

**CLEMENTON HOUSING AUTHORITY  
REORGANIZATION MEETING  
JUNE 20, 2012**

Salute to flag.

Sheila K. Wooster, Executive Director, called the Annual Reorganization Meeting of the Borough of Clementon Housing Authority to order and advised that the meeting has been properly 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 Tomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary.

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

**CHAIRPERSON**

Commissioner Porter, seconded by Commissioner Casella, made a motion that John Nicholson be nominated for Chairperson of the Authority for the year 2012-2013, effective July 1, 2012. Mrs. Wooster asked if there were any other nominations for Chairperson.

Commissioner Schmidt made a motion to nominate Jeff Watson for Chairperson of the Authority for the year 2012-2013, effective July 1, 2012. Commissioner Watson respectfully declined the nomination for Chairperson of the Authority for the year 2012-2013.

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 2012-2013, effective July 1, 2012. Roll call vote: Ayes – Commissioners Casella, Porter, and Watson. Ney – Commissioner Schmidt. Abstain: Commissioner Nicholson.

**VICE-CHAIRPERSON**

Commissioner Porter, seconded by Commissioner Casella, made a motion to nominate Jeff Watson for Vice-Chairperson of the Authority for the year 2012-2013, effective July 1, 2012.

Being no further nominations, the Secretary was asked to cast a unanimous ballot for Jeff Watson to serve as Vice-Chairperson of the Authority for the year 2012-2013, effective July 1, 2012. Roll call vote: Ayes – Commissioners Casella, Nicholson, Porter, and Schmidt. Abstain – Commissioner Watson.

**PROFESSIONAL SERVICES**

**Auditor**

Mrs. Wooster advised that we received three proposals for Auditor:

1. Jennifer Anderson, LLC (Mazzucco & Company, CPA's) - \$8,500.00 (scored 90)
2. Hymanson, Parnes & Giampaolo - \$5,625.00 (scored 91)
3. William B. O'Neill - \$5,995.00 (scored 95)

Mrs. Wooster advised that Jennifer Anderson has been our auditor for the last six years; Hymanson, Parnes & Giampaolo are not familiar with housing authority audits; William B. O'Neill has 42 years experience as a Public Housing auditor and that we have used his services in the past. Mr. O'Neill retired from auditing for a few years due to a family emergency and health issues but is now back.

Commissioner Porter, seconded by Commissioner Schmidt, made a motion to accept William B. O'Neill's proposal for auditing services in the amount of \$5,995.00 for the fiscal year ending 06/30/12. Roll call vote: All ayes.

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**Fee Accountant**

Mrs. Wooster advised that the only proposal we received for fee accounting services was from Joseph E. Kavanaugh, our current Fee Accountant, in the amount of \$10,299.00 for our fiscal year 07/01/12 thru 06/30/13. Mrs. Wooster advised that we have used Mr. Kavanaugh's services for several years and we are very pleased. Commissioner Casella, seconded by Commissioner Nicholson, made a motion to accept Joseph E. Kavanaugh's proposal for fee accounting services in the amount of \$10,299.00 for our fiscal year 07/01/12 thru 06/30/13. Roll call vote: All ayes.

**Legal Services**

Solicitor Shusted excused himself from the meeting at this time. Mrs. Wooster advised that we received three proposals for legal services:

1. Wade, Wood, Long, & Kennedy, LLC - \$3,600.00 for a one-year contract plus \$200.00 per hour (attorney) and \$75.00 per hour (paralegal) for additional services (scored 70)
2. Long Marmero & Associates, LLC - only gave hourly rate of \$45.00 per hour for a one-year contract (scored 45)
3. Thomas J. Shusted, Jr. - \$5,040.00 for a one-year contract plus \$275.00 per hour for additional services (scored 97)

Mrs. Wooster explained that most of Wade, Wood, Long, & Kennedy's experience is with municipalities; Long Marmero & Associates has most of their experience with insurance, education, and municipalities; Thomas J. Shusted, Jr. has been our solicitor since 1996 and has the most experience with housing authorities, specifically our Housing Authority.

Commissioner Schmidt stated that he thought \$275.00 per hour for additional services was too high and that the bills for legal services could be quite expensive and asked the Board if they would consider asking Mr. Shusted to negotiate his hourly rate. Commissioner Nicholson stated that our legal bills were never as high as they have been in the last several months and questioned if it was even ethical to ask someone to change their proposal at this point of the process. A discussion followed.

Commissioner Nicholson, seconded by Commissioner Porter, made a motion to accept the proposal from Thomas J. Shusted, Jr. as submitted. Commissioner Schmidt made a motion to accept the proposal from Wade, Wood, Long and Kennedy, LLC. There was no second to the motion; therefore the motion did not carry. Roll call vote for Commissioner Nicholson's motion: Ayes: Commissioners Casella, Nicholson, Porter, and Watson. Ney: Commissioner Schmidt.

Solicitor Shusted re-entered the meeting at 4:45PM.

**Designation of Depository**

Mrs. Wooster advised that we are currently using Sovereign Bank and TD Bank as our depositories. Commissioner Schmidt asked if there was another banking institution that we could use instead of TD Bank as he is not fond of TD Bank. Mrs. Wooster advised that TD Bank has the best interest rate and that we also use them for our security deposits and coin deposits for the laundry room and the pay phone.

Commissioner Porter, seconded by Commissioner Casella, made a motion to designate Sovereign Bank and TD Bank as our depositories for our fiscal year 07/01/12 thru 06/30/13. Roll call vote: All ayes, with Commissioner Schmidt abstaining from the designation of TD Bank.

Legal Advertisers

Mrs. Wooster advised that we currently use the Courier Post and the South Jersey Local News as our legal advertisers. Commissioner Schmidt asked if we would consider using the Philadelphia Inquirer for legal advertising also. Mrs. Wooster explained that she has checked the price on the Philadelphia Inquirer and they are \$17.79 per line as compared to \$.33 per line for the Courier Post and the South Jersey Local News. Mrs. Wooster also advised that we would have to pay in advance for the Philadelphia Inquirer and we do not have a credit card. Commissioner Casella, seconded by Commissioner Schmidt, made a motion to designate the Courier Post and the Central Record as our legal advertisers. Roll call vote: All ayes.

Selection of Meeting Time, Date, and Place

Commissioner Schmidt asked if the Board would consider changing the time of the meeting to 6:00PM as he now has a job and that in the future he may be working longer hours and could have some difficulty rearranging his schedule to attend the meetings at 4:00PM. A discussion followed. Commissioner Porter, seconded by Commissioner Schmidt, made a motion to keep the meeting time, date and place the same, 4:00PM on the third Wednesday of each month in the Community Room at Wooster Towers and to revisit the situation in the future if it becomes necessary. Roll call vote: All ayes.

Commissioner Schmidt, seconded by Commissioner Porter, made a motion to adjourn with a five minute recess before our regular monthly meeting. Voice vote: All ayes.

Respectfully submitted,



Sheila K. Wooster  
Secretary