Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 4, 2015

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

ROLL CALL

Present: Karen Wright, Vicki Smith, John Washington, Harold Crass Esq, Catherina Stanback and Carolina Valdez

Absent: Deborah Pagnotto-Bradford and Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the February 4, 2015 meeting was made by Vicki Smith seconded by John Washington. 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 five eviction cases for non-payment of rent as well as other lease violations. She stated that no court date had been set as of today.

Catherina stated that the court date for the complaint against the individual that has caused numerous disturbances and broke a window at Silver Run was on February 11, 2015. She reported that the individual did not appear in court due to incarceration but did plead guilty.

Catherina stated they had not received any offers for the old storage trailer which is located at Penn Towers.

Catherina presented a survey that was enclosed in their folder and stated they will be distributing them to our tenants to gage their interest on paying their rent online.

Catherina stated they were planning a Community Day for Silver Run tenants on April 7, 2015 at noon during the kids’ spring break. She explained that our main focus this year for the event is encouraging kids in the area of volunteerism. She stated that they have scheduled a Spring Social for the tenants at Penn Towers on April 15, 2015 at noon and they would have various activities and food as well. She invited all Board members to attend.

Catherina informed the Board that they are applying for the Safety and Security HUD grant. She stated that enclosed was information on the grant and the deadline was March 20, 2015.

Catherina reported that she received a phone call from the Newark HUD office and a New Jersey Attorney in regard to our relationship with the Penns Grove Redevelopment Agency. She reviewed an enclosed the draft letter that was compiled by our solicitor to address the fact that the Penns Grove Housing Authority and Penns Grove Redevelopment Agency are two different entities. The Board agreed for the letter to be mailed out.

Catherina stated that enclosed in their packet was the PGHA Five Year and annual plan for their review and that it would be on the agenda for approval in April.

Catherina informed the Board that enclosed in their packets was a pamphlet from the Affordable Housing Accreditation Board which it was received by Board member at a conference.

Catherina stated there was information on the MARC NAHRO Conference in their folder which was being held in Ocean City, MD on May 19th through May 22, 2015. She stated that if anyone was interested in attending the conference to please let her know as soon as possible.

Karen Wright and Vicki Smith expressed interest in attending the MARC NAHRO conference in Ocean City, MD on May 19th through May 22, 2015. A motion was made by John Washington to approve Karen Wright and Vicki Smith to attend the MARC NAHRO Conferences. The motion was seconded by Adrianne Dixon and approved unanimously by all present.

GREEN LIGHT ENERGY CONSERVATION

Catherina reported that Green Light Energy Conservation emailed her that the LED light bulbs are still on back order. Catherina stated she will update the Board at the next meeting.

**NEW BUSINESS**

BANKING SIGNATURE CARD AND RESOLUTION-SUN NATIONAL BANK

Catherina presented the new banking signature cards for Sun National Bank in which we had requested to delete previous signors and add our new treasurer, Adrianne Dixon. After some discussion, a motion was made by John Washington to pass Resolution 5-15 granting Karen Wright, Adrianne Dixon and Catherina Stanback banking and signing authorization to all Sun National Bank accounts including Security Deposit Master and Disbursement Account. The motion was seconded by Vicki Smith. All present unanimously approved the nomination.

COMMUNITY ROOM CONTRACTS

Catherina presented the community room contracts for Silver Run and Penn Towers. The Board reviewed the contracts and asked for some revisions. It was decided that we would table the matter until next month’s Board meeting.

AMEND BY LAWS

Catherina presented our current by-laws and stated that there were some recommendations made by the Board to amend them. She reviewed those recommendations with the Board and asked them if they would like her to draft an amended copy of the by-laws with the following changes: Penns Grove residency requirement for Commissioners, policy on Commissioners unexcused absences, and completion of required training for Commissioners prior to receiving additional training or attending conferences. The Board agreed to the changes and Catherina stated she will present the by-laws with the changes at the next meeting.

BILLS

A motion to approve the bills listed below was made by Vicki Smith and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 11425 thru 11469, Congregate checks 1588 thru 1592, Dial-A-Bus checks 0734 thru 0735, and Mod check 2446 thru 2447. 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 February 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 Hersell Smith. The motion was unanimously approved by all present.