Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 4, 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, Hersell Smith, John Washington, Adrianne Dixon, Sandra Garcia, William Pearson, Esq., Catherina Stanback, and Carolina Valdez.

Absent:

APPROVAL OF MINUTES

A motion to approve the minutes of the November 6, 2013 meeting was made by Anthony Marandola 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 three vacant units at Penn Towers and two vacant units at Silver Run Park. She mentioned that we are conducting interviews for the vacant units.

Catherina explained to the Board that the tenant who was scheduled for court on November 15, 2013 paid their rent in full prior to court and therefore the case was dismissed. She stated that there were no other eviction cases at this time.

Catherina reported that the annual Thanksgiving dinner prepared by our kitchen staff and sponsored by the Borough of Penns Grove was successful and the tenants enjoyed their meal and association.

In addition, she stated that the employee National Culture Day on November 15, 2013 went well. She explained that some employees shared their various talents including singing and a poetry reading. She reported that the maintenance department was also honored for their hard work this year.

Catherina stated that the NJ NAHRO 2013 Fall Conference and Tradeshow that was held in November was informative. She reported that the maintenance staff that attended learned new electrical skills.

Catherina requested that if any Board member was interested in attending the 2014 Commissioners’ Conference that was being held in Orlando, Florida on January 12, 2014 through January 15, 2014 to please let her know as soon as possible.

Catherina updated the Board on upcoming events. She stated that the Holy Temple Church was sponsoring a free Holiday dinner for the seniors on December 14, 2013 at 12:30PM. In addition, she stated that we had scheduled a special dinner with activities for the seniors on December 19, 2013 at 1:00PM. She informed them that they have also planned a Winter Activity Day for Silver Run tenants on Friday, December 27, 2013 at noon where lunch would be provided. All Board members are invited to attend these events.

Our Congregate Coordinator provided a doctor’s note that she will be returning to work on December 9, 2013.

Catherina informed the Board that the Personnel Committee had met to discuss the budgetary constraints of the Congregate Program. Catherina stated that at the conclusion of the meeting, the Personnel Committee and herself had made the necessary adjustments to staff positions in order to keep the Congregate Program in operation. She discussed those changes with the Board.

Catherina reported to the Board that the meeting for January would be held on Wednesday, January 8, 2014 at 6:30 PM. Catherina noted that the Board meeting would be on the second week of the month due to the holiday. She stated that the agenda for this meeting would include reorganization and setting the meeting dates for 2014. It was stated that an ad would be placed in the newspaper.

Catherina stated that the annual staff lunch meeting was scheduled for January 10, 2014 at 12:30 PM.

CAPITAL FUND 2013 PROJECTS

Catherina stated that William Lammey would be attending the January Board meeting to discuss potential Capital Fund projects. There was some discussion on the matter.

NON-PROFIT ORGANIZATION

Catherina stated that Mr. Pearson and Mr. Kavanaugh are investigating the matter on the composition of the Board for the non-profit. There was some discussion on the matter.

**NEW BUSINESS**

AUDIT REPORT FYE 6/30/13

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she had mailed each Board member a copy of the audit report this week for their 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 25-13. 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.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Vicki Smith. The motion was approved unanimously by all others present. General Fund checks 10554 thru 10597; Congregate checks 1492 thru 1496, Dial-A-Bus checks 0691 thru 0692, and Mod check 2416. 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 November Board meeting.

PUBLIC PORTION

There was no public present at this meeting.

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.