

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, May 15, 2013 at 4:00PM in the Community Room at Wooster Towers located at 22 Gibbsboro Road Clementon, New Jersey. 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

May 15, 2013

APPROVE MINUTES

APPROVE BILLS

MANAGEMENT

Review Audit and Sign Affidavit

Approve Web-Site Designer

Presentation of Audit by Auditor – Anthony Giampaolo

CAPITAL FUND PROGRAM (MODERNIZATION)

PUBLIC

EXECUTIVE SESSION

Discuss Personnel Policy

HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON
BOARD OF COMMISSIONERS MEETING
MAY 15, 2013

Salute to flag.

Chairperson Nicholson called the May 15, 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 Cater, Nicholson, Porter, and Schmidt. Also present at this meeting were Sheila K. Wooster, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary. Absent: Commissioners Casella and Watson.

MINUTES

Commissioner Schmidt asked that the following amendment be made to the minutes of the April 24, 2013 Board of Commissioners Meeting:

1) Strike the cell phone number of Solicitor Ogozalek, Jr. from the minutes

Commissioner Porter, seconded by Commissioner Schmidt, made a motion to approve the minutes of the April, 24, 2013 Board of Commissioners Meeting with the aforesaid correction. A discussion followed regarding the correction of minutes and Solicitor Ogozalek, Jr. advised the Board that the minutes should not be approved until the corrections are made and the minutes are resubmitted; therefore the minutes were tabled until the June 19, 2013 Board of Commissioner Meeting to allow for the corrections to be made.

BILLS

Commissioner Porter, seconded by Commissioner Cater, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated May 1, 2013 through May 31, 2013 with proper certification.

Commissioner Schmidt asked what the payment to Delaware County Housing Authority was for; Mrs. Wooster advised that this is payment for one of our Section 8 tenants who ported out to another housing authority and that we are responsible to make payments to that housing authority until the tenant is absorbed by said housing authority.

Commissioner Nicholson asked what the payment to the Housing Authority of the City of Vineland was for; Mrs. Wooster advised that it is to administer Section 8 Housing Choice Vouchers for the Housing Authority of the Borough of Clementon, which is done by Jane Whilden who is an employee of the Housing Authority of the City of Vineland.

Commissioner Schmidt asked Mrs. Wooster if she had received any proposals for the painting of the vacant apartments and Mrs. Wooster said that she did not and that the due date for the proposals was June 22, 2013. Commissioner Schmidt felt that payment should be withheld until the proposals are received and reviewed. A discussion followed.

Roll call vote: All ayes, with Commissioner Schmidt abstaining from the approval of payment #10416 and #10423. Payment #10416 and #10423 were not approved; therefore they will be presented at the June meeting for approval.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

New Commissioner

Mrs. Wooster welcomed Lia Cater to the Board. Ms. Cater was sworn in prior to the Board of Commissioners meeting, with her term expiring June 30, 2013.

Because Ms. Cater has rental properties in Elwood, New Jersey, Solicitor Ogozalek asked Ms. Cater the following:

- 1) Does she rent to anyone with a Clementon Housing Authority Section 8 voucher; Ms. Cater replied that she did not
- 2) Would she agree to not rent to anyone with a Clementon Housing Authority Section 8 voucher; Ms. Cater replied that yes she would agree to not rent to anyone with a Clementon Housing Authority Section 8 voucher
- 3) Would she agree to abstain from any issues that would unfairly enrich her directly or indirectly; Ms. Cater agreed

Solicitor Ogozalek advised that he would prepare a disclosure regarding Ms. Cater's rental properties for her to sign.

Audit

Mrs. Wooster sent each Commissioner a copy of the completed Audit for FYE 06/30/12 for their review with the meeting packet that was mailed to them. Mrs. Wooster asked the Commissioners to sign the Group Affidavit.

COMPUTER RECOMMENDATIONS

Mrs. Wooster advised that she is having a meeting within the next couple of weeks with our current IT company and our Accountant to discuss possible upgrades in security to our computer system that were recommended as a courtesy by our Auditor based on the current leanings of HUD.

REAC INSPECTION

Mrs. Wooster advised that we are scheduled for a REAC inspection. This includes inspections of random apartments, common areas, and the grounds.

Reorganization Meeting/Proposals

Mrs. Wooster reminded everyone that next month is our reorganization meeting and she will also be going out for proposals for Fee Accountant and Auditor. Mrs. Wooster also advised that she would be putting the notice in the Courier Post for our Reorganization Meeting.

Website

Mrs. Wooster advised the Board that Solicitor Ogozalek was successful in getting the incomplete web page down that was created by Sarah Cornell.

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Mrs. Wooster also advised that she has received proposals for a web page design from the following:

- 1) Bill Snyder for \$2,000.00 with a \$200.00 monthly maintenance fee
- 2) Excytrix (BigFoot Web Labs) for \$1,497.00 with a \$40.00 monthly maintenance fee, which could change minimally based on our final needs, plus a minimum \$14.95 per year URL
- 3) Phil Rowan for \$3,000.00

Commissioner Porter, seconded by Commissioner Cater, made a motion to accept the proposal from Excytrix for \$1,497.00 with a \$40.00 monthly maintenance fee, which could minimally adjust, plus a minimum \$14.95 per year URL. Roll call vote: All ayes.

Financial Disclosures

Mrs. Wooster advised that the Financial Disclosures are due by May 31, 2013.

Address Sign

Mrs. Wooster advised that the address sign is in place for Wooster Towers and everyone agreed that it looked nice.

Certification of Commissioner Classes

Mrs. Wooster advised the Board that the DCA is requiring that Executive Directors certify by resolution that their Commissioners have taken the required classes. A model resolution was provided. Commissioner Schmidt, seconded by Commissioner Nicholson, made a motion to approve the resolution as read. Roll call vote: All ayes.

Inspections

Mrs. Wooster advised that she and Walt Keebler will be doing the annual inspections of the apartments over the next few weeks.

Section 8

Mrs. Wooster advised that Jane is handling our Section 8 program very well.

Capital Fund Program

Mrs. Wooster advised that we will be going out for bid for contractors for the replacement of closet doors, replacing the pipe work in the kitchens of the apartments ending in 7 and 8, and the conversion of the (2) two-bedroom apartments and (2) efficiency apartments into (4) one-bedroom apartments. Mrs. Wooster also advised that the engineer is having trouble finding closet doors.

By-Laws

Mrs. Wooster advised that the By-Laws are approved.

Personnel Policy

The following changes were discussed regarding the Personnel policy:

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- 1) Health insurance – we will discuss the buy-back option next month
- 2) Eligible employee – change eligible to full-time
- 3) Over 35 hours must be full time
- 4) Vacation leave – change formula for vacation example
- 5) Vacation leave – add after 20 years 6 weeks
- 6) New Jersey's definition of spouse for medical insurance
- 7) Sick leave buy-back
- 8) Family medical leave – take out sick
- 9) Employee reviews – will be at the discretion of the Executive Director

PUBLIC

There was no public in attendance.

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

Respectfully submitted,



Sheila K. Wooster
Secretary