Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 5, 2014

The meeting was opened with a reading of the Sunshine Law. A motion was made by Vicki Smith seconded by Anthony Marandola. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Vicki Smith, Anthony Marandola, Adrianne Dixon, John Washington, Sandra Garcia, Deborah Pagnotto-Bradford, William Pearson, Esq., Catherina Stanback, and Carolina Valdez.

Absent:

STATE NEW APPOINTEE

William Pearson officially sworn in Deborah Pagnotto-Bradford as the new state appointee for the vacant position as a Commissioner of the Penns Grove Housing Authority.

APPROVAL OF MINUTES

A motion to approve the minutes of the January 8, 2014 meeting was made by John Washington 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 had three vacant units at Penn Towers and no vacant units at Silver Run Park.

Catherina informed the Board that four eviction cases were being processed for non-payment of rent. It was reported that the court date has been set for February 21, 2014.

Catherina stated that they had purchased a small snack vending machine and a bill changer machine for our Penn Towers tenants. She stated the tenants had requested the machines and they seem to be working out well.

Catherina stated that enclosed in their packets was information for the NAHRO Legislative Conference being held on March 10th through March 12th in Washington, DC and for the MARC NAHRO Annual Conference being held in Dover, DE on April 29th through May 2nd. Catherina stated that if anyone was interested in attending either conference, to please let her know as soon as possible.

Vicki Smith stated that she was interested in attending the MARC NAHRO Conference in April. Adrianne Dixon and Vicki Smith expressed interest in going to the NAHRO Legislative Conference in March. A motion was made by Karen Wright to approve Vicki Smith to attend the MARC NAHRO Conference held in Dover, DE in April and to approve Adrianne Dixon and Vicki Smith to attend the NAHRO Legislative Conference being held in March in Washington, DC. The motion was seconded by Anthony Marandola and approved unanimously by all present.

Catherina reported that she will be placing the ads in the newspaper this month for the Fee Accountant, Auditor, Legal Services, Elevator, Exterminator, and A & E Services.

Catherina stated that the maintenance staff is painting the hallways at Penn Towers at this time. She mentioned that they have completed the 9th floor as of today.

Catherina stated that they will be recognizing National Employee Appreciation Day on March 7, 2014 to express our gratitude on how important and valuable our employees are to the PGHA and to show they are appreciated.

Catherina reported that they have scheduled a bus trip for the seniors to Sights and Sounds Theater to see “Moses” which includes lunch at Hershey Farms in PA. The trip has been scheduled for Tuesday, April 8, 2014. She stated that the cost of the trip per person is $90.00 which includes their show ticket, lunch and transportation. A flyer for the trip was enclosed in their packet. Catherina stated that if any Board member was interested in attending to please let her know as soon as possible.

CAPITAL FUND 2013 PROJECTS

Catherina reported that the elevator consultant and the architect would be here this month to assess the condition of the Penn Towers elevators. She stated she will update the Board at the next meeting.

In addition, there was some discussion on the washers and dryers at Silver Run as well.

NON-PROFIT ORGANIZATION

There was some discussion on the non-profit organization, Penns Grove Housing Corporation. After the discussion, it was decided that an ad hoc committee would be formed to search for Board members and related matters. Karen Wright, Vicki Smith and Adrianne Dixon volunteered to be on the ad hoc committee. A motion was made by Anthony Marandola to designate Karen Wright, Vicki Smith and Adrianne Dixon for the ad hoc committee for the non-profit organization, Penns Grove Housing Corporation. Sandra Garcia seconded the motion and it was unanimously approved by all present.

**NEW BUSINESS**

RESOLUTION: SALARY/SCHEDULE REVISION FYE 6/30/14

Catherina presented Resolution 3-14 to revise the previous salary schedule to reflect retirements, new hires, and changes in positions. Anthony Marandola made a motion approving the Resolution 3-14 revising the salary schedule for FYE 6/30/14. Sandra Garcia seconded the motion and it was unanimously approved by all present.

MISCELLANEOUS

Vicki Smith reported to the Board the information she received at the PHADA’s Commissioners Conference. She elaborated on a non-smoking policy that included the use of marijuana. There was some discussion on the matter and it was decided that the topic would be included on the March Agenda.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Karen Wright. The motion was approved unanimously by all others present. General Fund checks 10675 thru 10709 Congregate checks 1506 thru 1509, Dial-A-Bus checks 0698 thru 0699, and Mod checks 2418 thru 2419. 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 January 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 Anthony Marandola. The motion was approved unanimously by all present.