Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 4, 2015

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, Vicki Smith, Adrianne Dixon, John Washington, Sandra Garcia, Deborah Pagnotto-Bradford, Patricia Antonelli-Cerrato, Esq., Catherina Stanback and Carolina Valdez

Absent:

APPROVAL OF MINUTES

A motion to approve the minutes of the January 7, 2015 meeting was made by John Washington seconded by Sandra Garcia. The motion was approved unanimously 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 three vacant units at Silver Run Park.

Catherina informed the Board that this month we are processing four eviction cases for non-payment of rent as well as other lease violations. She stated that no court date had been set as of today.

Catherina reminded the Board that the court date for the complaint against the individual that has caused numerous disturbances and broke a window at Silver Run was rescheduled for February 11, 2015.

Catherina stated that enclosed in their packet was a list of the conferences for PHADA and NAHRO for 2015. She stated that if you are interested in attending any of the conferences to please let her know as soon as possible.

Vicki Smith and Adrianne Dixon expressed interest in attending the PHADA conference in San Francisco, CA on May 3rd through May 6th, 2015. A motion was made by Karen Wright to approve Vicki Smith and Adrianne Dixon to attend the PHADA Conferences. The motion was seconded by John Washington and approved unanimously by all present.

Catherina expressed interest as well as Vicki Smith, Karen Wright, and Adrianne Dixon, in going to the NAHRO Summer and National Conferences in Austin, TX on July 30th through August 1st, 2015 and Los Angeles, CA on October 15th through October 17th, 2015. A motion was made by John Washington to approve Catherina Stanback, Karen Wright, Vicki Smith and Adrianne Dixon to attend the NAHRO Summer and National Conferences. The motion was seconded by Sandra Garcia and approved unanimously by all present.

Catherina reported that we had placed a clothing donation bin located in the Silver Run parking lot to raise funds for our non-profit organization. She stated that we would appreciate it if you are donating clothes to use our bin and to spread the word to others as well.

Catherina stated that in order to make extra space in the parking lot, we are selling an old storage trailer that is located at Penn Towers. She presented the ad that will be placed in the newspaper as well as on Craigslist. After some discussion, there were some adjustments made to the price listed on the advertisement.

Catherina stated that they will be placing the ads in the newspaper for RFP’s for Fee Accountant, Solicitor, and Auditor.

Catherina was pleased to report that enclosed in their packet they will find that our HUD subsidy this year increased from $661,098 to $738,291 for 2015.

GREEN LIGHT ENERGY CONSERVATION

Catherina reported that Green Light Energy Conservation emailed her that the LED light bulbs are on back order. Catherina stated she will update the Board at the next meeting.

**NEW BUSINESS**

PERSONNEL COMMITTEE APPOINTMENTS

The Board discussed nominations for the Personnel Committee for 2015. After some discussion, Karen Wright, Vicki Smith and Adrianne Dixon were nominated to the Personnel Committee. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Karen Wright, Vicki Smith and Adrianne Dixon to the Personnel Committee. The motion was seconded by Sandra Garcia. All present unanimously approved the nomination. A personnel meeting was then scheduled for February 12, 2015 at 5:30PM.

BANKING SIGNATURE CARDS AND RESOLUTIONS

Catherina presented new banking signature cards for TD Bank and Pennsville National Bank to delete previous signors and add our new treasurer, Adrianne Dixon. After some discussion, a motion was made by John Washington to pass Resolution 4-15 granting Karen Wright, Vicki Smith, Adrianne Dixon and Catherina Stanback banking and signing authorization to all TD Bank accounts including General Fund Account, Modernization Account, Section 8 Account and Payroll Account. The motion was seconded by Sandra Garcia. All present unanimously approved the nomination. Then, a motion was made by John Washington to pass Resolution 5-15 granting Karen Wright, Vicki Smith, Adrianne Dixon and Catherina Stanback banking and signing authorization to all Pennsville National Bank accounts including the Rental Account, Congregate Account, Dial-A-Bus Account and Summer Nutrition Account. The motion was seconded by Sandra Garcia. All present unanimously approved the nomination.

Catherina stated that Sun National Bank required secondary IDs which she was still collecting from members; therefore, she will present that resolution at the next meeting.

COMMUNITY ROOM CONTRACTS

Catherina presented the community room contracts for Silver Run and Penn Towers. There was some decision on the matter. It was decided that we would table the matter until next month’s Board meeting in order to allow time to review the contracts.

CFP 5 YEAR ACTION PLAN AND 2015 ANNUAL STATEMENT AND RESOLUTION

Catherina presented the Capital Fund 5 year Action Plan and 2015 Annual Statement with Resolution 3-15. She stated that the plan dictates that all funds received from Capital Funds will be placed in operations.

After some discussion, a motion was made by Adrianne Dixon and seconded by Deborah Pagnotto-Bradford to approve Resolution 3-15 approving Capital Fund Amendment and supporting Annual Statement. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by Adrianne Dixon. The motion was unanimously approved by all present. General Fund checks 11381 thru 11411, Congregate checks 1582 thru 1586, Dial-A-Bus checks 0730 thru 0731, and Mod check 2444. 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 January Board meeting.

PUBLIC PORTION

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

A few Penn Towers tenants were present and inquired about a few items including, the sunroom not being heated which hinders them to use the computer and making rent payments online. There was some discussion on the matters.

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 Vicki Smith. The motion was approved unanimously.

ADJOURNMENT

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