Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 2, 2014

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, Adrianne Dixon, Sandra Garcia, John Washington, Harold Crass, Esq., Catherina Stanback, and Carolina Valdez

Absent: Deborah Pagnotto-Bradford

APPROVAL OF MINUTES

A motion to approve the minutes of the March 5, 2014 meeting was made by Anthony Marandola seconded by John Washington. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently had three vacant units at Penn Towers and no vacant units at Silver Run Park.

Catherina informed the Board that one eviction case was being processed for lease violations. It was reported that no court date had been set for those cases.

Catherina stated that enclosed in their packets was information for the NAHRO Summer Conference 2014 being held in Tampa, FL on July 17th through July 19th, 2014. Catherina stated that if anyone was interested in attending the conference, to please let her know as soon as possible.

Vicki Smith and Karen Wright stated that they were interested in attending the NAHRO Summer Conference 2014 in July. A motion was made by Adrianne Dixon to approve Vicki Smith and Karen Wright to attend the NAHRO Summer Conference 2014 in July. The motion was seconded by John Washington and approved unanimously by all present.

Catherina updated the Board on the harassment complaint that she signed against an individual whose girlfriend resides at Silver Run. She informed the Board that on March 12, 2014 the case was postponed due to the fact that the individual was arrested for contempt of court. She added that the case has been re-scheduled for April 23, 2014.

Catherina mentioned that we are planning a Community Day for Silver Run tenants on April 21, 2014 at noon during the kids’ spring break. It was explained that the main focus for the event was encouraging kids in the area of performing arts, music etc. She also informed the Board that we were planning a Spring Social Event for the Penn Towers tenants on April 16, 2014 at noon. She stated we will have various activities for the seniors as well as food. She mentioned that all Board members were invited to attend.

Catherina reported that our 1st National Employee Appreciation Day on March 7th, 2014 was successful. The employees genuinely appreciated being recognized for their hard work. We feel that these types of events have lifted employee morale and increased productivity at PGHA.

Catherina reported that they have scheduled a bus trip for the seniors to Sights and Sounds Theater to see “Moses” which includes lunch at Hershey Farms in PA. The trip has been scheduled for Tuesday, April 8, 2014. She stated that the cost for the trip per person is $90.00 which includes their show ticket, lunch and transportation. A flyer for the trip was enclosed in their packet. Catherina stated that if any Board member was interested in attending to please let her know as soon as possible.

CAPITAL FUND 2013 PROJECTS

Catherina provided copies to the Board of the Elevator Maintenance & Safety report performed by Vertical Transportation Excellence. There was some discussion on the matter. Catherina stated that William Lammey would be attending the May’s meeting to discuss the report with the Board.

NON-PROFIT ORGANIZATION

Catherina briefed the Board on the ad hoc committee meeting that was held on March 24, 2014. Catherina stated that the ad hoc committee, Carolina Valdez and she would be attending a training which would focus on grant writing. She explained that after the training they would have a better understanding on how to proceed with the non-profit organization.

NON-SMOKING POLICY

Catherina presented to the Board the Non-Smoking Policy and the implementation plan for Penn Towers. After some discussion, there was a motion made by Vicki Smith to have Penn Towers become a smoke-free facility as of January 1, 2015. The motion was seconded by Adrianne Dixon and was approved unanimously by all present.

MARIJUANA BAN POLICY

Catherina presented to the Board the Marijuana Ban Policy and the implementation plan for Penn Towers and Silver Run. After some discussion, there was a motion made by Adrianne Dixon to accept the Marijuana Ban Policy for Penn Towers and Silver Run effective immediately. The motion was seconded by Sandra Garcia and was approved unanimously by all present.

**NEW BUSINESS**

EXECUTIVE SESSION

Vicki Smith made a motion to approve Resolution 6-14 authorizing an Executive Session to discuss personnel matters. Anthony Marandola seconded the motion and a roll call was made with all present approving the Resolution.

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

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

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2014-2015

The Personnel Committee explained that Catherina’s performance review was completed last week and they had gone over the results during the Executive Session with the Board. The Board commented Catherina Stanback on a job well done this year.

In open session the following motion was taken: A motion was made by John Washington to approve Resolution 7-14 to accept Catherina Stanback’s contract for July 1, 2014 through June 30, 2015. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with a list that included employee’s name their current base salary and their proposed base salary with the increases. The Board reviewed and discussed the documentation. A motion to approve the Annual Salary Increases Resolution 8-14 for the period of July 1, 2014 through July 1, 2015 was made by Anthony Marandola and seconded by Sandra Garcia. The motion was approved unanimously by all present.

FEDERAL BUDGET RESOLUTION FYE 6/30/15

Catherina reviewed the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/15. Resolution 9-14 which states that the Board has reviewed the Budget and had found that the Budget is financially responsible, necessary to serve low-income families, and that proposed salaries provided that no person shall be paid more than 100% of his or her time. After some discussion, a motion was made by John Washington to approve Resolution 9-14 and seconded Anthony Marandola. The motion was unanimously approved by all present. A second motion was made by John Washington to approve the official Certification for the Operating Budget with Resolution 10-14. Vicki Smith seconded the motion and it was unanimously approved by all present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/15

Catherina reviewed the Penns Grove Housing Authority’s State Budget for the FYE 6/30/15. After some discussion, Adrianne Dixon made a motion to approve the State Budget for submission. Anthony Marandola seconded the motion and it was unanimously approved by all present.

CAPITAL FUND 2014 RESOLUTION

Catherina presented the Capital Fund Amendment and supporting Annual Statement with Resolution 11-14. Catherina stated that the Capital Fund monies allotted for the Penns Grove Housing Authority for 2014 was $170,700.00.

In addition, Catherina stated that HUD is now requiring an additional Resolution with the submission of the Capital Fund documents which defines the criteria for any significant amendments or modifications made to the annual plan. She also mentioned that if there are any changes to rent, admission policies, organization of the waiting list or any additions of non-emergency work items over $50,000 that an amendment or modification to the annual plan would be needed.

After some discussion, a motion was made by Vicki Smith and seconded by Anthony Marandola to approve Resolution 11-14 approving Capital Fund Amendment and supporting Annual Statement. The motion was unanimously approved by all present. Another motion was made by John Washington and seconded by Vicki Smith to approve Resolution 12-14 defining any significant amendments to the annual plan. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Sandra Garcia. The motion was approved unanimously by all others present. General Fund checks 10792 thru 10837 Congregate checks 1517 thru 1521, Dial-A-Bus checks 0703 thru 0706, and Mod check 2423. 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 Anthony Marandola and seconded by Adrianne Dixon.

Ernestine Watson, Penn Towers resident, Apt. 206, expressed her concerns about the size of her unit.

Catherina explained that there are different size units at Penn Towers and applicants are shown the different sizes that are available. However, we can only offer the units that are available at the time the applicant is moving into the unit. She further explained, that if the applicant does not wish to move into the available unit they are informed they can be placed in the waiting list for a larger unit. Catherina explained that Ms. Watson was informed of those choices prior to moving into the unit. There was some Board discussion on the matter.

James Perkins, resident of Penns Grove NJ, addressed the Board about his application being turned down for a unit at Penn Towers.

Catherina explained to Mr. Perkins the grievance procedure which is written on the turn-down letter. 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 Anthony Marandola and seconded by John Washington. The motion was approved unanimously.

ADJOURNMENT

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