Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 8, 2014

The meeting was opened with a reading of the Sunshine Law. A motion was made by Harold Crass seconded by Anthony Marandola. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Vicki Smith, Anthony Marandola, Adrianne Dixon, Harold Crass, Esq., Catherina Stanback, and Carolina Valdez.

Absent: John Washington and Sandra Garcia

REORGANIZATION

ELECTION OF OFFICERS

The Solicitor, Harold Crass, asked for nominations for the Housing Authority Chairperson. Anthony Marandola made a motion to nominate Karen Wright as Chairperson and Vicki Smith seconded the motion. Harold Crass asked if there were any other nominations. Hearing no other nominations, a motion was made by Anthony Marandola to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Vicki Smith. All present unanimously approved the nomination.

Mr. Crass then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. Anthony Marandola nominated Vicki Smith. Adrianne Dixon seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Anthony Marandola to close nominations and elect Vicki Smith as Vice Chairperson. The motion was seconded by Adrianne Dixon. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Adrianne Dixon nominated Anthony Marandola and Vicki Smith seconded the nomination. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Adrianne Dixon to close nominations and elect Anthony Marandola as Financial Treasurer. The motion was seconded by Vicki Smith. All present unanimously approved the nomination.

The Board discussed nominations for the Personnel Committee for 2014. After some discussion, Karen Wright, Vicki Smith and Adrianne Dixon were nominated to the Personnel Committee. Hearing no other nominations, a motion was made by Anthony Marandola to close nominations and elect Karen Wright, Vicki Smith and Adrianne Dixon to the Personnel Committee. The motion was seconded by Vicki Smith. All present unanimously approved the nomination.

APPROVAL OF MINUTES

A motion to approve the minutes of the December 4, 2013 meeting was made by Adrianne Dixon 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 one vacant unit at Silver Run Park. She mentioned that we are conducting interviews for the vacant units.

Catherina informed the Board that four eviction cases were being processed for non-payment of rent and no court date had been set.

Catherina stated that they will be conducting our annual HQS inspections for Penn Towers units on January 15th, 22nd and 29th and Silver Run annual HQS inspections in February and March.

Catherina reported that our PHAS score was 96 out of 100 for FYE 6/2013 with an occupancy rate of 99.34% for the year.

Catherina reviewed a notice from HUD informing us that our operating subsidy for 2013 would be pro-rated to 82%. She explained that this percentage was the same for all housing authorities across the USA. She also noted that according to our fee accountant, this was the lowest pro-ration that housing authorities have received in its history. There was some discussion on the matter.

Catherina presented a list of future conference dates for PHADA and NAHRO. She stated if any Board member was interested in attending to please let her know as soon as possible.

Catherina reported that they had a great turnout for the Silver Run Winter Activity Day on December 27, 2013. She also stated that the Penn Towers dinner provided by the Holy Temple Church on December 14, 2013 was a success.

Catherina informed the Board that Office on Aging and the PGHA office were able to coordinate a trip to the Amish Market in Bridgeton on Friday, December 20, 2013 for the seniors.

Catherina notified the Board that she received a notice that the Governor had appointed Debra Pagnotto Bradford from Carneys Point in place of Hersell Smith to the Penns Grove Housing Authority Board. She stated that enclosed in their packet was the e-mail she received including Ms. Pagnotto-Bradford’s resume. There was some discussion on the matter.

CAPITAL FUND 2013 PROJECTS

William Lammey gave an extensive presentation on potential Capital Fund projects. After his presentation, he recommended hiring an elevator consultant to evaluate the condition of our elevators. There was a lengthy discussion on the various projects and needs of the housing authority. Afterwards, Anthony Marandola made a motion to have Lammey & Giorgio secure an elevator consultant to assess the condition of the Penn Towers elevators.

NON-PROFIT ORGANIZATION

Catherina stated that the solicitor, fee accountant and herself found no legal guidance for how the composition of the non-profit organization has to be formed. Therefore, she mentioned that it was at the discretion of the Board. There was some discussion on the matter.

**NEW BUSINESS**

RESOLUTION: 2014 BOARD MEETING DATES

Catherina presented a Resolution 1-14 for the 2014 Board meeting dates as well as the Official Publications used this year. Anthony Marandola made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2014. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

RESOLUTION: OFFICIAL DEPOSITORIES OF FUNDS FOR 2014

Catherina presented Resolution 2-14 designating the Official Depositories for 2014. Anthony Marandola made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2014. Adrianne Dixon seconded the motion and it was unanimously approved by all present.

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 10618 thru 10665 Congregate checks 1498 thru 1502, Dial-A-Bus checks 0695 thru 0696, and Mod check 2417. 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 December Board meeting.

PUBLIC PORTION

There was no public present at this meeting.

ADJOURNMENT

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