

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, June 15, 2011 at 4:00PM in the Community Room at Wooster Towers.

**Sheila K. Wooster
Secretary**

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

June 15, 2011

MINUTES

BILLS

MANAGEMENT

Approve State Budget – FYE 06/30/12

Approve Operating Budget – FYE 06/30/12

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
REGULAR MEETING
JUNE 15, 2011**

Salute to flag.

Chairperson Nicholson called the regular meeting of the Housing Authority of the Borough of Clementon to order. Upon roll call the following were present: Commissioners Casella, Nicholson, Porter, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director and Barbara J. Murray, Secretary. Absent: Thomas J. Shusted, Solicitor.

The meeting was held at the Wooster Towers in the Community Room and was properly posted in accordance with the Sunshine Law.

MINUTES

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the minutes of the April 13, 2011 meeting as submitted. Roll call vote: All ayes.

Due to a lack of quorum, there was no meeting in May.

BILLS

Bills were presented for approval in the amount of \$17,034.01 for checks dated May 1, 2011 thru May 31, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$17,034.01 for checks dated May 1, 2011 thru May 31, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$21,536.76 for checks dated June 1, 2011 thru June 17, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$21,536.76 for checks dated June 1, 2011 thru June 17, 2011. Roll call vote: All ayes.

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

MANAGEMENT

Approve Operating Budget

Mrs. Wooster asked for a motion to approve the Operating Budget for Fiscal Year July 1, 2011 to June 30, 2012. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the Operating Budget for Fiscal Year July 1, 2011 to June 30, 2012. Roll call vote: All ayes.

Mrs. Wooster asked for a motion to approve the State Budget for Fiscal Year July 1, 2011 to June 30, 2012. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the State Budget for Fiscal Year July 1, 2011 to June 30, 2012. Roll call vote: All ayes.

Commissioner Nicholson signed the PHA Board Resolution to approve the budget.

Board Members

Mrs. Wooster advised the Board that two of our tenants, Lorraine Rossiter and Jack Kuns, have expressed an interest in being on the Board. The Board agreed that Mrs. Wooster should send their names to Borough Council to be appointed.

Energy Use Audit

Mrs. Wooster advised the Board that she has been approached by an energy performance company and that they would like to do a free energy use audit. A discussion followed.

Lighting Project

Mrs. Wooster advised the Board that the project to change out the current lighting in the building is progressing.

Annual Inspections

Mrs. Wooster advised the Board that the annual inspections of the apartments have been completed and all went well.

HUD Inspection

Mrs. Wooster advised the Board that the HUD inspection is scheduled for Monday, July 25, 2011.

Housing Authority Web Site

Mrs. Wooster advised the Board that there is legislation in process that will require all Housing Authorities and Boroughs to have a web site.

CAPITAL FUND PROGRAM

Security Camera System

Mrs. Wooster advised the Board that the revision to the 2010 Capital Fund Program included the money to upgrade the security cameras.

Mrs. Wooster advised the Board that she has sent out the RFP's (Request for Proposal) for the upgrade to the security camera system. Mrs. Wooster asked for a motion to allow her to use her discretion for hiring the A&E for the security camera project. Commissioner Nicholson, seconded by Commissioner Porter, made a motion to allow Mrs. Wooster to use her discretion when hiring the A&E for the security camera project as long as the choice is obvious due to the proposal amount. Roll call vote: All ayes.

SECTION 8

Bills (March)

Bills were presented for approval in the amount of \$9,536.00 for the Disabled Voucher Program for checks dated March 1, 2011 thru March 31, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$9,536.00 for the Disabled Voucher Program for checks dated March 1, 2011 thru March 31, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$26,518.00 for the HCV Program for checks dated March 1, 2011 thru March 31, 2011. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$26,518.00 for the HCV Program for checks dated March 1, 2011 thru March 31, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$5,184.68 for Vendor checks dated March 1, 2011 thru March 31, 2011. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of Vendor bills with proper certification in the amount of \$5,184.68 dated March 1, 2011 thru March 31, 2011. Roll call vote: All ayes.

April

Bills were presented for approval in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated April 1, 2011 thru April 30, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated April 1, 2011 thru April 30, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$24,887.00 for the HCV Program for checks dated April 1, 2011 thru April 30, 2011 in the amount of \$24,887.00. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$24,887.00 for the HCV Program for checks dated April 1, 2011 thru April 30, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$6,654.68 for Vendor checks dated April 1, 2011 thru April 30, 2011. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of Vendor bills with proper certification in the amount of \$6,654.68 dated April 1, 2011 thru April 30, 2011. Roll call vote: All ayes.

May

Bills were presented for approval in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated May 1, 2011 thru May 20, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated May 1, 2011 thru May 20, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$25,292.00 for the HCV Program for checks dated May 1, 2011 thru May 20, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$25,292.00 for the HCV Program for checks dated May 1, 2011 thru May 20, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$4,290.05 for Vendor checks dated May 1, 2011 thru May 20, 2011. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of Vendor bills with proper certification in the amount of \$4,290.05 dated May 1, 2011 thru May 20, 2011. Roll call vote: All ayes.

June

Bills were presented for approval in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated June 1, 2011 thru June 20, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$8,331.00 for the Disabled Voucher Program for checks dated June 1, 2011 thru June 20, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$24,776.40 for the HCV Program for checks dated June 1, 2011 thru June 20, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$24,776.40 for the HCV Program for checks dated June 1, 2011 thru June 20, 2011. Roll call vote: All ayes.

Bills were present for approval in the amount of \$3,595.23 for Vendor checks dated June 1, 2011 thru June 16, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of Vendor bills with proper certification in the amount of \$3,595.23 dated June 1, 2011 thru June 16, 2011. Roll call vote: All ayes.

PUBLIC

There was no public in attendance.

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

Respectfully submitted,



Sheila K. Wooster
Secretary