

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, November 17, 2010 at 4:00PM in the Community Room at Wooster Towers.

**Sheila K. Wooster
Secretary**

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

November 17, 2010

MINUTES

BILLS

MANAGEMENT

**Resolution to Approve Revision to the Clementon Housing Authority's
Agency Plan 2010-2014**

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

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

*about
Wilson*

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 15th 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.

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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 black ink that reads "Sheila K. Wooster". The signature is written in a cursive, flowing style.

Sheila K. Wooster
Secretary