

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, March 21, 2012 at 4:00PM in the Community Room at Wooster Towers.

Sheila K. Wooster
Secretary

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

March 21, 2012

MINUTES

BILLS

MANAGEMENT

Approve:

Energy Savings Company

Website Design/Maintenance

Budget

EXECUTIVE SESSION

Review/Revise Current Personnel Policy

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MARCH 21, 2012**

Salute to flag.

Chairperson Nicholson called the March 21, 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 Thomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary.

MINUTES

Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the minutes of the February 15, 2012 Board of Commissioners Meeting as submitted. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the minutes of the February 15, 2012 Executive Session as submitted. Roll call vote: All ayes.

BILLS

Bills were presented for approval in the amount of \$27,550.29 for Vendor checks dated March 1, 2012 thru March 22, 2012. Commissioner Casella, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the amount of \$27,550.29 for Vendor checks dated March 1, 2012 thru March 22, 2012. Roll call vote: All ayes.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Energy Savings Companies

Mrs. Wooster advised the Board that she has received quotes from three energy companies – Direct Energy, Hudson Energy, and New Jersey Energy. Mrs. Wooster advised that Hudson Energy is the lowest amount for a one year contract but the two and three year contracts are slightly higher. Mrs. Wooster also advised that the rates change every 15 minutes and that New Jersey Energy said they could possibly lower their figures to match the lowest competitor. Commissioner Nicholson advised Mrs. Wooster of another company, Regional Resource Energy. Commissioner Porter, seconded by Commissioner Casella, made a motion to allow Mrs. Wooster to call the energy saving companies again to get that day's rate and to make a decision to go with the company that has the best options. Roll call vote: Ayes – Commissioners Casella, Nicholson, Porter, and Watson. Nay – Commissioner Schmidt.

CHA Web-Site

Mrs. Wooster advised the Board that she received three quotes from web-site design companies.

1. Bigfoot - \$1,598.00 for design, \$40.00 per month for services
2. Execu-Tech - \$2,000.00 for design, \$200.00 per month for services
3. Sara Cornell - \$749.00 (one-year hosting w/wix.com \$149.00, \$600.00 for design), \$20.00 to \$30.00 per month for services

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Commissioner Schmidt, seconded by Commissioner Watson, made a motion to accept the contract with Sarah Cornell to host and design the web-site for the Clementon Housing Authority in the amount of \$749.00. Roll call vote: All ayes.

Permit Fees

Mrs. Wooster advised the Board that although we have to apply for permits, we do not have to pay permit fees to the Borough.

Operating/State Budget

Mrs. Wooster presented the Operating/State Budget effective 07/01/2012 for approval. Commissioner Schmidt questioned the employees' salaries and stated that he could not justify giving a 4% raise in light of the current economy; he believes that it should be capped at 2%. A discussion followed.

Commissioner Porter, seconded by Commissioner Casella, made a motion to table the approval of the budget and hold a special meeting on Wednesday, March 28, 2012 to vote on it at that time. This would give everyone a chance to review it. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Porter, made a motion to amend the Budget to change the part-time clerk typist from 29 hours to 25 hours with no increase. Roll call vote: Ayes – Commissioners Casella, Porter, Schmidt, and Watson. Nay – Commissioner Nicholson.

Commissioner Schmidt made a motion to adopt a resolution for each employee to regulate their salary. The motion did not carry as no one seconded.

Tenant Accident

Mrs. Wooster advised the Board that one of our tenants walked between two bushes on our property, tripped over a root, and injured her arm. The tenant has advised us that she does not expect anything from the authority; but wanted to let us know that it happened so that we could remove the root to prevent someone else from getting hurt. Mrs. Wooster did contact our insurance company to report the incident and to see if we would be liable. Commissioner Schmidt felt that we should not be held liable since the tenant cut through the bushes instead of using the sidewalk. Commissioner Schmidt suggested that Mrs. Wooster take a picture of the root that the tenant tripped over; but Mrs. Wooster advised that she already had the root removed. Commissioner Schmidt then suggested that she take a picture of the bushes; Mrs. Wooster advised that she would.

Section 8 Client

Mrs. Wooster advised the Board that we have a Section 8 client whose disability prevents him from following the guidelines of our Section 8 program. A few examples of this are not bringing in his paperwork or providing us with the proper documents for his recertification, missed appointments, the inspector not being able to inspect his apartment due to the foul odor, and not reporting proper income information. Mrs. Wooster advised the Board that this client is able to work but he does not always tell us when he starts working and for this reason said client is on a repayment plan, and he does make his monthly payments.

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Due to his continuing failure to comply with our guidelines, this client was advised we were ending his assistance. He was advised of the procedure to request a hearing and that he has ten days to do so. Said client came into the office the day before the request was due with nothing in writing requesting a hearing and was told by Ms. Piot that he needed to bring a letter to the office by the ten day deadline which was the end of the following day; he did not bring in the request until eight days later. Ms. Piot told him that it was too late to request a hearing. Mrs. Wooster was then contacted by a County Social Service and after a discussion advised she would bring the request up to the Board. Said client called the office today to see what time he had to come in for his hearing and was told by Ms. Piot that he did not have hearing scheduled and that the Board would decide if he should be granted a hearing on March 21, 2012. A discussion followed. Commissioner Schmidt, seconded by Commissioner Casella, to allow a hearing for this Section 8 client at a date chosen by the Commissioners as long as we have a quorum. Roll call vote: All ayes. Mrs. Wooster advised the Board that it is not the Board that conducts the hearing but the Hearing Panel. Commissioner Schmidt, seconded by Commissioner Casella, made a motion to strike the word quorum and use the words hearing panel. Roll call vote: All ayes.

Mrs. Wooster asked for volunteers to be on the hearing panel and did explain to Commissioner Schmidt that he has not yet been approved to sit on a hearing panel as the Tenant's Association meeting was canceled. The hearing panel will consist of Joseph Casella, Patricia Porter, and Jeff Watson.

Proposed By-Laws Amendment

Commissioner Porter presented to the Board a proposed resolution to amend the Housing Authority's by-laws to read that all members of the Commission must be local residents but that any non-local resident who is presently on the Board may complete their term. Commissioner Schmidt said that he did not think that it was legal to have only local members on the Board. A discussion followed. Commissioner Schmidt requested that Councilman Thomas Williams, the liaison for Council, pose the question to the Borough solicitor, George Botcheous, whether or not it is legal for the Housing Authority Board to appoint only local members to the Board.

Personnel Policy

Mrs. Wooster advised that Michael Walters had made an OPRA request for and posted our Personnel Policy on his website and is questioning an amendment that was made back in 1998 regarding health insurance for retired employees with 25 years or more of service. Mrs. Wooster advised that this was done for Millie Reif who worked for the Housing Authority before the building was built and that she passed away two years after her retirement. The other employee was our Section 8 Coordinator who unfortunately passed away before she retired. Since that time, no one has had benefits through the Authority as the employees either have them through their spouse or a retirement plan.

Solicitor Shusted asked Commissioner Schmidt if Michael Walters is the same Michael Walters that he shared a web-site with. Commissioner Schmidt advised that he did not share a website with Michael Walters, that they are just friends. Solicitor Shusted expressed his concern over the fact that our personnel policy was posted on Michael Walters website so soon after the Board went into executive session to discuss the personnel policy. Commissioner Schmidt asked Solicitor Shusted if he was accusing him of sharing what was discussed in executive session with Michael Walters. Solicitor Shusted

said that he was not accusing Commissioner Schmidt of anything and asked how Michael Walters got our personnel policy. Commissioner Schmidt replied that he did not know and that they are friends and what he does on his own time is his own business. A discussion followed.

Resignation of Commissioner Kuns

Mrs. Wooster advised the Board that she has received a letter of resignation from Commissioner Kuns. Mrs. Wooster thanked Commissioner Kuns for his knowledge and time served on the Board. Commissioner Schmidt, seconded by Commissioner Nicholson, made a motion to accept with regret the resignation of Commissioner Kuns. Roll call vote: All ayes.

CAPITAL FUND PROGRAM

Amend 2012 Capital Fund

Mrs. Wooster advised the Board that she would like approval to submit the 2012 Capital Fund which includes the replacement of closet doors in the apartments along with replacing limited branch piping. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve Resolution HA12-03 approving the submission of the 2012 Capital Fund amendment and the supporting annual statement. Roll call vote: All ayes.

NEW BUSINESS

Commissioner Schmidt advised the Board that he will be recording our meetings and possibly putting them on the internet. Commissioner Schmidt also presented a sample agenda to the Board and thought it might be good for all the commissioners to follow during the meetings. Commissioner Schmidt stated that he did not expect Ms. Murray to prepare this form; he will prepare and hand out the form at the meetings. A discussion followed and although the general feeling of the Board is that a revised agenda is not necessary, parts of the sample had merit.

Commissioner Schmidt asked once again if there could be a personnel committee set up to finish reviewing the policy and present it to the Board to be approved. Commissioners Porter and Watson volunteered to be on the committee. This committee will meet on Wednesday, March 28, 2012 after the special meeting at 4:00PM.

SECTION 8

Bills

Bills were presented for approval in the amount of \$20,497.00 for the HCV Program for checks dated February 1, 2012 thru February 29, 2012. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$20,497.00 for the HCV Program for checks dated February 1, 2012 thru February 29, 2012. Roll call vote: All ayes.

Mrs. Wooster advised that there seems to be a typo on the Section 8 bills, the dates should be March 1, 2012 thru March 31, 2012; and that she will look into the matter and have the corrections made.

Bills were presented for approval in the amount of \$8,815.00 for the Disabled Voucher Program for checks dated March 1, 2012 thru March 31, 2012. Commissioner Watson, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$8,815.00 for the Disabled Voucher Program for checks dated March 1, 2012 thru March 31, 2012. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$6,224.74 for Vendor checks dated March 1, 2012 thru March 31, 2012. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$6,224.74 for Vendor checks dated March 1, 2012 thru March 31, 2012. Roll call vote: All ayes.

PUBLIC

Former Mayor Mark Armbruster stated that in listening to the Board's discussion about the salary increases, he feels that we could give money based on the fact that no one is taking health benefits; and that he is not a person who believes in taking anything away.

Commissioner Nicholson returned to the topic of Commissioner Schmidt's sample agenda. A discussion followed re: presentation guidelines of sample document.

Lorraine Rossiter, Apt. 606, asked if there was anything that could be done about the tenant who lives in Apt. 804. Ms. Rossiter said that his behavior is unacceptable; he becomes agitated and uses foul language towards other tenants is one example. Solicitor Shusted advised that he has sent this tenant the preliminary letter to be evicted and that it is a three step process. Mrs. Wooster advised the Board that since this tenant has received the letter from Solicitor Shusted she has not gotten any complaints.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to have Mrs. Wooster and Solicitor Shusted decide the next step to be taken when and if a situation arises. Roll call vote: All ayes.

Councilman Thomas Williams thanked Commissioner Kuns for his time spent on the Board and also the various other Boards he has been a part of.

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

Respectfully submitted,



Sheila K. Wooster
Secretary