Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting August 2, 2017

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, John Washington, Ignacia Washington, Laverne Hill and Catherina Stanback

Absent: Vicki Smith and Hersell Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the July 12, 2017 meeting was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

A motion to approve the executive session minutes of the July 12, 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 two vacant units at Silver Run Park.

She stated that they are processing four eviction cases for non-payment of rent and lease violations and no court date was set as of today.

Catherina presented the monthly maintenance report.

Catherina reported that the summer feeding program would be ending on August 24, 2017. She stated that they will have our end of year BBQ on Friday, August 25th, 2017 at noon and all Board members were invited to attend. She presented various projects the kids had completed this year.

Catherina stated that the Police Security Contract was approved this week so they will begin security this weekend. There was some discussion on the matter.

Catherina stated that enclosed in their packets they would find the ACC Amendment reflecting that we will receive Capital Fund monies for 2017 in the amount of $189,272.00 which will be placed in operations. Catherina was happy to report that the Penns Grove Housing Authority was designated high performers this year and received a bonus of $9,001.74.

Catherina explained that she contacted the towing company Riel’s to see if they would conduct random parking decal inspections and tow accordingly. She stated they declined stating that in the State of NJ the laws are strict in regards to towing using a third-party. There was some discussion on the matter.

Catherina informed the Board that enclosed in their packets was information on the following conferences: NJAHRA 2017 Annual Conference in Atlantic City, NJ from September 24th through September 26th, 2017, NAHRO National Conference in Pittsburgh, PA from October 27th through October 29th, 2017 and Nelrod Annual Conference in Las Vegas from March 8th through March 10th. She stated that if anyone was interested in attending any of the conferences, to please let her know as soon as possible.

Catherina expressed interested in attending the NJAHRA conference. Laverne Hill, Ignacia Washington and Karen Wright expressed interest in the Nelrod conference. A motion was made by John Washington to approve Catherina Stanback to attend the NJAHRA conference from September 24th through September 26, 2017 and it was seconded by Karen Wright. The motion was unanimously approved by all present.

Then, a motion was made by John Washington to approve Ignacia Washington to attend the Nelrod Conference from March 8, 2017 through March 10, 2017 and it was seconded by Karen Wright. The motion was unanimously approved by all present. Then, a motion was made by Ignacia Washington to approve Karen Wright to attend the Nelrod Conference from March 8, 2017 through March 10, 2017 and it was seconded by John Washington. The motion was unanimously approved by all present. After that vote, a motion was made by John Washington to approve Laverne Hill to attend the Nelrod Conference from March 8, 2017 through March 10, 2017 and it was seconded by Karen Wright. The motion was unanimously approved by all present.

SOLAR ENERGY

Our Solicitor, James Grace, stating that the solar company would be sending us a report shortly showing a significant cost savings on our electric bill. He stated the report would be ready for presentation for the September meeting.

CONGREGATE PROGRAM

Catherina stated that the sale of all Congregate unused food inventory would take place on Wednesday, August 9, 2017. She presented a flyer for the Congregate Food sale and there was some discussion on the matter.

**NEW BUSINESS**

WRITE OFF RESOLUTION FOR 6/30/17

Catherina presented Resolution 12-2017 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/17. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by John Washington to approve Resolution 12-2017 authorizing the write-offs and seconded by Laverne Hill. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 13023 thru 13062, no checks issued for Congregate, Dial-A-Bus checks 0814 through 0815, and Mod check 2478. 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

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

Carl Washington informed the Board that they would be having a Puerto Rican parade on August 19, 2017. There was some discussion on the matter.

There were no further comments or questions from the public present, a motion to close the public session was made by John Washington and seconded by Laverne Hill. The motion was approved unanimously.

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.