Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 2, 2015

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, Vicki Smith, Adrianne Dixon, John Washington, William Pearson Esq, Catherina Stanback

Absent: Sandra Garcia and Hersell Smith

APPROVAL OF MINUTES

A motion to approve the minutes of the July 1, 2015 meeting was made by John Washington seconded by Vicki Smith. The motion was unanimously approved 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 one vacant unit at Silver Run Park.

Catherina informed the Board that this month we were processing eight evictions for non-payment of rent and no court date has been set as of today.

Catherina stated that enclosed you will find an article published by the South Jersey Times about our non-profit agency, Community Outreach Unlimited, in conjunction with the Penns Grove Housing Authority hosting a successful Daddy and Daughter dance that was held on June 26, 2015.

She stated she enclosed in their packet a maintenance report for the month of July and August.

Catherina reported that the maintenance staff completed the replacement of the brick wall in the back of Penn Towers with flower boxes and landscaping.

Catherina stated that enclosed in their packets they would find materials that we received during our NAHRO Training conference. She went over the theme of the conference which was “Building Communities together Innovation and Inspiration. She stated that there were a few classes as well as discussions on reaching children at an early age with educational enrichment activities especially focusing on reading. She also reported that they also emphasized partnering with other agencies to achieve the goal of enriching families.

The Board advised Catherina to compile a tenant survey to see what type of interests and needs there are among tenants.

Catherina stated that enclosed in their packet they would find the MARC NAHRO newsletter which recognized our two Silver Run children who won the MARC NAHRO poster contest. She was also please to report also received a $100.00 gift certificate as well as a chance to win other prizes at the National Conference.

Catherina stated that the 8th Annual Senior Health and Wellness Day for the Penn Towers tenants would be held on Friday, September 25, 2015 at noon. She enclosed a copy of the flyer. At the event there will be booths set up for free health screenings and information. There will be food prepared and served by our Congregate Staff. All Board members are invited to attend.

Catherina enclosed in their folder Debra Pagnotto-Bradford’s written resignation letter as a Board Commissioner. There was some discussion on a response letter presented to Ms. Deborah Pagnotto-Bradford.

Catherina informed the Board that she scheduled their 2nd annual company picnic on Friday, September 18, 2015 at 1:00PM at the Fort Mott State Park in Pennsville, NJ and that all Board members are invited to attend.

Catherina stated that enclosed in their packet was a letter from our auditor informing us that this year’s audit is scheduled for September 30th and October 1st, 2015.

Catherina directed the Board to information enclosed in their packets from grantwatch.gov, which she explained is a website designed to allow the user to search for grant opportunities in one location. Catherina reported that the non-profit was willing to pay for half of the annual fee and was requesting the Penns Grove Housing Authority to pay the other half which would be $99.00 since the total annual subscription is $199.00. A motion was made by Vicki Smith to approve a subscription to grantwatch.gov with costs being split between the non-profit and the Penns Grove Housing Authority and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

Catherina reported that they signed up for a Wal-Mart business card and with HD Supply Facilities Maintenance in attempt to safe funds. There was some discussion the matter.

Catherina stated that she enclosed in their packet the summer program activities schedule for July and August. She went over the average daily attendance was 22 with a median age of 8 years of old. Catherina reported that for the last day of the program which was August 31, 2015 at noon, they had a BBQ with various games and activities for the children. She also stated they recognized the mothers who volunteered their time to assist the children and staff as well as exemplary employees who contributed to the success of this year’s program. There was some discussion on the summer program.

Catherina stated that enclosed in their packets was information for the NJAHARA 2015 Annual Conference which was being held in Atlantic City, NJ on September 27th through September 29th, 2015. Vicki Smith and Karen Wright expressed interest in attending the NJAHARA conference. A motion was made by Adrianne Dixon to approve Karen Wright and Vicki Smith

**NEW BUSINESS**

DRAFT PERSONNEL POLICY

Catherina presented a draft Personal Car Policy for employees that would be added to the Personnel Policy. After some discussion, the Board agreed to the wording for the Personal Car Policy. The Board also wanted Catherina to include a statement in the Personnel Policy that would have employees filling out an emergency contact form each year to be filed in their personnel folder. Then the Board made a motion to table the Personnel Policy until the next meeting was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present.

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RESOLUTION: WRITE-OFFS FOR FYE 6/30/15

Catherina presented Resolution 8-2015 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/15. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Vicki Smith to approve Resolution 8-14 authorizing the write-offs and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

BILLS

There was some discussion on the bills presented for policy security for Siler Run and Penn Towers. Afterwards, a motion to approve the bills listed below was made by Vicki Smith and seconded by Adrianne Dixon. The motion was unanimously approved by all present. General Fund checks 11766 thru 11808, Congregate checks 1626 thru 1630, and Dial-A-Bus checks 0752 through 0753. 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 June Board meeting.

PUBLIC PORTION

There was no public present at this meeting.

ADJOURNMENT

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