Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 4, 2017

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

ROLL CALL

Present: Karen Wright, John Washington, Ignacia Washington, Laverne Hill, Hersell Smith and Catherina Stanback

Absent: Vicki Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the September 6, 2017 meeting was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

She stated that they are processing three eviction cases for non-payment of rent and lease violations and no court date was set as of today. She informed the Board that they received a judgment for possession against a tenant at the trial on September 8, 2017. She stated that they won the case because we had testimony from the tenants, employees and police reports.

Catherina presented the monthly maintenance report.

Catherina reported that they called our laundry rental company, Sebco, to inquire about getting two large capacity washers instead of the small washers as requested at the last meeting. She informed the Board of the price differential which was an increase from $191 to $275 a month. There was some Board discussion on the matter. The board decided to lease two large capacity washers for the benefit of our tenants.

Catherina thanked the Board for our 4th annual company picnic on Friday, September 15, 2017 She stated it was appreciated by all employees and a morale boost for our staff.

Catherina reported that our new auditor, Francis McConnell stated he should have our audit completed by the November Board meeting.

Catherina informed the Board that the HUD REAC inspector would be here on October 10, 2017 to complete our physical inspection of the buildings. She stated that the maintenance men were preparing for the inspection.

Catherina stated that they will have a fire prevention poster contest for all children at Silver Run Park on October 9, 2017 at 11:00AM. She explained that the poster contest was sponsored by our insurance company and the children who win will receive cash prizes.

Catherina mentioned that our non-profit organization has a Daddy Daughter Dance scheduled for October 20, 2017 and a bus trip for Atlantic City for November 14, 2017. She stated that flyers were enclosed in their folder to please help us spread the word.

Catherina was pleased to report that our 10th Annual Senior Health and Wellness Day for the Penn Towers tenants on Friday, September 29, 2017 went well. She stated that the tenants were able to get tested for blood pressure, sugar, cholesterol and receive flu vaccinations.

SOLAR ENERGY

Catherina stated that they are collecting electric bills for all Silver Run tenants as requested by the Solar Energy Company. Catherina informed the Board that our Accountant explained that any energy savings that we receive will reduce our HUD subsidies beginning year two. Catherina relayed to the Board that the Accountant stated he would review any solar proposals and discuss his finding with the Board if they so choose. There was some discussion on the matter.

CONGREGATE PROGRAM

Catherina stated that they will have a pots and pans sale on November 8, 2017. This would be the last sale to dispose of any inventory from the Congregate Program. There was some discussion on the matter.

**NEW BUSINESS**

AWARDED EMERGENCY SAFETY AND SECURITY GRANT

Catherina presented a new Declaration of Trust between the Penns Grove Housing Authority and HUD which was required for the Emergency Safety and Security Grant. A motion was made by John Washington to approve Resolution number 12A-17 passing a new Declaration of Trust and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

Catherina stated that the attorney is working on getting a Title Search in order to send HUD the required written statement stating that we have no liens on our property.

She stated once HUD receives the new Declaration of Trust and the letter from our attorney then they will inform us how to proceed. There was some discussion on the matter.

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 13-17 authorizing an Executive Session to discuss personnel matters. Laverne Hill seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by John Washington and seconded by Ignacia Washington to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by John Washington and seconded by Laverne Hill to go back into regular session. The motion was unanimously approved by all present.

SALARY BUDGET REVISION

A motion was made by Ignacia Washington in open session to approve Resolution 14-17 approving a new salary schedule effective October 4, 2017 for budgetary purposes. The motion was seconded by Laverne Hill. A roll call was initiated with all members approving the resolution.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 13136 thru 13178, no checks issued for Congregate, Dial-A-Bus checks 0819 through 0820, and Mod check 2480. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, Section 8, and Dial-A-Bus, representing checks issued after the September Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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