

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
DECEMBER 18, 2013**

Salute to flag.

Vice-Chairperson Watson called the December 18, 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. 10:4-6, the Open Public Meetings 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, Cater, McKelvey, Porter (arrived at 4:10PM), Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Lilia Londar, Attorney, Barbara J. Murray, Secretary, and William J. Harris, Executive Director effective January 1, 2014. Absent: Commissioner Nicholson.

MINUTES

Commissioner Schmidt, seconded by Commissioner McKelvey, made a motion to approve the minutes of the October 16, 2013 Board of Commissioners meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Schmidt, and Watson.

Commissioner Schmidt stated that he feels the Executive Session minutes seem to be a little sparse and that the summary regarding the Executive Session should be recorded in the Executive Session minutes also. A discussion followed.

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to table the discussion regarding how much should be recorded in the Executive Session minutes until our next meeting. Roll call vote: Ayes: Commissioners Cater and Schmidt. Neys: Commissioners Casella, McKelvey, Porter, and Watson. The motion did not carry.

Commissioner Casella, seconded by Commissioner McKelvey, made a motion to approve the Executive Session minutes of October 16, 2013 as submitted. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Porter, and Watson. Abstain: Commissioner Schmidt.

Due to lack of quorum there was no meeting in November.

BILLS

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of all Public Housing and Section 8 bills dated November 1, 2013 through November 30, 2013 and December 1, 2013 through December 31, 2013. Commissioner Schmidt questioned two of the Section 8 bills that were over \$4,000.00 each and wanted to know if that was just for one tenant. Mrs. Wooster explained that those two landlords have several housing units and that those payments are for more than one tenant. Roll call vote: All ayes, with Commissioner Schmidt abstaining from payment #10664 and no for payment #10649.

Vice-Chairperson Watson turned the meeting over to Mrs. Wooster.

MANAGEMENT

New Executive Director

Mrs. Wooster advised that William Harris began his employment with the Housing Authority on November 18, 2013 and that things are going well with the transition.

Audit FYE 06/30/13

Mrs. Wooster asked the Commissioners to sign the Certification of Review of Audit and asked for a motion to adopt a resolution to pass acceptance of the audit submission for FYE 06/30/13. Commissioner Schmidt questioned the address on the last page of the Audit advising that Lincroft is a town not a county. Mrs. Wooster advised that it was probably a typo, but she would check with the auditors to see if it should be changed. Commissioner Casella, seconded by Commissioner Watson, made a motion to adopt a resolution to pass acceptance of the audit submission for FYE 06/30/13. Roll call vote: All ayes.

Commissioner Casella asked if it would be possible for the auditors to give a summary of the audit that would be easier to understand; Commissioner Schmidt suggested that maybe the auditors could attend the Board Meeting to answer any questions that anyone might have. A discussion followed.

Write Off Rent of Deceased Tenant

Mrs. Wooster asked for a motion to adopt a resolution to write-off uncollected rent in the amount of \$269.00 for a deceased tenant. Commissioner Watson, seconded by Commissioner Cater, made a motion to adopt a resolution to write-off uncollected rent in the amount of \$269.00 for a deceased tenant. Ayes: Commissioners Casella, Cater, McKelvey, Porter, and Watson. Abstain: Commissioner Schmidt.

Custodian of Records

Mrs. Wooster asked for a motion to appoint William Harris as the Custodian of Records for the Housing Authority upon her retirement. Commissioner Porter, seconded by Commissioner Casella, made a motion to appoint William Harris as the Custodian of Records for the Housing Authority upon Mrs. Wooster's retirement, effective January 1, 2014. Roll call vote: All ayes.

Signature Change for Santander and TD Bank

Mrs. Wooster asked for a motion to adopt a resolution to remove Sheila K. Wooster as a check signer for Santander and TD Bank and add William J. Harris, effective upon Mrs. Wooster's retirement, January 1, 2014.

Commissioner Watson, seconded by Commissioner Porter, made a motion to adopt a resolution to remove Sheila K. Wooster as a check signer for TD Bank and add William J. Harris effective upon Mrs. Wooster's retirement, January 1, 2014. Roll call vote: All ayes.

Commissioner Cater, seconded by Commissioner Schmidt, made a motion to adopt a resolution to remove Sheila K. Wooster as a check signer for Santander Bank and add William J. Harris effective upon Mrs. Wooster's retirement, effective January 1, 2014. Roll call vote: All ayes.

Award Snow Removal Contract

Mrs. Wooster advised that she placed an ad in the paper for RFP's for snow removal for the 2013-2014 season and that we received responses from Quality Landscaping, TLC, and ShipShape. Mrs. Wooster advised that because there was no meeting last month we did not have a contract in place when the latest storm hit, so we were charged standard rates.

Mrs. Wooster advised that TLC responded with hourly rates instead of set fees, which is specifically stated in the ad and that ShipShape and Quality Landscaping were very close in their pricing. Mrs. Wooster stated that we have the experience with Quality Landscaping and know that they are here when needed, whereas ShipShape has a statement in their proposal that they promise they will come in 24 hours. A discussion followed.

Commissioner Cater, seconded by Commissioner Casella, made a motion to award the snow removal contract to Quality Landscaping for the 2013-2014 season, effective immediately. Roll call vote: All ayes.

Tenants' Association

Mrs. Wooster advised the Board that the Tenants' Association had no comment one way or the other regarding Commissioner Cater and Commissioner McKelvey being placed on the Hearing Panel for the Housing Authority, therefore both Commissioners are now members of the Hearing Panel.

Verizon Cellular Tower

Mrs. Wooster advised the Board that we have been approached by Verizon regarding renting space on the roof of Wooster Towers for a cellular tower. Mrs. Wooster advised that we have Clearwire renting space on the roof for internet. Mrs. Wooster stated that this is a benefit to the Housing Authority because we incur income from these rentals.

MODERNIZATION

Closet Door Project

Mrs. Wooster advised the Board that there was an issue with the manufacturer of the closet doors and that our shipping date was moved back. Mrs. Wooster also advised that the manufacturer of the closet doors is located in Florida and that as of today the doors have been shipped. The contractors advised that they will start installing the doors on Monday or Tuesday, December 23rd or December 24th.

Commissioner Watson asked if it was necessary for them to be here on Christmas Eve; Mrs. Wooster advised that she sent them an e-mail that they had to leave by 4:00PM. Commissioner Watson suggested that we advise them that they have to leave by noon. A discussion followed.

Mrs. Wooster advised that Bill (Harris) has offered to stay until 4:00PM. Mrs. Wooster also advised that she did not have a problem if a tenant didn't want the workman in their apartment at that time and they would have to come back. Commissioner Watson commented that he did not want to see anyone "stuck" here until eight or nine o'clock if a problem arose and told Bill that he could tell the contractors to leave when he was ready to leave, even if it was before 4:00PM.

MANAGEMENT

Christmas Party

Mrs. Wooster advised that the Christmas Party for the tenants is tomorrow night (December 19th). Commissioner Cater advised that Harpers backed out of catering the party so she spoke with Lucians in Berlin who told her that it was not financially feasible for them to sponsor the dinners for the Christmas party; the only thing they could do for us was to offer any unprepared food from the parties at their venue from the previous weekend. We would have to wait until the Wednesday before our party to see if there was anything left. Commissioner Cater advised that she was told if there was no food left, they could offer dessert. Commissioner Cater advised the Board that she told them no thank you. Commissioner Cater advised that she had been in contact with Joan Arlotta, one of our tenants, about the Christmas party and that they decided to have the dinner catered by Anthony & Cleopatra due to the timing of everything and that is who we used last year.

Salary Issue

Mrs. Wooster asked for a motion to go into Executive Session to discuss a salary issue. Commissioner Schmidt, seconded by Commissioner Porter, made a motion to adopt a resolution to go into Executive Session for approximately five minutes to discuss a salary issue at 4:45PM. Roll call vote: All ayes.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion to adjourn from Executive Session at 4:50PM and re-open the Board of Commissioners Meeting. Roll call vote: All ayes.

Executive Session Discussion

Mrs. Wooster reviewed the salary and hours of our part-time maintenance person, Tom Williams, and advised that she would like to increase both his hours worked and his salary.

Commissioner Porter, seconded by Commissioner Cater, made a motion to increase hours and salary for Tom Williams effective January 1, 2014. Roll call vote: All ayes.

Letter of Resignation From Sheila K. Wooster

Barbara J. Murray excused herself from the meeting at this time. Mrs. Wooster read her letter of resignation to the Board. The Board thanked Mrs. Wooster for her many years of service to the Wooster Towers.

PUBLIC

Mrs. Wooster and Commissioner Watson asked William Harris if he had any questions or concerns to which he replied that Sheila has been very gracious to him and open to sharing how she helps to make the building successful. Mr. Harris also commented that Mrs. Wooster has a very unique management style that he knows that he cannot replicate; but he does hope that he can keep things going smoothly and continue to keep doing the good things that have been being done here. Mr. Harris wished Mrs. Wooster well in her retirement.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "William J. Harris". The signature is written in a cursive style with a long horizontal stroke at the end.

William J. Harris
Executive Director