

The Regular Meeting of the Housing Authority of the Borough of Clementon will be held on Wednesday, September 21, 2011 at 4:00PM in the Community Room at Wooster Towers.

**Sheila K. Wooster
Secretary**

PLEASE CALL IF YOU CANNOT ATTEND.

AGENDA

REGULAR MEETING

September 21, 2011

MINUTES

BILLS

MANAGEMENT

Proposals:

Maria Cimino For File Reviews

Vending Machine

Payroll Service

CAPITAL FUND PROGRAM (MODERNIZATION)

SECTION 8

Bills

PUBLIC

**CLEMENTON HOUSING AUTHORITY
REGULAR MEETING
SEPTEMBER 21, 2011**

Salute to flag.

Chairperson Nicholson called the Commissioners Meeting of the Housing Authority of the Borough of Clementon to order. Upon roll call the following were present: Commissioners Casella, Kuns, Nicholson, Porter, and Watson. Also present at this meeting were Thomas J. Shusted, Jr., Solicitor, Sheila K. Wooster, Executive Director, and Barbara J. Murray, Secretary. Public present: John Schmidt, Lorraine Rossiter and Jodi Tomlin.

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

MINUTES

Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the minutes of the August 17, 2011 Regular Meeting as submitted. Roll call vote: All ayes.

BILLS

Bills were presented for approval in the amount of \$29,402.92 for checks dated September 1, 2011 thru September 22, 2011. Commissioner Porter, seconded by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$29,402.92 for checks dated September 1, 2011 thru September 22, 2011. Roll call vote: All ayes.

Commissioner Nicholson then turned the meeting over to Mrs. Wooster.

MANAGEMENT

Vending Machine

Mrs. Wooster advised the Board that we have been approached by a vending machine company about possibly putting a vending machine in the community room for our tenants. Mrs. Wooster advised that there is no contract involved and no cost to the Housing Authority. Mrs. Wooster also advised that she called for references about the company and was given good reviews. Commissioner Porter, seconded by Commissioner Watson, made a motion to approve the installation of the vending machine per Solicitor Shusted's legal review. Roll call vote: All ayes.

Payroll

Mrs. Wooster advised that we currently use Paychex for our payroll and that we have been approached by two other companies to do our payroll. Mrs. Wooster spoke with the payroll person from the borough who advised that she would be getting information from different payroll companies and would be glad to review the information with the Housing Authority.

File Review Proposal

Mrs. Wooster advised that HUD sometimes does a RIM review, which is a review of our files. Mrs. Wooster advised the Board that she received a proposal from Maria Cimino to review our files and that she was unaware of anyone else in the area that offered this service. A discussion followed. The Board advised Mrs. Wooster to place an ad in the paper for proposals to review our files.

Budget Revision

Mrs. Wooster advised the Board that the State Budget had to be recalculated due to the budget revision previously approved by the Board for the lighting project.

Adopt State Budget

Mrs. Wooster asked for a motion to adopt the revised State Budget FY 07/01/2011 to 06/30/2012. Commissioner Kuns, seconded by Commissioner Casella, made a motion to adopt the State Budget FY 07/01/2011 to 06/30/2012. Roll call vote: All ayes.

Late Budget Resolution

Mrs. Wooster asked for a motion for a late Budget Resolution for the State. Commissioner Nicholson, seconded by Commissioner Porter, made a motion for a late Budget Resolution. Roll call vote: All ayes.

CAPITAL FUND PROGRAM

Security Camera Upgrade

Mrs. Wooster advised the Board that we are waiting for the security camera upgrade project to begin.

SECTION 8

Bills

Bills were presented for approval in the amount of \$23,616.00 for the HCV Program for checks dated September 1, 2011 thru September 22, 2011. Commissioner Porter, seconded by Commissioner Casella, made a motion to approve the payment of bills with proper certification in the amount of \$23,616.00 for the HCV Program for checks dated September 1, 2011 thru September 22, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$8,430.00 for the Disabled Voucher Program for checks dated September 1, 2011 thru September 22, 2011. Commissioner Casella, seconded by Commissioner Nicholson, made a motion to approve the payment of bills with proper certification in the amount of \$8,430.00 for the Disabled Voucher Program for checks dated September 1, 2011 thru September 22, 2011. Roll call vote: All ayes.

Bills were presented for approval in the amount of \$ 7,458.93 for Vendor checks dated September 1, 2011 thru September 22, 2011. Commissioner Casella, seconded by Commissioner Porter, made a motion to approve the payment of bills with proper certification in the amount of \$7,458.93 for Vendor checks dated September 1, 2011 thru September 22, 2011. Roll call vote: All ayes.

Mrs. Wooster advised the Board that there would be another Section 8 Hearing next month.

PUBLIC

Jodi Tomlin, Apt. 701, shared a concern that she had about the new Senior Center located in the center of town and the fact that there is a stream that runs alongside of the building but there is no fence to stop anyone from falling into the stream. Mrs. Wooster advised Ms. Tomlin that Wooster Towers has nothing to do with the Senior Center but she and other Board members agreed that she was certain that putting a fence up would be taken into consideration, especially by the Boro insurance carrier. Ms. Tomlin thanked Mrs. Wooster and the Board and also added that she is very happy here.

Lorraine Rossiter, Apt. 606, was concerned that when the earthquake happened the residents did not know what was happening and they were frightened. Ms. Rossiter felt that an announcement should have been made over the inter-com system as to what was happening. Mrs. Wooster advised Ms. Rossiter that no one knew what was happening and that Clementon Boro has an Office of Emergency Management that would take care of this if there had been a true emergency. Mrs. Wooster also advised that the fire chief did come over and walked thru the building after the earthquake to make sure that everything was alright and that in the event this should happen again, she would ask him to make an announcement that everything is alright.

Ms. Rossiter also asked why the security camera in the community room was still not working. Mrs. Wooster advised that we are waiting for the security camera upgrade to begin and that because the camera was making a noise that was bothersome, the camera was taken down.

Ms. Rossiter also said that a lot of the tenants in the building are concerned about a few of the people who live here and their hygiene habits and one particular tenant seems to have some issues that are frightening to the other tenants. Mrs. Wooster advised that she has spoken with one of the tenants about his hygiene habits. Mrs. Wooster advised that she has given our solicitor all of the information regarding the tenant who has other issues and that she has also been in contact with the police regarding this situation. Ms. Rossiter thanked Mrs. Wooster and the Board for their time.

Mr. John Schmidt was sworn in and then introduced himself as a self-proclaimed government activist. He explained that it was his custom to attend and occasionally legally video tape local meetings throughout the area, which is what he was doing at our meeting today. He explained that his goal was to ensure that all boards were in compliance with the Open Public Records Act (OPRA), thus providing a service to the public at large. Mr. Schmidt began to discuss the results of his findings after reviewing specific documents we had provided him after he had requested them through the OPRA. Mrs. Wooster advised Mr. Schmidt that although the board had been advised at the previous meeting that his request had been made, they had not been given the results of his review because he had requested to be placed on the October agenda and his response information had only been received by the Authority within the last day or two.

With that in mind a discussion began on the following topics:

- Mr. Schmidt felt it was important that the Board be aware that the Housing Authority (HA) did not respond to his OPRA request in a timely manner and that it is important that any OPRA request and its requirements be taken seriously.
 - The Board listened to his explanation and it was agreed that any future requests would be handled in a timely manner and that all requests would go through Mrs. Wooster as the Custodian of Records; however she would forward all requests to Mr. Shusted, our solicitor, before responding.
- Mr. Schmidt advised that he felt that based on the information he received from us, which was a copy of the last three executive sessions minutes, the HA's procedure was not in compliance with the OPRA. The HA did not go into the session via a resolution and was voted on while in the closed session. Mr. Schmidt explained that proper procedure is for the Board to vote by resolution to go into executive session and then the decision of the session must be voted on and made public during the regular meeting thus becoming documented in the public minutes.
 - Mrs. Wooster advised she would make Mr. Schmidt's findings available to the Board prior to the October meeting at which time any procedural adjustments would be discussed and made if necessary.
- Mr. Schmidt questioned why the Board met at 4:00pm and not in the evening like most Board meetings.
 - The Board explained it had been determined to be most convenient for the members and potential public that would most likely be elderly tenants.
- Mr. Schmidt questioned the rarity of executive sessions. He questioned how we handle litigation cases.
 - The Board advised him that the HA is fortunate that it does not run into many situations that require an executive session.
- Mr. Schmidt asked how long Mrs. Wooster and Mr. Shusted had been in their positions.
 - Mrs. Wooster, 1993
 - Mr. Shusted over 10 years

Mr. Schmidt thanked the Board for their time.

Commissioner Porter, seconded by Commissioner Casella, made a motion to adjourn. Voice vote: All ayes.

Respectfully submitted,



Sheila K. Wooster
Secretary