

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, September 15, 2010 at 4:00PM in the Community Room at Wooster Towers.

**Sheila K. Wooster
Secretary**

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

September 15, 2010

MINUTES

BILLS

MANAGEMENT

Adopt 2010 State Budget

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
REGULAR MEETING
SEPTEMBER 15, 2010**

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, Porter, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director and Barbara J. Murray, Secretary. Absent: Solicitor Thomas J. Shusted, Jr.

The meeting was held at the Wooster Towers in the Community Room and was properly posted in accordance with the Sunshine Law.

MINUTES

Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the minutes of the August 18, 2010 regular meeting. Roll Call vote: Ayes: Commissioners Casella, Nicholson, and Porter. Abstain: Commissioners Creedon and Watson.

BILLS

Bills were presented for approval in the amount of \$29,254.01 for checks dated September 1, 2010 thru September 16, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$29,254.01 for checks dated September 1, 2010 thru September 16, 2010. Roll call vote: All ayes, with Commissioner Nicholson abstaining from the approval of Quality Landscaping.

Commissioner Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

E-Mail

Mrs. Wooster advised the Board that from this point on everyone will be receiving the Board Minutes via e-mail.

State Budget

Commissioner Porter, seconded by Commissioner Nicholson, made a motion to adopt the State Budget FYE 06/30/10. Roll call vote: All ayes.

Late Budget Resolution

Mrs. Wooster explained that Ms. Hartnett from the State had originally requested that the Housing Authority submit a late budget resolution, even though the budget was late due to a HUD systems problem. Ms. Hartnett later told Mrs. Wooster that she could wait for her replacement to request it. As of the date of this meeting, Mrs. Wooster had not heard from the replacement.

MASS Resolution

Mrs. Wooster asked Commissioner Nicholson to sign the MASS Resolution that the Board approved at the August 18, 2010 meeting.

Regular Meeting
September 15, 2010
Page 2

Office Air-Conditioning

Mrs. Wooster advised that L.E.D. has given a change order amount of \$1,870.00 to complete the office air-conditioner/heat project, bringing the total for the entire project to \$5,500.00. Mrs. Wooster advised that until the additional work is completed the offices will not have heat.

Resolutions to Write-Off Rents for Deceased Tenants

Mrs. Wooster advised the Board that since June we have had four tenants pass away and asked for a motion for a Resolution to write-off the rents that are outstanding for the following tenants: Valentyna Marks (Apt. 308), Angelo Lattiere (Apt. 702), and Bill Chadwell (Apt. 701). Commissioner Creedon, seconded by Commissioner Nicholson made a motion to approve Resolution HA10-06, HA10-07, and HA10-08 to write-off the outstanding rents for Valentyna Marks (Apt. 308), Angelo Lattiere (Apt. 702), and Bill Chadwell (Apt. 701). Roll call vote: All ayes.

Security Deposits

Mrs. Wooster advised that our accountant has suggested that we should consider requiring a security deposit as part of our policy to reside here at Wooster Towers. Mrs. Wooster also advised that she would call some of the other Housing Authorities to ask how they handled their security deposits. A discussion followed. Commissioner Porter, seconded by Commissioner Nicholson, made a motion to amend our Admissions and Occupancy Policy to now include requiring a security deposit for rent only and Mrs. Wooster was to start the process to amend immediately. Roll call vote: All ayes.

Walt Keebler – Maintenance

Mrs. Wooster advised the Board that Walt, our Maintenance Supervisor, took a bad fall at home and did damage to his eye and the side of his face that requires surgery and will be out of work at least two weeks. The Board discussed sending a fruit basket in the amount of \$50.00 to Walt after his surgery. Commissioner Creedon advised that she would place the order and Commissioner Nicholson offered to deliver the fruit basket to Walt.

CAPITAL FUND PROGRAM

Mrs. Wooster had nothing to report at this time.

SECTION 8

Bills

Bills were presented for approval in the amount of \$24,902.00 for the HCV Program for checks dated September 1, 2010 thru September 16, 2010. Commissioner Porter, seconded by Commissioner Creedon, made a motion to approve the payment of bills with proper certification in the amount of \$24,902.00 for the HCV Program for checks dated September 1, 2010 thru September 30, 2010. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$9,932.00 for the Disabled Voucher Program for checks dated September 1, 2010 thru September 30, 2010. Commissioner Creedon, seconded by Commissioner Watson, made a motion to approve the payment of bills with proper certification in the

**Regular Meeting
September 15, 2010
Page 3**

amount of \$9,932.00 for the Disabled Voucher Program for checks dated September 1, 2010 thru September 30, 2010. Roll call vote: All ayes.

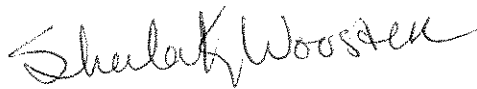
Bills were presented for approval in the amount of \$4,031.32 for Vendor checks dated September 15, 2010. Commissioner Creedon, seconded by Commissioner Casella, made a motion to approve the payment of bills for Vendor checks in the amount of \$4,031.32 for checks dated September 15, 2010. Roll call 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,



Sheila K. Wooster
Secretary