HA10-11 to write-off the outstanding rents for Diane Acampa (Apt. 507), Thelma Lester (Apt. 501), and Charles Reitz (Apt. 404). Roll call vote: All ayes.

Security Deposits

Mrs. Wooster advised the Board that the revised Annual Plan including the new security deposit procedure has been mailed to HUD in Newark and that they have 75 days to respond. Mrs. Wooster also stated that if the tenant could not afford the full amount (one month's rent), that they would be required to pay one half of the amount upon admission and the balance to be paid in the next two months.

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Mrs. Wooster also advised that she has sent an e-mail to Sovereign Bank asking for information on how to set up an account for the security deposits and as of this date has not heard back from them.

Maintenance

Mrs. Wooster advised that Walt, our maintenance supervisor, is back and is doing well after his eye surgery.

Commissioner Notice

Mrs. Wooster advised that no one has responded to the notice that was posted asking if anyone was interested in being on our board of Commissioners.

Christmas Tree Trimming/Christmas Party

Mrs. Wooster advised that the Christmas Tree Trimming was held on Friday, December 10, 2010 and that the Christmas Party is scheduled for Monday, December 20, 2010.

Office Vacations

Mrs. Wooster advised that the office will be closed from December 24, 2010 through and including January 2, 2011 due to vacations.

Roof Repair

Mrs. Wooster reminded the Board that the roof had been damaged by Clearwire when they installed the antenna. GAF (the roof manufacturer) approved a contractor to repair the roof other than Winchester Roofing (the roof installer) but it would not void the warranty. Clearwire claimed that Winchester's price was unreasonable.

Commissioner Casella asked if we have HUD approval for the antennas. Mrs. Wooster was unaware if approval was needed and would not know who to talk to. Mrs. Wooster advised that prior tenants did not have approval and that the income from rent is in the budget that is approved by HUD.

SECTION 8

Bills

Bills were presented for approval in the amount of \$24,408.00 for the HCV Program for checks dated December 1, 2010. Commissioner Casella, second by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$24,408.00 for the HCV Program for checks dated December 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$9,951.00 for the Disabled Voucher Program for checks dated December 1, 2010. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$9,951.00 for the Disabled Voucher Program for checks dated December 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$3,847.63 for Vendor checks dated December 15, 2010. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the

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payment of bills with proper certification in the amount of \$3,847.63 for Vendor checks dated December 15, 2010. Roll call vote: All ayes.

Mrs. Wooster reminded the Board that there is a hearing scheduled for January 19, 2011 at 3:45PM for one of our Section 8 tenants.

PUBLIC

There was no public in attendance.

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

Respectfully submitted,



Sheila K. Wooster
Secretary