Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 2, 2016

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, Adrianne Dixon, John Washington, Patricia Antonelli-Cerrato, Catherina Stanback

Absent: Hersell Smith and Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the February 3rd, 2016 meeting was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have eight vacant units at Penn Towers and three vacant units at Silver Run Park.

Catherina stated that they are processing five eviction cases, four for non-payment of rent and one for lease violations. She explained that there has been no court date set as of today.

Catherina presented the monthly maintenance report.

Catherina informed the Board that she found bed bugs in our furniture located in our common areas. She stated after investigating, they found one unit that was severely infested with bed bugs. She went on to explain that they moved into Penn Towers five months ago with the bed bugs and never reported the infestation to the office. She also reported that they gave false statements during the interview and orientation process. She stated they are pursuing legal action.

It was stated that the exterminator had been to Penn Towers several times to exterminate this unit and the common areas. She stated that they disposed of the infested furniture in the common areas. Catherina relayed that they will not be replacing the furniture until we are confident the problem is under control.

Catherina presented a flyer with information for the MARC NAHRO poster contest. She informed the Board that they scheduled a few dates in March and April for the children to work on their posters in the community room.

PENN TOWERS CANOPY ROOF

Catherina reported that Mr. Lammey stated they would go out to bid for the roof in April and then present the bid results to the Board in May. There was some Board discussion.

PERSONNEL POLICY AMENDMENT

Catherina reviewed a revision on the personnel policy amendment. After some discussion, a personnel meeting was scheduled for March 16, 2016 at 6:00PM for the Executive Director’s performance review and a review of the personnel policy amendment.

**NEW BUSINESS**

CAPITAL FUND RESOLUTION AND HUD SUBSIDY FOR 2016

Catherina presented Resolution 6-16 to approve the 2016 Capital Fund 5 Year Action Plan and 2016 Annual Statement. She stated that the Penns Grove Housing Authority was awarded $181,122.00 for Capital Funds for 2016 which would be placed in operations. She also gave the Board a copy of the Operating Subsidy calculations and forms for this year. There was some discussion on the matter. John Washington made a motion approving Resolution 6-16 approving the 2016 Capital Fund 5 Year Action Plan and 2016 Annual Statement. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

CONTRACTS

Catherina stated that as directed by the Board she contacted HUD, and spoke with Lisa Walker from the Housing and Development Law Institute, and the NJDCA. They stated that there is no statute, law, or HUD regulation that prohibits a housing authority from obtaining a Solicitor on retainer. She presented a string of e-mails from those agencies as well as examples of RFP’s from housing authorities that have Solicitors on retainers. There was some discussion on the matter.

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 12093 thru 12138, Congregate checks 1659 thru 1663, Dial-A-Bus check 0770 and MOD check 2458. 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

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

Doraine Robinson and Ernestine Watson, Penn Towers residents, Apt. 708 and Apt. 403 wanted to thank the Board and staff for the new washers and dryers, paper towel, soap dispensers, and a new soda machine. They inquired whether a new vending machine could be ordered for snacks. Catherina stated she would investigate the possibility of a new vending machine.

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

ADJOURNMENT

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