Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 3, 2019

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

ROLL CALL

Present: Karen Wright, John Washington, Hersell Smith, Laverne Hill, Ignacia Washingon Margie Pollard, and Catherina Rutland

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the March 6, 2019 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 four vacant units at Silver Run Park.

Catherina reported that they are processing three eviction cases for non-payment of rent and no court date has been set as of today.

Catherina presented the monthly maintenance report and financial report.

Catherina stated that Community Outreach Unlimited had a bus trip to Atlantic City Trip on Tuesday, March 12, 2019 and it went well. She stated that they are planning another trip under the PGHA name for Tuesday, June 11, 2019.

Catherina reported that our 2nd homeownership class on Thursday, March 19, 2019 had a low attendance. She stated that if they have it again in the future, she will have it take place at Silver Run.

Catherina stated that they found a vending machine company, Four M Vending Service, to provide a vending machine for Penn Towers. She explained that the owner stated that we could receive a 10% commission or receive no commission by providing a lower price to the customer. After some discussion, it was decided that we would opt for the 10% commission on items sold.

Catherina informed the Board that the public notice for solicitor, accountant, and auditor for 2019-2020 had been send to the newspaper. She stated that we would review any proposals at the next Board meeting.

Catherina informed the Board that our Community Day for Silver Run tenants would be held on Monday, April 22, 2019 at noon during the kids’ spring break. We will have various activities and food as well. All Board members are invited to attend.

Karen Wright expressed interest in attending the NAHRO Summer Conference in Boston, MA April 10th through April 12th, 2019. A motion was made by Laverne Hill to approve Karen Wright to attend the NAHRO Summer Conference. The motion was seconded by Ignacia Washington and approved unanimously by all present.

EMERGNCY SAFETY AND SECURITY FUND

Catherina reported that she was very pleased with the cameras at Silver Run and Penn Towers. She stated that they have a few more cameras to be installed to complete the job.

NEW JERSEY NONPROFIT GRANT PILOT PROGRAM (NSGPP)

Catherina presented a contract for security with the Penns Grove Police Department. She stated she hoped they would begin security at the end of April. Catherina stated she would execute the contact on behalf of Community Outreach Unlimited, Inc.

PENN TOWERS HALLWAY AIR CONDITIONER

Catherina presented three bids for the Penn Towers hallway compressor replacement project: Tozour-Trane, Hawks & Company and Laury Air Conditioning . The lowest qualified bidder was Tozour-Trane at $11,515.00. A motion was made by Hersell Smith to approve Tozour Trane to replace the hallway air-conditioner compressor at Penn Towers. The motion was seconded by Margie Pollard and approved unanimously by all present.

DISCUSSION ON COMMUNITY OUTREACH UNLIMITED AND SETTING UP A NEW NONPROFIT

Catherina stated that she met with Community Outreach Unlimited trustees last month and it was agreed upon by the trustees to dissolve the non-profit as of January 1, 2020. She stated that they will now work on coming up with ideas to use the funds remaining in their bank account with events for our local community.

**NEW BUSINESS**

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 FOR SUBMISSION OF STATE BUDGET FYE 6/30/19

Catherina presented the State Budget FYE 6/30/19 for adoption. John Washington made a motion to approve the State Budget for FYE 6/30/19 for adoption and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Laverne Hill and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 14120 thru 14159, Mod check 2503, 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 March Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by Laverne Hill and seconded by Hersell Smith. The motion was unanimously approved by all present.

Jinnay Ayars, 102 Penn Towers, stated that she has had a problem with her heater. Catherina stated that she has not reported the work order to the office but that she would have the maintenance staff come to her unit tomorrow to look at her heater. 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 Hersell Smith and seconded by Laverne Hill. The motion was approved unanimously.

ADJOURNMENT

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