Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 5, 2014

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, Adrianne Dixon, John Washington, , Deborah Pagnotto-Bradford, Harold Crass, Esq., Catherina Stanback, and Carolina Valde

Absent: Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the February 5, 2014 meeting was made by John Washington seconded by Anthony Marandola. 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 no vacant units at Silver Run Park.

Catherina informed the Board that two eviction cases were being processed for non-payment of rent. It was reported that no court date had been set for those cases.

Catherina reported that we were handling four cases for non-payment of rent. Three of those cases were settled prior to court and the last case was postponed for March 7, 2014.

Catherina informed the Board that she signed a harassment complaint against an individual whose girlfriend resides a Silver Run. She explained that the individual had made verbal threats to herself and our staff. She reported that the court date was set for March 12, 2014. There was some discussion on the matter.

Catherina stated that enclosed in their packets was information for the PHADA 2014 Annual Convention & Exhibition Conference being held in New Orleans, LA on June 1st through June 4th and for the MARC NAHRO Annual Conference being held in Dover, DE on April 29th through May 2nd. Catherina stated that if anyone was interested in attending either conference, to please let her know as soon as possible.

Vicki Smith, Karen Wright, Adrianne Dixon and Catherina Stanback stated that they were interested in attending the PHADA 2014 Annual Convention & Exhibition Conference in June. Adrianne Dixon, Karen Wright, Catherina Stanback and Carolina Valdez expressed interest in going to the MARC NAHRO Annual Conference in April. A motion was made by Anthony Marandola to approve Vicki Smith, Karen Wright, Adrianne Dixon and Catherina Stanback to attend the PHADA 2014 Annual Convention & Exhibition held in New Orleans in June and to approve Adrianne Dixon, Karen Wright, Catherina Stanback and Carolina Valdez to attend the MARC NAHRO Annual Conference being held in April in Dover, DE. The motion was seconded by John Washington and approved unanimously by all present.

Catherina informed the Board that the Congregate Coordinator submitted her retirement notice effective May 7, 2014.

Catherina requested her vacation dates for this year. A motion was made by Anthony Marandola to approve her vacation time and it was seconded by Karen Wright. The motion was approved unanimously by all others present.

Catherina reported that they have scheduled a bus trip for the seniors to Sights and Sounds Theater to see “Moses” which includes lunch at Hershey Farms in PA. The trip has been scheduled for Tuesday, April 8, 2014. She stated that the cost for the trip per person is $90.00 which includes their show ticket, lunch and transportation. A flyer for the trip was enclosed in their packet. Catherina stated that if any Board member was interested in attending to please let her know as soon as possible.

Catherina discussed with the Board other issues including a minor accident with our bus and the repair of the snow plow.

CAPITAL FUND 2013 PROJECTS

Catherina reported that the elevator consultant and the architect were here at the end of February to perform diagnostic testing on the elevators. She stated that when she receives the written report she will forward it to the Board. There was some discussion on the matter.

NON-PROFIT ORGANIZATION

Catherina mentioned some matters that were discussed at the ad hoc committee meeting that was held on February 24, 2014 including but not limited to possible Board trustees and objectives for the organization. Catherina stated that she had approached some potential Board of trustees and she received a good response from them. There was some discussion on the matter. After the discussion, it was decided that the next non-profit committee meeting would be held on March 31st, 2014.

**NEW BUSINESS**

NON-SMOKING POLICY

Catherina stated that as discussed at the last meeting she was presenting information to the Board on the non-smoking policy for Penn Towers and the non-smoking marijuana policy for both Silver Run and Penn Towers. There was a lengthy discussion on various pros and cons to going smoke-free and how to effectively implement these policies. After some discussion, there was a motion made by Vicki Smith to have Penn Towers become a smoke-free facility as of January 1, 2015. The motion was seconded by Adrianne Dixon and was approved unanimously by all present. Catherina stated she will present draft policies at the next meeting for Board approval.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Karen Wright. The motion was approved unanimously by all others present. General Fund checks 10728 thru 10778 Congregate checks 1512 thru 1515, Dial-A-Bus check 0701, and Mod checks 2421 thru 2422. 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 February 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 Anthony Marandola. The motion was approved unanimously by all present.