Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 4, 2016

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright seconded by John Washington. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Vicki Smith, Adrianne Dixon, John Washington, William Pearson and Catherina Stanback

Absent: Hersell Smith and Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the April 6, 2016 meeting was made by Vicki Smith and seconded by John Washington. The motion was unanimously approved by all present.

A motion to approve the Executive Session minutes of the April 6, 2016 meeting was made by Vicki Smith and seconded by John Washington. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have seven vacant units at Penn Towers and no vacant units at Silver Run Park.

Catherina reported that they are processing two cases for non-payment of rent and one case for lease violations and no court date had been set as of today.

Catherina presented the monthly maintenance report.

Catherina informed the Board that the Congregate staff attended the Benjamin Foods Annual Food Show on May 3, 2016. She stated that they were able to see food demonstrations, new products and get new meal ideas. She added that they have changed vendors from U.S. Food to Benjamin Foods in effort to save money.

Catherina stated that enclosed in their packets was a flyer for our 3rd Annual Garden party on Friday, May 20, 2016 to re-open the Penn Towers Community Garden. She invited all board members to attend.

Catherina presented a letter and old contract from the Penns Grove Police Department. She explained that the Penns Grove Police Department wanted to inquire whether we are interested in additional police security for the summer months. There was some discussion on the matter. Catherina was advised to present follow-up questions to the police department and follow up with the Board at the next meeting.

Catherina reported that Vicki and she attended the MARC NAHRO conference in April. It was stated that they were able to network with other housing authorities, share ideas, and receive updates.

Catherina stated that enclosed in their packets was a letter reflecting the Penns Grove Housing Authority poster contest winners for Silver Run. She reported that the posters were mailed out to our regional division for NAHRO and then if selected by our region they will be sent to compete in the nationals.

Catherina requested for the Board to please spread the word in the community that our non-profit organization, Community Outreach Unlimited, was hosting their 2nd Annual Daddy and Daughter Dance on June 3, 2016. She also distributed a flyer for additional information.

PENN TOWERS CANOPY ROOF

Catherina presented an Invitation for Bids document for the Penns Towers Canopy Roof. She explained that due to an advertising error from the newspaper the dates for the bid opening was changed to June 9, 2016.

**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 2016-2017. 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 Karen Wright. Vicki Smith abstained from the vote and all others members present approved the motion.

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 2016-2017. The only response was from our present Solicitor, William Pearson. Adrianne Dixon and Vicki Smith expressed their concerns in regard to having a Solicitor on retainer. There was some discussion on the matter. A motion to re-appoint William Pearson at the proposed rate was made by John Washington and seconded by Karen Wright. Adrianne Dixon voted no and Vicki Smith abstained from the vote.

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 2016-2017. Catherina stated that two 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 John Washington and seconded by Karen Wright. Vicki Smith abstained from the vote and all others members present approved the motion.

APPROVAL OF AUDITOR CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2016 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 6/30/16 audit was made by John Washington and seconded by Adrianne Dixon. Vicki Smith abstained from the vote and all others members present approved the motion.

APPROVAL OF EXTERMINATOR CONTRACT

The advertisement was placed in the paper for proposals for Exterminator Services for the fiscal year 2016-2018. Catherina stated that the only response was from 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 John Washington. Vicki Smith abstained from the vote and all others members present approved the motion.

APPROVAL OF ELEVATOR CONTRACT

An advertisement had been placed in the paper for proposals for Elevator Services for the fiscal year 2016-2018. Catherina stated that the only response was from our current service provider ACE Elevators. Her recommendation was to re-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 Adrianne Dixon. Vicki Smith abstained from the vote and all others members present approved the motion.

BILLS

A motion to approve the bills listed below was made by Vicki Smith and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 12200 thru 12251, Congregate checks 1671 thru 1677, Dial-A-Bus check 0775 and MOD check 2460. 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 Adrianne Dixon.

Willie Lavender, Penn Towers resident, Apt. 407, expressed her concerns that she had requested a larger unit and was told by management that she would receive a specific unit that was becoming available. Catherina stated that she spoke to Ms. Lavender and explained that another tenant had requested a handicap unit prior to her and once he knew of the larger unit he then went to request that unit. Catherina stated there was also a new applicant who requested a larger unit at the same time. There was some discussion on the matter. The Board requested that Catherina compile a transfer request form so we can place tenants on a waiting transfer list.

Dorraine Robinson, Penn Towers resident, Apt. 706, wanted to ask the Board if they knew of any coach buses that had a wheelchair lift for a bus trip that the tenants association would like to have in the future. 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 Adrianne Dixon. 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.