Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 5, 2014

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Adrianne Dixon, Deborah Pagnotto-Bradford, Sandra Garcia, Bill Pearson, Esq., Catherina Stanback and Carolina Valdez

Absent: Anthony Marandola and John Washington

APPROVAL OF MINUTES

There was no meeting held in October due to no quorum.

**OLD BUSINESS**

STATUS REPORT

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

Catherina informed the Board that this month we are processing two eviction cases for non-payment of rent. She stated that no court date had been set as of today.

Catherina stated that enclosed is their packet was information on the PHADA Commissioners Conference which is being held in St. Pete Beach, FL on January 25th, 2015 through January 28th, 2015. If anyone was interested in attending the conference, to please let her know as soon as possible.

Vicki Smith, Karen Wright and Adrianne Dixon stated that they were interested in attending the PHADA Commissioners Conference 2015 in January. A motion was made by Sandra Garcia to approve Vicki Smith, Karen Wright and Adrianne Dixon to attend the PHADA Commissioners Conference 2015. The motion was seconded by Deborah Pagnotto-Bradford and approved unanimously by all present.

Catherina stated that the auditors, Hymanson, Parnes, & Giampaolo, were here on Monday, October 21st and 22nd to conduct the audit for FYE 6/30/14. Catherina was pleased to report that there were no findings. She stated she will present the audit report and resolutions at the December Board meeting.

Catherina stated that the police security for the summer months had been completed. She explained that the reports they received reflected a quiet summer with minor violations reported to us.

Catherina stated that they had located training classes for the maintenance staff through the NJAA Association. She presented information on a Certified Apartment Maintenance Technician course that offered training including 9 non-consecutive courses on basic appliances, electrical, plumbing, HVAC and interior and exterior maintenance. She stated that the NJAA was working on their 2015 course schedule at this time, once they release their new schedule, she would update the Board.

Catherina reported that they have completed an emergency repair to a sewer line at Silver Run and a coil replacement on a heater at Penn Towers in the month of September.

Catherina stated that the company picnic on Friday, September 19, 2014 at the Fort Mott State Park was successful. She explained that these events boost employee morale and work productivity.

Catherina reported that the 7th Annual Senior Health and Wellness Day for the Penn Towers tenants on Friday, September 26, 2014 went well. She stated that the tenants enjoyed the information, screenings and festivities.

Catherina stated they had to cancel the bus trip for Tuesday, October 7, 2014 to the Providence town center due to the lack of participation from our residents.

Catherina presented a Low loss Achievement Award presented to the Penns Grove Housing Authority for having three years of low liability claims.

Catherina reviewed a notice regarding a PHADA scholarship opportunity for high school seniors that was provided to our Silver Run and Section 8 families and she enclosed information on the scholarship.

Catherina stated that the annual Thanksgiving dinner prepared by our kitchen staff and sponsored by the Borough of Penns Grove and Council members was scheduled for Wednesday, November 19th, 2014 at 1:00PM. All Board members are invited to attend.

Catherina reported that they will be recognizing National Culture Day with the employees on November 14th, 2014 at 12:30PM. She stated that all employees that are participating will be bringing a dish from their background and sharing it with their co-workers. She invited all Board members to attend. A copy of the employee memo was enclosed in their packet.

CABLE REPLACEMENT PROJECT FOR PENN TOWERS ELEVATORS

Catherina reported that Ace Elevator completed the work contracted for the elevators. She stated they she was pleased with the level of professionalism they had while completing the project. Catherina stated the Mr. Lammey and the elevator consultant will inspect their work.

NON-PROFIT ORGANIZATION

Catherina stated that the non-profit organization had received their EIN number and they are working on completing the 1023 EZ application for the 501 c3 certificate. Catherina reported that she will update the PGHA Board if they receive any future grants for the non- profit organization.

**NEW BUSINESS**

FLOORING FOR COMMUNITY ROOM

Catherina stated that they completed the application for the test floor program at Mannington Mills for free flooring for the community room as suggested by the Board at a previous meeting. Catherina supplied the Board with a copy of the completed application. There was some discussion on the matter.

GREEN LIGHT ENERGY CONSERVATION

Catherina reported that she applied for a program with the Green Light Energy Conservation that would supply us with 800 free LED light bulbs for Penn Towers. She stated that the LED light bulbs would be a savings by both the product and in electricity since they use less electric than the standard light bulb. There was some discussion on the matter.

CONGREGATE STANDARDIZED BOARD RESOLUTION FOR BUDGET

Catherina stated that for the submission of the Congregate Budget there was a required Board Resolution which designates her as the official signer for all Congregate documents as well as the hold harmless agreement between the State and PGHA. After some discussion, a motion was made by Adrianne Dixon to approve Resolution 16-14 authorizing the approval of the Congregate Standardized Budget Resolution and seconded by Sandra Garcia. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by Adrianne Dixon. The motion was unanimously approved by all present. General Fund checks 11218 thru 11260, Congregate checks 1561 thru 1566, Dial-A-Bus checks 0721 thru 0722, and Mod checks 2437 thru 2440. 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 September Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by Sandra Garcia and seconded by Deborah Pagnotto-Bradford. The motion was unanimously approved by all present.

Deborah Jewell, Penn Towers resident, Apt. 609 expressed her appreciation for repairing the elevators and for the police security in the summer months.

Cynthia Hopkins, Penn Towers resident, Apt. 207, asked if the Borough of Penns Grove would be continuing to hold the monthly social event for the seniors as they have in the past. Catherina stated she would inquire with the Borough on their behalf.

Ernestine Watson, Penn Towers resident, Apt. 206, thanked the Board for the Health and Senior Wellness Day.

Dorothy McBrinn, Penn Towers resident, Apt. 908, stated that she appreciated the non-smoking policy that would be starting this upcoming year and had a few questions about the procedure for violators of the policy. Catherina answered her questions.

There were no further comments or questions from the public present, a motion to close the public session was made by Deborah Pagnotto-Bradford and seconded by Adrianne Dixon. The motion was approved unanimously.

ADJOURNMENT

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