Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 1, 2013

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

ROLL CALL

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

Absent: Anthony Marandola and Adrianne Dixon

APPROVAL OF MINUTES

A motion to approve the minutes of the April 3, 2013 meeting was made by John Washington seconded by Hersell Smith. The motion was approved unanimously by all present. A motion to approve the Executive Session minutes of the April 3, 2013 meeting was made by John Washington and seconded by Hersell Smith. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina informed the Board that there are processing three eviction cases for non-payment of rent. The court date has not been set at this time for those cases.

Catherina reported that on April 12, 2013 they went to court for three eviction cases. She explained that the first case was settled by payment of rent in full. The second case was settled by compliance with the lease terms. For the third case, it was mentioned a default judgment for non-appearance of the tenant was the outcome. However, on the third case the individual filed a motion for an Order to Show Cause on which the court date was scheduled for May 17, 2013.

Catherina stated that the website for the 2013 submission of the financial disclosure statement forms is now in operation. Enclosed in their packet was the information for the disclosure forms which are due by May 31, 2013.

She reminded the Board that the employee training workshop “Effective Communication in the Workplace” has been rescheduled for Tuesday, June 25, 2013. She stated that they will close the office that day and the answering service will forward emergency calls to the maintenance staff. She stated she will notify the tenants in advance.

She stated that Craig Meadows from CTI Energy Services contacted the office again in regard to the energy performance contracting services. There was some discussion on the matter and it was decided that at this time the Board was not interested. Catherina mentioned that she will be attending a PHADA conference this month, in which they are offering some classes on energy performance contracts. She added she will be attending these classes in order to learn more on the subject matter.

Catherina informed the Board that they are trying to organize a community garden for Penns Towers and Silver Run. She explained that we did not receive enough interest at Silver Run this year to have the community garden.

She reported that at Penn Towers, they would start the planting process this month and the location would be in the back of the building. She stated they will begin with a small vegetable garden to see if we get enough cooperation before expanding next year. She enclosed a copy of the release form for the Board to review and explained that the residents will have to sign the release in order to participate in the community garden. It was mentioned that Costello’s Market would be donating all of the vegetables for the garden.

Enclosed in their packet was the agenda for the NAHRO Summer Conference which would be held in Denver, Colorado on July 18th, 2013 through July 20th, 2013. Catherina stated that if any Board member was interested in attending to please let her know as soon as possible.

Karen Wright and Vicki Smith stated that they were interested in attending the NAHRO Conference in July. Vicki Smith also expressed interest in going to the PHADA Conference in May. A motion was made by John Washington to approve Vicki Smith to attend the PHADA 2013 Annual Conference held in San Antonio, TX on May 19th through May 22nd. The motion was seconded by Sandra Garcia and approved unanimously by all present. Another motion was made by John Washington to approve Karen Wright and Vicki Smith to attend the NAHRO Summer Conference being held in Denver, CO from July 18th through July 20th. The motion was seconded by Hersell Smith and approved unanimously by all present.

Catherina informed the Board of a bus trip that has been scheduled for the seniors for Thursday, June 6, 2013 to Longwood Gardens in PA. She explained that the cost of the bus trip was $40.00 which includes their admission ticket and transportation. She added 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.

ANNUAL CERTIFICATION FOR BOARD TRAINING AND QUORUM COMPLIANCE

Catherina enclosed in their packets the transcripts from Rutgers reflecting that the Board and herself had satisfactory completed the required courses and certifications. She presented Resolution 8-13 which reflected each Board member’s name, source of appointment, training status and their term expiration. In addition, Resolution 8-13 reflected that Catherina successfully completed the required courses and certifications for her position as Executive Director. A motion to approve the Annual Certification for Board Training and Quorum Compliance Resolution 8-13 was made by Vicki Smith and seconded by John Washington. The motion was approved unanimously by all present.

ROSS GRANT SERVICE COORDINATOR

Catherina informed the Board that the ROSS Grant application had been submitted by herself and Errol Shorter from the Brooke Group. She enclosed a copy of the completed grant application for them to review. She mentioned that Mr. Shorter stated we should receive notice around September whether the application was accepted or rejected.

**NEW BUSINESS**

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 9-13 authorizing an Executive Session to discuss personnel matters. Vicki Smith seconded the motion and a roll call was done with all approving the Resolution.

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

A motion was made by Vicki Smith and seconded by Hersell Smith to go back into regular session. The motion was unanimously approved by all present.

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2013-2014

The Personnel Committee explained that Catherina’s performance review was completed that evening and they had gone over the results during the Executive Session with the Board. The Personnel Committee stated that one of the tasks assigned to Catherina was to complete a financial analysis of the Congregate Program and submit the report prior to the June Board meeting. Catherina stated she would complete the task and place it on the agenda for June.

In open session the following motion was taken: A motion was made by Vicki Smith to accept Resolution 10-13 for Catherina Stanback’s contract for July 1, 2013 to June 30, 2014. John Washington seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with a list that included employee’s name their current base salary and their proposed base salary with the increases. The Board reviewed the documentation and there was some discussion. A motion to approve the Annual Salary Increases Resolution 11-13 for the period of July 1, 2013 through July 1, 2014 was made by John Washington and seconded by Sandra Garcia. The motion was approved unanimously by all present.

FEDERAL BUDGET RESOLUTION FYE 6/30/13

Catherina reviewed the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/13. After some discussion, Resolution 12A-13 which states that the Board has reviewed the Budget and had found that the Budget is financially responsible, necessary to serve low-income families, and that proposed salaries provided that no person shall be paid more than 100% of his or her time. Resolution 12A-13 was passed by John Washington and seconded Vicki Smith. The motion was unanimously approved by all present. A second motion was made by John Washington to approve the official Certification for the Operating Budget with Resolution 12B-13. Vicki Smith seconded the motion and it was unanimously approved by all present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/13

Catherina reviewed the Penns Grove Housing Authority’s State Budget for the FYE 6/30/13. After some discussion, John Washington made a motion to approve the State Budget for submission. Vicki Smith seconded the motion and it was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Sandra Garcia. The motion was approved unanimously by all others present. General Fund checks 10140 thru 10184; congregate checks 1453 thru 1457, Dial-A-Bus checks 0672 thru 0674, and Mod check 2407. 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 April Board meeting.

MISCELLANEOUS

There was some additional discussion on various topics including Penn Towers Elevators and cell phone tower, and our camera and security systems.

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 Hersell Smith. The motion was approved unanimously.