Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 5, 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, Hersell Smith, Margie Pollard, and Catherina Rutland

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the November 7, 2018 meeting was made by Laverne Hill and seconded by Margie Pollard. 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 four vacant units at Silver Run Park.

Catherina reported that we currently have two new cases for eviction and no court date has been set as of today.

Catherina presented the monthly maintenance and financial report. She also stated that the accountant stated he will attend our February meeting to review the financial statements with us.

Catherina stated that the annual Thanksgiving dinner sponsored by the Borough of Penns Grove that was held on Thursday, November 15th, 2018 was successful with a nice turnout.

Catherina informed the Board that they scheduled a holiday lunch for the Penn Towers seniors on December 19, 2018 at 12:00PM. She stated that the Holy Temple Church was sponsoring a free Holiday dinner for the seniors on December 8, 2018 at 1:00PM. She reported that they have planned a Winter Day Event for the Silver Run tenants on Thursday, December 27, 2018 at noon and lunch will be provided. Catherina invited all Board members to attend these events.

Catherina reported that the Borough is sponsoring an event with Santa for the kids on December 15, 2018 from 2-5PM at the Silver Run Community Room and that all Board members were invited to attend.

Catherina informed the Board that our bookkeeper/section 8 coordinator would be on disability beginning December 6, 2018 for approximately three to six weeks. She stated that in her absence we would contact a temp agency to fill in her position.

EMERGENCY SAFETY AND SECURITY FUND

Catherina informed the Board that she met with our attorney, architect, and the owner of PureFocus Company on Monday, December 3rd. She stated a walk-through of all the cameras installed took place and they went over in detail the change order request. She presented a letter from the architect stating that his recommendation was to approve the change order adding additional cameras to the project. Mr. Grace stated he also found the change order to be a reasonable request. A motion to approve the change order number #1 for the emergency safety and security grant was made by Laverne Hill and seconded by Hersell Smith. The motion was unanimously approved by all present.

NEW JERSEY NONPROFIT SECURITY GRANT PILOT PROGRAM (NSGPP)

Catherina stated that she has not received any notifications in regard to their request for any extension for security dates for next year and that she will inform the Board if she receives a response.

PENN TOWERS HALLWAY AIR CONDITIONER

Catherina reported to the Board that William Lammey would be present at the next meeting to answer any questions on the report given to us from the engineer. There was some discussion on the matter.

**NEW BUSINESS**

AUDIT REPORT FYE 6/30/18

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she had mailed each Board member a copy of the audit report this week for their review. Catherina stated there were no findings for this year. The Board commended the staff in achieving a good audit this year. There was some discussion about the audit report. Laverne Hill made a motion to accept the audit as presented and pass Resolution 11-2018. Hersell Smith seconded the motion and a roll call was made. The motion was unanimously approved by all present.

A motion to approve the Audit Review Certificate Resolution 12-2018 was made by John Washington and seconded by Ignacia Washington. All members present approved and signed 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 13919 thru 13959, Mod check 2498, and no checks issued for Congregate or Dial-A-Bus. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, Section 8, Congregate, and Dial-A-Bus, representing checks issued after the November 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 Ignacia Washington. The motion was unanimously approved by all present.