

Penns Grove Housing Authority  
40 South Broad Street  
Penns Grove, NJ 08069

Minutes of the Meeting June 1, 2013

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, John Washington, Hersell Smith, Anthony Marandola, Sandra Garcia, William Pearson, Esq., Catherina Stanback, and Carolina Valdez.

Absent: Adrienne Dixon

**APPROVAL OF MINUTES**

A motion to approve the minutes of the May 1, 2013 meeting was made by John Washington seconded by Hersell Smith. The motion was approved unanimously by all present. A motion to approve the Executive Session minutes of the May 1, 2013 meeting was made by John Washington and seconded by Hersell Smith. The motion was approved unanimously by all present.

**OLD BUSINESS**

**STATUS REPORT**

Catherina went over the status report. She stated we currently had no vacant units at Penn Towers and three vacant units at Silver Run Park.

Catherina informed the Board that they are processing two eviction cases for non-payment of rent. The court date has not been set at this time for those cases.

Catherina reported that on May 30, 2013 they went to court for three eviction cases. She explained that two of the cases resulted in default judgment to us for non-payment of rent. On the third case, the Order to Show Cause filed by the defendant was denied and we received a default judgment for lease violations. The warrant for removal for all three cases will be issued this week.

Catherina stated that all 2013 financial disclosure statement forms have been submitted via the Internet per State regulation.

She reminded the Board that the employee training workshop "Effective Communication in the Workplace" has been rescheduled for Tuesday, June 25, 2013. She stated that they will close the office that day and the answering service will forward emergency calls to the maintenance staff. She stated she will notify the tenants in advance.

Catherina stated that due to the July 4th holiday the Board meeting for July would be held on July 10th, which was the 2<sup>nd</sup> Wednesday of the month.

Catherina reported that the PHADA 2013 conference in May was very informative. She explained that they attended classes on various topics which included: building and leadership, new domestic violence laws, discrimination and the Fair Housing Act, Energy Performance Contracting, RAD program, MTW program, Green Physical Needs Assessment, and methods being used for cost cutting in our industry due to sequestration and funding cuts. She also stated that they took the opportunity to network with other housing authorities and gather valuable tools and information. She enclosed some of the information received in the conference for the Board to review.

Catherina explained that we have broken concrete at Penn Towers and it is considered to be a tripping hazard. She directed the Board to written quotes that were enclosed in their packet to replace the concrete. After some discussion, a motion was made by Vicki Smith to accept the lowest qualified bidder, Sparks Concrete, to repair the concrete. The motion was seconded by Karen Wright and approved unanimously by all present.

Catherina reported that the planting of the Penn Towers community garden had taken place this month and the residents participating in the community garden have been very appreciative.

Catherina stated that she requested a quote from the camera company in order to indentify the cost to have additional cameras installed in the hallways at Penn Towers. She explained that they should have the quote by the July Board meeting.

Catherina stated they are working on the application for a non-profit certificate (501c) which would aid us when applying for grants. She explained that for the application, we need the certification of tax incorporation form that was issued when the PGHA was first established in the 70's. She stated she contacted the Salem County Clerk's office and they have not been able to locate the form as of this week. She further explained that the Clerk's office will continue to look in the event if they are unable to locate it, we would have to contact the State of NJ for assistance.

Catherina reminded the Board that if anyone was interested in attending the NAHRO Summer Conference in Denver, Colorado on July 18th, 2013 through July 20th, 2013 to please let her know as soon as possible.

Catherina stated that they had to cancel the trip to Longwood Gardens scheduled for June 6<sup>th</sup> due to lack of participation. She stated they will plan a trip to Atlantic City in the Fall.

#### ADOPTION OF STATE BUDGET 2013-2014

Catherina informed the Board that the State of NJ approved the State Budget for the 2013-2014 year and she requested for the budget to be adopted by Resolution 13-13. John Washington made a motion to adopt the State Budget. Anthony Marandola seconded the motion and it was unanimously approved by all present by a roll call.

## METRO PCS

Catherina reported that neither she nor Mr. Pearson or Mr. Lamme have received any contact from Metro PCS since the Solicitor sent out a letter halting negotiations. Enclosed in their packet was the correspondence sent to Metro PCS from Mr. Pearson. There was some discussion on the matter. Catherina stated she would report to the Board if any contact was made in the future.

## NEW BUSINESS

### EXECUTIVE SESSION

1. ESTATE OF BELFORD S. HOGATE (LEGAL MATTERS)
2. PERSONNEL MATTERS
3. STATE PROGRAM CONGREGATE ANALYSIS

John Washington made a motion to approve Resolution 14-13 authorizing an Executive Session for matters relating to the employment relationship, individual privacy, confidentiality, litigation, negotiations and attorney-client privilege. Anthony Marandola seconded the motion and a roll call was done with all approving the Resolution.

A motion was made by John Washington and seconded by Anthony Marandola to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by John Washington and seconded by Anthony Marandola to go back into regular session. The motion was unanimously approved by all present.

### PERSONNEL POLICY

After some discussion, it was decided that the Personnel Policy would be tabled until the following Board meeting.

### BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Sandra Garcia. The motion was approved unanimously by all others present. General Fund checks 10190 thru 10243; congregate checks 1459 thru 1463, Dial-A-Bus checks 0676 thru 0677, and Mod checks 2408 thru 2409. 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 May Board meeting.

### PUBLIC PORTION

A motion to open the meeting to the public was made by John Washington and seconded by Anthony Marandola. The motion was unanimously approved by all present.

Ann Robinson, 708 Penn Towers, read a statement to the Board about an alleged incident in her unit as well as correspondence she sent and received from HUD in regards to the same alleged incident.

There was some discussion between the Board, Catherina, and Ms. Robinson.

As there were no further comments or questions, a motion to close the public session was made by Anthony Marandola and seconded by Vicki Smith. The motion was approved unanimously.

#### ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Anthony Marandola. The motion was approved unanimously.