

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
MARCH 17, 2010**

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 Creedon, Hauck, Nicholson, Porter, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary. Absent: Solicitor Shusted.

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 Hauck, made a motion to approve the minutes of the December 19, 2009 Regular Meeting as submitted. Roll call vote: All ayes.

Due to a lack of quorum, there was no meeting in January or February.

**BILLS**

Bills were presented for approval in the amount of \$160,592.68 for checks dated January 6, 2010 thru January 27, 2010. Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$160,592.68 for checks dated January 6, 2010 thru January 27, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Bills were presented for approval in the amount of \$36,386.51 for checks dated February 1, 2010 thru February 19, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$36,386.51 for checks dated February 1, 2010 thru February 19, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Bills were presented for approval in the amount of \$38,821.34 for checks dated March 5, 2010 thru March 18, 2010. Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$38,821.34 for checks dated March 5, 2010 thru March 18, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**Citizen Leadership Forms**

Mrs. Wooster reminded Commissioners Hauck and Nicholson that they need to complete the Citizen Leadership form.

March 17, 2010

Page 2

### **Financial Disclosure Statements**

Mrs. Wooster reminded all Commissioners that two (2) original copies of the Financial Disclosure Statement need to be completed and returned by the next meeting.

### **Annual and Five-Year Plan**

Mrs. Wooster advised the Board that the Annual and Five-Year Plans are due by April 18, 2010 and that we are required to have a Public Meeting and a Resident Advisory Meeting prior to submission. Mrs. Wooster stated that because we are a small housing authority that the Annual Plan is incorporated into the Five-Year Plan. Mrs. Wooster explained the Plan and also advised that the Plan was available for review in the office. Mrs. Wooster advised that she will be holding the Resident Advisory Meeting within the next two weeks. Mrs. Wooster then asked if everyone would be in agreement to move the next Regular Meeting to April 14, 2010 at 4:00PM, with the Public Meeting at 3:45PM. Voice vote: All ayes.

### **Designation**

Mrs. Wooster advised the Board that she will be going out for proposals for our Designation Plan. Mrs. Wooster explained that every two years we need to reapply for Wooster Towers to be designated senior housing for persons 62 years of age or older only.

### **Landscaping/Snow Removal Proposals**

Mrs. Wooster advised that she advertised for landscaping/snow removal proposals. The only proposal that we received was from our current contractor, Quality Landscaping. Mrs. Wooster advised that we are very satisfied with Quality Landscaping and that their rates have not changed. Commissioner Creedon, seconded by Commissioner Watson, made a motion to accept Quality Landscaping's proposal for landscaping and snow removal for the 2010-2011 season. Roll call vote: Ayes: Commissioners Creedon, Hauck, Porter, and Watson. Abstain: Commissioner Nicholson.

### **Trash Compactor**

Mrs. Wooster advised that we have received three (3) proposals for a trash compactor: Accelerated Service Systems for \$8,587.00, Eagle for \$12,500.00, and Advanced for \$11,475.00. Commissioner Watson, seconded by Commissioner Hauck, made a motion to accept Accelerated Service Systems' proposal in the amount of \$8,587.00. Roll call vote: All ayes.

### **Smoke-Free Building**

Mrs. Wooster advised that she received a call from New Jersey Gas Company asking if our building was a smoke-free building and informed us that HUD is pushing for completely smoke-free buildings. Mrs. Wooster advised them that only our communal areas are smoke free. A discussion followed and the opinion of the Board was to wait until this becomes a HUD mandate.

March 17, 2010

Page 3

**Stimulus Money**

Mrs. Wooster advised that we received a letter from HUD thanking us for obligating 100% of our stimulus money.

**MODERNIZATION**

**Smoke Barrier Doors**

Mrs. Wooster advised that the smoke barrier doors are completely installed and that she has asked the Clementon Police and the Clementon Fire Department to come and see what they are and how they work but as of this date they have not.

**SECTION 8**

**Brian Beach**

Mrs. Wooster advised that Brian Beach, our inspector for Section 8 apartments and Public Housing , is resigning effective April 1, 2010. Commissioner Creedon suggested that we increase the payment per inspection. A discussion followed. The Board agreed to increase the payment from \$15.00 to \$20.00 per inspection. Voice vote: All ayes.

Mrs. Wooster asked if anyone knew of anyone who would be interested in the position to please let her know.

**Bills**

Bills were presented for approval in the amount of \$6,862.64 for vendor payments for checks dated January 22, 2010. Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$6,862.64 for vendor payments for checks dated January 22, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$25,769.00 for the HCV Program for checks dated January 1, 2010. Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$25,769.00 for the HCV Program for checks dated January 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$9,863.00 for the Disabled Voucher Program for checks dated January 1, 2010. Commissioner Creedon, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$9,863.00 for the Disabled Voucher Program for checks dated January 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$5,425.24 for vendor payments for checks dated February 18, 2010. Commissioner Creedon, seconded by Commissioner Hauck, made a

March 17, 2010

Page 4

motion to approve the payment of bills with proper certification in the amount of \$5,425.24 for vendor payments for checks dated February 18, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$26,767.00 for the HCV Program for checks dated February 1, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$26,767.00 for the HCV Program for checks dated February 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$12,119.00 for the Disabled Voucher Program for checks dated February 1, 2010. Commissioner Creedon, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$12,119.00 for the Disabled Voucher Program for checks dated February 1, 2010. Roll call vote: All ayes.

**PUBLIC**

There was no public in attendance.

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

Respectfully submitted,



Sheila K. Wooster  
Secretary

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
APRIL 14, 2010**

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 Creedon, Hauck, Nicholson, and Watson. Absent: Commissioner Porter. Also present at this meeting were Sheila K. Wooster, Executive Director, Thomas J. Shusted, Jr., Solicitor, and Barbara J. Murray, Secretary.

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

**MINUTES**

Commissioner Creedon, seconded by Commissioner Hauck, made a motion to approve the minutes of the March 17, 2010 Regular Meeting as submitted. Roll call vote: All ayes.

**BILLS**

Bills were presented for approval in the amount of \$45,794.63 for checks dated April 5, 2010 through and including April 15, 2010. Commissioner Creedon, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$45,794.63 for checks dated April 5, 2010 through and including April 15, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

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

**MANAGEMENT**

**Audit**

Mrs. Wooster asked the commissioners to sign the Audit Review Certificate which states that they have reviewed Audit Report of the year ended June 30, 2009.

**Resident Advisory Board Meeting**

Mrs. Wooster advised the Board that the Resident Advisory Board meeting was held on April 6, 2010, in which Mrs. Wooster explained the five-year plan to the residents and asked for any suggestions for improvements to the building. Some of the suggestions were to install an exhaust fan in the laundry room and to adjust the curbing in the back of the building where the handicap parking spaces are. Mrs. Wooster agreed to add the laundry room fan to the next CFP and said the curbing adjustment was already in the five-year plan.

Mrs. Wooster also explained the forms that are submitted with the plan. Mrs. Wooster also stated that HUD mandated changes were made to the Admission and Occupancy Policy and the Section 8 Administrative Plan, most of which we are already doing and that both Policies are in the office for review.

April 14, 2010

Page 2

### Five-Year Plan

All commissioners had received copies of the Five-Year Plan prior to the meeting and because there was no public at the Public Hearing, there were no amendments to their copies so Mrs. Wooster asked for a motion to adopt and submit the plan. Commissioner Nicholson, seconded by Commissioner Creedon, made a motion to adopt and submit the Five-Year Plan. Roll call vote: All ayes.

### Financial Disclosure Statement

Mrs. Wooster reminded everyone that their Financial Disclosure Statements are due at this time.

### New Inspector

Mrs. Wooster advised that Adam Norcross has expressed an interest in replacing Brian Beach as our inspector for the apartments occupied by our Section 8 tenants and perspective tenants of Public Housing.

### SECTION 8

#### Bills

Bills were presented for approval in the amount of \$27,114.00 for the HCV Program for checks dated March 1, 2010. Commissioner Creedon, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$27,114.00 for the HCV Program for checks dated March 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$11,176.00 for the Disabled Voucher Program for checks dated March 1, 2010. Commissioner Watson, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$11,176.00 for the Disabled Voucher Program for checks dated March 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$3,417.34 for vendor payments for checks dated March 18, 2010. Commissioner Hauck, seconded by Commissioner Watson, to approve the payment of bills with proper certification in the amount of \$3,417.34 for vendor payments for checks dated March 18, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$6,954.28 for vendor payments for checks dated April 14th and 15th. Commissioner Creedon, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$6,954.28 for vendor payments for checks dated April 14th and 15th. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$10,306.00 for the Disabled Voucher Program for checks dated April 1, 2010. Commissioner Creedon, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$10,306.00 for the Disabled Voucher Program for checks dated April 1, 2010. Roll call vote: All ayes.

**April 14, 2010**

**Page 3**

Bills were presented for approval in the amount of \$27,143.00 for the HCV Program for checks dated April 1, 2010. Commissioner Hauck, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$27,143.00 for the HCV Program for checks dated April 1, 2010. Roll call vote: All ayes.

**PUBLIC**

There was no public in attendance.

Commissioner Creedon, seconded by Commissioner Watson, 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

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
JUNE 16, 2010**

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, Creedon, Hauck, Nicholson, Porter, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Thomas J. Shusted, Jr., Solicitor (arrived at 4:15PM), and Barbara J. Murray, Secretary.

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

Sheila K. Wooster administered the Oath of Office to Joseph Casella and welcomed him as our new commissioner. Mrs. Wooster advised the Board that we are still in need of a commissioner and that if anyone knew of someone who would be interested, to please let her know. Commissioner Nicholson suggested that we send another letter to Borough Council advising them that we are still in need of another commissioner.

**MINUTES**

Commissioner Creedon, seconded by Commissioner Nicholson, made a motion to approve the minutes of the April 14, 2010 Regular Meeting as submitted. Roll call vote: Ayes: Commissioners Creedon, Hauck, Nicholson, Porter, and Watson. Abstain: Commissioner Casella.

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

**BILLS**

Bills were presented for approval in the amount of \$35,288.24 for checks dated May 1, 2010 thru May 20, 2010. Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$35,288.24 for checks dated May 1, 2010 thru May 20, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Bills were presented for approval in the amount of \$25,413.33 for checks dated June 1, 2010 thru June 17, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$25,413.33 for checks dated June 1, 2010 thru June 17, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

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

**MANAGEMENT**

**Operating Budget FYE 06/30/11**

Commissioner Hauck, seconded by Commissioner Casella, made a motion to approve the Operating Budget FYE 06/30/11. Roll call vote: All ayes.



**State Budget FYE 06/30/11**

Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the State Budget FYE 06/30/11. Roll call vote: All ayes.

**Designation Plan**

Mrs. Wooster thanked the Board for their approval to accept Maria Cimino's proposal by telephone vote to complete our Designation Plan for the Housing Authority. This plan allows us to house tenants 62 years of age and older only.

**Roof Damage**

Mrs. Wooster advised the Board that when Clearwire installed the cell towers on the roof there was some damage to our new roof but they will pay for the damage. Due to the fact that the equipment was installed on the wall and they were unable to get to the back of the equipment, Clearwire needs to remove the equipment and reinstall it in a different position. Mrs. Wooster advised the Board that Clearwire had presented an engineering report for the new set up. Solicitor Shusted suggested that we contact an engineer for a second opinion.

**Computer Problems**

Mrs. Wooster advised that we have been having a lot of problems with the computers in the community room; mainly infected with viruses and it is becoming quite costly to have them serviced. Our computer technician has suggested that we install some type of security software, similar to parental control, and hopefully this will alleviate some of these problems. Mrs. Wooster advised that she will be discussing the options with our computer technicians in the near future.

**Community Room Air-Conditioner**

Mrs. Wooster advised the Board that the air conditioner in the community room is not working and that she is in the process of getting quotes to have it repaired. We have received a quote from Joe Pauline in the amount of \$8,950.00 and one from Petro in the amount of \$17,440.00. Solicitor Shusted suggested that we contact Hutchinson Heating & Air for a quote and Commissioner Nicholson suggested that we contact Temprite. Commissioner Watson suggested that maybe we should replace the outside units. A discussion followed. Commissioner Hauck, seconded by Commissioner Porter, made a motion that Mrs. Wooster be allowed to accept the best proposal for the job not to exceed \$15,000.00; anything over \$15,000.00 would require Board approval. Roll call vote: All ayes. Commissioner Creedon, seconded by Commissioner Casella, made a motion to approve using funds from our operating budget reserve, to be replaced when funding becomes available. Roll call vote: All ayes.

**CAPITAL FUND PROGRAM**

**Smoke Barrier Doors**

Mrs. Wooster advised that the smoke barrier doors are complete and that our Police Chief Randall Freiling and our Fire Chief John Busch were here to see the completed project.

**SECTION 8**

**New Inspector**

Mrs. Wooster advised the Board that our new inspector, Adam Norcross, has completed a few inspections and is working out very well.

**Bills**

Bills were presented for approval in the amount of \$3,874.34 for vendor payments dated May 19, 2010. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$3,874.34 for vendor checks dated May 19, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$10,306.00 for the Disabled Voucher Program for checks dated May 1, 2010. Commissioner Hauck, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$10,306.00 for the Disabled Voucher Program for checks dated May 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$24,794.00 for the HCV Program for checks dated May 1, 2010. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$24,794.00 for the HCV Program for checks dated May 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$4,828.33 for vendor payments dated June 1, 2010 thru June 15, 2010. Commissioner Creedon, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$4,828.33 for vendor checks dated June 1, 2010 thru June 15, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$10,306.00 for the Disabled Voucher Program for checks dated June 1, 2010. Commissioner Creedon, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$10,306.00 for the Disabled Voucher Program for checks dated June 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$24,997.00 for the HCV Program for checks dated June 1, 2010. Commissioner Watson, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$24,997.00 for the HCV Program for checks dated June 1, 2010. Roll call vote: All ayes.

**CLEMENTON HOUSING AUTHORITY  
REORGANIZATION MEETING  
June 16, 2010**

Salute to flag.

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

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

Mrs. Wooster opened the meeting and called for nominations for Chairperson of the Authority.

**CHAIRPERSON**

Commissioner Watson, seconded by Commissioner Porter, made a motion that John Nicholson be nominated for Chairperson of the Authority for the year 2010-2011, effective July 1, 2010.

Mrs. Wooster asked if there were any other nominations.

Being no further nominations, the Secretary was asked to cast a unanimous ballot for John Nicholson to serve as Chairperson of the Authority for the year 2010-2011, effective July 1, 2010. Roll call vote: All ayes, with the exception of Commissioner Nicholson who abstained.

The following nominations were made in due order.

**VICE-CHAIRPERSON**

Commissioner Porter, seconded by Commissioner Nicholson, made a motion that Jeff Watson be nominated for Vice-Chairperson of the Authority for the year 2010-2011, effective July 1, 2010.

Mrs. Wooster asked if there were any other nominations.

Commissioner Watson, seconded by Commissioner Creedon, made a motion the Patricia Porter be nominated for Vice-Chairperson of the Authority for the year 2010-2011, effective July 1, 2010.

Mrs. Wooster asked if there were any other nominations.

Being no further nominations, the Secretary was asked to take a voice vote for Vice-Chairperson of the Authority for the year 2010-2011, effective July 1, 2010. Due to majority vote, Jeff Watson was elected to serve as Vice-Chairperson of the Authority for the year 2010-2011, effective July 1, 2010.

**PROFESSIONAL SERVICES**

**Auditor**

Mrs. Wooster advised that the only proposal for Auditor was from Jennifer L. Anderson, LLC, Mazzucco and Company, who is our current Auditor, in the amount of \$7,200.00 per year for a two-year contract

**Reorganization Meeting**  
**June 16, 2010**  
**Page 2**

effective July 1, 2010. Commissioner Creedon, seconded by Commissioner Nicholson, made a motion to accept the proposals for Auditor from Jennifer L. Anderson, LLC, Mazzucco and Company in the amount of \$7,200.00 per year for a two-year contract. Roll call vote: All ayes.

**Fee Accountant**

Mrs. Wooster advised that the only proposal for Fee Accountant was from our current Fee Accountant, Joseph E. Kavanaugh, in the amount of \$9,900.00 for a one-year contract effective July 1, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to accept the proposal for Fee Accountant from Joseph E. Kavanaugh in the amount of \$9,900.00 for a one-year contract effective July 1, 2010. Roll call vote: All ayes.

**Solicitor**

Mrs. Wooster advised that we received a proposal for Solicitor from Thomas J. Shusted, Jr., our current Solicitor, in the amount of \$3,300.00 (\$275.00 per hour) per year for a two-year contract effective July 1, 2010. Commissioner Creedon, seconded by Commissioner Nicholson, made a motion to accept the proposal for Solicitor from Thomas J. Shusted, Jr. in the amount of \$3,300.00 (\$275.00 per hour) per year for a two-year contract effective July 1, 2010. Roll call vote: All ayes.

**Designation of Depository**

Mrs. Wooster advised that we currently use Sovereign Bank and TD Bank as our depositories. Commissioner Creedon, seconded by Commissioner Nicholson, made a motion to designate Sovereign Bank and TD Bank as our depositories for the year 2010-2011, effective July 1, 2010. Roll call vote: All ayes.

**Legal Advertisers**

Mrs. Wooster advised that we currently use the Courier Post and the Journal as our legal advertisers. Commissioner Creedon, seconded by Hauck, made a motion to designate the Courier Post and the Journal as our legal advertisers for the year 2010-2011, effective July 1, 2010. Roll call vote: All ayes.

**Selection of Meeting Date, Time, and Place**

Commissioner Hauck, seconded by Commissioner Nicholson, made a motion to keep the meeting date, time, and place as the third Wednesday of each month at 4:00PM in the Community Room of Wooster Towers. Roll call vote: All ayes.

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

Respectfully submitted,

  
Sheila K. Wooster  
Secretary

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
AUGUST 18, 2010**

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, Hauck, Nicholson, and Porter. Absent: Commissioners Creedon, Watson, and Solicitor Thomas J. Shusted, Jr. Also present at this meeting were Sheila K. Wooster, Executive Director and Barbara J. Murray, Secretary.

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 Hauck, made a motion to approve the minutes of the June 16, 2010 Reorganization Meeting as submitted. Roll call vote: All ayes.

Commissioner Casella, seconded by Commissioner Hauck, made a motion to approve the minutes of the June 16, 2010 Regular Meeting as submitted. Roll call vote: All ayes.

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

Commissioner Nicholson opened the meeting to the Public.

**PUBLIC**

Lorraine Rossiter, Apt. 606, was the only public in attendance. Ms. Rossiter asked the Board if there was any way that we could make the portion of the lobby hallway safer. Mrs. Wooster advised that she is getting quotes for eight (8) more cameras but there are no funds available at this time for this. Commissioner Hauck suggested that maybe we could install mirrors in the corners by the offices. Mrs. Wooster advised that we had tried this in the past but that the mirrors were too big. Mrs. Wooster said that she would look into the mirrors again to see if there was anything smaller.

There being no other issues, Commissioner Nicholson closed the public portion of the meeting.

**BILLS**

Bills were presented for approval in the amount of \$30,137.71 for checks dated July 1, 2010 thru July 22, 2010. Commissioner Casella, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$30,137.71 for checks dated July 1, 2010 thru July 22, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Bills were presented for approval in the amount of \$26,765.24 for checks dated August 1, 2010 thru August 19, 2010. Commissioner Hauck, seconded by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$26,765.24 for checks dated August 1, 2010 thru August 19, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

### **MANAGEMENT**

#### **State Budget FYE 06/30/09**

Mrs. Wooster explained that we were adopting the 2009 budget now because there had been a delay in the State approving it because our audit had been submitted late due to a HUD computer problem. Commissioner Hauck, seconded by Commissioner Nicholson, made a motion to adopt the State Budget FYE 06/30/09. Roll call vote: All ayes.

#### **Annual Plan/Capital Fund**

Mrs. Wooster asked for a motion to submit our Annual Plan and to approve the amended Capital Fund amount of \$77,417.00. Commissioner Nicholson, seconded by Commissioner Porter, made a motion to approve the submission of our Annual Plan and to approve the amended Capital Fund amount of \$77,417.00. Roll call vote: All ayes.

#### **MASS Report**

Mrs. Wooster gave each commissioner a copy of the MASS Report and reviewed the report with the Board. Mrs. Wooster asked for a resolution to approve and submit the MASS Application for Certification to HUD. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve and submit the MASS Application for Certification (Resolution HA10-05) to HUD. Roll call vote: All ayes.

#### **Designation**

Mrs. Wooster advised that our designation for Wooster Towers to be 62 years of age and older has been completed and submitted to HUD. Mrs. Wooster advised that HUD requires that we submit our request every two (2) years to be designated 62 years of age and older. Mrs. Wooster also advised that the HUD guidelines state that if we do not receive a response from them in 45 days, the renewal is automatic.

#### **Community Room/Office A/C**

Mrs. Wooster advised that she had requested proposals to repair the air-conditioning in the community room. We received three quotes from Joe Pauline (\$8,950.00), Petro (\$17,440.00), and L.E.D. (\$4,350.00). Mrs. Wooster accepted the quote from L.E.D. (as per the Board's motion at the June 16, 2010 meeting that Mrs. Wooster could accept the best proposal for the job, not to exceed \$15,000.00).

Mrs. Wooster advised that in the mean time our office air conditioning also stopped working and asked L.E.D. to quote that as well. That quote was for \$3,630.00. The air-conditioning in the community room has been repaired for \$4,350.00 and the funds are coming out of our Capital Fund Program. The air-conditioning in the offices will be paid out of our Operating Budget.

#### **Solar Panels**

Mrs. Wooster advised that an energy company will be coming in to do an energy audit and to give an estimate on installing solar panels on our roof.

**Fire Panel**

Mrs. Wooster advised the board that our current FCI panel that services the communal areas of the building is showing signs of "trouble" so it needs to be changed out before it completely fails. Mrs. Wooster explained that Siemens had quoted \$8,183.88 to change out the panel and leave it as a zone system, which means each floor is assigned a zone number, or we could make each detector a separate "address" which would send the exact location of the triggered smoke detector to the panel. Mrs. Wooster advised that the cost for the addressable system would be around \$30,000.00. Commissioner Hauck asked if there were any state guidelines and a discussion followed. Mrs. Wooster said she would check with the local fire officials and Siemens. The board agreed that the hallways etc. were small enough that unless the addressable system was required Mrs. Wooster could accept the quote for \$8,183.88. Motion was made by Commissioner Nicholson with the condition the addressable system was not a state requirement, seconded by Commissioner Casella. Roll call vote: All ayes.

**Mary Ranger (Apt. 503)**

Mrs. Wooster advised the Board that in May Mary Ranger, Apt. 503, reported a theft. Charges were filed by Mary's family; a court date was set for July but was rescheduled for August 17, 2010, so that Leon Favors could seek a public defender. Solicitor Shusted represented the Housing Authority at the court hearing and advised that Mr. Favors was fined and told that he is not allowed on the Housing Authority's property and if he is seen on the property, we are to immediately call the police.

**CAPITAL FUND PROGRAM**

**Air Conditioning In Hallways**

Paul De Massi, our engineer, gave Mrs. Wooster a quote of approximately \$125,000.00 to air condition the hallways. A discussion followed and at this point in time, the Board decided unanimously not to act on this due to the cost.

**SECTION 8**

**Pam Quinn**

Mrs. Wooster advised the Board that Pam Quinn had been notified by both phone (never answered and no machine) and mail as agreed upon but Ms. Quinn never called to make her appointment for her recertification. She was sent a final letter giving her ten days to respond. Ms. Quinn failed to respond within the ten (10) days, so she has lost her Section 8 assistance.

**Bills**

Bills were presented for approval in the amount of \$25,628.00 for the HCV Program for checks dated July 1, 2010. Commissioner Creedon, seconded by Commissioner Hauck, made a motion to approve the payment of bills with proper certification in the amount of \$25,628.00 for the HCV Program for checks dated July 1, 2010. Roll call vote: All ayes.

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
SEPTEMBER 15, 2010**

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, Creedon, Nicholson, Porter, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director and Barbara J. Murray, Secretary. Absent: Solicitor Thomas J. Shusted, Jr.

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

**MINUTES**

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the minutes of the August 18, 2010 regular meeting. Roll Call vote: Ayes: Commissioners Casella, Nicholson, and Porter. Abstain: Commissioners Creedon and Watson.

**BILLS**

Bills were presented for approval in the amount of \$29,254.01 for checks dated September 1, 2010 thru September 16, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$29,254.01 for checks dated September 1, 2010 thru September 16, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**E-Mail**

Mrs. Wooster advised the Board that from this point on everyone will be receiving the Board Minutes via e-mail.

**State Budget**

Commissioner Porter, seconded by Commissioner Nicholson, made a motion to adopt the State Budget FYE 06/30/10. Roll call vote: All ayes.

**Late Budget Resolution**

Mrs. Wooster explained that Ms. Hartnett from the State had originally requested that the Housing Authority submit a late budget resolution, even though the budget was late due to a HUD systems problem. Ms. Hartnett later told Mrs. Wooster that she could wait for her replacement to request it. As of the date of this meeting, Mrs. Wooster had not heard from the replacement.

**MASS Resolution**

Mrs. Wooster asked Commissioner Nicholson to sign the MASS Resolution that the Board approved at the August 18, 2010 meeting.



**Office Air-Conditioning**

Mrs. Wooster advised that L.E.D. has given a change order amount of \$1,870.00 to complete the office air-conditioner/heat project, bringing the total for the entire project to \$5,500.00. Mrs. Wooster advised that until the additional work is completed the offices will not have heat.

**Resolutions to Write-Off Rents for Deceased Tenants**

Mrs. Wooster advised the Board that since June we have had four tenants pass away and asked for a motion for a Resolution to write-off the rents that are outstanding for the following tenants: Valentyna Marks (Apt. 308), Angelo Lattiere (Apt. 702), and Bill Chadwell (Apt. 701). Commissioner Creedon, seconded by Commissioner Nicholson made a motion to approve Resolution HA10-06, HA10-07, and HA10-08 to write-off the outstanding rents for Valentyna Marks (Apt. 308), Angelo Lattiere (Apt. 702), and Bill Chadwell (Apt. 701). Roll call vote: All ayes.

**Security Deposits**

Mrs. Wooster advised that our accountant has suggested that we should consider requiring a security deposit as part of our policy to reside here at Wooster Towers. Mrs. Wooster also advised that she would call some of the other Housing Authorities to ask how they handled their security deposits. A discussion followed. Commissioner Porter, seconded by Commissioner Nicholson, made a motion to amend our Admissions and Occupancy Policy to now include requiring a security deposit for rent only and Mrs. Wooster was to start the process to amend immediately. Roll call vote: All ayes.

**Walt Keebler – Maintenance**

Mrs. Wooster advised the Board that Walt, our Maintenance Supervisor, took a bad fall at home and did damage to his eye and the side of his face that requires surgery and will be out of work at least two weeks. The Board discussed sending a fruit basket in the amount of \$50.00 to Walt after his surgery. Commissioner Creedon advised that she would place the order and Commissioner Nicholson offered to deliver the fruit basket to Walt.

**CAPITAL FUND PROGRAM**

Mrs. Wooster had nothing to report at this time.

**SECTION 8**

**Bills**

Bills were presented for approval in the amount of \$24,902.00 for the HCV Program for checks dated September 1, 2010 thru September 16, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$24,902.00 for the HCV Program for checks dated September 1, 2010 thru September 30, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$9,932.00 for the Disabled Voucher Program for checks dated September 1, 2010 thru September 30, 2010. Commissioner Creedon, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the

**Regular Meeting  
September 15, 2010  
Page 3**

amount of \$9,932.00 for the Disabled Voucher Program for checks dated September 1, 2010 thru September 30, 2010. Roll call vote: All ayes.

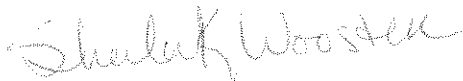
Bills were presented for approval in the amount of \$4,031.32 for Vendor checks dated September 15, 2010. Commissioner Creedon, seconded by Commissioner Casella, made a motion to approve the payment of bills for Vendor checks in the amount of \$4,031.32 for checks dated September 15, 2010. Roll call vote: All ayes.

**PUBLIC**

There was no public in attendance.

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

Respectfully submitted,



Sheila K. Wooster  
Secretary

**CLEMENTON HOUSING AUTHORITY  
REVISION TO ANNUAL PLAN PUBLIC MEETING  
NOVEMBER 17, 2010**

Mrs. Wooster opened the meeting at 3:45PM.

There was no public in attendance.

Mrs. Wooster closed the meeting at 4:00PM.

Respectfully submitted,

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

Sheila K. Wooster  
Secretary

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
NOVEMBER 17, 2010**

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, Creedon, Nicholson, and Porter. Also present at this meeting were: Thomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary.

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

**MINUTES**

Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the minutes of the September 15, 2010 regular meeting. Roll call vote: All ayes.

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

**BILLS**

Bills were presented for approval in the amount of \$36,027.39 for checks dated October 1, 2010 through October 31, 2010. Commissioner Casella, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$36,027.39 for checks dated October 1, 2010 through October 31, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$19,033.59 for checks dated November 1, 2010 through November 18, 2010. Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$19,033.59 for checks dated November 1, 2010 through November 18, 2010. Roll call vote: All ayes.

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

**MANAGEMENT**

**Commissioners**

Mrs. Wooster advised that one of our tenants has expressed an interest in being a Commissioner for the Housing Authority. Mrs. Wooster stated that, as is our policy, she will be posting a notice on the bulletin board advising all tenants of the opening for a Commissioner.

**Security Deposit**

Mrs. Wooster advised that as the Board requested, we are going to start collecting security deposits for the apartments here at Wooster Towers. Mrs. Wooster added that she has checked with other housing authorities on how they handle this and she feels it would be best to have the security deposit stay at the initial lease amount and not adjust with recertifications. Current tenants will be "grandfathered" and will not have to pay a security deposit. Mrs. Wooster is also checking with Sovereign Bank to set up an account specifically for security deposits. Mrs. Wooster noted that she hopes to be able to start

collecting security deposits starting January 1, 2011. Mrs. Wooster explained that she and Maria Cimino will be notifying HUD of the change in the Admissions and Occupancy Policy.

**Revision of Five-Year Annual Plan**

Mrs. Wooster explained that she and Maria Cimino had completed the revisions to the 2010 CFP and Five-Year Plan. The revisions to the 2010 CFP were to push the beginning of the replacement of branch piping to a future year and delete the installation of an exhaust fan in the laundry room because after a discussion with maintenance it was determined not necessary. The revision added the upgrade of security cameras and an upgrade of the fire panel. The fire panel upgrade has already been done and the security camera upgrade has become a necessity.

The revision to the five-year plan showed the adjustment to the start date of the branch piping work and the subsequent dollar amount adjustments needed throughout the five-year plan. A discussion followed. Commissioner Creedon, seconded by Commissioner Nicholson, made a motion to approve a resolution to approve the revisions to the 2010 CFP. Roll call vote: All ayes.

**Office Air-Conditioner/Heating System**

Mrs. Wooster advised that the air-conditioning/heating system in the offices is still not working properly and that we are waiting for L.E.D. to come back and finish the project. Mrs. Wooster advised that the payment of the office air-conditioning/heating system will come out of our operating budget.

**Roof Repair**

Mrs. Wooster advised that Clearwire has not responded to our request regarding the repair of the roof where they did damage. The Board authorized our Solicitor to send a letter to Clearwire that Winchester Roofing will be doing the repair because the roof is under warranty.

**Bank Accounts**

At the advice of our accountant, Mrs. Wooster is looking into investing some of our funds into short term CD's.

**Boro Fire Inspection**

Mrs. Wooster reported that the boro fire inspection went well; there were a few minor issues and Walt completed most of the repairs within 12 hours. Our fire chief advised us that we are required to have an impact post in front of our gas meter. Mrs. Wooster is looking into getting prices for this.

**Maintenance**

Mrs. Wooster advised the Board that Walt Keebler, our maintenance supervisor, is having a second surgery on his eye to hopefully repair a vision problem.

**Christmas Party**

Mrs. Wooster asked the Board if they would sponsor the Tenants' Christmas Party again this year. A discussion followed and the Board unanimously agreed to sponsor the Tenants' Christmas Party. Mrs.

**December 15<sup>th</sup> Meeting**

Mrs. Wooster advised the Board that our next Board meeting is scheduled for December 15, 2010 and is hopeful that everyone will be in attendance as there are two (2) appeal hearings scheduled prior to the meeting.

**Commissioner Class**

Commissioner Casella attended two Commissioner classes and asked Mrs. Wooster the following:

- 1) Does the Clementon Housing Authority pay a PILOT? Her answer is yes and the reason he did not see it in the budget is (per our accountant) the amount is offset by our trash collection payment.
- 2) Is there a cooperative agreement with the Boro? The answer is yes.
- 3) Is our banking under the GUPA Program? The answer is yes.
- 4) Is there a conflict with a commissioner voting on a bill for a company where the commissioner's wife works? A discussion followed and the opinion of Solicitor Shusted is that it is not a conflict because the commissioner's wife's position does not deal with the proposal/bidding or pricing process, her job is to schedule appointments.

**SECTION 8**

**Bills**

Bills were presented for approval in the amount \$19,892.00 for the Disabled Voucher Program for checks dated October 1, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$19,892.00 for the Disable Voucher Program for checks dated October 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$24,541.00 for the HCV Program for checks dated October 1, 2010. Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$24,541.00 for the HCV Program for checks dated October 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$4,130.52 for Vendor Checks dated October 20, 2010. Commissioner Creedon, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$4,130.52 for Vendor checks dated October 20, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$24,628.00 for the HCV Program for checks dated November 1, 2010. Commissioner Casella, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$24,628.00 for the HCV Program for checks dated November 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$9,954.00 for the Disabled Voucher Program for checks dated November 1, 2010. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$9,954.99 for the Disabled Voucher Program for checks dated November 1, 2010. Roll call vote: All ayes.

**Regular Meeting**  
**November 17, 2010**  
**Page 4**

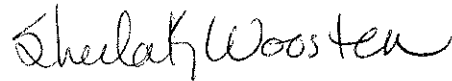
Bills were presented for approval in the amount of \$4,651.76 for Vendor checks dated November 17, 2010. Commissioner Creedon, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$4,651.76 for Vendor checks dated November 17, 2010. Roll call vote: All ayes.

**PUBLIC**

There was no public in attendance.

Commissioner Porter, seconded by Commissioner Creedon, 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

**CLEMENTON HOUSING AUTHORITY  
REGULAR MEETING  
DECEMBER 15, 2010**

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

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

**MINUTES**

Commissioner Creedon, seconded by Commissioner Porter, made a motion to approve the minutes of the November 17, 2010 regular meeting. Roll call vote: All ayes.

**BILLS**

Bills were presented for approval in the amount of \$214.54 for checks dated November 19, 2010 through November 30, 2010. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$214.54 for checks dated November 19, 2010 through November 30, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$42,492.91 for checks dated December 1, 2010 through December 31, 2010. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$42,492.91 for checks dated December 1, 2010 through December 31, 2010. Roll call vote: All ayes.

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

**MANAGEMENT**

**Resolutions to Write-Off Rents for Deceased Tenants**

Mrs. Wooster advised the Board that we have had three tenants pass away in the last few months and all have unpaid rent. Mrs. Wooster asked for a motion for a Resolution to write-off the rents that are outstanding for the following tenants: Diane Acampa (Apt. 507), Thelma Lester (Apt. 501), and Charles Reitz (Apt. 404). Commissioner Nicholson, seconded by Commissioner Casella, made a motion to approve Resolution HA10-09, HA10-10, and HA10-11 to write-off the outstanding rents for Diane Acampa (Apt. 507), Thelma Lester (Apt. 501), and Charles Reitz (Apt. 404). Roll call vote: All ayes.

**Security Deposits**

Mrs. Wooster advised the Board that the revised Annual Plan including the new security deposit procedure has been mailed to HUD in Newark and that they have 75 days to respond. Mrs. Wooster also stated that if the tenant could not afford the full amount (one month's rent), that they would be required to pay one half of the amount upon admission and the balance to be paid in the next two months.



**Regular Meeting**  
**December 15, 2010**  
**Page 2**

Mrs. Wooster also advised that she has sent an e-mail to Sovereign Bank asking for information on how to set up an account for the security deposits and as of this date has not heard back from them.

**Maintenance**

Mrs. Wooster advised that Walt, our maintenance supervisor, is back and is doing well after his eye surgery.

**Commissioner Notice**

Mrs. Wooster advised that no one has responded to the notice that was posted asking if anyone was interested in being on our board of Commissioners.

**Christmas Tree Trimming/Christmas Party**

Mrs. Wooster advised that the Christmas Tree Trimming was held on Friday, December 10, 2010 and that the Christmas Party is scheduled for Monday, December 20, 2010.

**Office Vacations**

Mrs. Wooster advised that the office will be closed from December 24, 2010 through and including January 2, 2011 due to vacations.

**Roof Repair**

Mrs. Wooster reminded the Board that the roof had been damaged by Clearwire when they installed the antenna. GAF (the roof manufacturer) approved a contractor to repair the roof other than Winchester Roofing (the roof installer) but it would not void the warranty. Clearwire claimed that Winchester's price was unreasonable.

Commissioner Casella asked if we have HUD approval for the antennas. Mrs. Wooster was unaware if approval was needed and would not know who to talk to. Mrs. Wooster advised that prior tenants did not have approval and that the income from rent is in the budget that is approved by HUD.

**SECTION 8**

**Bills**

Bills were presented for approval in the amount of \$24,408.00 for the HCV Program for checks dated December 1, 2010. Commissioner Casella, second by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$24,408.00 for the HCV Program for checks dated December 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$9,951.00 for the Disabled Voucher Program for checks dated December 1, 2010. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$9,951.00 for the Disabled Voucher Program for checks dated December 1, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$3,847.63 for Vendor checks dated December 15, 2010. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the

**Regular Meeting**  
**December 15, 2010**  
**Page 3**

payment of bills with proper certification in the amount of \$3,847.63 for Vendor checks dated December 15, 2010. Roll call vote: All ayes.

Mrs. Wooster reminded the Board that there is a hearing scheduled for January 19, 2011 at 3:45PM for one of our Section 8 tenants.

**PUBLIC**

There was no public in attendance.

Commissioner Porter, seconded by Commissioner Watson, 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