Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 1, 2019

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Hersell Smith. 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 April 3, 2019 meeting was made by John Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

A motion to approve the Executive Session minutes of the April 3, 2019 meeting was made by Hersell Smith 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 three 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.

Catherina stated that the Atlantic City Bus trip has been scheduled for Tuesday, June 11, 2019.

Catherina was pleased to report that Four M Vending Service Company delivered our vending machine for Penn Towers and it is located in our laundry room.

Catherina informed the Board that our Community Day for Silver Run tenants was held on Monday, April 22, 2019 and it went well. She stated that they had various activities and food.

Catherina reported that the bookkeeping office has been moved downstairs. She stated that they are in the process of converting the old office into another unit. She informed the Board that the unit would be occupied by May 15, 2019.

Catherina presented a letter from HUD stating that we have passed our review for Federal Labor Standards Administration and Enforcement.

Catherina stated that enclosed in their packets was their 2019 financial disclosure forms. She requested that all Board members review, sign, and date the forms, and then return one copy to us.

Catherina reported that they have scheduled a Spring Garden Party at Penn Towers on Wednesday, May 29, 2019 at 1:00PM. She invited all Board members to attend.

EMERGENCY SAFETY AND SECURITY FUND

Catherina presented a change order to add an additional camera and two outstanding invoices for cameras already installed. She also reviewed all the figures and payments made thus far and stated we are within the $100,000 budget. She advised the Board that after the change order and two invoices are paid, we will have a remainder of approximately $2,500.00 dollars to disburse. Her recommendation was to buy an additional camera.

A motion to approve change order #2 was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by all present.

Catherina stated she will set up a final construction meeting and walk through this month with Dave Cunningham, our attorney, and our architect. After all have approved the completed work, she will ask the Board to approve all outstanding invoices to be paid.

NEW JERSEY NONPROFIT GRANT PILOT PROGRAM (NSGPP)

Catherina reported that the Penns Grove Borough meeting was canceled and therefore our contract for police security would be presented at their next meeting.

PENN TOWERS HALLWAY AIR CONDITIONER

Catherina reported that Tozour-Trane installed the new hallway air conditioner compressor last month. There was some discussion on the matter.

REVIEWING RAD

Catherina presented information that she received at the course she took on RAD. There was some discussion on the matter.

Mr. Grace stated that a meeting was set up with the Pleasantville Housing Authority Executive Director, Vernon Lawrence, to meet with Karen Wright, Catherina Rutland and himself to go over how the RAD process went at their housing authority.

Catherina reported that she will be attending the Atlantic City conference the following week and two courses would be offered in regard to RAD. She stated she will update the Board at the next meeting.

DISCUSSION ON COMMUNITY OUTREACH UNLIMITED AND SETTING UP A NEW NONPROFIT

Karen Wright stated for all Board members and Catherina to brainstorm name ideas for our new non-profit organization and to bring those names to the next meeting.

**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 2019-2020. 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, 2019 to June 30, 2020 was made by Margie Pollard and seconded by Laverne Hill. 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 2019-2020. The only response was from our present Solicitor, Grace, Marmero & Associates, LLP. Catherina and the Board commented that they are satisfied with our current solicitor, Mr. James Grace. A motion to re-appoint Grace, Marmero & Associates, LLP at the proposed rate was made by Hersell Smith and seconded by Ignacia Washington. The motion was unanimously approved by all present. The motion was unanimously approved by all present.

APPROVAL OF AUDITOR FYE 6/30/19 CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2019 audit. The only response was from the auditing firm Francis J. McConnell. Catherina stated the auditing firm has 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 6/30/19 audit was made by Laverne Hill and seconded by Hersell Smith. The motion was unanimously approved by all present.

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

Catherina presented the State Budget FYE 6/30/20 for adoption. Laverne Hill made a motion to approve the State Budget for FYE 6/30/20 for adoption and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

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 14160 thru 14196, Mod check 2504, 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 April Board meeting.

PUBLIC PORTION

No public present.

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.