Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 1, 2017

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, Hersell Smith, John Washington, Ignacia Washington, Laverne Hill and Catherina Stanback

Absent: Vicki Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the February 1, 2017 meeting was made by Hersell Smith and seconded by Ignacia Washington. 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 no vacant units at Silver Run Park.

She stated that they are processing three eviction cases for non-payment of rent and no court date has been set as of today.

Catherina presented the monthly maintenance report.

Catherina stated they distributed six awards for perfect attendance and honor roll on Tuesday, February 14, 2017. She mentioned that she hopes this will encourage more kids for the next semester to achieve the honor roll or perfect attendance.

Catherina reported to the Board that the second notice advertising the tenant commissioner seat with a 30 day notice given and a copy was enclosed in their packets. She reported that the flyer was delivered and/or mailed to all Penn Towers and Silver Run Tenants as well as our Section 8 Participants. She stated that to date, we have received no response from any tenants showing any interest in the position.

Catherina stated that enclosed in their packets was information on the following conferences: NJ NAHRO Conference in Atlantic City, NJ on April 2nd through April 5th, 2017, Commissioner’s Conference by HDLI in Martha’s Vineyard, MA in September of 2017, and PHADA 2017 Annual Convention on April 30 through May 3, 2017 in Chicago, IL. If you are interested in attending any of these conferences, please let me know as soon as possible. Karen Wright expressed interest in attending the HDLI and PHADA conference. Catherina reported that Vicki Smith has called her and was interested in the NAHRO Legislative Conference in Washington DC. Catherina requested to attend the NJ NAHRO conference. A motion was made by Hersell Smith to approve Karen Wright for HDLI and PHADA Annual Conference, Vicki Smith for the NAHRO legislative conference, and Catherina Stanback to the NJ NAHRO conference. The motion was seconded by Ignacia Washington and unanimously approved by all present.

Catherina reported that she would be placing the ads in the newspaper for RFP’s for Fee Accountant, Solicitor, and Auditor for fiscal year 6/30/18.

Catherina stated she scheduled a poster contest for the kids at Silver Run in conjunction with Housing America and NAHRO initiative on April 22, 2017. She mentioned that the theme of the contest is “What Home Means to me”. She said they will provide the materials as well as lunch.

PENN TOWERS CANOPY ROOF

Catherina presented and reviewed the report given by Lammey and Giorgio recommending caulking around the windows at Penns Towers. Catherina stated during the last rain storm we had no leaks. After some discussion, the Board decided to hold off any caulking or repairs unless a problem arises again.

**NEW BUSINESS**

FEDERAL AND STATE BUDGET REVIEW

Catherina reported that our CPA will be present at the April meeting to review the Federal and State Budget. She discussed his personal reasons for needed to postpone. She stated she would mail out the budgets to the Board members as soon as she received them. There was some discussion on the matter.

BANKING SIGNATURE CARDS RESOLUTION

Catherina presented new banking signature cards for TD Bank and Pennsville National Bank to delete previous signors and add our new treasurer, Ignacia Washington. After some discussion, a motion was made by John Washington to pass Resolution 4-17 granting Karen Wright, Vicki Smith, Ignacia Washington and Catherina Stanback banking and signing authorization to all TD Bank accounts including General Fund Account, Modernization Account, Section 8 Account and Payroll Account. The motion was seconded by Laverne Hill. All present unanimously approved the nomination. Then, a motion was made by John Washington to pass Resolution 5-17 granting Karen Wright, Vicki Smith, Ignacia Washington and Catherina Stanback banking and signing authorization to all Pennsville National Bank accounts including the Rental Account, Congregate Account, Dial-A-Bus Account and Summer Nutrition Account. The motion was seconded by Laverne Hill. All present unanimously approved the nomination.

HUD GRANTS

Catherina presented the HUD security grant announcement. She stated they applied in the past but did not receive the grant since it is based on a lottery system. However, she would be reapplying with the hope of receiving the grant this year.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 12756 thru 12791, Congregate checks 1725 thru 1727, and Dial-A-Bus checks 801. 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 Hersell Smith and seconded by John Washington. The motion was unanimously approved by all present.

Carl Washington wanted to inform the Board and Catherina that the Penns Grove Recreation Committee would begin having the Senior Nights on the 4th Thursday of the month between 6PM to 8PM. There was some discussion on the matter.

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 Ignacia Washington. The motion was approved unanimously.

ADJOURNMENT

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