Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 7, 2016

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Adrianne Dixon, Hersell Smith, John Washington, and Catherina Stanback

Absent: Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the regular minutes of the November 2, 2016 meeting was made by John Washington and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

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

Catherina presented the monthly maintenance report.

Catherina stated that the annual Thanksgiving dinner prepared by our kitchen staff and sponsored by the Borough of Penns Grove that was held on Wednesday, November 16th, 2016 was successful with a nice turnout.

Catherina informed the Board that they scheduled a holiday lunch for the Penn Towers seniors on December 14, 2016 at 12:00PM. She stated that the Holy Temple Church was sponsoring a free Holiday dinner for the seniors on December 10, 2016 at 1:00PM. She reported that they have planned a Winter Day Event for the Silver Run tenants on Thursday, December 29, 2016 at noon and lunch will be provided. Catherina invited all Board members to attend these events.

Catherina reported that the Borough is sponsoring a lunch with Santa for the kids on December 22, 2016 from 3-5PM at the Silver Run Community Room and that all Board members were invited to attend.

PENN TOWERS CANOPY ROOF

Catherina stated that Statewide Restoration Company began the rehab on the canopy roof this week at Penn Towers and it should be completed shortly. There was some discussion on the matter.

SOLICITOR VACANCY

Catherina presented two RFP packages that was received from Siciliano and Associates and Long Marmero and Associates for General Solicitor. She gave each board member a copy of both proposals for their review. She stated that the price for both attorneys was the same hourly amount. Therefore, she asked each member to review the packets at their convenience this month and then Board approval would be scheduled for January. There was some discussion on the matter.

**NEW BUSINESS**

AUDIT REPORT FYE 6/30/16

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she had mailed each Board member a copy of the audit report this week for their review. Catherina stated there were no findings for this year. The Board commended Catherina for her leadership in achieving a good audit this year. There was some discussion about the audit report. John Washington made a motion to accept the audit as presented and pass Resolution 13-2016. Adrianne Dixon seconded the motion and a roll call was made. The motion was approved unanimously by all present. The Audit Review Certificate was signed by all Board members.

RESOLUTION: BOARD MEETING DATES FOR 2017

Catherina presented Resolution 15-16 for the 2017 Board meeting dates as well as the Official Publications used this year. Vicki Smith made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2017. Hersell Smith seconded the motion and it was unanimously approved by all present.

MISCELLANEOUS

Karen Wright, the Board, and Catherina expressed their appreciation to Adrianne Dixon and Sandra Garcia for their years of service on the Board. Karen presented Adrianne Dixon with a card of appreciation. Adrianne expressed her gratitude for serving on the Board and working for the Penns Grove Housing Authority.

Afterwards, the Board asked Catherina to inform all tenants in writing that there is an open vacancy for tenant commissioner and the requirements to be a Board member. Catherina stated she would compile the letter and if she received a response from any tenants she would inform John Washington. A motion was then made by Vicki Smith to inform all tenants in writing of the open Board seat for tenant commissioner. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Hersell Smith and seconded by John Washington. Vicki Smith abstained from the vote and all others present unanimously approved the motion. General Fund checks 12602 thru 12646, Congregate checks 1708 thru 1712, Dial-A-Bus checks 0794 thru 0795 and MOD check 2467 thru 2468. 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 November Board meeting.

PUBLIC PORTION

No public was present.

ADJOURNMENT

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