

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MEETING  
JUNE 19, 2013**

Salute to flag.

Chairperson Nicholson called the June 19, 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. The meeting commenced at 4:40PM and the following were present: Commissioners Casella, Cater, McKelvey, Nicholson, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioner Porter.

Commissioner Nicholson read a letter from the Governor's office regarding Commissioner Watson's reappointment as the Governor's appointee.

**MINUTES**

Commissioner Schmidt requested that the following amendment be made to the minutes of the May 15, 2013 Board of Commissioners Meeting:

- 1) Commissioner Schmidt abstained from the approval of payment #10423 (payable to John Schmidt)
- 2) Commissioner Schmidt voted no on the approval of payment #10416 (payable to Mike Murray)

Commissioner Schmidt, seconded by Commissioner Cater, made a motion to approve the minutes with the aforesaid corrections. Roll call vote: Ayes: Commissioners Cater, McKelvey, Nicholson, and Schmidt. Abstain: Commissioners Casella and Watson.

**BILLS**

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated June 1, 2013 through June 20, 2013 and for payment #10423 (payable to John Schmidt) and payment #10416 (payable to Mike Murray) with proper certification. Roll call vote: All ayes, with Commissioner Schmidt abstaining from payment #10423 (payable to John Schmidt) and no for payment #10416 (payable to Mike Murray).

Commissioner Nicholson asked Commissioner Schmidt why he voted against payment #10415 (payable to Mike Murray) when Mrs. Wooster had completed what the Board had requested in sending out for proposals for the painting of vacant apartments and setting up a walk-thru for anyone interested in the job. Commissioner Schmidt said that he had been asking for several months for proposals to be sent out and it was not addressed and now there is another bill for the painting of a vacant apartment and he is pretty sure that Mr. Murray is over the threshold. A discussion followed.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**By-Laws**

Mrs. Wooster asked that the following amendments be approved as required by the By-Laws of the Housing Authority of the Borough of Clementon.:

- 1) Allow the Executive Director, who is also the Secretary for the Housing Authority, to appoint a designee to be Secretary for the Housing Authority at the Board Meetings or any other time needed to take minutes at meetings, etc.

- 2) Allow another designee to be the second signer on all checks.

Commissioner Cater, seconded by Commissioner Nicholson, made a motion to approve the actions. Roll call vote: All ayes.

**Proposals for the Painting of Vacant Apartments**

Mrs. Wooster advised that she had sent out for proposals for the painting of vacant apartments and set-up a walk-thru for anyone interested in submitting a proposal and that the only proposal that she received was from Mike Murray and that no one showed up for the walk-thru. Solicitor Ogozalek advised that proposals should go out every year for the painting of the vacant apartments.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to accept the proposal submitted by Mike Murray for the painting of vacant apartments at Wooster Towers for the year July 1, 2013 thru June 30, 2014. Roll call vote: All ayes.

**IT Quote**

Mrs. Wooster advised that she has received a quote from ION, our current IT company, for \$2,200.00 to create security policies for our computer system. A discussion followed. The Board unanimously agreed to accept ION's quote in the amount of \$2,200.00.

**Governor's Appointee to the Board of Commissioners**

Mrs. Wooster advised that she had sent a letter to the State of New Jersey back in January asking for Commissioner Watson to be re-appointed as the Governor's Appointee to the Board of Commissioners for the Housing Authority of the Borough of Clementon. Mrs. Wooster advised that we are still waiting for the re-appointment and referred to the letter that Chairperson Nicholson read at the beginning of our meeting. Mrs. Wooster advised the Board that although Commissioner Watson has not been reappointed yet he is a holdover in his position until we receive further notice from the Governor's office.

**Commissioner Re- Appointment**

Mrs. Wooster advised that Commissioner Cater's term expires June 30, 2013 and asked the Board, if all are in agreement, including Commissioner Cater, for approval to send a reappointment request to Borough Council, for a five year term from 6/30/13 to 6/30/18.

Commissioner Nicholson, seconded by Commissioner Watson, made a motion to allow Mrs. Wooster to send a letter to Borough Council in support of Commissioner Cater being reappointed to our Board for a five year term from 6/30/13 to 6/30/18. Roll call vote: All ayes.

Commissioner Cater advised the Board that she would not be at the July or August Board Meeting as she serves in the U.S. military and will be away on active duty.

**New Commissioner**

Mrs. Wooster welcomed Christopher McKelvey to our Board. Mr. McKelvey was sworn in prior to the Annual Reorganization Meeting, with his term expiring 6/30/16 filling a vacant seat.

**Commissioner Classes**

Mrs. Wooster advised the Board that the Ethics class, a required class for commissioners, is being held on Wednesday, July 24, 2013; and if anyone was interested in attending to please let her know.

**Apartment Inspections**

Mrs. Wooster advised that Board that she and Walt, our maintenance supervisor, are in the process of conducting the annual inspections of all apartments here at Wooster Towers.

**Housekeeping Issue**

Mrs. Wooster advised the Board that we are having an issue with one our tenants regarding their housekeeping habits. Mrs. Wooster advised that the apartment is beyond what is expected of our maintenance personnel; to the point that it is a major health hazard. A discussion followed. The Board strongly recommended that Mrs. Wooster get quotes, not to exceed \$1,500.00, from companies that deal with bio hazard remediation. Commissioner Caster advised that she had a few names and that she would send them via e-mail to Mrs. Wooster.

Commissioner Watson, seconded by Commissioner Cater, made a motion for Mrs. Wooster to get quotes for the clean-up of an apartment from bio hazard remediation companies and to choose one, not to exceed \$1,500.00. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Watson, made a motion to authorize Solicitor Ogozalek to start the eviction process. Roll call vote: All ayes.

**REAC Inspection**

Mrs. Wooster advised the Board that our REAC Inspection is scheduled for Friday, July 12, 2013.

**Web-Site**

Mrs. Wooster advised the Board that the web-site is looking good and hopes to have it up and running by our next meeting.

**Personnel Policy**

The following changes were discussed regarding the Personnel Policy:

- 1) Add \$1,500.00 opt-out option for eligible full-time employees – still in discussion
- 2) Include the legal definition of spouse to read spouse or civil union partner
- 3) Remove all reference to Civil Service

**Adopt State Budget**

Commissioner Watson, seconded by Commissioner Casella, made a motion to adopt the State Budget for FYE June 30, 2014. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter (telephone vote), and Watson. Neys: Commissioner Schmidt. Abstain: Commissioners Cater and McKelvey. The motion carried.

**CAPITAL FUND PROGRAM**

Mrs. Wooster advised the Board that the pre-bid meeting was held for the apartment conversions, closet door replacement, and the pipe work in the kitchens of 14 apartments. Mrs. Wooster advised that we are having trouble finding replacement closet doors. A discussion followed. Due to budget constraints the Board agreed that it would be in the best interest of the Housing Authority to go with the better doors and put the kitchen pipe-work on hold.

Mrs. Wooster also advised the Board that this project is going to be very disruptive to the tenants.

**PUBLIC**

There was no public in attendance.

Board of Commissioners Meeting  
June 19, 2013  
Page 4

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sheila K. Wooster", with a long, sweeping flourish extending to the right.

Sheila K. Wooster  
Secretary