

Penns Grove Housing Authority  
40 South Broad Street  
Penns Grove, NJ 08069

Minutes of the Meeting August 7, 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, John Washington, Anthony Marandola, Adrienne Dixon, Sandra Garcia, William Pearson, Esq., Catherina Stanback, and Carolina Valdez.

Absent: Hersell Smith

**APPROVAL OF MINUTES**

A motion to approve the minutes of the July 10, 2013 meeting was made by John Washington seconded by Vicki Smith. The motion was approved unanimously by all present. A motion to approve the Executive Session minutes of the July 10, 2013 meeting was made by John Washington and seconded by Vicki Smith. The motion was approved unanimously by all present.

**OLD BUSINESS**

**STATUS REPORT**

Catherina went over the status report. She stated we currently had two vacant units at Penn Towers and four vacant units at Silver Run Park.

Catherina informed the Board that we have no pending eviction cases.

Catherina reported that Sparks Concrete replaced the broken concrete this month at Penn Towers.

Bill Pearson reported to the Board that he had applied for our certificate of incorporation from the State of NJ and received it this month. There was a copy of the document enclosed in their file.

Catherina mentioned that she will now be working with the fee accountant on receiving an IRS tax identification number which would give us the 501 c3 non-profit status from the federal government. There was some discussion on the matter.

Catherina stated that enclosed in their packets was the agendas for the NJAHRO Annual Conference in Atlantic City, NJ on September 22nd through September 24th, 2013 and the National NAHRO Conference in Cleveland, Ohio on October 24th through October 26th, 2013. She asked the members of the Board to please let her know as soon as possible, if any of the Board members were interested in attending. Adrienne Dixon and Vicki Smith stated they were interested in attending the National NAHRO Conference in October 2013. A motion was made by John Washington and seconded by Sandra Garcia

to approve Adrienne Dixon and Vicki Smith to attend the National NAHRO Conference held in Cleveland, OH on October 24<sup>th</sup> through October 26<sup>th</sup>. The motion was unanimously approved by all present.

Catherina informed the Board of the Atlantic City bus trip that has been scheduled for the seniors for Thursday, October 10, 2013. She explained that the cost of the bus is being passed onto the riders. There was a flyer for the trip enclosed in their packet. She further explained that they needed to have at least thirty passengers to be able to go on the trip. She said she will be offering seats for the trip to other seniors that live in the area as well. At least, one office employee will remain in the office that day to take care of the Housing Authority business and for the daily needs of our tenants. Catherina stated that if any Board member was interested in attending the bus trip to please inform her as soon as possible.

## EXECUTIVE SESSION

### 1. ESTATE OF BELFORD S. HOGATE (LEGAL MATTERS)

Anthony Marandola made a motion to approve Resolution 19-13 authorizing an Executive Session for matters relating to the employment relationship, individual privacy, confidentiality, litigation, negotiations and attorney-client privilege. Adrienne Dixon seconded the motion and a roll call was done with all present approving the Resolution.

A motion was made by Anthony Marandola and seconded by Vicki Smith to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by John Washington and seconded by Vicki Smith to go back into regular session. The motion was unanimously approved by all present.

## NEW BUSINESS

### RESOLUTION: BAN AND BAR POLICY

Catherina presented the Ban and Bar Policy along with Resolution 20-13. After some discussion, a motion was made by John Washington to approve Resolution 20-13 authorizing the Bar and Ban Policy to be in effect immediately and it was seconded by Anthony Marandola. The motion was unanimously approved by all present.

### RESOLUTION: NEW JERSEY CIVIL SERVICE RESOLUTION

Catherina presented the New Jersey Civil Service Resolution 21-13 authorizing and approving the exemption from the Civil Service System and hiring rules and regulations for all employees of the Penns Grove Housing Authority. Catherina reviewed and provided copies of e-mails she received from the New Jersey Civil Service Department, which stated that the Penns Grove Housing Authority has not, enrolled any employees under the Civil Service System since 1988.

Catherina explained that in the past she was informed that the PGHA had opted out of the New Jersey Civil Service System many years ago. However, since neither she nor the New Jersey Civil Service could locate a resolution confirming this statement, as a result a new resolution was needed to opt out of participating in the program. After some discussion, a motion was made by

Adrienne Dixon and seconded by Anthony Marandola to approve Resolution 21-13 approving the Penns Grove Housing Authority from opting out of the New Jersey Civil Service System. The motion was unanimously approved by all present.

#### BILLS

A motion to approve the bills listed below was made by Vicki Smith and seconded by Sandra Garcia. The motion was approved unanimously by all others present. General Fund checks 10321 thru 10369; Congregate checks 1470 thru 1474, Dial-A-Bus checks 0680 thru 0681, and Mod checks 2411 thru 2412. 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 July Board meeting.

#### PUBLIC PORTION

There was no public present at this meeting.

#### MISCELLANEOUS

A Board member asked if we received any notification on the status of our ROSS Grant application. Catherina explained, that she was informed that there would be no awards granted until after September 2013.

#### ADJOURNMENT

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