Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 3, 2016

The meeting was opened with a reading of the Sunshine Law. A motion was made by Vicki Smith seconded by Hersell Smith. The motion was unanimously approved by all present.

ROLL CALL

Present: Vicki Smith, Adrianne Dixon, Hersell Smith, John Washington, Patricia Antonelli-Cerrato, Catherina Stanback

Absent: Karen Wright and Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the January 6th, 2016 meeting was made by John Washington and seconded by Adrianne Dixon. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have six vacant units at Penn Towers and five vacant units at Silver Run Park.

Catherina stated that the follow up court proceeding for a previous eviction case on Friday, January 29, 2016 resulted in the tenant receiving an extension of February 20, 2016 to vacate the premises. She stated they are processing five eviction cases and no court date has been set as of today.

Catherina presented the monthly maintenance report.

Catherina informed the Board that the Administrative Assistant was out on short-term disability for approximately four weeks. She reported that Ms. Valdez had completed some of her work prior to leaving and she would be processing the rest of her workload while she was out on leave.

Catherina stated that the kitchen aide resigned from her position. She reported that they had a new schedule for the Congregate Program. She added that in order to reduce costs they were alternating the two cooks each day for a Monday through Friday schedule.

Catherina stated that enclosed in their packet they would find information for the MARC NAHRO poster contest. She explained that they would schedule dates for the kids to participate in the poster contest again this year.

Catherina stated that enclosed is their packets was information on the MARC NAHRO Conference which was being held in Atlantic City, NJ on April 24th through April 27th, 2016. Catherina Stanback, Hersell Smith, and Vicki Smith expressed interest in attending the MARC NAHRO conference. Adrianne Dixon made a motion to approve the Catherina Stanback, Hersell Smith, and Vicki Smith to attend the MARC NAHRO 2016 conference and it was seconded by John Washington. The motion was approved unanimously by all present.

PENN TOWERS CANOPY ROOF

Catherina presented and went over the three quotes she attained for the Penn Towers canopy roof as requested by the Board. After some discussion, it was decided that since the quotes were above the threshold of $17,500 we would go out to bid for the project. A motion was made by Hersell Smith to obtain Lammey & Giorgio Architectural & Engineering services to proceed with the bidding process for the Penn Towers canopy roof and it was seconded by Adrianne Dixon. The motion was approved unanimously by all present.

**NEW BUSINESS**

CONTRACTS

Catherina stated that Executive Session was not needed to discuss the contracts due to the fact that she had not received a response from the DCA. She shared that the individual who used to handle legal questions no longer works at the agency and his replacement needed additional time to respond. The Board requested that Catherina additionally contact HUD as well as a representative from the Housing and Developmental Law Institute to inquire about the legality of having contracts on retainer.

BY-LAWS RESOLUTION – AMENDMENT

Catherina presented Resolution 5-16 to amend the PGHA by-laws. She stated that the revision she was requested to make by the Board was in section 8. She reviewed that section which now stated that all Commissioners must reside in the Borough of Penns Grove; if they move his/her residence from the Borough of Penns Grove, they will be allowed to serve the remainder of their term before vacating their position. Hersell Smith made a motion approving Resolution 5-16 amending the by-laws. Vicki Smith seconded the motion and it was unanimously approved by all present.

PERSONNEL POLICY AMENDMENT

Catherina presented a proposed new policy for additional compensation when an employee takes over supervisor duties. There was some discussion on the matter. It was decided that at the next Board meeting a personnel committee meeting would be scheduled to discuss the policy.

BILLS

A motion to approve the bills listed below was made by Adrianne Dixon and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 12032 thru 12081, Congregate checks 1653 thru 1657, Dial-A-Bus checks 0767 thru 0768 and MOD check 2457. 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 January Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by Adrianne Dixon and seconded by John Washington. The motion was unanimously approved by all present.

Dorothy McBrinn, Penn Towers resident, Apt. 908 wanted to thank the Board for the activities that they have provided this year and to acknowledge that the staff and Executive Director have been doing a good job.

Ernestine Watson, Penn Towers resident, Apt. 403 stated that many tenants including herself have been experiencing problems with their Comcast phone service. The Board advised her to write a letter to the company as a group, contact the tenant’s association, and reach out to the Board of Utilities.

There were no further comments or questions from the public present, a motion to close the public session was made by John Washington and seconded by Adrianne Dixon. The motion was approved unanimously.

ADJOURNMENT

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