

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, January 18, 2012 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster  
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

January 18, 2012

MINUTES

BILLS

MANAGEMENT

EXECUTIVE SESSION

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**JANUARY 18, 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. Absent: Commissioner Nicholson. Also present at this meeting were: Thomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary.

**MINUTES**

Vice-Chairperson Watson asked for a motion to approve the minutes of the December 14, 2011 Board of Commissioners Meeting as submitted. Commissioner Schmidt requested that the minutes be amended to include that his reason for voting no on the acceptance of the bid from Signal Electric was because he wanted to review the "T" list before he voted. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the minutes of the December 14, 2011 Board of Commissioners Meeting with the aforesaid correction. Roll call vote: All ayes.

Commissioner Schmidt suggested that we include more information in our minutes. Mrs. Wooster advised that it would be very difficult to include everything word for word and that Barb does not take shorthand; Commissioner Schmidt said we could look into getting a tape recorder. Mrs. Wooster said we will try to be more specific in future minutes and see if that will be okay with the Board.

Commissioner Watson asked for a motion to approve the minutes of the Executive Session of December 14, 2011 as submitted. Commissioner Schmidt, seconded by Commissioner Porter, made a motion to approve the minutes of the Executive Session of December 14, 2011 as submitted. Roll call vote: All ayes.

**BILLS**

Bills were presented for approval in the amount of \$27,736.14 for checks dated January 1, 2012 through January 19, 2012. Commissioner Schmidt questioned why Solicitor Shusted's phone conference with the Borough of Clementon Solicitor, George Botchus, was so long. Solicitor Shusted responded that the time of his phone calls are logged in on his phone, that it was not all one phone call, and that the time was actually light as we never had so much legal time until Commissioner Schmidt arrived.

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills in the amount of \$27,736.14 for checks dated January 1, 2012 through January 19, 2012. Roll call vote: All ayes, with the exception of Commissioner Schmidt voting nay to the payment of check #9904, Thomas J. Shusted, Jr.

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

**MANAGEMENT**

**Lock Box for Fire Company**

Mrs. Wooster advised the Board that she has called Police Chief Freiling about the fire call where there was no police response but she has not heard back from him yet. Commissioner Schmidt advised that he attended the Borough Council Meeting and voiced his concerns about a lock box at Wooster Towers for the firemen and said that the fire department was very much in favor of this idea. Mrs. Wooster advised that this is not a place of business, it is a place of residency; and that if the police are not on site, the firemen can ring a tenant's apartment to be let in. Commissioner Porter said that she did not feel comfortable with the idea of a lock box for the firemen and the fact that we would not know who had the key to the lock box. Commissioner Casella raised the concern that if this becomes a law, would we be grandfathered? Mrs. Wooster advised the Board that she would contact Police Chief Freiling and Fire Chief Busch to schedule a time to meet with them to discuss this matter. Commissioner Schmidt advised that he would like to be present at this meeting.

**OPRA Training Class**

Mrs. Wooster advised the Board that the OPRA training class is not offered at this time, but she did sign up to receive the OPRA newsletter.

**Annual Plan**

Mrs. Wooster advised that she placed an ad in the newspaper for a Housing Consultant to prepare our Annual Plan that is due on April 18, 2012. Mrs. Wooster advised that we are required to have a public hearing before the Annual Plan is submitted to HUD. As the plan is due on the same date as our April meeting, Mrs. Wooster would like to change the meeting date to April 11, 2012, so that the Public Hearing regarding the plan could be held prior to the board meeting. Voice vote: All ayes.

**Patio Door Key Fob Swipe**

Mrs. Wooster advised that the key fob swipe has been installed on the patio doors in the community room; but we are waiting for service because the swipe stopped working.

**Housing Authority Web Site**

Mrs. Wooster advised that she checked with Jenai Johnson, the Borough Administrator, about getting a tab on the borough's website. Ms. Johnson replied via e-mail and said she had a meeting with their web girl. Ms. Johnson will be taking over the updates on the site, as the borough no longer has this service contracted out. Ms. Johnson advised Mrs. Wooster that she would get back to her as soon as she has the information.

Mrs. Wooster advised the Board that Commissioner Schmidt sent her an e-mail with a link to an article about the state mandate regarding the website and the due date. Mrs. Wooster advised that HUD is also requiring housing authorities to have a website but at this time they are not sure what information needs to be included on the website.

**OPRA Request**

Mrs. Wooster advised the Board that she has received another OPRA request from a Michael Walters requesting time sheets for all employees, Solicitor invoices from November 2011 to present, December 14, 2011 minutes, and the Clementon Housing Authority personnel policy. Mrs. Wooster advised the Board that she replied to Mr. Walters' request stating that she would have all the information within the

## **Board of Commissioners Meeting**

**January 18, 2012**

**Page 3**

required seven working days and that if she saw that she would not be able to complete the request in time, she would ask for an extension. Mrs. Wooster explained to the Board that the Authority has never used time sheets so that will be her response to Mr. Walter's request. Mrs. Murray explained to the Board to the Board how she keeps track on a chart in her books. A discussion followed and the Board was satisfied with the current procedure.

Solicitor Shusted asked Commissioner Schmidt if Michael Walters was the same Michael Walters that was in litigation with him (John Schmidt) and another housing authority. Commissioner Schmidt advised that it was the same Michael Walters. Solicitor Shusted advised the Board that the OPRA request from Mr. Walters should not be discussed any further due to the above stated fact by Commissioner Schmidt. Solicitor Shusted advised Mrs. Wooster that he would like to receive copies of any and all correspondence from Mr. Walters.

Commissioner Kuns asked if we could bill Mr. Walters for the solicitor's time regarding this matter. Solicitor Shusted said no.

Commissioner Schmidt said that he could give Mr. Walters copies of things he requested if he had them; Solicitor Shusted recommended that the Board not give the okay for Commissioner Schmidt to do this, that the choice should only be Mr. Schmidt's whether or not to give Mr. Walters copies of any records.

### **Sunshine**

Mrs. Wooster shared with the Board correspondence from our former commissioner, Mary Lou Creedon.

### **Selection of Hearing Panel**

Mrs. Wooster advised the Board that in accordance with our Grievance Procedure the Hearing Panel shall consist of persons nominated by the Authority and who have consented to serve on the panel. The nominee's names are then given to the Tenant's Association for any comments or recommendations. The Board will take these comments or recommendations into consideration before appointing any nominees to the panel. As a new Commissioner, Mrs. Wooster asked Commissioner Schmidt if he was interested in being on the Hearing Panel and if so advised Commissioner Schmidt that she would first have to get him approved by the Tenant's Association. A discussion followed and Commissioner Schmidt, seconded by Commissioner Casella, made a motion to appoint a Hearing Panel using the Board of Commissioners, not to exceed three (3) eligible commissioners within the hearing. Roll call vote: All ayes.

Commissioners Casella, Kuns, and Watson volunteered for the current hearing for a Section 8 client.

### **Trash Removal Contract**

Commissioner Schmidt asked if we sent out for proposals for our trash pick-up. Mrs. Wooster advised that we do not go out for proposals because Waste Management is the only company in the area that is equipped to handle our dumpsters.

### **Notification of OPRA Requests**

Commissioner Schmidt requested that the Board be notified when the Housing Authority is making an OPRA request. The Board agreed with Commissioner Schmidt's request. Mrs. Wooster advised she would notify the Commissioners by e-mail when submitting any OPRA requests.

**Chairperson Position**

Commissioner Schmidt questioned if it was appropriate for Commissioner Nicholson to remain as Chairperson of the Board. Mrs. Wooster said that she could not find anything stating that Commissioner Nicholson could not be a Commissioner and/or Chairperson for the Board. Everyone agreed to wait until Commissioner Nicholson returned and the issue would be addressed at that time.

**CAPITAL FUND PROGRAM**

**Lighting Project**

Mrs. Wooster advised that Bayshore General Contractors submitted their Smart Start energy refund application but were denied for not sending all required information, so they have to reapply. Mrs. Wooster is hopeful that the project will start soon as some of the lighting in the hallways is out but does not want to replace them because with this project, all the hallway lights will be replaced.

**Security Camera Upgrade**

Mrs. Wooster advised that we are still waiting for the security camera upgrade to begin.

**PUBLIC**

Commissioner Schmidt opened the meeting to the public.

Lorraine Rossiter, Apt. 606, is concerned that the camera project is taking so long to get started and that the cameras in the community room are still not working. Ms. Rossiter advised that she suffers from anxiety and that it is important for people keep their distance; otherwise if there is any sort of confrontation, she feels threatened. Ms. Rossiter reported that there was such an incidence with another tenant, Darlene Hughes, and that she (Ms. Rossiter) was verbally threatened. Mrs. Wooster advised that she would speak to Ms. Hughes about this matter.

Councilman Thomas Williams introduced himself to the Board and advised that the Housing Authority was one of the committees that he has been assigned to as a councilman. Mr. Williams advised that he will attend the Board meetings when he is available to do so.

There being no other public in attendance, the meeting was closed to the public.

**SECTION 8**

**Bills**

Bills were presented for approval in the amount of \$8,815.00 for the Disabled Voucher Program for checks dated January 1, 2012 through January 19, 2012. Commissioner Porter, seconded by Commissioner Schmidt, 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 January 1, 2012 through January 19, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$21,179.00 for the HCV Program for checks dated January 1, 2012 through January 19, 2012. Commissioner Kuns, seconded by Commissioner Casella,

**Board of Commissioners Meeting**  
**January 18, 2012**  
**Page 5**

made a motion to approve the payment of bills with proper certification in the amount of \$21,179.00 for the HCV Program for checks dated January 1, 2012 through January 19, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$4,166.96 for Vendor checks dated January 1, 2012 through January 19, 2012. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$4,166.96 for Vendor checks dated January 1, 2012 through January 19, 2012. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Porter, made a motion to adopt Resolution HA12-01 to enter into Executive Session at 5:10PM for approximately 15 to 30 minutes. Roll call vote: All ayes.

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

**Executive Session Discussion**

The Board met in Executive Session to discuss revisions to the Personnel Policy. The first 25 pages of the Personnel Policy were reviewed and recommended changes were noted. Please see attached. The last 13 pages will be reviewed at our next meeting during Executive Session.

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

Respectfully submitted,



Sheila K. Wooster  
Secretary