

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, December 19, 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

December 19, 2012

APPROVE MINUTES

APPROVE BILLS

MANAGEMENT

Discuss:

- 1) Approve Consultant For Annual Plan Submission
- 2) Discuss Meeting Time
- 3) Discuss Voting Procedure

CAPITAL FUND PROGRAM (MODERNIZATION)

PUBLIC

EXECUTIVE SESSION

- 1) Revise By-Laws
- 2) Revise Personnel Policy

**CLEMENTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
DECEMBER 19, 2012**

Salute to flag.

Chairperson Nicholson called the December 19, 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 Thomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary.

**MINUTES**

Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the minutes of the September 19, 2012 Board of Commissioners Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt, and Watson. Abstain: Commissioner Porter.

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

**BILLS**

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated October 1, 2012 through October 31, 2012 with proper certification. Roll call vote: All ayes, with Commissioner Schmidt abstaining from payment of check #10195 and approving the payment of Public Housing bills in the amount of \$37,816.36, Section 8 HCV bills in the amount of \$20,143.00, Section 8 Disabled Voucher bills in the amount of \$8,343.00, and Section 8 Vendor bills in the amount of \$4,410.32.

Commissioner Nicholson questioned why Commissioner Schmidt was continuing to approve the bills by stating the total amounts of the bills when the Board voted at our September meeting to approve all bills with one vote without dollar amounts but with copies of bills paid available for review at the meetings. A discussion followed.

Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated November 1, 2012 through November 30, 2012 with proper certification. Roll call vote: All ayes, with Commissioner Schmidt abstaining from the payment of check #10228 and approving the payment of Public Housing bills in the amount of \$23,707.36, Section 8 HCV bills in the amount of \$19,515.00, Section 8 Disabled Voucher bills in the amount of \$8,266.00, and Section 8 Vendor bills in the amount of \$3,367.70.

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated December 1, 2012 through December 31, 2012 with proper certification. All ayes, with Commissioner Schmidt abstaining from the payment of check #10257 and approving the payment of Public Housing bills in the amount of \$27,782.98, Section 8 HCV bills in the amount of \$19,451.00, Section 8 Disabled Voucher bills in the amount of \$6,802.00, and Section 8 Vendor bills in the amount of \$3,984.73.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**Sunshine**

Mrs. Wooster advised the Board that Mary Lou Creedon's husband passed away and suggested that a card be sent to Mary Lou from the Board. Mrs. Wooster advised that Mary Lou was a past Commissioner for our Board, as was her husband. The Board agreed.

Audit

Mrs. Wooster advised the Board that our Auditor, Bill O'Neill, has passed away. Mrs. Wooster also advised that our Audit for FYE 06/30/12 is not completed and that although she was not sure of the process, she assumes that another Auditor will be assigned to complete the Audit; but as of today, we have not heard who it will be.

Annual Plan

Mrs. Wooster advised the Board that the only response to the ad for Housing Consultant to complete our Annual Plan was from Maria Cimino, who has been a Housing Consultant for us for many years. Mrs. Wooster also advised that Maria's proposal was in the amount of \$750.00, which is the same as last year's proposal. Commissioner Porter, seconded by Commissioner Schmidt, made a motion to accept Maria Cimino's proposal in the amount of \$750.00 to complete our Annual Plan. Roll call vote: All ayes.

Mrs. Wooster also advised the Board that Maria was here for two days to complete our file review and the few things that she found were consistent with other housing authorities. Maria did say that overall things look good.

HQS Inspector

Mrs. Wooster advised that Adam Norcross was the only response to the ad for HQS inspector. Mrs. Wooster advised the Board that she would be contacting Adam to come in and sign a two-year contract that has been reviewed by our Solicitor.

Address Sign

Mrs. Wooster showed the Board a picture of the address sign that we have chosen on for the address sign to be placed on the front lawn of our property. Mrs. Wooster advised the Board that we are purchasing the sign from Signs & Lines and that our maintenance men will install it.

Christmas Wreaths

Mrs. Wooster advised that we have purchased two large Christmas wreaths for the front of the building and that they are up and they look very nice.

Community Room Blinds

Mrs. Wooster advised that the new blinds have been installed in the community room.

Copy Machine

Mrs. Wooster advised the Board that the time has come to replace our copy machine because parts are no longer available for Canon machines. After speaking to our accountant, Mrs. Wooster advised that we will be leasing a copy machine for \$96.00 a month for four years.

Apartment 407

Mrs. Wooster advised that a previous tenant who resided in apartment 407 had glued the carpet to the tiled floor. Since that time, other tenants have moved in and out of this apartment and when the last tenant left, the carpet was in such bad shape that it had to be removed; and in doing so the tiles were lifted in the process. Mrs. Wooster advised that she has gotten a quote for \$1,686.00 to replace and install new tiles in this apartment. Mrs. Wooster also advised that because we have now started to collect security deposits in May 2012 that in the future this expense will be incurred by the tenant or their estate.

New Payroll Company

Mrs. Wooster advised that we have been using Paychex for our payroll but that effective January 1, 2013 we will be using PayDay as they provide the same service and are much less expensive.

**CHA Website**

Mrs. Wooster advised the Board that the website nearing completion and that we are waiting for Sara Cornell to provide us with final pictures, etc. Mrs. Wooster offered to show the website "as is" to any Commissioners after the meeting.

**Christmas Party**

Mrs. Wooster advised that the Christmas party was very nice and that everyone seemed to have a good time.

**Commissioner Reappointment**

Mrs. Wooster advised that Commissioner Watson is up for reappointment in 2013 and that he is also the Governor's appointee. The Board agreed that Commissioner Watson's name be submitted to the Boro for reappointment. Mrs. Wooster advised that she will send a letter to the Mayor's office to start the process. Commissioner Nicholson advised that as Mayor, he would look into this matter. Commissioner Schmidt asked if the Governor's appointee could ever be changed before the appointment is up. A discussion followed.

**NEW BUSINESS**

**Reimbursement of Tolls/Mileage/Parking**

Commissioner Schmidt asked the Board if they could approve the payment of his gas mileage and parking fee from the last class that he attended. Commissioner Schmidt stated that he did not have the bill for his tolls yet as he uses "Easy Pass" and receives that bill every three months. Mrs. Wooster advised Commissioner Schmidt that in order for the Housing Authority to reimburse for the parking we need a receipt. The Board agreed to reimburse Commissioner Schmidt for his tolls and parking when he presents us with the receipts.

**Meeting Time**

Commissioner Schmidt advised the Board that due to his work schedule it is becoming more difficult for him to attend our meetings due to the time that they are scheduled, 4:00PM. Commissioner Schmidt requested that the Board adopt a resolution to change the time of our meetings from 4:00PM to 6:30PM or 7:00PM. A discussion followed. Commissioner Schmidt asked the Board if they would take the time to consider the time change and discuss their thoughts at our next meeting.

**Voting Procedure**

Commissioner Schmidt questioned our voting procedure as it was his understanding that we needed four affirmative votes for a motion to pass. A discussion followed. Solicitor Shusted advised that he researched Roberts Rules and found nothing that stated that we needed four affirmative votes.

**Non-Agenda Discussions**

Commissioner Nicholson voiced his concern regarding issues being discussed when they are not on the agenda, such as the proposed resolution supporting the Clementon Police Department presented by Commissioner Schmidt; Commissioner Nicholson did not like the way that it was presented. Commissioner Nicholson stated that resolutions must be reviewed by the solicitor. A discussion followed. Solicitor Shusted will prepare all resolutions.

**CAPITAL FUND PROGRAM**

There was nothing to report.

**PUBLIC**

Chairperson Nicholson opened the meeting to the public.

Lorraine Rossiter, Apt. 606, thanked the Board for the Christmas party and said how nice it was. Ms. Rossiter also thanked Mrs. Wooster and the Board for the new blinds in the community room.

Rosemarie Godshall, Apt. 706, also thanked the Board for the Christmas party and the new blinds.

There were no further comments from the public.

Commissioner Porter, seconded by Commissioner Nicholson, made a motion to adjourn at 5:05PM to go into Executive Session. Roll call vote: All ayes.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion to adjourn from Executive Session at 5:56PM. Roll call vote: All ayes.

Commissioner Porter, seconded by Commissioner Schmidt, made a motion to reopen the Board of Commissioners Meeting at 5:56PM. Roll call vote: All ayes.

**Reconfiguration of Two-Bedroom Units**

Mrs. Wooster advised the Board that we have gotten the approval from HUD to reconfigure our two two-bedroom apartments and combine them with two efficiency apartments to create four one-bedroom apartments.

**EXECUTIVE SESSION DECISIONS**

**Contract For Painting**

Mrs. Wooster advised the Board that our current painter, G. Mike Murray's yearly non-contract amount is sometimes over \$2,000.00. The Board authorized Mrs. Wooster to go out for proposals for the painting of vacant apartments and Solicitor Shusted to review any possible conflicts.

**Tenant A**

Mrs. Wooster advised the Board that the housekeeping problem with Tenant A is becoming a health hazard for our maintenance men. The Board authorized Mrs. Wooster to hire a cleaning company vs. our maintenance men for any hazardous clean-up in the future.

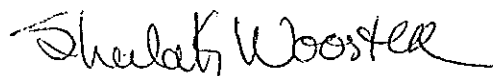
**By-Laws & Personnel Policy**

The By-Laws were discussed and revised. Due to the time, it was decided to wait until after the holidays to review and revise the Personnel Policy.

Mrs. Wooster asked for a motion to approve what was discussed in Executive Session. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the actions taken in Executive Session. Roll call vote: All ayes

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

Sincerely,



Sheila K. Wooster  
Secretary