

Penns Grove Housing Authority
40 South Broad Street
Penns Grove, NJ 08069

Minutes of the Meeting July 10, 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, John Washington, Hersell Smith, Anthony Marandola, Adrienne Dixon, William Pearson, Esq., Catherina Stanback, and Carolina Valdez.

Absent: Sandra Garcia

APPROVAL OF MINUTES

A motion to approve the minutes of the June 5, 2013 meeting was made by Vicki Smith seconded by John Washington. Adrienne Dixon abstained from the vote. The motion was approved unanimously by all others present. A motion to approve the Executive Session minutes of the June 5, 2013 meeting was made by Vicki Smith and seconded by John Washington. Adrienne Dixon abstained from the vote. The motion was approved unanimously by all others present.

OLD BUSINESS

STATUS REPORT

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

Catherina informed the Board that we have no pending eviction cases.

Catherina stated that the "Effective Communication in the Workplace" was held on Tuesday, June 25, 2013. She reported that the staff learned how to maintain adult to adult communication and how to be effective in the workplace when engaging with staff members and tenants. Enclosed in their packet was information that was distributed at the class.

Catherina reported that Sparks Concrete would be here to replace the broken concrete at Penn Towers next week.

Catherina stated that enclosed in their packet was a quote from our camera company which shows the cost to have additional cameras installed in the hallways at Penn Towers. There was some discussion on the matter.

Catherina updated the Board on the application process for a non-profit certificate (501c). Catherina stated that the Solicitor, Bill Pearson, would be working on the application for the non-profit certificate (501c) this month.

Catherina stated that enclosed in their packets was a flyer for the NJAHRO Annual Conference in Atlantic City, NJ on September 22nd, 2013 through September 24th, 2013. She requested to please let her know as soon as possible, if any Board member was interested in attending. Karen Wright, Adrienne Dixon, Hersell Smith, Catherina Stanback and Carolina Valdez stated they were interested in attending the NJAHRA Conference in September 2013. A motion was made by John Washington to approve Karen Wright, Adrienne Dixon, Hersell Smith, Catherina Stanback and Carolina Valdez to attend the NJAHRO Annual Conference held in Atlantic City, NJ on September 22nd through September 24th. The motion was seconded by Anthony Marandola and approved unanimously by all present.

Catherina requested her vacation dates for this year in the status report. A motion was made by John Washington to approve her vacation time and it was seconded by Vicki Smith. The motion was approved unanimously by all others present.

Catherina informed the Board that we now have WIFI Internet available in the community room for our tenants at Penn Towers.

She stated that enclosed in their packet was the Bar and Ban Policy for the Board to review since it will be presented at the next Board meeting.

Catherina reported that they rented the sample unit at Penn Towers and notified HUD that the unit will be used for general occupancy and not administrative purposes. Therefore, she explained that we would receive additional funds from HUD for the unit as well as rental income from the tenant. There was some discussion on the matter.

Catherina directed the Board to a flyer in their packet detailing the children's activities for the summer which included the following: reading program, arts and crafts, outdoor games and computer lab activities. She stated that we have a summer youth worker from the Salem County Vo-tech assisting us with office duties and the children's activities. She also reported that we have an additional youth worker working with our maintenance staff.

Catherina stated that the part-time front desk clerk position was advertised in the newspaper this month and we received sixty applications of which sixteen interviews were conducted. She stated that after careful consideration, the front desk clerk position was offered to Caryn Clark. She reported that she began her employment with us on July 1, 2013 and is now on a 90-day probationary period.

EXECUTIVE SESSION

1. ESTATE OF BELFORD S. HOGATE (LEGAL MATTERS)
2. STATE PROGRAM CONGREGATE ANALYSIS

Anthony Marandola made a motion to approve Resolution 15-13 authorizing an Executive Session for matters relating to the employment relationship, individual privacy, confidentiality, litigation, negotiations and attorney-client privilege. John Washington seconded the motion and a roll call was done 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 Adrienne Dixon to go back into regular session. The motion was unanimously approved by all present.

POST EXECUTIVE SESSION

William Pearson read and reviewed Resolution 18-13 authorizing and confirming the acceptance of the sum of \$16,000.00 for the quitclaim deed agreement for the real estate located at 38 Wright Street, Penns Grove New Jersey between the Penns Grove Housing Authority and the Estate of Belford S. Hogate. A motion was made by Anthony Marandola to approve Resolution 18-13 which authorized a quitclaim deed agreement with the Estate of Belford S. Hogate for the sum of \$16,000.00 and it was seconded by Hersell Smith. The motion was approved unanimously by all others present.

RESOLUTION: PERSONNEL POLICY

Catherina reviewed the new Personnel Policy. The Board went over the policy and requested a few revisions. A motion was made by John Washington to approve Resolution 16-13 which adopted the new Personnel Policy with revisions and in turn superseded all previous Personnel Policies. The motion was seconded by Anthony Marandola and unanimously approved by all present.

NEW BUSINESS

RESOLUTION: WRITE-OFFS FOR FYE 6/30/13

Catherina presented Resolution 17-13 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/13. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Anthony Marandola to approve Resolution 17-13 authorizing the write-offs and seconded by Vicki Smith. 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 John Washington. The motion was approved unanimously by all others present. General Fund checks 10258 thru 10308; Congregate checks 1465 thru 1469, Dial-A-Bus check 0679, and Mod check 2410. 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 June 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.