

The Reorganization Meeting and the Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, June 20, 2012 at 4:00PM at the Wooster Towers in the Community Room.

Sheila K. Wooster
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REORGANIZATION MEETING

June 20, 2012

ELECTION OF CHAIRPERSON

ELECTION OF VICE-CHAIRPERSON

APPOINTMENT OF AUDITOR

APPOINTMENT OF FEE ACCOUNTANT

APPOINTMENT OF SOLICITOR

DESIGNATION OF DEPOSITORY

LEGAL ADVERTISER

SELECTION OF MEETING DATE, TIME, AND PLACE

REGULAR MEETING

MINUTES

BILLS

MANAGEMENT

Discuss Housing Quality Standard Inspector

CAPITAL FUND PROGRAM

SECTION 8

Bills

PUBLIC PORTION

**CLEMENTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
JUNE 20, 2012**

Chairperson Nicholson called the June 20, 2012 meeting of the Clementon Housing Authority 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 Meetings Act. Upon roll call the following were present: Commissioners Casella, Nicholson, Porter, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Thomas J. Shusted, Jr., Solicitor, and Barbara J. Murray, Secretary.

MINUTES

Commissioner Porter, seconded by Commissioner Schmidt, made a motion to approve the minutes of the May 16, 2012 meeting as submitted. Roll call vote: All ayes.

BILLS

Bills were presented for approval in the amount of \$25,882.21 for Vendor checks dated June 1, 2012 thru June 21, 2012. Commissioner Casella, seconded by Commissioner Schmidt, made a motion to approve the payment of bills with proper certification in the amount of \$25,882.21 as submitted. Roll call vote: All ayes, with Commissioner Schmidt abstaining from payment #10082.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Appointment/Reappointment of Commissioners

Mrs. Wooster advised the Board that she has spent several months trying to figure out the correct dates of the terms for all of our commissioners. As of the date of this meeting, Commissioner Porter has not been reappointed to serve as a commissioner as some of our Borough Council members were not comfortable making the reappointment without first seeing how the Housing Authority works and got to know Commissioner Porter. Mrs. Wooster was advised by Borough Council that there would be a special meeting on June 25, 2012 for a decision to be made on Commissioner Porter's reappointment. Mrs. Wooster advised that in the future the appointments, term of service, and what commissioner they are replacing will all be in the minutes of the board meeting.

Adoption of State Budget

Mrs. Wooster advised the Board that the adoption of the State Budget has been sent to the DCA.

HUD Engineer

Mrs. Wooster advised that our engineer from HUD, Suresh Mistry, visited our office on June 13, 2012. He stayed for several hours. He had no negative comments regarding the Authority. He did say that the Authority would soon need to have an energy audit and a physical needs assessment done.

Reconfiguration of Two-Bedroom Apartments

Mrs. Wooster advised that it has been discussed about the possibility of converting our two two-bedroom apartments into four one-bedroom apartments; and that in order to do this we will have to bring in an architect. Mrs. Wooster advised that this was not included in our five-year plan (HUD usually only allows conversions included in the five-year plan) but that many of our applicants only want a one-bedroom apartment.

Designation/File Review

Mrs. Wooster advised that Maria Cimino, our Housing Consultant, was here on June 18th and June 19th to prepare our housing designation and to review our files. Ms. Cimino advised that our files seem to be in good order.

Salary Comparison

Mrs. Wooster advised that the salary comparison project be placed on the back burner because it is possible that in the very near future NAHRO may be doing this. A discussion followed and all agreed.

Maintenance

Mrs. Wooster advised that Walt Keebler, our full time maintenance person, is having knee surgery on June 27th and will be out for about six to eight weeks; and that Tom Williams, our part-time maintenance person will be filling in and will be given comp time in lieu of salary for any extra hours that he works over his part-time work day.

HQS Inspector

Following up on Commissioner Schmidt's comments regarding Adam Norcross' qualifications and insurance coverage, Mrs. Wooster presented the Board with a document listing the work she had done in order to resolve the issue. Mrs. Wooster told the Board that she had received two separate but identical OPRA requests regarding this issue and had responded in time. One request was from Michael Walters and the other was from Harry B. Scheeler, Jr. Mrs. Wooster advised the Board that Mr. Walters had been made aware of the issue through Commissioner Schmidt but she was not sure how Mr. Scheeler knew of it. Mrs. Wooster made it clear to the Board that Adam was not an "inspector" in the same sense as an electrical inspector or a plumbing inspector which is why he is not required to be licensed, which was confirmed by our HUD home office. Mrs. Wooster also confirmed with our insurance carriers that our inspector is covered.

Mrs. Wooster also advised the Board that Mr. Walters submitted his OPRA request as a complaint to the New Jersey State Comptroller's office. Mrs. Wooster spoke to Mr. Donnelly and they discussed what the inspector does and that he does in fact have insurance coverage. Mrs. Wooster expressed her disbelief that the Clementon Housing Authority would now have a record of being reported to the State Comptroller especially when the result, as stated by Mr. Donnelly, was that he had no idea why this would be brought to his attention.

Mrs. Wooster advised the Board that Adam was interested in continuing as our inspector and that he was willing to take the necessary courses. There was a discussion about whether or not we should have a contract for the position of HQS inspector, and Solicitor Shusted suggested, although not needed, that it would be a good idea to have a contract. A discussion followed. The Board agreed that in the meantime, Adam could continue to do inspections. Commissioner Schmidt, seconded by Commissioner Porter, made a motion to authorize Solicitor Shusted to draw up a contract for our HQS inspector. Roll call vote: All ayes.

Mrs. Wooster asked Commissioner Schmidt who Harry B. Scheeler was to which he commented I have not spoken to him in a little while.

Questions From Commissioner Schmidt

Commissioner Schmidt asked if there was any progress with the Housing Authority web site and Mrs. Wooster replied that she has not heard anything yet but we were still in the time line she had been given. Commissioner Schmidt also asked if he had been appointed to the hearing panel for the authority and Mrs. Wooster replied that he has not as of this date.

Security Cameras

Mrs. Wooster advised that the security cameras are installed and working.

PUBLIC

Public in attendance were Councilman Thomas Williams, Lorraine Rossiter (Apt. 606), and Shirley Farmer (Apt. 701). Councilman Williams asked Commissioner Schmidt why he was laughing during the meeting, especially

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during the discussion regarding Commissioner Porter's reappointment. Commissioner Schmidt claimed that he was not laughing. A discussion followed.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Sheila K. Wooster".

Sheila K. Wooster
Secretary