Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 7, 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, Bill Pearson, Esq., Catherina Stanback, and Carolina Valdez

Absent: Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the April 2, 2014 meeting was made by Vicki Smith seconded by Anthony Marandola. The motion was approved unanimously by all present. A motion to approve the Executive Session minutes of the April 2, 2014 meeting was made by Adrianne Dixon and 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 one vacant unit at Silver Run Park.

Catherina informed the Board that there were no eviction cases at this time.

Catherina stated that enclosed in their packet was information regarding a Family Self Sufficiency Seminar being held in Augustus, GA on June 26th and June 27th, 2014.

Karen Wright expressed her interest in attending the Family Self Sufficiency Seminar in June. A motion was made by Adrianne Dixon to approve Karen Wright to attend the Family Self Sufficiency Seminar being held in Augustus, GA on June 26th and June 27th, 2014. The motion was seconded by John Washington and approved unanimously by all present.

Catherina reminded the Board about the NAHRO Summer Conference 2014 being held in Tampa, FL on July 17th through July 19th, 2014. Catherina stated that if anyone was interested in attending the conference, to please let her know as soon as possible.

Catherina updated the Board on the harassment complaint that she signed against an individual whose girlfriend resides at Silver Run. She informed the Board that on April 23, 2014 the case was dismissed without prejudice. She also stated that the individual pleaded guilty to resisting arrest and the girlfriend has moved out of Silver Run. There was some discussion on the matter.

Catherina stated that enclosed in their packet was a proposal from the Penns Grove Police Department for additional security during for the summer months at Silver Run and Penn Towers. She stated that she also included an estimate of the cost as well. After a Board discussion, a motion was made by Anthony Marandola to have police security for two days a week from mid June to mid September for Penn Towers and Silver Run. The motion was seconded by Adrianne Dixon and approved unanimously by all present.

Catherina stated that the Community Day for Silver Run tenants on April 21, 2014 was a success. She explained that the main focus this year was encouraging kids in the area of the performing arts, music etc. She stated they had several performances for our talent show which included some of our staff members. Also, she stated that the Spring Social for the tenants at Penn Towers on April 16, 2014 went well. She reported that they had a band play for the seniors which included a staff member.

Catherina informed the Board that the maintenance staff started to work on the community garden at Penn Towers. She stated they will begin the planting process tomorrow in the boxed garden with the assistance of the tenants.

CAPITAL FUND 2013 PROJECTS

William Lammey, Architect, reviewed his findings of the elevator maintenance and safety report completed by Vertical Transportation Excellence as well as his own report. He expressed that the items on the report that needed to be addressed immediately were the cables for the elevators needed to be replaced and the elevators phones needed to be serviced or replaced. He also went over other potential Capital Fund Projects. After a lengthy Board discussion, a motion was made by Adrianne Dixon to contract Lammey & Giorgio to begin the bidding process for the elevator cables to be replaced. The motion was seconded by Anthony Marandola and approved unanimously by all present. The Board also stated that if the elevator phones needed to be replaced or serviced that they would want them done immediately. A motion was made by Adrianne Dixon to approve the replacement or servicing of the elevator phones. The motion was seconded by Anthony Marandola and approved unanimously by all present.

NON-PROFIT ORGANIZATION

Catherina briefed the Board on the ad hoc committee meeting that was held earlier in the evening as well as the Grant Writing Seminar they attended. She stated they would be working on creating a new name for the non-profit corporation and establishing the by-laws. There was some Board discussion.

**NEW BUSINESS**

APPROVAL OF FEE ACCOUNTANT CONTRACT

An advertisement had been placed in the paper for proposals for Fee Accountant Services for the fiscal year 2014-2015. The only response was from our present Fee Accountant, Joseph Kavanaugh. Catherina stated that Mr. Kavanaugh has worked for the PGHA for many years. He has experience with HUD accounting as well as Federal procurement requirements and laws. A motion to re-appoint Joseph Kavanaugh at the proposed rate was made by John Washington and seconded by Anthony Marandola. The motion was approved unanimously by all present.

APPROVAL OF LEGAL SERVICES FOR GENERAL SOLICITOR CONTRACT

An advertisement had been placed in the paper for proposals for Legal Services for General Council for the fiscal year 2014-2015. The only response was from our present Solicitor, William Pearson. Catherina stated that Mr. Pearson has worked for the PGHA for many years. It was mentioned that Pearson & Crass had represented the PGHA for over twenty-eight years. They have experience with providing legal council to housing authorities, public contract laws, residential evictions, and HUD statues. A motion to re-appoint William Pearson at the proposed rate was made by Anthony Marandola and seconded by John Washington. The motion was approved unanimously by all present.

APPROVAL OF ARCHITECT AND ENGINEERING CONTRACT

An advertisement had been placed in the paper for proposals for Architect and Engineering Services for the fiscal year 2014-2015. Catherina stated that seven bids were received. She stated that she and Carolina had reviewed all of the proposals. Her recommendation was to appoint Lammey & Giorgio. She stated that the firm has worked for the PGHA for many years and they have always been professional, reliable and honest. A motion to re-appoint Lammey & Giorgio as the PGHA architect and engineering firm was made by Anthony Marandola and seconded by John Washington. The motion was approved unanimously by all present.

APPROVAL OF AUDITOR CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2014 audit. The only response was from the auditing firm Hymanson, Parnes, and Giampaolo. Catherina stated the auditing firm has conducted three of our audits in the past in a professional manner. A motion to appoint Hymanson, Parnes, and Giampaolo at the proposed rate for FYE 6/30/14 audit was made by Adrianne Dixon and seconded by Anthony Marandola. The motion was approved unanimously by all present.

APPROVAL OF EXTERMINATOR CONTRACT

The advertisement was placed in the paper for proposals for Exterminator Services for the fiscal year 2014-2016. Catherina stated that three bids were received. She stated that the lowest bidder was our current provider Terminix Pest Control Commercial. She explained that Terminix Pest Control Commercial specializes in apartment complexes. She commented on the fact that they have used their services for bed bugs and have been satisfied with the results of their work. Her recommendation was to appoint Terminix Pest Control Commercial. After some discussion, a motion to appoint Terminix Pest Control Commercial was made by Adrianne Dixon and seconded by Anthony Marandola. The motion was approved unanimously by all present.

APPROVAL OF ELEVATOR CONTRACT

An advertisement had been placed in the paper for proposals for Elevator Services for the fiscal year 2014-2016. Catherina stated that four bids were received. Her recommendation was to appoint Ace Elevator. She stated that ACE Elevator has been prompt on all service calls and in completing repairs. A motion to appoint Ace Elevator was made by John Washington and seconded by Anthony Marandola. The motion was approved unanimously by all present.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by John Washington. Vicki Smith and Karen Wright abstained from the vote all Board members present approved the motion. General Fund checks 10845 thru 10899, Congregate checks 1522 thru 1528, Dial-A-Bus checks 0707 thru 0708, and Mod check 2424. 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.

PUBLIC PORTION

A motion to open the meeting to the public was made by John Washington and seconded by Anthony Marandola.

Cynthia Hopkins, Penn Towers resident, Apt. 207, expressed her concerns about the safety of the elevators at Penn Towers. She also commented on some security concerns. She was pleased that the elevators were being handled and that police security was hired for the summer months. There was some Board discussion.

There were no further comments or questions from the public present, a motion to close the public session was made by Adrianne Dixon 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.