Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting June 1, 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, Sandra Garcia, William Pearson and Catherina Stanback

Absent:

APPROVAL OF MINUTES

A motion to approve the minutes of the May 4, 2016 meeting was made by John Washington and 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 seven vacant units at Penn Towers and no vacant units at Silver Run Park.

Catherina reported that they are processing two cases for non-payment of rent and lease violations with the court date being scheduled for Friday, June 3, 2016.

Catherina presented the monthly maintenance report.

Catherina stated that our Annual Garden Party was held on May 20, 2016 and had a nice turnout. She reported that the tenants had been maintaining the garden thus far.

Catherina gave the Board a report on the police security contract. Karen Wright stated she also had a conference call with the Chief of Police to gather information. They stated the police department assured them they would be dedicating the security time for both complexes Penn Towers and Silver Run including a walk thru of the developments. They stated that the tenants would feel safer with additional security especially during the weekend hours. The Board had a discussion on adding language to the contract to include: two walk thrus for each shift, having the police vehicle sit in a stationary position, contacting management to review trouble spots on a weekly basis, and police force remaining visible. A motion was made by Hersell Smith to approve police security with the added language to be added to the contract as stated above and a budget of $9000.00 from June 24, 2016 to September 3, 2016 and seconded by Sandra Garcia. John Washington abstained from the vote and all others present approved the motion through a roll call.

Catherina reported that they held two employee training seminars on May 12, 2016 which was given by HAI Group our insurance company on risk management and safe driving. She enclosed the course packets used for the training as well as the completion certificates for the Board to review. There was some discussion on the matter.

Catherina stated that enclosed in their packets they would find their financial disclosures forms that had been electronically filed on their behalf. She requested the Board members to sign and revise the form, which would be placed in their file.

Catherina stated that they would be holding the summer feeding program this year for kids in our community at Silver Run. She explained that the Food Bank of South Jersey would deliver breakfast and lunch each day. She stated she would be attending a mandatory training session for the program next week. She reported that our current staff members along with a temporary worker would run the program. She enclosed a flyer detailing the children’s activities for the summer which would include the following: reading program, arts and crafts, outdoor games and computer lab activities. There was some discussion on the summer feeding program and activities.

PENN TOWERS CANOPY ROOF

Catherina reminded the Board that the date for the bid opening for the Penn Towers canopy roof was June 9, 2016. Therefore, she would present the bid results at the next meeting.

**NEW BUSINESS**

FEDERAL BUDGET RESOLUTION FYE 6/30/17

Catherina presented an e-mail from NJ DCA stating that a Board member abstained and three other members voted yes therefore the State did not consider it a majority vote since there are six Board members. Catherina stated they needed another motion to approve the Budget previously presented. After some discussion, a motion was made by John Washington to approve the Federal Budget with Resolution 10-16A and seconded by Sandra Garcia. Vicki Smith abstained from the vote and all others present approved the motion through a roll call.

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

After the discussion on the Federal Budget, John Washington made a motion to approve the State Budget for FYE 6/30/17 submission and seconded by Hersell Smith. Vicki Smith abstained from the vote and all others present approved the motion through a roll call.

ENERGY EFFICIENCY PROJECT

Catherina presented a survey that RAI, the energy efficiency company, required for the project in regard to our boilers and electrical equipment. She reported that Bill Lammey was assisting her with the survey. She explained that the survey was the first step in evaluating whether we qualify for the energy efficient combined power system.

UNIT TRANSFER APPLICATION

Catherina presented the unit transfer application for Penn Towers residents. After the Board reviewed the application, they advised Catherina to make some changes to the application including removing the verbiage on couples and adding that the Penns Grove Housing Authority reserved the right to move in new applicants first. Catherina stated she would present the application at the next meeting.

BILLS

There was some discussion on the need to look for discounted airfare including booking in advance by at least 14 to 30 days prior to traveling in an effort to save funds. There was also a question in regard to the website being updated and the cost of the site to be maintained. After that discussion, a motion to approve the bills listed below was made by Sandra Garcia and seconded by John Washington. Vicki Smith abstained from the vote and all other members present approved the motion. General Fund checks 12254 thru 12302, Congregate checks 1678 thru 1681, Dial-A-Bus check 0776 and MOD check 2461. 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

No public was present.

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.