Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 6, 2016

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, Vicki Smith, Hersell Smith, John Washington, Harold Crass Esq, Catherina Stanback

Absent: Sandra Garcia

ELECTION OF OFFICERS

The Solicitor, Harold Crass, asked for nominations for the Housing Authority Chairperson. John Washington made a motion to nominate Karen Wright as Chairperson and Hersell Smith seconded the motion. Harold Crass asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Hersell Smith. All present unanimously approved the nomination.

Mr. Crass then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. John Washington nominated Vicki Smith. Adrianne Dixon seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Vicki Smith as Vice Chairperson. The motion was seconded by Adrianne Dixon. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Vicki Smith nominated Adrianne Dixon and John Washington seconded the nomination. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Vicki Smith to close nominations and elect Adrianne Dixon as Financial Treasurer. The motion was seconded by John Washington. All present unanimously approved the nomination.

APPROVAL OF MINUTES

A motion to approve the minutes of the December 2nd, 2015 meeting was made by John Washington and seconded by Hersell Smith. Vicki Smith abstained since she was not present at that meeting. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina stated that we have a follow up court proceeding for a previous eviction case scheduled for Friday, January 29, 2016. There are no other pending evictions at this time.

Catherina presented the monthly maintenance report.

Catherina reported that they had a great turnout for our Silver Run Winter Activity Day on December 29, 2015. She also stated that the Penn Towers dinner given by the Holy Temple Church on December 12, 2015 was successful as well as their luncheon on December 16, 2015.

Catherina informed the Board that the Food Bank of South Jersey had invited our building to participate in the Senior Feeding Program called the Commodities Supplemental Food Program. She stated enclosed in their packet was the information the seniors would receive along with the program application. There was some discussion on the matter.

Catherina stated that enclosed in their packets they would find the Awards of Excellence Newsletter which has our poster winners from Silver Run honored with a picture of their poster. She reported that she ordered calendars for the Board and they should be delivered shortly.

Catherina presented the 2016 conference lists for PHADA and NAHRO. Catherina stated that if anyone was interested in attending any of the conferences to please let her know as soon as possible. Karen Wright, Adrianne Dixon, and Vicki Smith expressed interest in attending the 2016 PHADA annual convention in Las Vegas from May 22nd through May 25th, the NAHRO Summer Conference in Portland from July 15th through July 17th, and the NAHRO National Conference & Exhibition in New Orleans from October 14th through October 16th. Vicki Smith also expressed interest in the NAHRO National Conference in Arlington, VA from April 10th to April 12th. John Washington made a motion to approve the above Commissioners to attend those selected 2016 NAHRO and PHADA conferences and it was seconded by Adrianne Dixon. The motion was approved unanimously by all present.

Catherina informed the Board that they would be having their annual staff lunch meeting at a restaurant on January 29th, 2016 at 12:30PM.

PENN TOWERS CANOPY ROOF

Catherina presented and read William Lammey’s report on the condition of the canopy roof at Penn Towers. After a discussion, the Board directed Catherina to receive three quotes from companies on replacing the roof using Mr. Lammey’s specifications. Catherina stated she would present the quotes at the next meeting.

**NEW BUSINESS**

RESOLUTION: 2016 BOARD MEETING DATES

Catherina presented Resolution 1-16 for the 2016 Board meeting dates as well as the Official Publications used this year. John Washington made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2016. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

RESOLUTION: OFFICIAL DEPOSITORIES OF FUNDS FOR 2016

Catherina presented Resolution 2-16 designating the Official Depositories for 2016. Adrianne Dixon made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2016. Vicki Smith seconded the motion and it was unanimously approved by all present.

MISCELLANEOUS

Adriane Dixon informed the Board that she moved to Carneys Point Township.

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 6-15 authorizing an Executive Session to discuss personnel and contract matters. Adrianne Dixon seconded the motion and a roll call was made with all present approving the Resolution.

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

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

After Executive Session the following motions were made:

A motion was made by John Washington to amend the by-laws to state that when a commissioner moves out of the Borough of Penns Grove they may carry out their term but would not be eligible for a re-appointment. Hersell Smith seconded the motion and it was unanimously approved by all present. Catherina stated she will present the amended by-laws at the next meeting.

A motion was made by John Washington to table the Personnel Policy amendment for additional compensation when an employee takes over supervisory duties. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

A motion was made by John Washington to approve additional compensation at the Board agreed upon amount presented at the meeting on an excel spreadsheet for Carolina Valdez for the increased responsibilities incurred during the Executive Director’s maternity leave of November 2nd, 2015 through January 4th, 2016. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

A motion was made by John Washington to approve Catherina Stanback’s use of vacation time and sick time during her maternity leave of November 2nd, 2015 through January 4th, 2016 during the Executive Director’s maternity leave. Vicki Smith abstained from the vote. Hersell Smith seconded the motion and it was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Adrianne Dixon. The motion was unanimously approved by all present. General Fund checks 11973 thru 12020, Congregate checks 1648 thru 1651, Dial-A-Bus check 0765 and MOD check 2456. 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 December Board meeting.

PUBLIC PORTION

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

Dorraine Robinson, Penn Towers resident, Apt. 706 wanted to know if the Penn Towers Tenants Association could hold a bake sale. Catherina stated that the Penn Towers Tenants Association may host events. Catherina explained that Ms. Robinson would need to make sure that the date of their event did not conflict with any other activities taking place in the community room.

There were no further comments or questions from the public present, a motion to close the public session was made by John Washington and seconded by Adrianne Dixon. The motion was approved unanimously.

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.