-Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 3, 2013

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Anthony Marandola, John Washington, Hersell Smith, Adrianne Dixon, Sandra Garcia, William Pearson, Esq., Catherina Stanback, and Carolina Valdez

Absent:

APPROVAL OF MINUTES

A motion to approve the minutes of the March 6, 2013 meeting was made by John Washington seconded by Hersell Smith. The motion was approved unanimously 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 one vacant unit at Silver Run Park.

Catherina informed the Board that they were processing two eviction cases for lease violations and one eviction case for non-payment of rent. She stated the court date was scheduled

for April 12, 2013.

Catherina stated that the website for the 2013 submission of the financial disclosure statement forms was not in operation yet. Enclosed in their packet was the Local Finance Notice dated March 26, 2013 which shows the new filing procedure for the financial disclosure forms. Catherina informed the Board that the deadline for submission would not be in April this year but extended to June due to the circumstances.

Catherina reported that the Community Reading Day for Silver Run was held yesterday and they had a nice turnout. It was stated that there were many organizations that attended including Big Brothers and Big Sisters, Riverview Success Center, Literacy Volunteers of New Jersey, TD Bank, and United Way.

Catherina stated that our bus trip to Sights and Sounds Theatre on March 28, 2013 was successful as well.

She informed the Board that the employee training workshop “Effective Communication in the Workplace” has been rescheduled for Tuesday, June 25, 2013. She stated that they will close the office that day and the answering service will forward emergency calls to the maintenance staff. She stated she will notify the tenants in advance.

Catherina stated that enclosed in their packets were the State and Federal Budget for FYE 2014. She stated she will present the budget resolutions at the May Board meeting. She stated if any Board member had any questions on the budget to please feel free to contact her prior to the meeting.

ANNUAL CERTIFICATION FOR BOARD TRAINING AND QUORUM COMPLIANCE

Catherina reported that she has received no contact from Rutgers University in regard to our requests for transcripts for all of the Board members. She stated once she receives the transcripts then she will present the Board with a resolution certifying that our Board members are in compliance with the training requirements.

ROSS GRANT SERVICE COORDINATOR

Catherina informed the Board that she has been working with Errol Shorter from the Brooke Group on the ROSS Grant. She reported that they are in the process of getting support letters from the community agencies which are required for the grant application. She stated that she is also working on a Code of Conduct which is needed for the grant for both the Staff and Board. She gave the Board a draft copy of the Code of Conduct.

Catherina explained that they also needed HUD form 2991 filled out by the Mayor which is the Certification of Consistency with the Consolidated Plan document stating that the grant is in line with the jurisdiction’s consolidated plan. John Washington, Mayor of Penns Grove, signed HUD form 2991. There was some Board discussion on the grant.

PGHA ANNUAL PLAN

Catherina stated that the mandatory public meeting to review and discuss the PGHA Annual Plan was held on March 27, 2013 at 1:00PM and no one from the public appeared. A motion was made by Hersell Smith to pass Resolution 5-13 approving the PGHA Annual Plan 2013-2014 and seconded by Adrianne Dixon. The motion was approved unanimously by all present.

**NEW BUSINESS**

AUDIT REPORT FYE 6/30/12 - AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that each Board member had received a copy of the audit report at the March Board meeting to review. Catherina stated there were no findings for this year.

There was some discussion about the audit report. Anthony Marandola made a

motion to accept the audit as presented and pass Resolution 6-13. Vicki Smith seconded the motion and a roll call was made. The motion was approved unanimously by all present. The Audit Review Certificate was signed by all Board members.

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 2013-2014. Catherina stated they received three bids. The lowest qualified bidder was Pearson & Crass. It was mentioned that Pearson & Crass had represented the PGHA for over twenty-seven years. They have experience with providing legal council to housing authorities, public contract laws, residential evictions, and HUD statues. A motion to re-appoint William Pearson at the proposed rate was made by Anthony Marandola and seconded by Hersell Smith. The motion was approved unanimously by all present.

APPROVAL OF AUDITOR CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2013 audit. The only response was from our present auditor Hymanson, Parnes, and Giampaolo. Catherina stated the auditing firm has conducted two of our audits in the past in a professional manner. A motion to appoint Hymanson, Parnes, and Giampaolo at the proposed rate for FYE 6/30/13 audit was made by Hersell Smith and seconded by Anthony Marandola. The motion was approved unanimously by all present.

APPROVAL OF FEE ACCOUNTANT CONTRACT

An advertisement had been placed in the paper for proposals for Fee Accountant Services for the fiscal year 2013-2014. The only response was from our present Fee Accountant, Joseph Kavanaugh. Catherina stated that Mr. Kavanaugh has worked for the PGHA for many years. He has experience with HUD accounting as well as Federal procurement requirements and laws. A motion to re-appoint Joseph Kavanaugh at the proposed rate was made by Anthony Marandola and seconded by Vicki Smith. The motion was approved unanimously by all present.

APPROVAL OF ARCHITECT AND ENGINEERING CONTRACT

An advertisement had been placed in the paper for proposals for Architect and Engineering Services for the fiscal year 2013-2014. Catherina stated that four bids were received. She stated that she and Carolina had reviewed all of the proposals. Her recommendation was to appoint Lammey & Giorgio. She stated that the firm has worked for the PGHA for many years and they have always been professional, reliable and honest. A motion to re-appoint Lammey & Giorgio as the PGHA architect and engineering firm was made by Hersell Smith and seconded by Anthony Marandola. The motion was approved unanimously by all present.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by John Washington. Adrianne Dixon, Karen Wright, and Vicki Smith abstained from the vote. The motion was approved unanimously by all others present. General Fund checks 10087 thru 10133, Congregate checks 1446 thru 1451, Dial-A-Bus check 0670, and Mod checks 2405 thru 2406. 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 March Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by Hersell Smith and seconded by Karen Wright.

The Board heard from Ashley Ledbetter, who resides at Silver Run, and her family members, Atlas Ledbetter and Judy Barriento. Ms. Ledbetter and her family wanted the Board to overturn a 30-day lease termination notice that Ms. Ledbetter received about an altercation that occurred on Silver Run property that involved the police. The Board listened to all of the statements and decided to go into Executive Session to discuss the matter further.

At that point, Adrianne Dixon made a motion to approve Resolution 7-13 authorizing an Executive Session. Sandra Garcia seconded the motion and a roll call was done with all approving the Resolution.

A motion was made by John Washington to go out of Executive Session. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

A motion was made by Hersell Smith to go back into public session. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

After Executive Session, the Board stated to Ms. Ledbetter that her grievance period had expired and that if she did not choose to vacate the property voluntarily that she had the legal right to present her case to the court.

There was some discussion between the Board, Catherina, Ms. Ledbetter and her family about the incident.

As there were no further comments or questions from the tenants present, a motion to close the public session was made by Adrianne Dixon and seconded by Vicki Smith. The motion was approved unanimously.

MISCELLANEOUS

Vicki Smith and Adrianne Dixon reported on the 2013 NAHRO Legislative Conference classes they attended in March as well as meeting representatives from our area to discuss the needs of public housing.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Anthony Marandola. The motion was approved unanimously.