Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 1, 2017

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

ROLL CALL

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

Absent: Hersell Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the October 4, 2017 meeting was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present. A motion to approve the executive session minutes of the October 4, 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 two vacant units 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 was set as of today.

Catherina presented the monthly maintenance report.

Catherina informed the Board that Sebco, our laundry company, would be here on the week of November 27th to prepare to put in the two new large capacity washers. She reported that we would have the new washers by December 5, 2017 and that an e-mail was enclosed with the schedule for installation.

Catherina stated that our back door is out of order. She explained that the door company had been to Penn Towers twice and we have placed another service call.

Catherina informed the Board that our office phone system now has the auto attendant feature. She stated that her extension number is 12 or they may press zero to reach a staff member.

Catherina stated that our Annual Thanksgiving dinner for the seniors sponsored by the Borough of Penns Grove was scheduled for Thursday, November 16th, 2017 at noon. She invited all Board members to attend.

Catherina presented information on the PHADA Commissioner’s conference being held in San Diego, CA on January 7, 2018 through January 10, 2018. She stated to please let her know as soon as possible if anyone was interested in attending. Karen Wright expressed interested in attending the conference. A motion was made by John Washington to approve Karen Wright to attend PHADA Commissioner’s conference and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

SOLAR ENERGY

Catherina stated that the Solar Energy Company was waiting on data for the project. There was some discussion on the matter.

CONGREGATE PROGRAM

Catherina stated that they will have a pots and pans sale on November 8, 2017. A flyer was enclosed for their review. There was some discussion on the matter.

EMERGENCY SAFETY AND SECURITY GRANT

Catherina stated that she mailed all documents requested by HUD included the recorded Declaration of Trust and the letter from the attorney stating that we have no liens on our property. She explained that she is now waiting for the funds to be released.

There was some discussion on the matter.

**NEW BUSINESS**

AUDIT REPORT FYE 6/30/17

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she had mailed each Board member a copy of the audit report this week for their review. Catherina stated there were no findings for this year. The Board commended the staff in achieving a good audit this year. There was some discussion about the audit report. John Washington made a motion to accept the audit as presented and pass Resolution 15-2017. Ignacia Washington seconded the motion and a roll call was made. Vicki Smith abstained from the vote and all others present approved the motion.

A motion to approve the Audit Review Certificate Resolution 16-2017 was made by John Washington and seconded by Ignacia Washington. All members present approved and signed the resolution.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 13195 thru 13235, no checks issued for Congregate, Dial-A-Bus checks 0822 through 0823, and Mod check 2481. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, Section 8, and Dial-A-Bus, representing checks issued after the November Board meeting.

PUBLIC PORTION

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

Jinnay Ayars, 101 Penn Towers, wanted to discuss a property across the street that the Penns Grove Housing Authority does not own. There was some discussion on the matter.

Carl Washington, Councilman, informed the Board of the events happening in Penns Grove including the Toys for Tots program. There was some discussion on the matter.

There were no further comments or questions from the public present, a motion to close the public session was made by John Washington and seconded by Ignacia Washington. The motion was approved unanimously.

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.