

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, February 20, 2013 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

February 20, 2013

APPROVE MINUTES

APPROVE BILLS

MANAGEMENT

Approve Auditor

CAPITAL FUND PROGRAM (MODERNIZATION)

PUBLIC

EXECUTIVE SESSION

- 1) Discuss Personnel Policy Revision
- 2) Discuss By-Laws Revisions
- 3) Discuss Personnel Issues

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
FEBRUARY 20, 2013**

Salute to flag.

Chairperson Nicholson called the February 20, 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., the Open Public Meeting Act. Upon roll call the following were present: Commissioners Casella, Nicholson, 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 Porter.

MINUTES

Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the minutes of the January 16, 2013 Board of Commissioners Meeting as submitted. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Watson, made a motion to approve the January 16, 2013 Executive Session Minutes with the amendment that the names of those present be included in the minutes. Roll call vote: All ayes.

BILLS

Commissioner Watson, second by Commissioner Schmidt, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated February 1, 2013 through February 28, 2013 with proper certification. Roll call vote: All ayes, with Commissioner Schmidt approving all bills for Public Housing in the amount of \$28,027.23, Section 8 HCV in the amount of \$19,456.00, Section 8 Disabled Voucher \$8,054.00, and Section 8 Vendors \$3,209.70.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Audit

Mrs. Wooster advised the Board that as was discussed at our December Board Meeting our Auditor, Bill O'Neil passed away before our audit was completed. As our audit has to be completed by the end of March, Mrs. Wooster contacted the next auditor who submitted a proposal, Hymanson, Parnes & Giampaolo, who advised that his price would not change from what he originally quoted. Mrs. Wooster advised that she conferred with our accountant and that he agrees this is the way to proceed. A discussion followed. Commissioner Watson, seconded by Commissioner Nicholson, made a motion to approve Hymanson, Parnes & Giampaolo to complete our audit for FYE 06/30/12. Roll call vote: Ayes: Commissioners Casella, Nicholson, and Watson. Abstain: Commissioner Schmidt. The motion carried.

Website

Mrs. Wooster advised that she has been unable to contact Sara Cornell about the completion of our website. A discussion followed. Commissioner Casella suggested that a certified letter be sent to Ms. Cornell giving her the opportunity to explain her reasons for not contacting us and if and when the web-site would be completed. Mrs. Wooster advised that she would send a certified letter to Ms. Cornell.

Annual Plan

Mrs. Wooster advised that Public Meeting for the Annual Plan will be held on March 20, 2013 at 3:45P.M. Mrs. Wooster reminded all Commissioners to please arrive by 3:45P.M. for the Public Meeting.

Apartment Conversion

Mrs. Wooster advised the Board that we are waiting on the written approval from Newark for the apartment conversion and that once we receive that, we will send out RFP's for an architect & engineer for the project.

Direct Energy

Mrs. Wooster advised that we saved a considerable amount of money last year with Direct Energy on our electric bills and in checking with other companies, Direct Energy is the only one with a "no exit" fee so we will be renewing our contract with them.

Governor's Appointment

Mrs. Wooster advised that a letter has been sent to Trenton requesting that Commissioner Watson be reappointed as our Governor's appointee.

PUBLIC

There was no public in attendance.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion at 4:30P.M. to adjourn from the Board of Commissioners Meeting to go into Executive Session, not to be later than 5:30P.M., to discuss the following:

- 1) Personnel Policy Revision
- 2) By-Laws Revision
- 3) Personnel Issues

Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion at 5:11P.M. to adjourn from Executive Session and re-open the Board of Commissioners Meeting. Roll call vote: All ayes.

EXECUTIVE SESSION DISCUSSION

Personnel Issues - Section 8

Mrs. Wooster advised the Board that Brenda Piot, our Section 8 Coordinator, has submitted her resignation, effective April 1, 2013.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to accept with regret Brenda Piot's resignation effective April 1, 2013 and thanked Ms. Piot for her years of service to the Housing Authority and wishes her well. Roll call vote: All ayes.

Solicitor

Mrs. Wooster advised the Board that our Solicitor, Thomas J. Shusted, Jr., has been nominated for Superior Court Justice. Mrs. Wooster advised that she would like to send out RFP's soon for a Solicitor, as she does not know when Solicitor Shusted will receive his appointment. Commissioner Schmidt, seconded by Commissioner Casella, made a motion to advertise for RFP's for a Solicitor for the Housing Authority to start on or before July 1, 2013. Roll call vote: All ayes.

Personnel Policy

Health benefits were discussed.

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By-Laws

The Ethics section was discussed and it was decided to remove the current Ethics section and to research section 40A-9-22.

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

Respectfully submitted,



Sheila K. Wooster
Secretary