Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 6, 2013

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Anthony Marandola, John Washington, Hersell Smith, Adrianne Dixon, William Pearson, Esq., Catherina Stanback, and Carolina Valdez

Absent: Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the February 6, 2013 meeting was made by Hersell Smith seconded by Adrianne Dixon. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina informed the Board that they were processing two eviction cases for lease violations and one eviction case for non-payment of rent. She stated the court date was scheduled

for April 12, 2013.

Catherina reported that the auditing firm, Hymanson, Parnes, & Giampaolo, was here on February 14th to conduct the audit for FYE 6/30/12. She stated that enclosed in their packets was the completed audit report for their review. Catherina informed the Board that there were no findings. She stated she will present the audit resolutions at the April Board meeting. There was some Board discussion on the audit.

Catherina stated that the Borough Clerk informed her that the 2013 financial disclosure forms would now be filed on the Internet and paper copies would no longer be accepted. It was reported that the Internet site designated for the submission of the financial disclosure forms was not in operation yet.

Catherina reported that one of our cooks was out on maternity leave. She stated that they had temporarily hired Peggy Stone to fill in two days a week until our cook returns from her leave.

Catherina stated that they are planning a Community Reading Day for Silver Run tenants on April 2, 2013 at noon, during the kids’ spring break. She explained that there will be vendors from different literacy and volunteer organizations to promote reading and education. She stated they would have various activities and food as well. Catherina invited all Board members to attend and included an event flyer in their packet.

Catherina reminded the Board of the bus trip that has been scheduled for the seniors for Thursday, March 28, 2013 to Sights and Sounds Theater to see “Noah the Musical” and lunch at Hershey Farms in PA. She explained that the cost of the bus trip was $90.00 which includes their show ticket, lunch and transportation and 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.

METRO PCS

Catherina and Bill Pearson stated they had not received any recent contact from Metro PCS. Catherina stated that she will be removing Metro PCS from the Board meeting agenda until she receives a response from the company. There was some discussion on the matter.

PGHA ANNUAL PLAN

Catherina stated that the mandatory public meeting to review and discuss the PGHA Annual Plan would be held on March 27, 2013 at 1:00PM. Catherina stated the final Board approval would take place at the April Board meeting. There were no questions on the PGHA Annual Plan.

EXTERMINATION REPORT

Catherina reported that the inspections for bed bugs had concluded for both Penn Towers and Silver Run. She gave the Board a report of the findings for the inspections. Catherina stated that she will be having meetings for both Penn Towers and Silver Run tenants along with the exterminator giving a presentation on prevention and treatment of pests. There was some Board discussion on that matter.

**NEW BUSINESS**

ACCEPTABLE USE POLICY

Catherina presented and reviewed the proposed Acceptable Use Policy. Catherina stated the policy was recommended by the auditor to protect the PGHA from theft and liability in regard to employees’ use of computers, software, equipment and intellectual property, etc. After a Board discussion, a motion was made by Karen Wright to pass Resolution 4-13 approving the Acceptable Use Policy effective immediately. The motion was seconded by Adrianne Dixon and approved unanimously by all present.

ANNUAL CERTIFICATION FOR BOARD TRAINING AND QUORUM COMPLIANCE

Catherina reported that the New Jersey DCA is requiring an annual certification stating that the PGHA Commissioners have taken the necessary training classes and therefore are in compliance by having the required quorum. Catherina stated she contacted Rutgers University to receive transcripts for all of the Board members. She stated once she receives the transcripts then she will present the Board with a resolution certifying that our Board members are in compliance with the training requirements.

ROSS GRANT SERVICE COORDINATOR

Catherina presented information on a new HUD grant opportunity for a ROSS Grant Service Coordinator. Catherina explained that the grant would allow the PGHA to hire an individual for three years to help with tenants’ needs and assist them to become self-sufficient. There was some Board discussion on the grant.

The Board decided that they would like to apply for the grant. Catherina presented and reviewed two proposals from reputable grant writing companies. Subsequently, a motion was made by Vicki Smith to contract with The Brooke Group to write the ROSS Grant Service Coordinator for the PGHA by April 30, 2013. The motion was seconded by Adrianne Dixon and approved unanimously by all present.

MISCELLANEOUS

Karen Wright stated she was interested in attending the PHADA Conference in May 2013. A motion was made by Anthony Marandola to approve Karen Wright to attend the PHADA 2013 Annual Conference held in San Antonio, TX on May 19th through May 22nd. The motion was seconded by Adrianne Dixon and approved unanimously by all present.

There was some Board discussion on the new elevator and plumbing companies.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Hersell Smith. Adrianne Dixon abstained from the vote. The motion was approved unanimously by all others present. General Fund checks 10029 thru 10077, Congregate checks 1442 thru 1445, Dial-A-Bus checks 0667 thru 0668, and Mod check 2404. 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.