Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 4, 2018

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, Margie Pollard, Hersell Smith and Catherina Stanback

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the February 7, 2018 meeting was made by Ignacia Washington and seconded by John Washington. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

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

Catherina presented the monthly maintenance report.

Catherina reported that they had a Spring Community Day for the Silver Run tenants on Monday, April 2, 2018 at noon during the kids’ spring break. She stated they had an egg hunt, food and other activities. She informed the Board that they are planning a Garden Party for the tenants at Penn Towers on May 17, 2018 at noon with various activities and food. She invited all Board members to attend.

Catherina informed the Board about an incident in which cars were broken into at Penn Towers. An arrest was made in connection with the break-ins. She stated that she did advise all tenants and employees to lock their car doors. There was some discussion on the matter.

Catherina reported that they received 65 applications for our Section 8 waiting list in February. It was noted that it would take a few years to process all of the applications. Catherina stated that our Section 8 waiting list was now closed.

Catherina presented information on the NJNAHRO 2018 Annual Conference in Atlantic City, NJ from May 21st through May 23th, 2018, and SERC NAHRO in Norfolk, VA from June 24th through June 26th. She stated if anyone was interested in attending to please let her know as soon as possible. Karen Wright expressed interest in attending the SERC NAHRO conference. Catherina stated she would like to attend the NJNAHRO 2018 Annual Conference in Atlantic City, NJ from May 21st through May 23th, 2018 and for Albert Sanchez and David Heredia to attend as well for the maintenance classes offered at the conference. A motion was made by Laverne Hill to approve Karen Wright for SERC NAHRO conference. The motion was seconded by Hersell Smith and unanimously approved by all present. Then, a motion was made by Hersell Smith to approve Catherina Stanback, Albert Sanchez, and David Heredia to attend the NJNAHRO 2018 Annual Conference. The motion was seconded by John Washington and unanimously approved by all present.

SOLAR ENERGY

James Grace, Esq, presented the contract to proceed with the solar energy project for Penn Towers. There was some discussion on the matter. A motion was made by Laverne Hill to execute the term sheet and contract for the solar energy project at Penn Towers with Azimuth Renewable Energy. The motion was seconded by Ignacia Washington and unanimously approved by all present.

EMERGENCY SAFETY AND SECURITY FUND

Catherina presented draft bid documents complied by Grace, Marmero and Associates. Mr. Grace stated he will be adding more specifications to the bid documents and he will present those changes at the next meeting.

**NEW BUSINESS**

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 3-2018 authorizing an Executive Session to discuss personnel matters. Hersell Smith 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 Hersell Smith to go out of Executive Session. The motion was unanimously approved by all present.

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

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2018-2019

In open session, a motion was made by John Washington to approve Resolution 4-18 to accept Catherina Stanback’s employment contract for July 1, 2018 through June 30, 2019. Laverne Hill seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with the budget page reflecting salary increases. A motion to approve Resolution 5-18 for annual salary increases of 3% for all hourly employees for the period of July 1, 2018 through June 30, 2019 was made by Laverne Hill and seconded by John Washington. The motion was unanimously approved by all present.

FEDERAL BUDGET RESOLUTION FYE 6/30/19

Catherina reviewed the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/18 and Resolution 6-18. After some discussion, a motion was made by John Washington to approve the Federal Budget with Resolution 6-18 and seconded by Ignacia Washington. The motion was unanimously approved by all present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/19

Catherina reviewed the Penns Grove Housing Authority’s State Budget for the FYE 6/30/19. After some discussion, John Washington made a motion to approve the State Budget for submission. Laverne Hill seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

DIAL A BUS TRANSPORTATION

Catherina reported that the Dial-A-Bus transportation program contract was terminated with all local municipalities and given to a private company to facilitate the transportation for seniors/and disabled in Salem County. Catherina reported that our bus driver was hired with the private company. She explained to the Board that seniors and disabled individuals would continue to call the Office on Aging to schedule a ride and the new private company would pick up the individuals at their homes.

APPROVAL OF FEE ACCOUNTANT CONTRACT

An advertisement had been placed in the paper for proposals for Fee Accountant Services for the fiscal year 2018-2019. The only response was from Hymanson, Parnes and Giampaolo, CPA. Catherina stated that we have worked with their firm for fee accounting this year and have used their auditing services in the past. They are experienced with HUD accounting as well as Federal procurement requirements and laws and have a sound reputation. A motion to appoint Hymanson, Parnes and Giampaolo, CPA from July 1, 2018 to June 30, 2019 was made by Laverne Hill and seconded by John Washington. The motion was unanimously approved by all present.

APPROVAL OF LEGAL SERVICES FOR GENERAL SOLICITOR CONTRACT

An advertisement had been placed in the paper for proposals for Legal Services for General Council for the fiscal year 2018-2019. The only response was from our present Solicitor, Grace, Marmero & Associates, LLP. Catherina and the Board commented that they are satisfied with our current soliciator, Mr. James Grace. A motion to re-appoint Grace, Marmero & Associates, LLP at the proposed rate was made by John Washington and seconded by Hersell Smith. The motion was unanimously approved by all present. The motion was unanimously approved by all present.

APPROVAL OF AUDITOR FYE 6/30/18 CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2018 audit. The only response was from the auditing firm Francis J. McConnell. Catherina stated the auditing firm as all of the necessary credentials and has been performing Housing Authority audits in New Jersey for many years. A motion to appoint Francis J. McConnell at the proposed rate for FYE 6/30/18 audit was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present.

APPROVAL OF EXTERMINATOR CONTRACT

The advertisement was placed in the paper for proposals for Exterminator Services for the fiscal year 2018-2020. Catherina stated that they received two responses one from our current provider Terminix Pest Control Commercial and the other from Pest-A-Side Exterminating. She explained that Terminix Pest Control Commercial specializes in apartment complexes. She commented on the fact that they have used their services for bed bugs and have been satisfied with the results of their work. She stated they had worked with the other company in the past and was not satisfied with their work. There was some discussion on the matter. Her recommendation was to appoint Terminix Pest Control Commercial. After some discussion, a motion to appoint Terminix Pest Control Commercial was made by John Washington and seconded by Igancia Washington. The motion was unanimously approved by all present.

APPROVAL OF ELEVATOR CONTRACT

An advertisement had been placed in the paper for proposals for Elevator Services for the fiscal year 2018-2020. Catherina stated that they received two responses from our current service provider ACE Elevators and The Elevator Company. She stated that ACE Elevator has been prompt on all service calls and in completing repairs. Ace Elevator was also the lowest bidder. Her recommendation was to re-appoint Ace Elevator. A motion to appoint Ace Elevator was made by Hersell Smith and seconded by John Washington. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills including listed below was made by Ignacia Washington and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 13478 thru 13520, no checks issued for Congregate or Dial-A-Bus, and Mod check 2486. 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 February Board meeting.

PUBLIC PORTION

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

Carl Washington, Councilman, stated they will be starting the senior nights at Penn Towers again shortly. There was some discussion on the matter.

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

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.