Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 6, 2016

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright seconded by John Washington. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Vicki Smith, Hersell Smith, John Washington, William Pearson and Catherina Stanback

Absent: Adrianne Dixon and Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the March 2nd, 2016 meeting with a revision was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have nine vacant units at Penn Towers and two vacant units at Silver Run Park.

Catherina stated that they went to court on March 23, 2016 for four eviction cases. Two residents paid prior to the courts deadline and therefore no judgment was issued. The other two cases payments were not received and a judgment for removal was granted.

Catherina reported that they are processing three cases for non-payment of rent and one case for lease violations.

Catherina presented the monthly maintenance report.

Catherina informed the Board that they closed the basketball courts this week and may consider reopening them in a few weeks. She explained that they had complaints of residents and non-residents fighting on the courts, individual urinating outside, kids moving tenants lawn chairs and other personal belongings from their patios, noise, profanities, and disturbing of the peace complaints. There was some discussion on the matter.

Catherina stated that they held the Silver Run Annual Community Day on March 29, 2016 and promoted the theme of fitness. She reported that they had a nice turnout and had various competitions throughout the afternoon including a soccer challenge, basketball free throw, race relay event, jump rope station and other activities.

Catherina informed the Board that they had twelve kids participate in the “What Home Means to Me” poster contest. She stated that the posters would be mailed out to our regional division for NAHRO and then if selected by our region they would be sent to compete in the nationals.

PENN TOWERS CANOPY ROOF

Catherina presented an e-mail from Mr. Lammey that the invitation for bids had been placed in the newspaper. There was some Board discussion.

PERSONNEL POLICY AMENDMENT

Catherina stated that on March 16, 2016 Personnel Committee members, Karen Wright and Adrianne Dixon, met with her to complete her performance review as well as make revisions to the Personnel Policy. Catherina reviewed the revisions of the Personnel Policy for additional compensation that would be offered in the event that an employee performs the duties of an Acting Supervisor the Personnel Committee members were recommending. The Board went over the policy. A motion was made by John Washington to approve Resolution 2016-10 which adopted the new Personnel Policy and in turn superseded all previous Personnel Policies. The motion was seconded by Hersell Smith and unanimously approved by all present.

MISCELLANEOUS: SOLICITOR

Catherina stated to the Board that in previous meetings she was asked to inquire whether keeping a Solicitor on retainer was legal for a Housing Authority. She stated that as reported at previous meetings it was confirmed after contacting several agencies that it was a legal option to have a Solicitor on retainer. She expressed that she would like to know whether the Board wanted her to place the ad for Solicitor in the newspaper as she has done in previous years. There was a lengthy discussion on the matter including whether having a Solicitor on retainer was necessary.

A motion was made by Vicki Smith to table the matter, no one seconded the motion. Another motion was made by John Washington to place the same ad from previous years in the newspaper for a Solicitor and it was seconded by Hersell Smith. Vicki Smith abstained from the vote and all other presents approved the motion through a roll call.

**NEW BUSINESS**

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 7-16 authorizing an Executive Session to discuss personnel matters. Karen Wright seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by John Washington and seconded by Karen Wright to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by John Washington and seconded by Karen Wright to go back into regular session. The motion was unanimously approved by all present.

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2016-2017

In open session the following motion was taken: Karen Wright reviewed Catherina’s performance review with the Board and Catherina that was completed on March 16, 2016. After some discussion, a motion was made by John Washington to approve Resolution 8-16 to accept Catherina Stanback’s employment contract for July 1, 2016 through June 30, 2017. Hersell Smith seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with a list that included employee’s name their current base salary and their proposed base salary with the increases. A motion to approve Resolution 9-16 for annual salary increases of 3% for all hourly employees for the period of July 1, 2016 through July 1, 2017 was made by John Washington and seconded by Karen Wright. Vicki Smith abstained from the vote and all other presents approved the motion through a roll call.

FEDERAL BUDGET RESOLUTION FYE 6/30/17

Catherina reviewed the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/17 and Resolution 10-16. Karen Wright stated that next year they would like to have a workshop set up with the accountant before Budget submission to the Board. Catherina stated she will have the accountant come to the February or March Board meeting and we could review budget items with him at that time. The Board agreed to that arrangement. After some discussion, a motion was made by John Washington to approve the Federal Budget with Resolution 10-16 and seconded by Hersell Smith. Vicki Smith abstained from the vote and all other presents approved the motion through a roll call

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/17

Catherina reviewed the Penns Grove Housing Authority’s State Budget for the FYE 6/30/17. After some discussion, John Washington made a motion to approve the State Budget for submission. Hersell Smith seconded the motion and it was unanimously approved by all present. Vicki Smith abstained from the vote and all other presents approved the motion through a roll call.

BILLS

A motion to approve the bills listed below was made by Hersell Smith and seconded by Karen Wright. The motion was unanimously approved by all present. General Fund checks 12150 thru 12193, Congregate checks 1664 thru 1668, Dial-A-Bus check 0773 thru 0774 and MOD check 2459. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, Section 8, Congregate Services, and Dial-A-Bus, representing checks issued after the March Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Karen Wright. The motion was unanimously approved by all present.