Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 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, Margie Pollard, and Catherina Rutland

Absent: Hersell Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the August 1, 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 no vacant units at Penn Towers and five vacant units at Silver Run Park.

Catherina informed the Board that we previously had two eviction cases for non-payment of rent that was scheduled on August 10, 2018. She stated that on the first case the resident paid their rent before court and the second case we received a judgment of possession.

She also reported that they are preparing for two new cases for non-payment of rent and the court date has not been set as of today.

Catherina presented the monthly maintenance report.

Catherina presented a training course for Section 8 that Gail Walker, our Section 8 coordinator, would like to complete for her continuing education. A motion was made by Laverne Hill to approve Gail Walker for a Section 8 training class and it was seconded by Margie Pollard. The motion was unanimously approved by all present.

Catherina informed the Board that they have scheduled a homeownership class for all first time homebuyers on Tuesday, September 11, 2018 at 5:30PM at the Silver Run Community Room. She stated that there was a flyer enclosed for their review, please spread the word.

Catherina stated to the Board to please spread the word that our non-profit organization, Community Outreach Unlimited has planned an Atlantic City Bus Trip to Resorts on Tuesday, October 9, 2018.

Catherina was pleased to report that our end of year Silver Run BBQ on August 27th, 2018 went well. She stated that our field trips for the kids to Soupy Island and Cape May Zoo were successful. She noted that she would be posting the pictures on our website and Facebook this week.

Catherina stated that enclosed in their folders was a flyer for our Penn Towers Community Day which is scheduled for Friday, October 5, 2018 at noon.

Catherina informed the Board that they have scheduled our 5th annual company picnic for Friday, September 14, 2018 at noon at the Fort Mott State Park in Pennsville, NJ. She invited all Board members to attend.

Catherina stated that our auditor, Francis McConnell came in on August 21, 2018 and would return on September 13th and September 18th to finish our audit. She commented that we should receive the audit report by the November Board meeting.

Karen Wright expressed interest in attending the NAHRO National Conference 2018 in Atlanta, Georgia from October 25th through October 27th, 2018. A motion was made by Laverne Hill to approve Karen Wright to attend the NAHRO National Conference 2018 and it was seconded by John Washington. The motion was unanimously approved by all present.

EMERGENCY SAFETY AND SECURITY FUND

Catherina reported that Pure Focus has begun the installation of the cameras at Silver Run. She also stated that they had a pre-construction meeting with our attorney, Bill Lammey, Pure Focus this month as well.

NEW JERSEY NONPROFIT SECURITY GRANT PILOT PROGRAM (NSGPP)

Catherina presented the fully executed contract for the NSGPP grant. There was some discussion on the timeline for the grant.

PET POLICY

Catherina stated she mailed each Board member a copy for the draft pet policy. She reviewed certain points of the pet policy with the Board including the nominal pet fee, no visiting animals and pet removal waste fee. There was some discussion on the matter. A motion to approve the new pet policy which will supersede any previous pet policies was made by Ignacia Washington and seconded by Laverne Hill. The motion was approved unanimously by all present.

**NEW BUSINESS**

RENEWAL JIF RESOLUTION

Catherina presented the workers compensation resolution to approve a 3-year renewal with JIF insurance fund. A motion to approve Resolution 10-18 for the JIF insurance policy to be renewed was made by Laverne Hill seconded by Margie Pollard. The motion was approved unanimously by all present.

PENN TOWERS HALLWAY AIR CONDITIONER

Catherina presented a report from Lammey and Giorgio’s office recommending that we get a study done of various air conditioning options for our building which would be completed by Polaris Consulting Engineers. There was some discussion on the matter. A motion to approve an engineering study of potential air conditioning solutions for our hallways at Penn Towers was made by John Washington seconded by Laverne Hill. The motion was approved unanimously by all present.

COMMUNITY ROOM RENTAL POLICY

Catherina discussed with the Board some issues she has been encountering with the community room rentals at Penn Towers. She also presented our current Penn Towers and Silver Run community room contracts. She stated at this time we are not charging for the use of the community room at Penn Towers. There was some discussion on the matter and the matter was tabled for the next meeting.

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 13759 thru 13802, Mod check 2494, 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, 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 Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

Carl Washington, Penns Grove Borough Councilman, wanted to thank the Board and staff for joining forces with the Borough for the Cape May Zoo Trip for children in our community. Catherina and the Board thanked Mr. Carl Washington, Mayor John Washington and all the volunteers from the Borough as well. He also mentioned that in regard to the community room policy we should a hold harmless agreement attached to the policy. There was some discussion on the matter.

Lucille Brown, 803 Silver Run, discussed the pets at Silver Run and other items listed on the agenda.

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

ADJOURNMENT

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