Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting July 6, 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, John Washington, Hersell Smith, William Pearson and Catherina Stanback

Absent: Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the June 1, 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 six vacant units at Penn Towers and three vacant units at Silver Run Park.

Catherina reported that the two court cases that were scheduled on June 3, 2016 resulted in default judgment in our favor. She stated they are processing four 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 enclosed in their packet is the final contract for the summer police security. She reported that she met with the Chief that day to discuss the security and trouble spots for them to concentrate when patrolling.

She reminded the Board that the summer feeding program and activities at Silver Run will begin on Monday, July 11, 2016.

Catherina informed the Board that they are partnering with Comcast to offer the tenants Internet access for $9.95 a month plus tax. She explained that this program is offered to public housing and Section 8 residents only and she enclosed a flyer for their review.

Catherina presented information on the NJAHRO conference being held in Atlantic City on September 25th through September 27, 2016. She stated if anyone was interested in attending to please let her know as soon as possible. Catherina expressed interested in attending the NJNAHRO conference. A motion was made by Adrianne Dixon to approve Catherina Stanback to attend the NJAHRO conference from September 25th through September 27, 2016 and it was seconded by Hersell Smith. The motion was unanimously approved by all present.

Catherina stated that at the last meeting, there was a question about our website. She wanted to inform the Board that our website has been updated. She stated they also added a feature where you can download and print our application directly from our website. She reported that the cost of the website last year was a total of $240.

PENN TOWERS CANOPY ROOF

Catherina reported that they received three bids on June 9, 2016 for the Penn Towers canopy roof replacement. She reviewed the recommendation letter enclosed in their packet from Lammey & Giorgio with all three bid amounts. After some discussion, a motion was made by John Washington to award the bid to the lowest qualified bidder which was Statewide Fire Restoration at $33,650.00. The motion was seconded by Adrianne Dixon and approved by all others present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/17

Catherina presented the State Budget FYE 6/30/17 for adoption. John Washington made a motion to approve the State Budget for FYE 6/30/17 for adoption and it was seconded by Adrianne Dixon. Vicki Smith abstained from the vote and all others present approved the motion through a roll call.

ENERGY EFFICIENCY PROJECT

Catherina stated that RAI, an energy efficiency company, was completing preliminary reviews and surveys in regard to our boilers and electrical equipment with the assistance of Bill Lammey.

UNIT TRANSFER APPLICATION

Catherina presented the revised unit transfer application for Penn Towers residents with Board revisions. After the Board reviewed the application, a motion was made by Hersell Smith and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

**NEW BUSINESS**

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 11-16 authorizing an Executive Session to discuss personnel matters. Hersell Smith seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by John Washington and seconded by Hersell Smith to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by John Washington and seconded by Adrianne Dixon to go back into regular session. The motion was unanimously approved by all present.

After exiting the Executive Session, a motion was made by John Washington to have Albert Sanchez instituted has Acting Supervisor with an increase in pay per the Personnel Policy and it was seconded by Adrianne Dixon. The motion was unanimously approved by all present.

Then, a motion was made by John Washington to place ads in the newspaper for the positions for Supervisor of Maintenance and upon hiring with a rate pay of $20.00 an hour would be offered and a full-time Maintenance Technician was set for $14.00 to $15.00 an hour based on experience. The motion was seconded by Adrianne Dixon. Vicki Smith voted no. The others members present unanimously approved by all present

BILLS

A motion to approve the bills listed below was made by Karen Wright and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 12308 thru 12361, Congregate checks 1671 thru 1677, Dial-A-Bus checks 0779 thru 0780 and MOD check 2462. 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 June 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.