Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting June 3, 2015

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, William Pearson Esq, Catherina Stanback and Carolina Valdez

Absent: Deborah Pagnotto-Bradford, Sandra Garcia, and John Washington

APPROVAL OF MINUTES

A motion to approve the minutes of the May 13, 2015 meeting was made by Vicki Smith seconded by Hersell Smith. 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 three vacant units at Silver Run Park.

Catherina informed the Board that this month we had three lockouts for evictions and we are not processing any evictions at this time.

Catherina stated she was pleased to report that two of our youth from Silver Run were selected by our regional NAHRO division to win the Housing America and NAHRO initiative poster contest “What Home Means to Me”. She explained that these tenants have the opportunity to win on a National level.

Catherina reported that the Community Day for Silver Run tenants was held on May 15, 2015 at noon during the kids’ in school service day and a Spring Social for the tenants at Penn Towers on May 20, 2015. She stated both events were successful and enjoyed by the tenants.

Catherina reported that she received a letter from HUD stating that we were not selected for the Safety and Security grant. She stated that the letter informed them that our application was complete and met all the requirements. However, due to an overwhelming amount of applicants a lottery was conducted and we were not selected.

Catherina stated that enclosed in their packets was a maintenance report for the month of May.

She reported to the Board that the maintenance staff is replacing the brick wall in the back of Penn Towers with flower boxes. She stated we have purchased the supplies and are awaiting for clear weather to begin building the boxes.

Catherina stated that enclosed in their packets was a draft letter to the tenants addressing the different meetings held at Penn Towers each month and tenants concerns that have arisen. Catherina read the letter and it was approved by the Board to distribute to the tenants. There was some discussion on the matter.

AMEND BY LAWS

Catherina presented and reviewed the amended by-laws. There was some discussion on the matter. A motion was made by Vicki Smith to approve Resolution 6-15 approving the update and amendments of the Penns Grove Housing Authority by-laws and seconded by Hersell Smith. The motion was unanimously approved by all present.

**NEW BUSINESS**

BUDGETS 2015-2016

1. APPROVAL FOR ADOPTION OF STATE BUDGET

Catherina informed the Board that the State of NJ approved the State Budget for the 2015-2016 year and she requested for the budget to be adopted by Resolution # 7-15. Vicki Smith made a motion to adopt the State Budget and seconded by Hersell Smith. A roll call was made and the resolution was unanimously approved by all present.

CAR INSURANCE

Catherina stated she was asked to investigate whether personal cars used for company purposes would be covered under our company auto insurance policy. She stated she was told by our insurance company that personal vehicles would not be covered under our insurance policy and recommended that we state that to our employees. There was some discussion on the matter. It was decided that this matter would be revisited once the Personnel Policy was amended later this year.

BILLS

A motion to approve the bills listed below was made by Adrianne Dixon and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 11597 thru 11629, Congregate checks 1606 thru 1609, and Dial-A-Bus check 0746. 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 May Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by Vicki Smith and seconded by Hersell Smith. The motion was unanimously approved by all present.

Dorraine Robinson, 708 Penn Towers, discussed her presidency and role with the Penn Towers Tenants Association. She also discussed other tenants’ matters including washers and dryers. The Board explained we cannot get additional washers and dryers due to the laundry room layout as well as from a plumbing and electrical perspective.

There were no further comments or questions from the public present, a motion to close the public session was made by Hersell Smith and seconded by Adrianne Dixon. The motion was approved unanimously.

ADJOURNMENT

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