Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 6, 2013

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Anthony Marandola, John Washington, Hersell Smith, Adrianne Dixon, Sandra Garcia, William Pearson, Esq., Catherina Stanback, and Carolina Valdez

Absent:

APPROVAL OF MINUTES

A motion to approve the minutes of the January 9, 2013 meeting was made by John Washington seconded by Anthony Marandola. Hersell Smith, Adrianne Dixon, Sandra Garcia abstained from the vote since they were not present at the January meeting. The motion was approved unanimously by all others present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently had four vacant units at Penn Towers. She reported that three new tenants were being processed and scheduled to move in this month at Penn Towers. In addition, she mentioned that they had set up interviews for the last vacant unit at Penn Towers. She stated we currently had one vacant unit at Silver Run Park due to a tenant transferring to a smaller size unit.

Catherina informed the Board that they were processing two eviction cases for lease violations and two eviction cases for non-payment of rent. Court dates had not yet been set for any of the cases.

Catherina reported that the auditors, Hymanson, Parnes, & Giampaolo, would be at the PGHA on February 14th and 15th to conduct the audit for FYE 6/30/12.

Catherina stated that enclosed in their packets was the 2013 financial disclosure forms. She requested that they be completed and returned to her as soon as possible.

She explained that ads would be placed in the newspaper next week for the Fee Accountant, Auditor, Legal, and A & E Services.

Catherina reported that they placed the part-time maintenance position ad in the newspaper and received ten applications. She stated that after careful consideration, the position was offered to Angel Rentas, who will have a 90-day probationary period.

Catherina stated that one of the cooks in the Congregate Program would be leaving shortly for maternity leave. She explained that they are looking for a temporary cook to replace her during her leave.

Catherina stated that she enclosed information on the NAHRO Legislative Conference being held on March 17th through March 20th in Washington, DC and for the PHADA 2013 Annual Convention Summer being held in San Antonio, TX on May 19th through May 22nd. She stated if anyone was interested in attending to please let her know as soon as possible.

Catherina stated that she was interested in attending the PHADA Conference in May and Adrianne Dixon expressed interest in going to the NAHRO Legislative Conference in March. A motion was made by Anthony Marandola to approve Catherina Stanback to attend the PHADA 2013 Annual Conference held in San Antonio, TX on May 19th through May 22nd and to approve Adrianne Dixon to attend the NAHRO Legislative Conference being held on March 17th through March 20th in Washington, DC. The motion was seconded by Hersell Smith and approved unanimously by all present.

Catherina reminded the Board of the bus trip that has been scheduled for the seniors for Thursday, March 28, 2013 to Sights and Sounds Theater to see “Noah the Musical” and lunch at Hershey Farms in PA. She explained that the cost of the bus trip was $90.00 which includes their show ticket, lunch and transportation and that the cost was being passed onto the riders. There was a flyer for the trip enclosed in their packet. Catherina stated if any Board member was interested in attending to please let her know as soon as possible.

METRO PCS

Catherina and Bill Pearson stated they had not received any recent contact from Metro PCS. Catherina went over a question that was asked at the last meeting. A board member asked for the definition of the LTE cabinet located on Metro PCS’s drawings. She explained that LTE stands for “long term evolution” cabinet in which some of the cell phone company’s equipment are stored. There was some discussion on the matter.

**NEW BUSINESS**

PGHA ANNUAL PLAN

Catherina presented and reviewed the PGHA Annual Plan documentation for FY 7/1/13 which included the Capital Fund forms. Catherina stated the mandatory public meeting to review and discuss the plan would be held on March 27, 2013 at 1:00PM. Catherina stated the final Board approval would take place at the April Board meeting.

MISCELLANEOUS

Vicki Smith reported on the PHADA’s Commissioner’s Conference she attended in January. There was some Board discussion on the topics she covered at that conference including social media polices in regards to public housing.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Vicki Smith. The motion was approved unanimously by all present. General Fund checks 9981 thru 10021, Congregate checks 1436 thru 1440, Dial-A-Bus checks 0664 thru 0666, and Mod checks 2402 thru 2403. 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 Vicki Smith and seconded by John Washington. There were no comments from the individuals that were present. Therefore, a motion to close the public session was made by Vicki Smith and seconded by Hersell Smith. The motion was approved unanimously.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Anthony Marandola. The motion was approved unanimously.