Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 9, 2013

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

ROLL CALL

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

Absent: Hersell Smith, Adrianne Dixon, and Sandra Garcia

REORGANIZATION

ELECTION OF OFFICERS

The Solicitor, William Pearson, asked for nominations for the Housing Authority Chairperson. John Washington made a motion to nominate Karen Wright as Chairperson and Anthony Marandola seconded the motion. William Pearson asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Anthony Marandola. All present unanimously approved the nomination.

Mr. Pearson then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. Anthony Marandola nominated Vicki Smith. John Washington seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Anthony Marandola to close nominations and elect Vicki Smith as Vice Chairperson. The motion was seconded by John Washington. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Vicki Smith nominated Anthony Marandola and John Washington seconded the nomination. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Vicki Smith to close nominations and elect Anthony Marandola as Financial Treasurer. The motion was seconded by John Washington. All present unanimously approved the nomination.

APPROVAL OF MINUTES

A motion to approve the minutes of the December 5, 2012 meeting was made by Vicki Smith seconded by John Washington. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina informed the Board that they were processing two eviction cases for lease violations and a court date had not been set.

Catherina stated that the auditor for FYE 6/30/12 Mr. William O’Neil unfortunately passed away in December. She explained that due to the circumstances, we would need to obtain another auditor for FYE 6/30/12. She advised the Board that the next lowest qualified bidder was Hymanson, Parnes, Giampaolo who was our auditing firm from last year. She stated that she recently contacted the auditing firm of Hymanson, Parnes, Giampaolo and they were available to conduct our FYE 6/30/12 audit and would honor their initial bid price. After the Board discussed the matter, a motion was made by Vicki Smith to hire Hymanson, Parnes, Giampaolo to conduct our audit for FYE 6/30/12. Anthony Marandola seconded the motion and it was unanimously approved by all present.

Catherina reported that the office staff was back in the main office. She stated that at this time, we had not incurred any sewerage problems. It was mentioned that the insurance company would be reimbursing us for the damages caused to the office minus our deductible.

Catherina informed the Board that they would be conducting our annual HQS inspections for Penn Towers units on January 15th and January 22nd. She stated they would be performing Silver Run annual HQS inspections every Tuesday in the month of February.

Catherina presented a list of future conference dates for PHADA and NAHRO. She stated if any Board member was interested in attending to please let her know as soon as possible. Vicki Smith expressed interest in attending the NAHRO Legislative Conference in Washington, DC on March 17th through the 20th. A motion was made by Anthony Marandola to approve Vicki Smith to attend the NAHRO conference on March 17, 2013 through March 20, 2013 and seconded by John Washington. The motion was unanimously approved by all present.

Catherina informed the Board of a 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 enclosed in the Board packet the latest correspondence she received from Mr. William Lammey, our Architect, written to Metro PCS. Bill Pearson stated he had not received any response from Metro PCS and he discussed the correspondence between our Architect and Metro PCS. There was some discussion on the matter.

AMENDED PGHA BY-LAWS

Catherina presented a copy of the draft to amend the Penns Grove Housing Authority by-laws along with a copy of the current by-laws and Resolution 1-13. Catherina reiterated to the Board that they updated the by-laws to include the following changes: the time of the Board meetings to 6:30PM, separating the Secretary and Treasury roles, the order of business format for the Board meetings, adding information on the personnel committee, and changing the language in the by-laws to include gender neutral wording. There was some discussion on the matter. After the discussion, a motion was made by John Washington and seconded by Anthony Marandola to adopt Resolution 1-13 amending the Penns Grove Housing Authority by-laws superseding any previous by-laws. The motion was approved unanimously by all present.

The Board discussed nominations for the Personnel Committee for 2013. After some discussion, Karen Wright, Vicki Smith and Hersell Smith 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 Hersell Smith to the Personnel Committee. The motion was seconded by Anthony Marandola. All present unanimously approved the nomination.

PENN TOWERS ELEVATORS

Catherina presented the final termination letter with a full explanation of the service issues with our previous elevator company. She stated that she mailed out the letter a month ago and had received no response from the company. There was some Board discussion on the matter.

Catherina enclosed a list of references for ACE Elevator Company, our new elevator company. She stated all the references commented that they were very satisfied with the services provided from ACE Elevator Company. There was some discussion on upgrading or replacing Penn Towers Elevators in the future.

**NEW BUSINESS**

RESOLUTION: 2013 BOARD MEETING DATES

Catherina presented a Resolution 2-13 for the 2013 Board meeting dates as well as the Official Publications used this year. Catherina mentioned that the Board meetings would be held the first Wednesday of every month for the rest of the year. However, she asked the Board which date they preferred July 3rd or July 10th for the month of July due to the 4th of July holiday. After some discussion, it was decided that the meeting for July would be held on July 10th the second Wednesday of the month. John Washington 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 2013. Vicki Smith seconded the motion and it was unanimously approved by all present.

RESOLUTION: OFFICIAL DEPOSITORIES OF FUNDS FOR 2013

Catherina presented Resolution 3-13 designating the Official Depositories for 2013. John Washington made a motion approving the Resolution designating the Official Depositories of all Public Monies and other funds of the Penns Grove Housing Authority for the year 2013. Vicki Smith seconded the motion and it was unanimously approved by all present.

MISCELLANEOUS

There was some discussion about the preventative bed bug inspections that are taking place at both complexes.

BILLS

A motion to approve the bills listed below was made by Vicki Smith and seconded by John Washington. The motion was approved unanimously by all present. General Fund checks 9926 thru 9975, Congregate checks 1431 thru 1435, Dial-A-Bus checks 0659 thru 0661, and Mod check 2401. 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 December Board meeting.

PUBLIC PORTION

There was no public present at this meeting.

ADJOURNMENT

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