

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, February 15, 2012 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster  
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

February 15, 2012

MINUTES

BILLS

MANAGEMENT

Proposals:

Consulting Services for Annual Plan

Landscaping/Snow Removal

Certify Audit Review

Discuss Website

EXECUTIVE SESSION

Discuss Tenant Request for Companion Pet

Review/Revise Current Personnel Policy

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

Discuss Closure of Waiting List

PUBLIC

**CLEMENTON HOUSING AUTHORITY  
BORAD OF COMMISSIONERS MEETING  
FEBRUARY 15, 2012**

Salute to flag.

Vice-Chairperson Watson called the Board of Commissioners meeting of the Housing Authority of the Borough of Clementon to order in accordance with the properly posted Sunshine Law. Upon roll call the following were present: Commissioners Casella, Kuns, 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. Absent: Commissioner Nicholson.

**MINUTES**

Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the minutes of the January 18, 2012 Board of Commissioners Meeting as submitted. Roll call vote: All ayes.

**BILLS**

Bills were presented for approval in the amount of \$28,580.05 for checks dated February 1, 2012 through February 16, 2012. Commissioner Schmidt questioned Solicitor Shusted's charge on his bill with regards to the Mayor's appointment to the Housing Authority's Board. Solicitor Shusted responded that he was researching the Faulkner form of government, which is what the Borough of Clementon follows, to see if Commissioner Schmidt's appointment should be by the Mayor or should it be a Council appointment. Roll call vote: All ayes, with the exception of Commissioner Schmidt voting nay to the payment of check #9932, Thomas J. Shusted, Jr.

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

**MANAGEMENT**

**Housing Authority Web Site**

Mrs. Wooster advised that we can become a tab on the borough's web site; but that she has also contacted three other companies who design web sites. Mrs. Wooster also added that Commissioner Kuns had given her some information on a do-it-yourself web design for her to review and if this was accepted that he would be willing to do this. A discussion followed. Some of the concerns were that a do-it-yourself web design, although it may be inexpensive, would be very time consuming; and what would happen if Commissioner Kuns were unable to do it due to illness or any other unforeseen circumstance. Commissioner Kuns made a suggestion that maybe we could contact the borough's web design company and get a quote from them. Commissioner Schmidt suggested that if we were a tab on the borough's web site, maybe we could do a cost share with them. Commissioner Schmidt also added that the information on the borough's web site would include a list of the Housing Authority Commissioners with their address and telephone numbers. Commissioner Casella suggested that Mrs. Wooster send an e-mail to the Commissioners with the links to the web design companies and prices. Commissioner Schmidt made a suggestion that everyone review the information and make a decision next month. Everyone agreed to wait until next month regarding this matter.

**Annual Plan**

Mrs. Wooster advised that she only received one response to her request for proposal to prepare for our Annual Plan from Maria Cimino, who is our current housing consultant. Commissioner Porter, seconded by Commissioner Schmidt, made a motion to accept Maria Cimino's request for proposal to prepare our Annual Plan. Roll call vote: All ayes.

**Designation**

Mrs. Wooster advised that she will be placing an ad in the paper for a consultant to prepare our designation plan.

**E-Mail – Commissioner Schmidt**

Mrs. Wooster asked Commissioner Schmidt why he needed to have his own e-mail when we have an e-mail set up specifically for the Commissioners. Commissioner Schmidt replied that the Commissioners' e-mail could, in fact, be a violation to the OPMA laws if there were correspondence on there that could constitute a meeting. Commissioner Schmidt also said that he did not want everyone to have access to his correspondences. Commissioner Porter stated that it was at Commissioner Schmidt's advising that the Commissioner e-mail was created in the first place. A discussion followed.

**Audit – FYE 06/30/11**

Mrs. Wooster reviewed the results of the audit for FYE 06/30/11 and the Commissioners signed the Audit Review Certificate.

**Vacancies**

Mrs. Wooster advised the Board that our vacancy rate percentage will be 91% on our PHAS report, which places us as a below average performing Housing Authority. Mrs. Wooster advised the Board that we have had many vacancies over the past year and have been filling them as best we can, but one of the problems is that most applicants want a one-bedroom apartment.

**Landscaping Proposals**

Mrs. Wooster advised the Board that she has received three proposals for landscaping from

1. Quality Landscaping located in Clementon, who is our current landscaper, with no price change in the last two to three years.
2. Thorobred Landscaping located in Williamstown
3. Ship Shape Landscaping located in Berlin

Mrs. Wooster advised that the pricing between Quality Landscaping and Thorobred Landscaping was close but Quality Landscaping offered more service for less and Shipshape's quote only offered hourly rates which would not work for the Authority.

Mrs. Wooster also advised that Quality is local and that they are always here right away whenever there is snow and ice and that they also provide free flowers to us in the spring. Commissioner Watson added that we have never had any complaints about Quality's service, we have had zero liability with them, and they are competitive. Commissioner Porter, seconded by Commissioner Watson, made a motion to accept Quality Landscaping's proposal for landscaping services and snow removal for the 2012-2013 seasons. Roll call vote: All ayes.

**Fire Call – No Response**

Mrs. Wooster advised the Board that she spoke to Police Chief Frieling, who is also the acting Fire Chief, regarding a fire call a few months back where there was no police response to the call. Chief Frieling advised Mrs. Wooster that he researched the approximate time of the call and his records indicated that there were other calls around that time and that he can only assume his officers were tied up at the time of our call and that he was sure it was a rare event.

**Section 8 – Closing Waiting List**

Mrs. Wooster advised the Board that we are closing our Section 8 waiting lists; that there are 219 people on the out-of-town and prior Clementon waiting lists and 33 on the Clementon waiting list and with the latest funding

restrictions we will not be able to assist even those on the lists already for a while. Mrs. Wooster explained that although we have a 69 voucher program, funding from HUD is not allowing us to use them all.

#### **Hearing Panel**

Mrs. Wooster advised the Board that she has sent a letter to the Tenants' Association regarding the appointments of Commissioner Kuns and Commissioner Schmidt to the Housing Authority's hearing panel.

#### **Energy Saving Companies**

Commissioner Watson asked Mrs. Wooster if she had considered looking into contacting energy saving companies for our electric usage. Mrs. Wooster said she had not. Commissioner Watson said he felt it was a good time to do so. A discussion followed and Mrs. Wooster agreed to bring in results next month. Mrs. Wooster also advised the board that we were already using an energy saving company for our gas usage.

#### **CAPITAL FUND PROGRAM**

##### **Security Camera Upgrade**

Mrs. Wooster advised the Board that the drawings have been approved and that Signal Electric is getting the permits tonight and hopefully they will begin work tomorrow.

##### **Light Project**

Mrs. Wooster advised the Board that the state rebate for the contractor, Bayshore General Contractors, Inc., was approved so the project can now begin.

#### **NEW BUSINESS**

##### **Request For Proposals**

Commissioner Schmidt asked if the Board is required to review our requests for proposals before they are accepted. Mrs. Wooster advised that when she receives the proposals she brings the information to the Board meetings and at that time reviews the information with the Commissioners. Commissioner Schmidt also asked if we follow the Government Best Practice Guidelines.

##### **Low-Income Housing**

Commissioner Schmidt suggested that we might want to start thinking about other low-income housing in Clementon for the future as our current building is over 30 years old. Mrs. Wooster advised that she was not aware of any land that would be available in Clementon to be able to do this and HUD funding is very tight right now. Commissioner Schmidt thought that it would be good to start looking into this now as these things take time to develop and get approved.

##### **Agenda**

Commissioner Schmidt suggested that we include more information in our agenda including the Sunshine Law and the roll call roster to name a few.

##### **John Leshar Senior Center**

Commissioner Schmidt advised that he was at the Senior Center for their monthly meeting and several of the tenants from Wooster Towers were there and asked if the Board could maybe hold their meetings across the street at the Borough Hall instead of the Community Room, as it sometimes interferes with some of the activities that the tenants have planned. Mrs. Wooster advised that the reason we have our meetings in the Community Room is because it is much easier for the tenants to come to a meeting here than to cross Gibbsboro Road and

that in the past she had a key to the Borough Hall but with all the changes there she no longer has the key. Mrs. Wooster suggested that we see how things go over the next few months.

**OPRA request**

Mrs. Wooster advised the Board that she had received an OPRA request from Heather Greco which among other things asked for the resolution or vote results from when we hired Thomas Williams, Sr. for our part-time maintenance position. Mrs. Wooster advised the Board that she replied that there was no resolution or vote because the Executive Director is responsible for the hiring and firing of employees. Commissioner Schmidt questioned this procedure and a discussion followed with the results being that the Executive Director is responsible for hiring and firing, not the Board.

**SECTION 8**

**Bills**

Commissioner Schmidt requested that approval motions for the Section 8 bills for the Disabled Voucher Program, for checks dated January 1, 2012 through January 19, 2012, be amended to read: Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$8,815.00 for the Disabled Voucher Program. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$20,497.00 for the HCV Program for checks dated February 1, 2012 through February 15, 2012. Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$20,497.00 for the HCV Program for checks dated February 1, 2012 through February 15, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$8,815.00 for the Disabled Voucher Program for checks dated February 1, 2012 through February 15, 2012. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$8,815.00 for the Disabled Voucher Program for checks dated February 1, 2012 through February 15, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$6,224.74 for Vendor checks dated February 1, 2012 through February 16, 2012. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$6,224.74 for Vendor checks dated February 1, 2012 through February 16, 2012. Roll call vote: All ayes.

**PUBLIC**

The only public in attendance was Councilman Thomas Williams. Commissioner Schmidt asked Councilman Williams if Council could make the lock box issue a priority; Councilman Williams stated that as Commissioner Schmidt was already aware, he did bring it up at the meeting the night before.

Commissioner Schmidt, seconded by Commissioner Porter, made a motion to adopt Resolution HA12-02 to enter into Executive Session at 5:50PM for approximately 25 minutes to discuss a tenant request for a companion pet and to review and revise the current personnel policy.

The Board of Commissioners resumed its' regular session at 6:20PM.

Executive Session Discussion

Tenant A – After a discussion Solicitor Shusted advised the board that the next step with Tenant A was that he would send a second notice if their disorderly conduct continued and then a third notice which would begin eviction. The Board agreed that Mrs. Wooster and Solicitor Shusted would determine if a move to protect tenants from Tenant A warranted these next steps and if necessary, evict Tenant A on the grounds of their disorderly conduct.

Tenant B – After discussion Mrs. Wooster was advised to send a letter to Tenant B informing them that they would not be eligible for all special accommodations that were extended to them with their previous pet.

Commissioner Watson, seconded by Commissioner Porter, 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