Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 13, 2015

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

ROLL CALL

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

Absent:

APPROVAL OF MINUTES

A motion to approve the minutes of the April 1, 2015 meeting was made by John Washington seconded by Sandra Garcia. Adrianne Dixon abstained and all others present approved the motion.

**OLD BUSINESS**

STATUS REPORT

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

Catherina informed the Board that this month we went to the landlord tenant court on May 1, 2015. She stated that out of the seven cases four paid their rent in full prior to court, therefore, no judgment of possession was given. The three remaining cases no payment of rent was received, therefore, judgment for possession was granted.

Catherina stated that this month they were not processing any evictions.

Catherina reminded the Board that they were planning a Community Day for Silver Run tenants on May 15, 2015 at noon. She explained that our main focus this year for the event is encouraging kids in the area of volunteerism. She stated that they have also scheduled a Spring Social for the tenants at Penn Towers on May 21, 2015 at noon and they would have various activities and food as well. She invited all Board members to attend.

Catherina reported that they had the poster contest for the kids at Silver Run in conjunction with Housing America and NAHRO initiative on April 6, 2015. The theme of the contest was “What Home Means to me”. She stated that the children enjoyed the contest and the seniors at Penn Towers judged the poster contest for PGHA. Catherina informed the Board that they also submitted the posters to the National Contest as well.

Catherina stated that they were re-opening the Penn Towers Community Garden on May 20, 2015. She mentioned that Costello’s was donating the flowers and vegetable plants for the seniors.

Catherina presented their financial disclosure forms and explained to please review, date, and sign them. She stated that they were submitted for them via the Internet for them.

Catherina reported that a transformer on elevator number 1 at Penn Towers burned out this month and started a smoke fire. She stated that the transformer had been replaced and repaired.

Catherina informed the Board that William Brokenbaugh retired this week. She explained that they would be turning his bus into the Office on Aging. There was some discussion on the matter.

Catherina presented the maintenance report for the month and reported that the maintenance men removed the brick wall near the laundry area that buckled in the corner at Penn Towers. She went over a few options for replacing the structure which include re-building a 6 foot, 4 foot or 3 foot wall, wood, rod iron or aluminum fencing, or placing landscaping around the laundry area.

Catherina stated they had canceled the bus trip to Sights and Sounds Theater to see “Joseph” due to lack of participation from the residents. There was some discussion on the matter.

AMEND BY LAWS

Catherina presented the amended by-laws. After some discussion, the Board directed Catherina to make some revisions and to present the amended by-laws at the next meeting.

**NEW BUSINESS**

EXECUTIVE SESSION

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

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

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2015-2016

In open session the following motion was taken: A motion was made by John Washington to approve Resolution 7-15 to accept Catherina Stanback’s employment contract for July 1, 2015 through June 30, 2016. Vicki Smith seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with a list that included employee’s name their current base salary and their proposed base salary with the increases. The Board directed Catherina to adjust all hourly employees’ salary increases to 3% due to budgetary constraints. A motion to approve Resolution 8-15 for annual salary increases with the adjustment of 3% for all hourly employees for the period of July 1, 2015 through July 1, 2016 was made by John Washington and seconded by Vicki Smith. Adrianne Dixon abstained from the vote and all other presents approved the motion.

FEDERAL BUDGET RESOLUTION FYE 6/30/16

Catherina reviewed the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/16 and Resolution 9-15. The Board directed Catherina to make the adjustments to the budget as follows: adjust hourly employees’ salary increases to 3% and to remove the retired employee from the budget. Catherina stated she would make those revisions and give the Board a copy of the revised budget this week. After some discussion, a motion was made by John Washington to approve the Federal Budget with Resolution 9-15 with the revisions mentioned above and seconded by Vicki Smith. The motion was unanimously approved by all present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/16

Catherina reviewed the Penns Grove Housing Authority’s State Budget for the FYE 6/30/16. The Board directed Catherina to make the adjustments to the budget as follows: adjust hourly employees’ salary increases to 3%, remove retired employee from the budget, and to correct the spelling of Board members names. Catherina stated she would make those revisions and give the Board a copy of the revised budget this week. Vicki Smith made a motion to approve the State Budget for submission. John Washington seconded the motion and it was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Hersell Smith and seconded by Sandra Garcia. The motion was unanimously approved by all present. General Fund checks 11537 thru 11587, Congregate checks 1599 thru 1603, Dial-A-Bus checks 0742 thru 0744, and Mod check 2449. 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 April Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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