Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 3, 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, John Washington, Adrianne Dixon, Deborah Pagnotto-Bradford, Sandra Garcia, Bill Pearson, Esq., Catherina Stanback and Carolina Valdez

Absent: Anthony Marandola

APPROVAL OF MINUTES

A motion to approve the minutes of the August 6, 2014 meeting was made by Adrianne Dixon seconded by John Washington. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

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

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

Catherina stated that if any Board member was interested in attending either the NJAHARA 2014 Annual Conference which was being held in Atlantic City, NJ on September 28th though September 30th, 2014 and/or the NAHRO National Conference which was being held in Baltimore, MD on October 16th though October 18th, 2014 to please let her know as soon as possible.

Adrianne Dixon stated that she was interested in attending the NJAHRA Conference in September. A motion was made by Karen Wright to approve Adrianne Dixon to attend the NJAHRA conference in Atlantic City on September 28th through September 30th, 2014. The motion was seconded by Vicki Smith and approved unanimously by all present. Carolina Valdez expressed interest in attending the NAHRO National Conference in Baltimore, MD in October. A motion was made by John Washington to approve Carolina Valdez to attend the NAHRO National Conference on October 16th through October 18th, 2014. The motion was seconded by Adrianne Dixon and approved unanimously by all present.

Catherina reported that the end of summer BBQ for the kids summer program was on Friday, August 29, 2014 at noon and it went well. She stated that she 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 stated that the HUD REAC inspector was here on Tuesday, August 5, 2014 to complete a physical inspection of Penn Towers and Silver Run. She reported that they received a high score of 93 and enclosed in their packet the full report. Catherina gave commendation to the maintenance staff for a job well done.

Catherina reported that they investigated whether the maintenance staff needed to obtain a black seal boiler license. She stated that they explained to her that our boilers were not large enough to qualify for a license with the State of New Jersey. Therefore, our maintenance staff did not qualify to take the training classes for the black seal licenses in New Jersey. There was some Board discussion on the matter.

Catherina stated that they have scheduled a company picnic on Friday, September 19th, 2014 at 1:00PM at the Fort Mott State Park in Pennsville, NJ. She invited all Board members to attend.

Catherina stated she has scheduled our 7th Annual Senior Health and Wellness Day for the Penn Towers tenants on Friday, September 26, 2014 at noon. A flyer was enclosed in their packet. At the event there will be booths set up for free health screenings and information. There will be food prepared and served by our Congregate Staff. All Board members are invited to attend.

Catherina reported that we have scheduled a bus trip to Providence Town Center for Tuesday, October 7, 2014 which has a Movie Tavern, restaurants and shops in Pennsylvania for the seniors. She explained that the cost of the trip per person is $15.00 which includes the bus transportation only. She stated that a flyer for the trip was enclosed in their packet and that if any Board member was interested in attending to please let her know as soon as possible.

CABLE REPLACEMENT PROJECT FOR PENN TOWERS ELEVATORS

Catherina reported that she received three written quotes for the cable elevator replacement project and a written recommendation from Lammey & Giorgio. She reviewed the Architects’ recommendation to retain Ace Elevator for $8,370.00. There were several questions from the Board and a consultation with the owner for Ace Elevator was conducted. After some discussion, a motion was made by Debra Pagnotto-Bradford and seconded by Adrianne Dixon to contract Ace Elevator for $8,370.00. Vicki Smith abstained from the vote and all other board members unanimously agreed.

NON-PROFIT ORGANIZATION

Catherina reminded the Board that they have scheduled a meeting for potential trustees for the non-profit organization on September 17th, 2014. She stated that the committee will schedule some time to meet prior to the meeting to review the agenda for that meeting. There was some Board discussion on the matter.

**NEW BUSINESS**

MOVING TO WORK PROGRAM

Catherina presented information on the HUD program Moving to Work that the Board requested earlier in the year. Catherina went over the highlights of the program and explained that Congress either selects your housing authority or they offer applications periodically. There was some discussion on the program.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present. General Fund checks 11106 thru 11147, Congregate checks 1550 thru 1553, Dial-A-Bus checks 0715 thru 0716, and Mod check 2433. 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 August Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by John Washington and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

Deborah Jewell, Penn Towers resident, Apt. 609 expressed her appreciation for the work being done by the maintenance staff.

Cynthia Hopkins, Penn Towers resident, Apt. 207, expressed her concerns over the stains on the carpeting in the hallways. There was some Board discussion on the matter.

Ernestine Watson, Penn Towers resident, Apt. 206, suggested that we install neutralizers in the hallways.

There were no further comments or questions from the public present, a motion to close the public session was made by Vicki Smith and seconded by John Washington. The motion was approved unanimously.

ADJOURNMENT

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