

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MEETING  
JULY 17, 2013**

Salute to flag.

Chairperson Nicholson called the July 17, 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 Meeting 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, McKelvey, Nicholson, Porter, and Schmidt. Also present at this meeting were: Sheila K. Wooster, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent were: Commissioners Cater and Watson.

**MINUTES**

Commissioner Casella, seconded by Commissioner McKelvey, made a motion to approve the minutes of the June 19, 2013 Reorganization Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, and Schmidt. Abstain: Commissioner Porter.

Commissioner Schmidt asked if the amendments had been made to the previous minutes; Mrs. Wooster advised that the amendments had been made.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the minutes of the Board of Commissioners Meeting of June 19, 2013 as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, and Schmidt. Abstain: Commissioner Porter.

**BILLS**

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated July 1, 2013 thru July 31, 2013. Roll call vote: All ayes.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**Web-Site**

Mrs. Wooster advised that the web-site is near completion and that she has it on the computer if anyone would like to view it. After viewing the web-site it was noted that:

- 1) The Housing Authority hours need to be corrected.
- 2) Mrs. Wooster asked if we are required to post the Executive Session minutes to the web-site; Solicitor Ogozalek advised that we are not required to do so; therefore we will not be posting the Executive Session Minutes on the web-site.
- 3) Commissioner Schmidt asked if we could post the OPRA form on the web-site; Commissioner Nicholson asked if it is required to have the OPRA form on the web-site. A discussion followed. Mrs. Wooster advised that she will post the OPRA form under "Resources".
- 4) Commissioner Casella said that he thought the top tabs were too light.

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Mrs. Wooster advised that she would send the changes and additions to BigFoot web labs.

Commissioner Schmidt asked Mrs. Wooster if all of the corrections had been made to previous minutes as had been discussed. Mrs. Wooster advised that all corrections had been made.

### **REAC Inspection**

Mrs. Wooster advised the Board that the REAC Inspection has been changed to August 15, 2013.

### **August Board Meeting**

Mrs. Wooster advised the Board that she will be on vacation from August 15, 2013 thru August 25, 2013, which means that she would not be here for the August meeting. Commissioner Schmidt asked if the meeting could be moved to August 28, 2013. A discussion followed. Mrs. Wooster advised the Board that she would call everyone to let them know whether or not we would have our August meeting.

### **Tenant Housekeeping Issue**

Solicitor Ogozalek advised the Board that he would be sending a letter to the tenant with the housekeeping issue advising that the tenant will be responsible for reimbursement to the Housing Authority. A discussion followed.

### **OPRA**

Mrs. Wooster advised that we have received an OPRA request for all Executive Session minutes from Jennifer O'Donnell. Mrs. Wooster expressed her concern at what few things can be redacted. Solicitor Ogozalek advised that once matters are settled Executive Session minutes can be requested through OPRA with little or no eligible redactions. Commissioner Nicholson asked if we can address the tenants as "Tenant A", "Tenant B", etc.; Solicitor Ogozalek advised yes we could.

### **Recorder for Meetings**

Mrs. Wooster advised that she would like to use a tape recorder at our meetings to hopefully make it easier to take the minutes. Solicitor Ogozalek advised that he has one that we could borrow to see how we like it.

### **Commissioner Appointments**

Mrs. Wooster advised that Commissioner Cater has been reappointed to the Board for a 5-year term from June 30, 2013 to June 30, 2018.

### **Food Bank**

Mrs. Wooster advised that a church group has joined with the Camden County Food Bank and that starting in September the church group and the food bank will come to Wooster Towers once a month and distribute a bag of food to every tenant.

### **ION Technologies**

Mrs. Wooster advised that our IT company, ION Technologies, completed the draft for our security policies and came in to review it with her.

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**Personnel Policy**

The following was discussed regarding our Personnel Policy:

- 1) The opt-out figure for health insurance should be 25% of the Housing Authority cost.
- 2) Employees may use their sick time to take care of family members but it must be a serious illness and a doctor's note will be required for anything over three (3) consecutive days.
- 3) DOMA regulations reflect all current federal regulations as granted under Personnel Management Office.

Mrs. Wooster advised that she will make these changes and once done the policy will be complete and all agreed that the revision date for the Clementon Housing Personnel Policy is July 17, 2013.

**CAPITAL FUND PROGRAM**

Mrs. Wooster advised the Board that the bid opening for the apartment alterations project was on July 2, 2013 and the low bid was Bayshore General Contractors with the bid amount being \$137,000.00 plus costs for alternates, if chosen which totals \$157,000.00. Mrs. Wooster advised that we would be using the balance of our 2011 CFP monies which must be obligated by August 2, 2013 and all of our 2012 CFP. Mrs. Wooster also advised that she checked with HUD and that we are allowed to use our operating reserve money if needed for any overage and that the 2013 CFP money will pay us back.

Commissioner Schmidt, seconded by Commissioner Nicholson, made a motion to approve Bayshore General Contractors for the bid of \$157,000.00; not to exceed \$40,000.00 for any overage that may be needed. Roll call vote: All ayes.

**PUBLIC**

Lorraine Rossiter, Apt. 606, said that she heard that at one time the Housing Authority had a vehicle that could be used to transport the tenants to the store, doctor appointments, etc. Mrs. Wooster advised that to her knowledge there was never a vehicle that was owned by the Housing Authority and now there is no funding for it.

Ms. Rossiter asked if the public could get copies of the minutes; Mrs. Wooster replied that yes they could and that the Housing Authority now has a web-site and that the minutes are posted on there.

Ms. Rossiter asked why Commissioner Schmidt was on our Board since he does not reside in Clementon. Mrs. Wooster advised that the previous Mayor of Clementon appointed Commissioner Schmidt to our board before the new Mayor took office in January 2011; and there is no ordinance stating that the commissioners had to live in the Borough of Clementon.

Ms. Rossiter also said that she and a few others were wondering who paid for Serve-Pro when they were here to clean an apartment. Solicitor Ogozalek advised that the matter cannot be discussed because it is still in litigation.

Ms. Rossiter thanked the Board for their time.

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Commissioner Porter, seconded by Commissioner Casella, made a motion at 4:55PM to adjourn from the Board of Commissioners Meeting to go into Executive Session for 15 minutes to discuss a personnel matter. Roll call vote: All ayes.

Commissioner Nicholson, seconded by Commissioner Schmidt, made a motion at 5:20PM to adjourn from Executive Session and re-open the Board of Commissioners Meeting. Voice vote: All ayes.

**EXECUTIVE SESSION DISCUSSION**


**Personnel – Sheila K. Wooster**

Mrs. Wooster advised the Board that she will be retiring effective January 1, 2014. Commissioner Schmidt, seconded by Commissioner Casella, regrestfully made a motion to accept Sheila K. Wooster's retirement effective January 1, 2014.

Commissioner Nicholson appointed Commissioners Casella (Chairperson), Porter, and Watson to the search committee for an Executive Director.

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

Respectfully submitted,

  
Sheila K. Wooster  
Secretary