Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 7, 2015

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

ROLL CALL

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

Absent: Sandra Garcia and Deborah Pagnotto-Bradford

ELECTION OF OFFICERS

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

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

APPROVAL OF MINUTES

A motion to approve the minutes of the December 3, 2014 meeting was made by Vicki Smith seconded by Adrianne Dixon. The motion was approved unanimously 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 one vacant unit at Silver Run Park.

Catherina informed the Board that this month we are processing four eviction cases for non-payment of rent. She stated that no court date had been set as of today.

Catherina stated that enclosed in their packets was information for the NAHRO Legislative Conference which is being held in Washington, DC on March 15, 2015 through March 18, 2015. Catherina stated that if anyone was interested in attending the conference, to please let her know as soon as possible.

Catherina expressed interested as well as Adrianne Dixon and Vicki Smith in going to the NAHRO Legislative Conference in March. A motion was made by John Washington to approve to approve Catherina Stanback, Adrianne Dixon and Vicki Smith to attend the NAHRO Legislative Conference being held in March in Washington, DC. The motion was seconded by Karen Wright and approved unanimously by all present.

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 informed the Board that the annual staff lunch meeting will be held at a restaurant on January 16, 2015 at 12:30PM.

Catherina reported that there was a great turnout for our Silver Run Winter Activity Day as well as the Penn Towers dinner and the dinner sponsored by the Holy Temple Church that were all held in December.

Catherina stated they contacted the Salem County Vo-tech and Salem Community College in regards to training programs for our Congregate Staff and they do not offer training programs for adults in the culinary field. There was some discussion on the matter.

Catherina informed the Board that the non-smoking policy at Penn Towers was now in effect as of January 1, 2015. She stated that she felt a tremendous difference in the air quality in the hallways.

Catherina stated that Hersell Smith was appointed to the PGHA Board by the Borough of Penns Grove in December and would be sworn in on the February meeting.

FLOORING FOR THE COMMUNITY ROOM

Catherina presented an e-mail from Mannington Mills which stated that they have no free test flooring available and do not see any in the near future. Therefore, Catherina stated if they have not heard from the company by the summer time, they would pursue purchasing the floor needed for the community room.

GREEN LIGHT ENERGY CONSERVATION

Catherina reported that Green Light Energy Conservation and the State of New Jersey approved for us to receive a grant for LED light bulbs with a value estimated at $15,080.00. Catherina stated that she will report to the Board once the light bulbs are delivered and installed at Penn Towers.

**NEW BUSINESS**

RESOLUTION: 2015 BOARD MEETING DATES

Catherina presented a Resolution 1-15 for the 2015 Board meeting dates as well as the Official Publications used this year. Adrianne Dixon 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 2015. John Washington seconded the motion and it was unanimously approved by all present.

RESOLUTION: OFFICIAL DEPOSITORIES OF FUNDS FOR 2015

Catherina presented Resolution 2-15 designating the Official Depositories for 2015. John Washington 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 2015. Vicki Smith seconded the motion and it was unanimously approved by all present.

MISCELLANEOUS

Catherina informed the Board about an event being held at Silver Run by a tenant and her family. Catherina stated that the event was a public event and presented a flyer for the event. There was some discussion on the event being public and the challenges that may come from having an event that is open to the public. Catherina stated she will adjust the Silver Run Community Contract to state that public events would be approved by the Board prior to the event and present it to the Board at the next meeting.

BILLS

A motion to approve the bills listed below was made by Vicki Smith and seconded by Adrianne Dixon. The motion was unanimously approved by all present. General Fund checks 11314 thru 11368, Congregate checks 1573 thru 1581, Dial-A-Bus checks 0727 thru 0728, and Mod check 2442. 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

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

A few Penn Towers tenants were present and thanked the Board for the elevator repairs as well as the new non-smoking policy. There was some discussion on the matters.

There were no further comments or questions from the public present, a motion to close the public session was made by Vicki Smith and seconded by John Washington. 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.