Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 7, 2016

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

ROLL CALL

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

Absent: Hersell Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the August 3, 2016 meeting was made by John Washington and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

She stated that they are processing two eviction cases for non-payment of rent and no court date has been scheduled as of today.

Catherina presented the monthly maintenance report.

Catherina stated that the summer program with the South Jersey Food Bank and United Way was very successful. She went over the average daily attendance which was 34 with a median age of 9 years of old. She explained that last year the average attendance was 22, therefore she stated they had a significant increase in participation. She also reported that for the last day of the program which was August 19, 2016 at noon, they had a BBQ with various games and activities for the children. She also noted that they recognized the mothers who volunteered their time to assist the children and staff as well as exemplary employees who contributed to the success of this year’s program.

Catherina presented a flyer from PRAC and the Office of Aging which shows their new program and services offered for seniors. She explained the program in detail and stated the tenants received the flyer as well.

Catherina stated that our 9th Annual Senior Health and Wellness Day for Penn Towers is scheduled for Friday, September 23, 2016 at noon. Our theme will be “Senior Awareness Day” and a flyer is enclosed in your packet. There will be food prepared and served by our Congregate Staff. All Board members were invited to attend.

Catherina reported that our 3rd annual company picnic was scheduled for Friday, October 7, 2016 at 12:00PM at the Fort Mott State Park in Pennsville, NJ. She added that all Board members were invited to attend.

PENN TOWERS CANOPY ROOF

Catherina presented a copy of the Penn Towers canopy roof contract with an e-mail that stated Statewide Restoration Company planned on beginning the project this month.

ENERGY EFFICIENCY PROJECT

Catherina presented an e-mail from RAI, an energy efficiency company, which stated that our utility usage did not meet the minimum requirements for the combined heat and power energy efficiency project. Catherina stated she will continue to look for energy efficiency projects but at this time she stated we did not qualify for this program and she was advised that solar panels would not be recommend for Penn Towers as well. There was some discussion on the matter.

**NEW BUSINESS**

ACCOUNTS RECEIVABLE WRITE OFFS 6/30/16

Catherina presented Resolution 13-2016 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/16. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by John Washington to approve Resolution 13-2016 authorizing the write-offs and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

ATTENDANCE AWARD AND HONOR ROLL PROGRAM FOR SILVER RUN YOUTH

Catherina stated that she was directed at the last meeting to present a program to encourage Silver Run youth to have perfect attendance and strive to achieve honor roll each semester. Catherina read a letter she compiled detailing the program as follows: children receiving honor roll or perfect attendance per semester will receive a gift certificate and award in December and June where the luncheon in June will have a raffle giveaway with an iPad for the students recognized. After some discussion, a motion was made by Sandra Garcia to approve the attendance and honor roll program and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

CONGREGATE BOARD RESOLUTION

Catherina stated that the State required a 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 John Washington to approve Resolution 14-2016 authorizing the approval of the Congregate Standardized Budget Resolution and seconded by Sandra Garcia. The motion was unanimously approved by all present

MISCELLANEOUS

William Pearson presented a letter of resignation to the Penns Grove Housing Authority as of October 10th, 2016 after 30 years of service. He explained that his firm would be closing its doors due to the retirement of both himself and his partner, Harold Crass. He expressed his gratitude to both the Board and the Executive Director for serving as our Solicitor. Karen Wright, the Board, and Catherina thanked Mr. Pearson for his years of service and dedication to the Penns Grove Housing Authority and wished him a happy retirement. It was mentioned that we would place the vacancy of a solicitor on the agenda for October.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by John Washington. Adrianne Dixon abstained from the vote and all others present approved the motion. General Fund checks 12441 thru 12492, Congregate checks 1692 thru 1697, Dial-A-Bus checks 0784 and MOD check 2464. 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

No public was present.

ADJOURNMENT

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