Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting August 3, 2016

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

ROLL CALL

Present: Karen Wright, Adrianne Dixon, Hersell Smith, Sandra Garcia, William Pearson and Catherina Stanback

Absent: Vicki Smith and John Washington

APPROVAL OF MINUTES

A motion to approve the regular minutes of the July 6, 2016 meeting was made by Adrianne Dixon and seconded by Hersell Smith. Sandra Garcia abstained and all other members present unanimously approved the motion. A motion to approve the executive session minutes of the July 6, 2016 meeting was made by Adrianne Dixon and seconded by Hersell Smith. Sandra Garcia abstained and all other members present unanimously approved the motion.

**OLD BUSINESS**

STATUS REPORT

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

Catherina reported that the five court cases that were scheduled on July 29, 2016 resulted in one default judgment in our favor. She stated that the other four cases were settled due to payment of rent being made in full prior to court. She mentioned that they are processing two eviction cases for non-payment of rent and no court date has been scheduled as of today.

Catherina presented the monthly maintenance report.

Catherina was happy to report that the Silver Run kids summer program was very successful this year. She presented pictures of the various activities they had this summer thus far. She informed the Board that the lowest attendance recorded for the day was 26 and the highest attendance recorded was 41. She stated that the kids age range were from ages 3 to 18 with a median age of 10. She commented that the program was offered on a daily basis and included breakfast, lunch and activities. She reminded the Board that they will have spirit week beginning on August 15, 2016 ending with our summer BBQ on August 19, 2016. She invited all Board members to please feel free to join us on Friday, August 19, 2016 at noon.

Catherina stated that they had their annual housekeeping inspections at both Silver Run and Penn Towers on July 7th and July 8, 2016. She explained that they sent letters to individuals for lease violations as well as commendation letters to those tenants who displayed excellent housekeeping and upkeep on their unit.

Catherina informed the Board that the advertisements were placed in the paper for both open positions of Supervisor of Maintenance and Maintenance Technician. She stated that after careful consideration of all the applicants, the position of Maintenance Supervisor was given to Albert Sanchez and Maintenance Technician to David Heredia. She reported that Mr. Sanchez was in the process of organizing our inventory electronically and she enclosed a sample of some of his work for their review.

Catherina reminded the Board about the NJAHRO conference being held in Atlantic City on September 25th through September 27, 2016. She stated that if anyone was interested in attending to please let her know as soon as possible.

PENN TOWERS CANOPY ROOF

Catherina reported that they are waiting on contracts to be signed by Statewide Restoration and the project should be complete by the end of September.

ENERGY EFFICIENCY PROJECT

Catherina stated that RAI, an energy efficiency company, would be coming out to Penn Towers on August 18, 2016 to conduct tests on our boiler system. She stated she will report back to the Board at the next meeting.

**NEW BUSINESS**

BOARD MEETING TIME AND DATE RESOLUTION

Catherina presented Resolution 12-2016 to change the meeting times for the remainder of the year to 5:00PM. There was some discussion on the matter. A motion was made by Hersell Smith to change the regular Board meeting to a newly scheduled time of 5:00PM and it was seconded by Adrianne Dixon. The motion was unanimously approved by all present.

MISCELLANEOUS

Karen Wright instructed Catherina to place the subject matter on the agenda for September of an attendance award program for Silver Run youth. Catherina stated she would place it on the agenda.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 12378 thru 12427, Congregate checks 1688 thru 1691, Dial-A-Bus checks 0782 thru 0783 and MOD check 2463. 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 July Board meeting.

PUBLIC PORTION

No public was present.

ADJOURNMENT

A motion to adjourn the meeting was made by Adrianne Dixon and seconded by Sandra Garcia. The motion was unanimously approved by all present.