Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting June 7, 2017

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

ROLL CALL

Present: Karen Wright, Vicki Smith, John Washington, Laverne Hill and Catherina Stanback

Absent: Ignacia Washington and Hersell Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the May 3, 2017 meeting was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

She stated that they are processing three eviction cases for non-payment of rent and the court date was set for June 16, 2017.

Catherina presented the monthly maintenance report.

Catherina reminded the Board that the meeting date for July was the second Wednesday, July 12th, 2017 at 5:00PM due to the holiday.

Catherina informed the Board that the Healthy Living Fair that our sister organization, Community Outreach Unlimited, hosted on Wednesday, May 31, 2017 went well. She enclosed a copy of the news article on the event for the Board. Catherina also commented that the non-profit was having a bus trip on July 26, 2017 to Atlantic City New Jersey, enclosed was a flyer for their review.

Catherina stated that they were having the summer feeding program again this year for kids in our community room at Silver Run. She reported that the Food Bank of South Jersey would deliver breakfast and lunch. She stated that she attended the mandatory training session for the program last night. She informed the Board that our current staff members along with a temporary worker would run the program. She presented a flyer detailing the children’s activities for the summer which included the following: reading program, arts and crafts, outdoor games and computer lab activities.

Catherina stated that enclosed in their folder was a flyer for our 4th Annual Garden party on Friday, June 9, 2017 to re-open the Penn Towers Community Garden. She reported that the maintenance men worked on removing the old gardening beds and creating raised boxes so that the seniors can garden while standing. She was hopeful that this would encourage more participation. All board members were welcomed to attend.

Catherina noted that the solicitor had put her in touch with an Energy Consultant, Charles Hummel, with regard to solar and renewable energy. She stated they requested utility bills for one year which they provided to him. James Grace, our solicitor, went over a Direct Energy contract for the company to look into whether we qualify for any energy assistance. He stated that there was no monetary requirement or obligation on our part for the contract. A motion was made by John Washington to approve the Direct Energy Contract and it was seconded by Vicki Smith. The motion was unanimously approved by all present.

Catherina stated that enclosed in their packets was information on a class on August 4, 2017 in Cherry Hill, NJ for communication in the workplace, conflict mediation and a host of other professional growth and development topics. She requested that Gail Walker and Caryn Clark be approved to take the class. She stated that the cost of the class was $139 a person. A motion was made by John Washington to approve Gail Walker and Caryn Clark for the communication workshop. The motion was seconded by Laverne Hill and unanimously approved by all present.

Catherina reported that our Administrative Assistant is out on short term disability as of May 30, 2017. Catherina stated that Ms. Valdez completed a lot of preliminary work before leaving and she would take care of the rest of her case load until her return.

Catherina stated that the Spring Social for the tenants at Penn Towers on May 17, 2017 had a nice turnout and that the tenants appreciated all of the festivities.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/18

Catherina reviewed the Penns Grove Housing Authority’s State Budget for the FYE 6/30/18. After some discussion, John Washington made a motion to approve the State Budget for submission. Vicki Smith seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

Catherina stated that State of New Jersey required a late budget Resolution with a valid reason for missing their deadline for the budget. She presented Resolution 10-2017 stating that the State of New Jersey budget was late due to our fee accountant passing away. Vicki Smith made a motion to approve the late budget Resolution 10-2017. John Washington seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

Catherina stated that she would be placing a financial analysis of the Congregate Program on the agenda for July. There was some discussion on the matter.

**NEW BUSINESS**

APPROVAL OF AUDITOR FYE 6/30/17 CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2017 audit. The only response was from the auditing firm Francis J. McConnell. Catherina stated the auditing firm as all of the necessary credentials and has been performing Housing Authority audits in New Jersey for many years. A motion to appoint Francis J. McConnell at the proposed rate for FYE 6/30/17 audit was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present. General Fund checks 12915 thru 12950, Congregate checks 1736 thru 1739, Dial-A-Bus checks 0810 thru 0811, and Mod check 2476. 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

No public present at the meeting.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present.