Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 1, 2015

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, Vicki Smith, Deborah Pagnotto-Bradford, John Washington, Harold Crass Esq, Catherina Stanback and Carolina Valdez

Absent: Adrianne Dixon, Hersell Smith, and Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the March 4, 2015 meeting was made by John Washington 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 have no vacant units at Penn Towers and seven vacant units at Silver Run Park.

Catherina informed the Board that this month we are processing seven eviction cases for non-payment of rent as well as other lease violations. She stated that no court date had been set as of today.

Catherina presented the deposit slip for the old storage trailer which was sold on March 13, 2015. There was some discussion on the matter.

Catherina stated that enclosed in their folder was the survey with the statistical analysis that was distributed to our tenants to gage their interest on paying their rent online. Catherina explained that due to the lack of interest and the cost associated with paying online, they would not be pursing changing the rent payment method; the tenants will continue paying in-person at the Pennsville National Bank.

Catherina stated they were planning a Community Day for Silver Run tenants on May 15, 2015 at noon during the kids’ spring break. She explained that our main focus this year for the event is encouraging kids in the area of volunteerism. She stated that they have also scheduled a Spring Social for the tenants at Penn Towers on May 21, 2015 at noon and they would have various activities and food as well. She invited all Board members to attend.

Catherina informed the Board that they have scheduled a poster contest for the kids at Silver Run in conjunction with Housing America and NAHRO initiative on April 6, 2015. The theme of the contest is “What Home Means to me”. She stated that they will provide the materials as well as lunch.

Catherina reported that she submitted an application package for the Safety and Security HUD grant which was enclosed in their packet. There was some discussion on the matter.

Catherina informed the Board that there is a brick wall near the laundry area at Penn Towers that has buckled in the corner and they were getting quotes to replace the wall.

Catherina stated that they have scheduled a bus trip to Sights and Sounds Theater to see “Joseph” and Lunch at Hershey Farms in PA for the seniors for Tuesday, June 9, 2015. She went over the cost of the trip per person which is $90.00 and includes their show ticket, lunch and transportation. She stated if any Board member was interested to please let her know.

Catherina stated that enclosed is their packet was information on the NJ NAHRO Conference which is being held in Atlantic City, NJ on April 21th through April 24th, 2015.

Catherina Stanback expressed interest in attending the NJ NAHRO conference in Atlantic City, NJ on April 21st through April 24th, 2015. A motion was made by John Washington to approve Catherina Stanback to attend the NJ NAHRO Conference. The motion was seconded by Vicki Smith and approved unanimously by all present.

She also reminded the Board of the MARC NAHRO Conference which is being held in Ocean City, MD on May 19th through May 22, 2015. She stated if any Board member was interested in attending either conference to please let her know as soon as possible.

GREEN LIGHT ENERGY CONSERVATION

Catherina reported that Green Light Energy Conservation delivered the LED light bulbs and the maintenance staff installed the light bulbs into each of the units at Penn Towers. She stated that the tenants were pleased with their new energy efficient light bulbs.

**NEW BUSINESS**

COMMUNITY ROOM CONTRACTS

Catherina presented the community room contracts for Silver Run and Penn Towers. The Board reviewed the contracts. A motion was made by Vicki Smith to approve the new community room contracts for both Silver Run and Penn Towers and seconded by John Washington. The motion was approved unanimously by all present.

AMENDED BY LAWS

Catherina presented a draft copy of the amended by-laws. Catherina stated for the Board to please review Sections 7 through 9 by the next Board meeting which were added to our current by-laws.

RFP’S

APPROVAL OF FEE ACCOUNTANT CONTRACT

An advertisement had been placed in the paper for proposals for Fee Accountant Services for the fiscal year 2015-2016. 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 Vicki Smith and seconded by John Washington. The motion was approved unanimously by all present.

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 2015-2016. Catherina stated they received two proposals. She explained one proposal was from our present Solicitor, William Pearson, and the other proposal was from Long, Marmero & Associates, LLP but their proposal was incomplete. Therefore, she explained the only completed proposal was Pearson and Crass. Catherina stated that Mr. Pearson has worked for the PGHA for many years. It was mentioned that Pearson & Crass had represented the PGHA for over twenty-eight 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 John Washington and seconded by Vicki 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, 2015 audit. The only response was from the auditing firm Hymanson, Parnes, and Giampaolo. Catherina stated the auditing firm has conducted three of our audits in the past in a professional manner. A motion to appoint Hymanson, Parnes, and Giampaolo at the proposed rate for FYE 6/30/15 audit was made by Vicki Smith and seconded by John Washington. The motion was approved unanimously by all present.

5 YEAR ANNUAL PLAN AND RESOLUTION

Catherina presented and reviewed the 5 year Annual Plan and Resolution. After some discussion, a motion was made by Vicki Smith to approve the 5 year Annual Plan and Resolution and seconded by John Washington. The motion was approved unanimously by all present.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Vicki Smith. The motion was unanimously approved by all present. General Fund checks 11479 thru 11523, Congregate checks 1594 thru 1597, Dial-A-Bus check 0738, and Mod check 2448. 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 Vicki Smith and seconded by John Washington. The motion was unanimously approved by all present.

Cynthia Hopkins, 207 Penn Towers, stated that at the town watch meeting they were informed that there may be additional funds for Security. The Board asked her from what sources were the funds available. Ms. Hopkins stated she was not sure but if they could inquire with the police department. Catherina stated she would ask the police department about the extra funds for security.

There were no further comments or questions from the public present, a motion to close the public session was made by Deborah Pagnotto-Bradford and seconded by Vicki Smith. The motion was approved unanimously.

ADJOURNMENT

A motion to adjourn the meeting was made by Vicki Smith and seconded by Debra Pagnotto-Bradford. The motion was unanimously approved by all present.