Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 6, 2017

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

ROLL CALL

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

Absent: Laverne Hill

APPROVAL OF MINUTES

A motion to approve the regular minutes of the August 2, 2017 meeting was made by Ignacia Washington and seconded by John Washington. Vicki Smith abstained from the motion and all others present approved the vote.

**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 lease violations and no court date was set as of today. She reported that the court proceedings on August 25, 2017 went as follows: two judgments for possession, one tenant paid in full prior to court and one postpone request from legal aid was granted until September 8, 2017.

Catherina presented the monthly maintenance report.

Catherina was pleased to report that our end of year Silver Run BBQ on Friday, August 25th, 2017 went well. She stated they honored all Silver Run children who received perfect attendance and honor roll this year. She reported that the Ipad raffle was given to Abigail Ayars who received honors for all of the 2016-2017 school year. She presented pictures and updates that would be posted on our website.

Catherina stated that they scheduled our 4th annual company picnic on Friday, September 15, 2017 at noon at the Fort Mott State Park in Pennsville, NJ and that all Board members were invited to attend.

Catherina informed the Board that our new auditor, Francis McConnell was here on August 23, 2017 and would return on September 12, 2017 to finish our audit. She approximated that they should receive the audit report by the November Board meeting.

She reported that the HUD REAC inspector would be here on October 10, 2017 to complete our physical inspection of the buildings. She stated that the maintenance men were preparing for the inspection. There was some discussion on the matter.

Catherina stated that they would be having a fire prevention poster contest for all children at Silver Run Park on October 9, 2017 at 11:00AM. She explained that the poster contest was sponsored by our insurance company and the children who win would receive cash prizes.

Catherina stated that our Administrative Assistant returned back to work from maternity leave. She also reported that our front desk coordinator resigned from her position on August 23, 2017. She informed the Board that she has Angel Rentas who has been working with us in the office has a shared position with two days in the office and three days on the maintenance staff. There was some discussion on the matter.

Catherina stated that our 10th Annual Senior Health and Wellness Day for the Penn Towers tenants would be on Friday, September 29, 2017 at noon. She enclosed a flyer for their review. She reported that at the event there would be booths set up for free health screenings and information. She stated that would provide a lunch as well and all Board members are invited to attend.

SOLAR ENERGY

Charles Hummel and his associate from Azimuth Energy gave a presentation to the Board on energy saving measures including solar options that would reduce our utility bills. After the presentation, there was questions and discussion on the proposed energy projects. Mr. Hummel stated he would present further reports in the future.

CONGREGATE PROGRAM

Catherina stated that they sold $545.40 from the Congregate food sale on August 9, 2017. She stated that the next items to sell would be the pots, pans, other small kitchen items. The Board stated that we would start planning for a sale of these items for November.

**NEW BUSINESS**

AWARDED EMERGENCY SAFETY AND SECURITY GRANT

Catherina was pleased to report that the Penns Grove Housing Authority was awarded the Emergency Safety and Security Grant 2017 in the amount of $100,000.00 for new cameras and locks. The Board commended Catherina and her staff on receiving the grant. Catherina reported that additional paperwork was requested for the grant to be processed to HUD in the next 60 days so she would be preparing those documents. Then she stated they will begin the decision making process on how to best use the funds from the grant. There was some discussion on the matter.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 13081 thru 13122, no checks issued for Congregate, Dial-A-Bus checks 0816 through 0817, and Mod check 2479. 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 August 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, stated that the smaller washing machines are not using enough water to wash the clothes. Catherina stated she would look into getting those two smaller washing machines switched to the high capacity washers. 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 Hersell Smith. The motion was unanimously approved by all present.