Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 2, 2015

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

ROLL CALL

Present: Karen Wright, Adrianne Dixon, Sandra Garcia, Hersell Smith, John Washington, Harold Crass Esq, Catherina Stanback

Absent: Vicki Smith

APPROVAL OF MINUTES

A motion to approve the minutes of the October 7, 2015 meeting was made by John Washington and seconded by Adrianne Dixon. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina stated that we had an eviction case on November 30, 2015 in which we received a judgment for possession for non-payment of rent.

Catherina reported that we replaced the community room carpet with tiles. She stated that the maintenance staff worked hard on the project.

Catherina presented the monthly maintenance report.

Catherina stated that in their packet is the tenant survey results that she will discuss at the next meeting.

Catherina was pleased to report that in their packet was the HUD SEMAP report in which we scored a 96 out of 100 points.

Catherina informed the Board that the Penn Towers canopy roof over the community room is in need of repairs. She stated that they contacted William Lammey, architect, for a consultation and his report was enclosed for their review and will be discussed at to the next meeting.

Catherina stated that the annual Thanksgiving dinner prepared by our kitchen staff that was held on Wednesday, November 18th, 2015 was successful with a nice turnout.

Catherina informed the Board that they scheduled a holiday lunch for the Penn Towers seniors on December 16, 2015 at 12:00PM. She stated that the Holy Temple Church was sponsoring a free Holiday dinner for the seniors on December 12, 2015 at 1:00PM. She reported that they have planned a Winter Day Event for the Silver Run tenants on Tuesday, December 29, 2015 at noon and lunch will be provided. Catherina invited all Board members to attend these events.

Catherina explained to the Board that she reported to the Personnel committee that due to the birth of her daughter on November 2, 2015 she had been using her vacation, sick, and personal time between November 2, 2015 through January 4, 2016. She stated she had been in contact with the office and stopped by periodically. She informed the Board that Carolina Valdez had been handling the extra responsibilities in addition to supervising the staff in her absence. A personnel meeting was scheduled for December to discuss compensation for Ms. Valdez’s role during her absence.

Catherina stated that if anyone was interested in attending the PHADA Commissioners Conference which is being held in Miami, FL on January 10th, 2016 through January 13th, 2016 to please let her know as soon as possible. Karen Wright, Adrianne Dixon, and Vicki Smith expressed interest in attending the conference. A motion was made by John Washington to approve Karen Wright, Adrianne Dixon and Vicki Smith to attend the PHADA 2016 commissioner conference and it was seconded by Hersell Smith. The motion was approved unanimously by all present.

Catherina presented the 2016 conference list for PHADA and NAHRO. It was decided that the conferences for the year would be discussed at the next meeting.

**NEW BUSINESS**

JIF RESOLUTION

Catherina presented the workers compensation resolution for JIF that states she would be the representative fund commissioner for the policy. A motion to approve Resolution 12-15 for the JIF insurance policy to deem Catherina Stanback as the fund commissioner for 2016 was made by Hersell Smith seconded by Sandra Garcia. The motion was approved unanimously by all present.

AUDIT REPORT FYE 6/30/15

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 Catherina for her leadership in achieving a good audit this year. There was some discussion about the audit report. Hersell Smith made a motion to accept the audit as presented and pass Resolution 13-2015. John Washington seconded the motion and a roll call was made. The motion was approved unanimously by all present. The Audit Review Certificate was signed by all Board members.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by Adrianne Dixon. The motion was unanimously approved by all present. General Fund checks 11913 thru 11958, Congregate checks 1644 thru 1647, Dial-A-Bus check 0762 and MOD check 2455. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, Section 8, Congregate Services, and Dial-A-Bus, representing checks issued after the October 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 Hersell Smith. The motion was unanimously approved by all present.