Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 1, 2017

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Hersell Smith, John Washington, Ignacia Washington, Laverne Hill and Catherina Stanback

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the January 4, 2017 meeting was made by Hersell Smith and seconded by Vicki Smith. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

She stated that they are processing three eviction cases for non-payment of rent and no court date has been set as of today. She further went on to note that the five eviction cases for January resulted in each tenant paying in full prior to the judge’s deadline and therefore no evictions took place.

Catherina presented the monthly maintenance report.

Catherina presented a letter for the perfect attendance and honor roll program which reminded the parents to bring in proof for the children who received those honors. She stated that they have scheduled to give out gift cards and awards on Tuesday, February 14, 2017 at 3:30PM at the Silver Run Community Room.

Catherina reminded the Board to please spread the word that our sister non-profit organization, Community Outreach Unlimited, was holding a sweetheart dance event for the seniors on Friday, February 10, 2017 at Penn Towers.

Catherina stated that enclosed in their folders was information on the renewal of grantwatch.com along with the user name and password.

Catherina gave all Board members copies of information received from the PHADA Commissioner’s conference from Mrs. Karen Wright for their review.

PENN TOWERS CANOPY ROOF

Catherina stated that the roof at the seam where the building and community room meet had leaked during the last storm. She reviewed e-mails from Bill Lammey where caulking at the windows was recommended to prevent further water damage. The Board stated they will wait for the full report from Mr. Lammey and review it at the next meeting. There was some discussion on the matter.

BED BUG TENANT NOTICE

Catherina presented a bed bug notice that she distributed to the tenants with prevention and awareness tips along with pictures of bed bugs as requested by the Board at the last meeting. She also reviewed prices for extermination treatments that would include a bed bug trained dog and mattress covers. After some discussion, it was decided that those measures would be too costly to the housing authority.

**NEW BUSINESS**

JIF RESOLUTION

Catherina presented the workers compensation resolution for JIF that states she would be the representative fund commissioner for the policy. A motion to approve Resolution 2-17 for the JIF insurance policy to deem Catherina Stanback as the fund commissioner for 2017 was made by Hersell Smith and seconded by John Washington. The motion was approved unanimously by all present.

AMEND BY-LAWS

Catherina presented Resolution 3-17 to amend the PGHA by-laws. She stated that the only revision made was to correct the time change of 6:30PM to the new time of 5:00PM for Board meetings. Vicki Smith made a motion approving Resolution 3-17 amending the by-laws. Ignacia Washington seconded the motion and it was unanimously approved by all present.

FEDERAL AND STATE BUDGET REVIEW

Catherina reported that our CPA will be present at the March meeting to review the Federal and State Budget. There was some discussion on the matter.

MISCELLANEOUS

Our new attorney, James Grace, Esq. reviewed a memo he drafted concerning the resident’s commissioner seat and our open vacancy spot for the governors’ appointment. He stated that we are exempt from having a resident commissioner since we are a small housing authority as long as we have notified all tenants with a 30 day notice and we do so on an annual basis. He explained that if no resident comes forward to volunteer for the position after proper notification has been given then we are in compliance to appoint a non-resident commissioner in place of the resident’s commissioner seat.

He advised the Board that he was now made aware that the seventh seat on the Board is a governor’s appointment that we want to make sure we have notified the governors’ office. Catherina stated that she notified the State that the last Board member appointed was no longer serving on our Board due to non-compliance. There were some questions and discussions about the composition of the Board. The Board directed Catherina to re-send the notification to tenants and Section 8 participants with 30 days notice of the resident’s commissioner seat availability.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Laverne Hill. Vicki Smith and Karen Wright abstained since they were issued reimbursements for travel expenses. The motion was unanimously approved by all others present. General Fund checks 12706 thru 12746, Congregate checks 1719 thru 1723, and MOD check 2471 thru 2472. 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 John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

Dorraine Robinson, Apt 708, discussed that she was looking into acquiring a vending machine and shopping carts for Penn Towers Tenants. There was some discussion on the matter.

Adrianne Dixon, former Board member, stated she was at the meeting to support the Penns Grove Housing Authority.

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 Laverne Hill. The motion was approved unanimously.

ADJOURNMENT

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