Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 3, 2014

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Adrianne Dixon, John Washington, Sandra Garcia, Bill Pearson, Esq., Catherina Stanback and Carolina Valdez

Absent: Anthony Marandola and Deborah Pagnotto-Bradford

APPROVAL OF MINUTES

A motion to approve the minutes of the November 5, 2014 meeting was made by Vicki Smith 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 no vacant units at Penn Towers and three vacant units at Silver Run Park.

Catherina informed the Board that this month we are processing two eviction cases for non-payment of rent. She stated that no court date had been set as of today.

Catherina stated that if anyone was interested in attending the PHADA Commissioners Conference which is being held in St. Pete Beach, FL on January 25th, 2015 through January 28th, 2015 to please let her know as soon as possible.

Catherina informed the Board that she signed a complaint against an individual that had caused numerous disturbances and broke a window at Silver Run during an altercation. She reported that the court date was today and rescheduled for February 21, 2015 due to a conflict of interest with the individual and the judge. There was some discussion on the matter.

Catherina stated that they had located training classes for the maintenance staff through the NJAA Association and the new scheduled for 2015 was enclosed in their packet. Adrianne Dixon made a motion to join the NJAA membership and to send Norberto Cruz and Albert Sanchez to attend the classes for Certified Apartment Maintenance Technician next year. John Washington seconded the motion and it was unanimously approved by all present.

Catherina stated she contacted the Salem County Vo-tech and Salem Community College in regard to the student internships and their culinary program. She explained that she spoke to Mrs. Hoffman at the Vo-tech and she advised us to e-mail her for a written response. She stated she has not heard back from Mrs. Hoffman to date. Catherina was asked to investigate whether the Vo-tech offered any training classes for our current Congregate Staff. Catherina stated she would look into the matter.

Catherina informed the Board that they scheduled a lunch for the Penn Towers seniors on December 18, 2014 at 12:00PM. She stated that the Holy Temple Church was sponsoring a free Holiday dinner to the seniors on December 13, 2014 at 1:00PM. She reported that they have planned a Winter Day Event for the Silver Run tenants on Tuesday, December 30, 2014 at noon lunch will be provided. Catherina invited all Board members to attend the events.

**NEW BUSINESS**

FLOORING FOR COMMUNITY ROOM

Catherina stated that they have not heard back from Mannington Mills in regard to the free flooring for the Penn Towers community room. She e-mailed them and had not received a response to date.

GREEN LIGHT ENERGY CONSERVATION

Catherina reported that Green Light Energy Conservation and the State did a final inspection of our lighting at Penn Towers. She stated we should hear back shortly from them whether they would be supplying us with 800 free LED light bulbs for Penn Towers. There was some discussion on the matter.

AUDIT REPORT FYE 6/30/14

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. There was some discussion about the audit report. John Washington made a motion to accept the audit as presented and pass Resolution 17-14. Adrianne Dixon 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 Vicki Smith and seconded by Sandra Garcia. The motion was unanimously approved by all present. General Fund checks 11265 thru 11306, Congregate checks 1568 thru 1572, Dial-A-Bus checks 0724 thru 0725, and Mod check 2441. 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 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 Sandra Garcia. The motion was unanimously approved by all present.