

**HOUSING AUTHORITY OF THE BOROUGH OF CLEMENTON  
BOARD OF COMMISSIONERS MEETING  
SEPTEMBER 18, 2013**

Salute to flag.

Chairperson Nicholson called the September 18, 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. 10:4-6, 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 Casella, Cater, McKelvey, Nicholson, Porter (arrived at 4:11PM), Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director, Anthony Ogozalek, Jr., Solicitor, and Barbara J. Murray, Secretary.

**MINUTES**

Commissioner Schmidt and Mrs. Wooster requested that the following corrections be made to the minutes of the July 17, 2013 Board of Commissioners Meeting:

- 1) Base bid from Bayshore General Contractors for CFP is \$137,000.00 plus costs for alternates which totals \$157,000.00.
- 2) Under "Public" change January 2011 to January 2012.

Commissioner Schmidt, seconded by Commissioner Casella, made a motion to approve the minutes of the July 17, 2013 Board of Commissioners Meeting with the aforesaid corrections. Roll call vote: Ayes: Commissioners Casella, Cater, McKelvey, Nicholson, Porter, and Schmidt. Abstain: Commissioner Watson.

Commissioner Casella, seconded by Commissioner Schmidt, made a motion to approve the minutes of the July 17, 2013 Executive Session as submitted. Roll call vote: Ayes: Commissioners Casella, McKelvey, Nicholson, Porter, and Schmidt. Abstain: Commissioners Cater and Watson.

Mrs. Wooster had a scheduling conflict so there was no meeting in August.

**BILLS**

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated August 1, 2013 through August 31, 2013 with proper certification. Roll call vote: All ayes.

Commissioner Watson, seconded by Commissioner Schmidt, made a motion to approve the payment of all Public Housing and Section 8 bills for checks dated September 1, 2013 through September 30, 2013 with proper certification. Roll call vote: All ayes.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

**MANAGEMENT**

**IT Policy**

Mrs. Wooster advised the Board that she has met with Dave Thomas (ION Technologies) and reviewed the IT policy that he wrote for the Housing Authority and although nothing is implemented yet, both she and Dave feel that the policy is complete. Mrs. Wooster provided all Commissioners with a copy of the policy for their review and advised that she would like to adopt the policy next month.

**October Meeting Date**

Commissioner Schmidt asked if the meeting date for October could be changed due to the fact that it is an election day. A discussion followed. It was the opinion of a majority of the Board that it is not necessary to change the date of the October meeting.

**REAC Inspection**

Mrs. Wooster advised the Board that after being cancelled two times, our REAC inspection is scheduled for September 19, 2013.

**Web-Site**

Mrs. Wooster asked if we are required to post Executive Session minutes on the web-site; Solicitor Ogozalek advised that we are not required to do so. Commissioner Porter suggested checking other Housing Authorities to see what they do. Commissioner Nicholson said that if it is not required then he sees no need to post them. A discussion followed. The majority of the Board agreed that we would not post Executive Session minutes on the web-site.

**Hearing Panel**

Mrs. Wooster asked Commissioner Cater and Commissioner McKelvey if they would be interested in being on the hearing panel and both expressed an interest to do so. Mrs. Wooster said she would notify the Tenants' Association for comments as required.

**OPRA Request**

Mrs. Wooster advised that she received an OPRA request from a "GC" and one of the things they asked for were Board meeting minutes from specific dates that are already on our website. Solicitor Ogozalek advised Mrs. Wooster that she could offer to guide them to our web-site for the minutes but if they are not satisfied with going on the web-site then she would have to e-mail them.

Commissioner Nicholson asked for a copy of the OPRA request.

**CFP**

Mrs. Wooster advised that the pipes are replaced and the apartment conversion is almost complete. Mrs. Wooster also advised that the closets have been measured and that the doors should be delivered in about three or four weeks.

Selection Committee Report

Commissioner Casella advised the Board that after reviewing several applications that were received for the Executive Director position, it is still a work in progress. Commissioner Schmidt was under the impression that the entire Board would meet all the candidates and be able to review their qualifications. A discussion followed. Commissioner Casella explained that when the committee selects a candidate, that candidate will then be introduced to the Board and at that time the Board will be able to ask the committee questions and then vote on whether or not this is the person they want as the new Executive Director.

PUBLIC

There were no comments from the public.

Commissioner Porter, seconded by Commissioner McKelvey, made a motion to adjourn.

Respectfully submitted,



Sheila K. Wooster  
Secretary