

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, March 20, 2013 at 4:00PM in the Community Room at Wooster Towers. This meeting has been properly advertised and posted pursuant to N.J.S.A. 10:4-6, the Open Public Meetings Act.

Sheila K. Wooster
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

March 20, 2013

APPROVE MINUTES

APPROVE BILLS

MANAGEMENT

Approve Solicitor Proposals

Approve Annual Plan

Approve Landscaping Proposals

CAPITAL FUND PROGRAM (MODERNIZATION)

PUBLIC

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
MARCH 20, 2013**

Salute to flag.

Chairperson Nicholson called the March 20, 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., 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, Nicholson, Porter, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director and Barbara J. Murray, Secretary.

MINUTES

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve the minutes of the February 20, 2013 Board of Commissioners Meeting as submitted. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt, and Watson. Abstain: Commissioner Porter. The motion carried.

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the minutes of the February 20, 2012 Executive Session minutes as submitted. Roll call vote: Ayes: Commissioners Casella, Nicholson, Schmidt, and Watson; with Commissioner Schmidt stating that he would like the wording changed from made a motion to at 4:30PM to adjourn from the Board of Commissioners Meeting to go into Executive Session to "made a motion at 4:30PM to go into Executive Session".

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 March 1, 2013 to March 21, 2013 with proper certification. Roll call vote: All ayes, with Commissioner Schmidt approving the bills for Public Housing in the amount of \$24,480.31, Section 8 HCV in the amount of \$18,472.00, Section 8 Disabled Voucher Program in the amount of \$5,624.00, and Section 8 Vendor payments in the amount of \$3,268.44. The motion carried.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Annual Plan

The members of the Board attended the public hearing held 15 minutes prior to the regular Board meeting. The only public in attendance was there to attend the regular meeting and had no comments in regard to the plan. Mrs. Wooster presented a copy of the plan to all members and discussed the changes and future modernization plans. There were no questions or comments.

Mrs. Wooster asked for a motion to approve the Annual Plan. Commissioner Schmidt, seconded by Commissioner Porter, made a motion to approve the Annual Plan. Roll call vote: All ayes. Chairperson Nicholson signed the required certification that would be sent to HUD.

Solicitor

Mrs. Wooster advised the Board that our solicitor, Thomas J. Shusted, Jr., resigned as Solicitor for the Housing Authority effective February 21, 2013 after 17 years of service as he has been appointed a Superior Court Judge. Mrs. Wooster advised that she received two responses to the RFP for Solicitor; one from Beckman, Roth, Perez and Ogozalek located in Gibbsboro, NJ (scored 79). Mrs. Wooster advised that Mr. Ogozalek was the designated attorney from that firm and that he has had a lot of experience as both an attorney for organizations and as a Mayor which gives him both sides of the table knowledge, he is local and his price is very reasonable. The other proposal was from DeCotiis, Fitzpatrick & Cole located in Teaneck, NJ (scored 60). DeCotiis, Fitzpatrick & Cole was a large firm with one associate currently the Solicitor for Gloucester Township Housing Authority, however, they did not designate her to our Authority. The dialogue in the proposal came across as a large firm that would possibly use different associates to respond to different types of questions etc. which was not what we were looking for. Mrs. Wooster also advised the Board that their fee was more than three times Mr. Ogozalek's. There would also be traveling costs for any time the firm was needed outside of meeting day and because they would be coming from Teaneck it could really add up. Mrs. Wooster advised that she had become aware of interaction with Commissioner Schmidt and Mr. Ogozalek in his capacity of Solicitor of West Deptford. Commissioner Schmidt advised that he had spoken with Anthony Ogozalek, Jr. a few times but that he had never used him as a personal attorney or consulted with him on anything.

Commissioner Porter asked if Mr. Ogozalek, Jr. had experience with HUD; Mrs. Wooster advised that he has some HUD exposure in his various positions but not experience.

A discussion followed.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion to accept the proposal from Beckman, Roth, Perez, and Ogozalek. Roll call vote: All ayes.

Commissioner Watson suggested that Mrs. Wooster send a letter to Mr. Shusted thanking him for his many years of dedicated service to the Housing Authority.

Landscaping Proposals

Mrs. Wooster advised that she received two proposals for landscaping service; one from Thorobred Landscaping and the other from our current landscaping company, Quality Landscaping. A discussion followed.

Commissioner Casella, seconded by Commissioner Porter, made a motion to accept the proposal from Quality Landscaping for the 2013 spring & summer seasons. Roll call vote: All ayes.

Audit

Mrs. Wooster advised that the auditors from Hymanson, Parnes, & Giampaolo had completed the site portion of the audit and there were no findings. Mrs. Wooster advised that our Auditor informed her that HUD is suggesting that our computer security systems should be updated and a main server should

be located in a more secure environment. Mrs. Wooster advised that we need to address this issue and review our current computer system; we will have to go out for proposals.

Section 8

Mrs. Wooster advised the Board that the Section 8 person from Vineland, Jane Whilden, is doing well in the Section 8 position here.

Telephone System for Office

Mrs. Wooster advised that she is looking into a new telephone system for the office. Commissioner Watson suggested that she check with Comcast Business Class; Commissioner Schmidt suggested looking into Verizon also. A discussion followed.

Budget Approval

Mrs. Wooster advised the Board that we will be approving our budget for FYE 06/30/14 at the April meeting and that she will be sending everyone a copy of the budget as soon as she receives it from our accountant.

RFP for Architect & Engineer

Mrs. Wooster advised that she has received the written approval from HUD for the apartment conversion and that she will be sending out RFP's for an Architect & Engineer for the apartment conversion, replacement of all plumbing to 15 kitchens, and replace all closet doors in 70 apartments.

Web Site

Mrs. Wooster advised that she sent a certified letter to Sarah Cornell regarding the completion of our web site but has not received a response yet. Commissioner Watson suggested that we have the new attorney follow up on this matter.

Mrs. Wooster advised that she has one quote from Bill Snyder; Commissioner Nicholson will forward contact information to Mrs. Wooster for Phil Rowan a website designer the Borough had used but he is not sure if he would maintain the web site after it is up and running.

PUBLIC

Lia Cater from Silver Lake Drive in Clementon introduced herself to the Board; said she was new to the area and would like to become involved in the community. Chairperson Nicholson had suggested that she might like to come to a Housing Authority meeting. Ms. Carter said that she noticed that our meeting operated very efficiently. The Board thanked her for her interest and comments.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to go into Executive Session at 5:05PM and to be no more than fifteen minutes to discuss:

- 1) Personnel issues pertinent to the Personnel Policy
- 2) By-Laws

Roll call vote: All ayes

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to go back into regular session at 5:20PM. Roll call vote: All ayes.

EXECUTIVE SESSION DISCUSSION

The Board authorized compensation of 57 ¼ hours of unused sick and vacation time to Brenda Piot upon her departure from the Clementon Housing Authority.

The Board authorized Mrs. Wooster to handle discussing the Personnel Policy and By-Laws with the new attorney, Anthony Ogozalek, Jr.

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

Respectfully submitted,



Sheila K. Wooster
Secretary