

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Borough of Clementon will be held on Wednesday, September 19, 2012 at 4:00PM in the Community Room at Wooster Towers. 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

September 19, 2012

MINUTES

BILLS

MANAGEMENT

Continue By-Laws Revision

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 19, 2012**

Salute to flag.

Chairperson Nicholson called the September 19, 2012 meeting of the Clementon Housing Authority 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 Meetings Act. Upon roll call the following were present: Commissioners Casella, Nicholson, Porter, Schmidt, and Watson. Also present at this meeting were Sheila K. Wooster, Executive Director and Barbara J. Murray, Secretary.

MINUTES

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the minutes of the August 15, 2012 Board of Commissioners Meeting as submitted. Roll call vote: All ayes.

Commissioner Schmidt requested that the minutes of the August 15, 2012 Executive Session be amended to include the start time, where the meeting was held and who was present. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the minutes of the August 15, 2012 Executive Session with the aforesaid amendment. Roll call vote: All ayes.

BILLS

Commissioner Watson, seconded by Commissioner Casella, made a motion to approve all Public Housing and Section 8 bills with one vote without dollar amounts but with copies of bills paid available for review at the meetings. Roll call vote: Ayes: Commissioners Casella, Nicholson, Porter, and Watson. Neys: Commissioner Schmidt. The motion carried.

Commissioner Schmidt questioned the items on Solicitor Shusted's bill regarding the research of the ethics law and unauthorized posting on the internet. Commissioner Schmidt asked if we could withhold that cost on Solicitor Shusted's bill because he did not think it was necessary for Solicitor Shusted to look into this. Commissioner Nicholson stated that if Solicitor Shusted did the research then he gets paid for it, and he for one wanted Solicitor Shusted to do it; and that our legal bills had never been this high until this past year. Commissioner Schmidt also asked if the contract for Adam Norcross was completed yet to which Mrs. Wooster replied that it is still being worked on and that it should be completed by our next meeting.

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills for checks dated September 1, 2012 thru September 20, 2012. Roll call vote: All ayes with Commissioner Schmidt voting no to check 10172 and abstaining from check 7661.

Chairperson Nicholson turned the meeting over to Mrs. Wooster.

MANAGEMENT

Commissioner Mail

Mrs. Wooster gave Commissioner Nicholson mail that had been sent to the Housing Authority for him and also gave Commissioner Schmidt mail that was sent to the Housing Authority for him that Barb had to sign for.

Borough Project

Mrs. Wooster advised the Board that Councilman Weaver called to advise her that the Borough is doing a sidewalk project along Garfield Avenue. The project affects the Housing Authority because they have asked if they would be able to put in a handicap ramp on our currently curbed sidewalks, add an apron to our driveway, and create a sidewalk where there is currently grass. Mrs. Wooster also advised that because we will not be able to drive heavy trucks over the area for about a week or so the Borough has offered to pick up our recyclables every day. The Board agreed to the work and appreciated the Borough's offer of assistance.

Hearing Panel

Mrs. Wooster advised the Board that Commissioner Schmidt has met with the Tenant's Association and that she did not receive any negative feedback regarding Commissioner Schmidt being appointed to the Hearing Panel; so Commissioner Schmidt is now a member of the Hearing Panel. Mrs. Wooster explained to Commissioner Schmidt that the Hearing Panel was for our Public Housing Program as well as our Section 8 Program.

Audit

Mrs. Wooster advised the Board that our annual audit is scheduled for September 26th and 27th.

Quality Landscaping

Mrs. Wooster advised the Board that Quality Landscaping will be doing some extra work on the property. Erosion near the sidewalks have created possible hazards.

Clementon Police Presentation

Mrs. Wooster advised the Board that Chief Randy Frieling of the Clementon Police was here to do a presentation for our tenants about senior safety.

Address Sign for Wooster Towers

Mrs. Wooster advised the Board that she is getting quotes from two companies, Signs & Lines and Signorama, for an address sign for out in front of the building and signs for the front doors of the building. Mrs. Wooster stated that the sign in front of the building would only have our street address on it and that the front door signs would have our name, phone number, and hours of business etc. listed.

Website

Mrs. Wooster advised the Board that our website is in the final stages and that she has sent pictures of the apartments, the common areas, and has sent the agendas, minutes, and budgets for the last three years.

Trash

Mrs. Wooster advised the Board that she has received prices on two different styles of electric tow motors for our trash dumpsters and both were a little over \$5,000.00. A discussion followed. Commissioner Watson suggested that we also check with Grainger which is another company that deals with this type of product.

Public Contract Laws

Commissioner Schmidt questioned if Solicitor Shusted could look into the public contract laws. A discussion followed.

Payroll Company

Mrs. Wooster advised the Board that she recently met with another payroll company, PayDay, and that they are less expensive than Paychex, the company that we currently use. A discussion followed.

Accountant's Compilation Report

Mrs. Wooster provided each Commissioner with the Accountant's Compilation Report for their review.

Christmas Lights

Commissioner Schmidt asked if there was any money in the budget for Christmas lights for the Housing Authority. Mrs. Wooster replied that she would discuss this with our accountant and let the Board know.

Clementon Police Department

Commissioner Schmidt suggested that we adopt a Resolution expressing our support of the Clementon Police Department in light of the possibility that the county police force is approved. Commissioner Nicholson questioned if this is a conflict of interest on Commissioner Schmidt's part because he is a Housing Authority Commissioner and he is attending these Freeholder meetings as a government activist. A discussion followed. The majority felt that a resolution is not needed until the issue becomes more definite and is researched more; the members did not want to commit to something they may want to address at a later date. They also felt that at the least the Resolution should be reviewed by the Solicitor.

CAPITAL FUND PROGRAM

Mrs. Wooster reported that the lighting project is complete and the security camera project still has glitches.

PUBLIC

Chairperson Nicholson opened the meeting to the public.

Lorraine Rossiter, Apt. 606, commented that the camera quality at the elevators is very poor. Ms. Rossiter also asked why there were no cameras in the offices. Mrs. Wooster advised that because we are not a large enterprise, such as the casinos, we can only purchase what we have the funding for and there are cameras that pick-up the outside of the doors and windows of the offices.

Ms. Rossiter also commented that she does not understand why the tenants cannot keep sodas in the refrigerator in the community room so that when they are in the community room they do not have to go back to their apartment when they want soda or ice tea. Mrs. Wooster said that they could always bring a can of soda, ice tea, water, etc. with them when they are going to be spending time in the community room. Barbara Murray also commented that on more than one occasion there has been more than just cans of soda left in the refrigerator and that the office should not have to call around to see who the items in the refrigerator belong to should someone be using the room for a private function. A discussion followed with the Commissioners feeling that the tenants were not that inconvenienced when asked not to keep personal items in the refrigerator/community room. A discussion followed regarding the tenants obtaining their own soda/snack machine. The idea was discouraged by Mrs. Wooster and the Commissioners due to responsibility and insurance issues. Mrs. Wooster advised that there would be no change in the current policy regarding the refrigerator in the community room, that being that nothing is to be left in the refrigerator once a gathering or an event is over.

Ms. Rossiter also questioned why leaving the Wii game in the community room was such a problem; said that it has been left there since it was purchased by herself and a previous tenant (who has since passed away). Mrs. Wooster advised that the Housing Authority cannot be responsible for personal items that are left in the community room.

Rosemarie Godshall, Apt. 706, commented that when the tenants wanted a bingo game, the Tenants' Association had to purchase it and she advised the Board that Ms. Rossiter often leaves personal items in the Community Room.

Mrs. Wooster explained the Hearing Panel.

There were no further comments from the public.

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The Board unanimously agreed to table the review of the By-Laws until next month.

Commissioner Casella, seconded by Commissioner Porter, 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 with a long horizontal stroke at the end.

Sheila K. Wooster
Secretary