Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 7, 2015

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

ROLL CALL

Present: Vicki Smith, Sandra Garcia, Hersell Smith, John Washington, William Pearson Esq, Catherina Stanback

Absent: Karen Wright and Adrianne Dixon

APPROVAL OF MINUTES

The minutes from the last meeting were tabled due to absent Board members that were present last month and were needed for approval.

**OLD BUSINESS**

STATUS REPORT

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

Catherina stated that we are not processing any eviction cases for non-payment of rent as of today.

Catherina informed the Board that out of the eight processed eviction cases last month seven of the tenants paid their rent in full prior to the court date and therefore no eviction took place. She explained that one tenant moved voluntarily before the court date.

Catherina stated that they will be replacing the community room carpet with tiles. She explained that in order to save money, the maintenance staff would be installing the tiles. She stated the new flooring would be easier to clean and maintain when compared with the carpet. She also informed the Board that they purchased the tiles on a new Lowes account.

Catherina stated that enclosed in their packet was a maintenance report for the month of September.

Catherina reviewed a draft tenant survey that she compiled as requested at the last meeting to gage interest on activities and the needs of the tenants.

Catherina informed the Board that she contacted the Penns Grove Post Office in regard to them taking the responsibility for the returning and issuing of new post office keys to tenants. She stated that the postmaster directed her to contact the Pennsville Post Office and she was told that they would not be able to handle that request. She explained that they will only change locks for a current fee of $21.00 and issue the tenant a new key. There was some discussion on the matter.

Catherina stated that enclosed in their packet they would find letters stating that the two children that won the MARC regional poster contest had also been selected for the national NAHRO contest as well. She said they would also be featured in the “What Home Means to Me” 2016 calendar and receive another $100.00 gift card.

Catherina reported that the 8th Annual Senior Health and Wellness Day for the Penn Towers tenants on Friday, September 25, 2015 went well and they had a good turnout.

Catherina stated that the auditors, Hymanson, Parnes, & Giampaolo, were here on Wednesday, September 30th to conduct the audit for FYE 6/30/15. She was pleased to report that there were no findings. She said she would present the audit report at the November Board meeting.

Catherina stated that for their review enclosed in their file they would find their user name and password for grantwatch.gov for their review.

Catherina reported that in an effort to save money, they ordered a freezer for the Congregate program to buy meat in bulk.

PERSONNEL POLICY AND RESOLUTION

Catherina reviewed the new Personnel Policy. The Board went over the policy. A motion was made by John Washington to approve Resolution 2015-9 which adopted the new Personnel Policy and in turn superseded all previous Personnel Policies. The motion was seconded by Sandra Garcia and unanimously approved by all present.

**NEW BUSINESS**

CONFLICT OF INTEREST POLICY AND RESOLUTION

Catherina presented a new Conflict of Interest Policy. The Board went over the policy and there was some discussion. A motion was made by John Washington to approve Resolution 2015-10 which adopted the new Conflict of Interest Policy. The motion was seconded by Sandra Garcia and unanimously approved by all present.

CAPITALIZATION POLICY AND RESOLUTION

Catherina reviewed the new Capitalization Policy. There was some discussion on the matter. A motion was made by Hersell Smith to approve Resolution 2015-11 which adopted the Capitalization Policy. The motion was seconded by John Washington and unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 11820 thru 11872, Congregate checks 1632 thru 1637, and Dial-A-Bus checks 0756 through 0757. 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

There was no public present at this meeting.

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.