Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 5, 2017

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

ROLL CALL

Present: Vicki Smith, John Washington, Ignacia Washington, Laverne Hill and Catherina Stanback

Absent: Karen Wright and Hersell Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the March 1, 2017 meeting was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have no vacant units at Penn Towers and one vacant unit at Silver Run Park.

She stated that they are processing three eviction cases for non-payment of rent and no court date has been set as of today.

Catherina presented the monthly maintenance report.

Catherina stated that enclosed in their packets was information on the PHADA 2017 Annual Convention on April 30 through May 3, 2017 in Chicago, IL. Vicki Smith expressed interest in attending the PHADA conference. A motion was made by Laverne Hill to approve Vicki Smith for the PHADA Annual Conference 2017. The motion was seconded by John Washington and unanimously approved by all present.

Catherina presented information she received at the NJAHRO conference on a new smoking ban for all housing authorities that they will have to review this year. She reported that she attended other classes as well on reasonable accommodations, harassment, civil rights and risk management. There was some discussion on the matter.

Catherina stated she scheduled a poster contest for the kids at Silver Run in conjunction with Housing America and NAHRO initiative on April 22, 2017. She mentioned that the theme of the contest is “What Home Means to me”. She said they will provide the materials as well as lunch.

Catherina reported that they were planning a Community Day for Silver Run tenants on Monday, April 17, 2017 at noon during the kids’ spring break. She stated the main focus this year for the event would be celebrating earth day. In addition it was mentioned that they are planning a Spring Social for the tenants at Penn Towers on May 17, 2017 at noon. She invited all Board members to the events.

Catherina stated they attended the Benjamin food show with our head cook on March 28, 2017 and they hoped to put some new items they saw at the show on the menu for May.

BANKING SIGNATURE CARDS

Catherina stated that she had all signatures except Vicki Smith who was absent at the last meeting. Vicki Smith signed all of the signature cards. Catherina stated she would submit them to the banks immediately and the new signors would take effect, Karen Wright, Catherina Stanback, Ignacia Washington, and Vicki Smith.

HUD SAFETY AND SECURITY GRANT

Catherina presented the completed HUD Safety and Security grant application that she submitted with proof of the filling. She stated that the grant is based on a lottery system but that she hopes they receive the grant for new security cameras and lightening. There was some discussion on the matter.

**NEW BUSINESS**

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 6-2017 authorizing an Executive Session to discuss personnel matters. Ignacia Washington 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 Laverne Hill to go out of Executive Session. The motion was unanimously approved by all present.

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

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2017-2018

In open session, a motion was made by John Washington to approve Resolution 7-17 to accept Catherina Stanback’s employment contract for July 1, 2017 through June 30, 2018. Laverne Hill 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 8-17 for annual salary increases of 3% for all hourly employees for the period of July 1, 2017 through June 30, 2018 was made by Ignasia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

FEDERAL BUDGET RESOLUTION FYE 6/30/18

Catherina reviewed the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/18 and Resolution 9-17. After some discussion, a motion was made by Ignacia Washington to approve the Federal Budget with Resolution 9-17 and seconded by Laverne Hill. The motion was unanimously approved by all present.

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

Catherina stated that due to medical reasons, the fee accountant was unable to complete the State budget and that it would be presented at the next meeting. There was some discussion on the matter.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 12802 thru 12847 excluding check 12848 listed, Congregate checks 1728 thru 1730, and Dial-A-Bus checks 0804 thru 0805. 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

No public present

ADJOURNMENT

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