Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 10, 2017

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

ROLL CALL

Present: Vicki Smith, John Washington, Ignacia Washington, Hersell Smith, Laverne Hill and Catherina Stanback

Absent: Karen Wright

APPROVAL OF MINUTES

A motion to approve the regular minutes of the April 5, 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 two vacant units at Silver Run Park.

She stated that they are processing three eviction cases for non-payment of rent and no court date has been set as of today.

Catherina presented the monthly maintenance report.

Catherina stated that enclosed in their packets was information for the NAHRO 2017 Annual Convention being held on July 16th through July 18, 2017 in Indianapolis, IN as well as information for the MARC NAHRO conference on August 17th through August 18, 2017 in Washington, DC. Vicki Smith and Karen Wright had expressed interest to Catherina in attending those conferences. A motion was made by Laverne Hill to approve Vicki Smith and Karen Wright for the NAHRO 2017 Annual Convention and the MARC NAHRO summer conference. The motion was seconded by John Washington and unanimously approved by all present.

Catherina presented a flyer for our sister organization, Community Outreach Unlimited, which would be hosting a Senior Healthy Living Fair on Wednesday, May 31, 2017 from noon to 4PM sponsored by a grant we received from the Salem Health and Wellness Foundation. All Board members were invited to attend and requested to spread the word for us as well.

Catherina stated that the 2017 financial disclosure forms were in their file and to please review, sign, and return them to her as soon as possible.

Catherina and the Board congratulated Ignacia Washington and Laverne Hill for passing two of their required Rutgers classes, Financial Issues and Skills for Commissioners. Catherina reported that they have also completed a Public Communications class and their final two training classes are scheduled for this Spring.

Catherina stated that enclosed in their packets they would find a letter from the Salem County Department of Health and Salem County Emergency services office, offering a free emergency training for management and staff to the local apartment complexes that serve seniors. She stated she will be attending the free training on June 8, 2017.

Catherina Stanback informed the Board that she would be on vacation from July 3rd through July 7, 2017.

Catherina was pleased to report that our Community Day for Silver Run tenants on Monday, April 17, 2017 went well, our theme was earth day. She stated that the kids painted flower pots, planted seeds, and learned about composting. She also stated that they are planning a Spring Social for the tenants at Penn Towers on May 17, 2017 at noon. All Board members were invited to attend.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/17

Catherina regretted to inform the Board that our fee accountant, Joseph Kavanaugh passed away this month. She stated once we appoint a new fee accountant this evening, the new fee accountant would complete the State budget and that it would be presented at the next meeting. There was some discussion on the matter.

**NEW BUSINESS**

APPROVAL OF FEE ACCOUNTANT CONTRACT

An advertisement had been placed in the paper for proposals for Fee Accountant Services for the fiscal year 2017-2018. The only response was from Hymanson, Parnes and Giampaolo, CPA. Catherina stated that we have worked with their firm using their auditing services for many years. They are experienced with HUD accounting as well as Federal procurement requirements and laws and have a sound reputation. A motion to appoint Hymanson, Parnes and Giampaolo, CPA from May 10, 2017 to June 30, 2017 at our previous fee accountant’s rate was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present. A motion to appoint Hymanson, Parnes and Giampaolo, CPA from July 1, 2017 to June 30, 2017 at their firm’s proposed rate was made by John Washington and seconded by Ignacia Washington

APPROVAL OF LEGAL SERVICES FOR GENERAL SOLICITOR CONTRACT

An advertisement had been placed in the paper for proposals for Legal Services for General Council for the fiscal year 2017-2018. The only response was from our present Solicitor, Long Marmero & Associates, LLP. A motion to re-appoint Long, Marmero & Associates, LLP at the proposed rate was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

APPROVAL OF AUDITOR

Catherina stated that no RFP packages were received for auditor and therefore she would re-advertise the position. There was some discussion on the matter.

BILLS

A motion to approve the bills listed below was made by Hersell Smith and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 12856 thru 12903 excluding check 12848 listed, Congregate checks 1732 thru 1735, and Dial-A-Bus checks 0808 thru 0809. 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

No public present had any comments for the Board

ADJOURNMENT

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