Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 4, 2017

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright seconded by Hersell Smith. 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:

OATH OF NEW COMMISSIONERS

Catherina presented a notice to the Board that was distributed to all tenants informing them that there was an open seat for the resident commissioner as advised at the last Board meeting. Catherina reported that she received no response back from any tenant interested in the position of resident commissioner. She stated she advised Mayor Washington.

Catherina swore in two new commissioners, Ignacia Washington and Laverne Hill. She gave them both copies of the Penns Grove Housing Authority by-laws and the State of New Jersey law for housing agencies. She also presented registration information and schedules on the required classes that are given by Rutgers which are mandated by state law, to all housing authority commissioners. She informed them that all Commissioners must complete five courses within 18 months of appointment to remain on the Board. Catherina explained that when they have selected their classes to inform her as soon as possible so she can register them. Karen, the Board, and Catherina welcomed the new Board members to our organization.

REORGANIZATION

ELECTION OF OFFICERS

Catherina Stanback, asked for nominations for the Housing Authority Chairperson. John Washington made a motion to nominate Karen Wright as Chairperson and Vicki Smith seconded the motion. Catherina 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 Vicki Smith. All present unanimously approved the nomination.

Catherina then turned the meeting over to the Chairperson, Karen Wright.

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

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

APPROVAL OF MINUTES

A motion to approve the regular minutes of the December 7, 2016 meeting was made by John Washington 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 one vacant unit at Silver Run Park.

She stated that they are processing five eviction cases for non-payment of rent and the court date is scheduled for January 13, 2017.

Catherina presented the monthly maintenance report.

Catherina reported that the following activities were held in December for the tenants: Silver Run Winter Activity Day on December 29, 2016, Penn Towers dinner was given by the Holy Temple Church on December 10, 2016, and the senior luncheon on December 14, 2016. She stated that all of our staff worked diligently on these events. She expressed that the tenants appreciate the efforts of the staff and the support of the Board to make these events a success.

Catherina stated that the Borough sponsored a lunch with Santa for the kids on December 22, 2016 had a great turnout and that each child received a toy, lunch, and met with Santa.

Catherina informed the Board that the annual staff lunch meeting would be held on January 27th, 2017 at 12:30PM.

Catherina presented a flyer for the Community Outreach Unlimited Sweetheart Dance event for the seniors being held on February 10, 2017 at Penn Towers. She asked for all Board members to please spread the word on behalf of our sister non-profit organization.

Catherina explained that the subscription that we share with our non-profit organization for grantwatch.com had expired. She stated that the total cost for this year would be $199.00 and sharing that expense with Community Outreach Unlimited would be $99.50. A motion was made by Vicki Smith to renew our subscription for grantwatch.com for a shared cost of $99.50 and it was seconded by Hersell Smith. The motion was unanimously approved by all present.

Catherina presented the 2017 conference list for PHADA and NAHRO organizations. She stated that if anyone was interested in attending to please let her know as soon as possible.

PENN TOWERS CANOPY ROOF

Catherina stated that Statewide Restoration Company finished the main part of the roof and still had a few items left to complete including but not limited to installing new gutters.

SOLICITOR VACANCY

Catherina presented two RFP packages that were received from Siciliano and Associates and Long Marmero and Associates for General Solicitor. She stated that she gave each Board member a copy at the previous meeting for their review. After reviewing the proposals, her recommendation was to contract Long Marmero and Associates for General Solicitor for the remainder of this year. After some discussion, a motion was made by Vicki Smith to hire Long Marmero and Associates for General Solicitor with the contract ending on June 30, 2017 and it was seconded by John Washington. A roll call was taken. All present unanimously approved the motion.

**NEW BUSINESS**

RESOLUTION: BANKING RESOLUTION FOR 2017

RESOLUTION: OFFICIAL DEPOSITORIES OF FUNDS FOR 2017

Catherina presented Resolution 1-17 designating the Official Depositories for 2017. 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 2017. Vicki Smith seconded the motion and it was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Hersell Smith and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 12653 thru 12698, Congregate checks 1715 thru 1717, Dial-A-Bus checks 0797 and MOD check 2469 thru 2470. 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 Hersell Smith and seconded by Vicki Smith. The motion was unanimously approved by all present.

Carl Washington discussed the importance of notifying the tenants on how to identify bed bugs and taking prevention measures. There was some discussion on the matter. Catherina was advised to send out a notice to the tenants with information on bed bugs including pictures of bed bugs for identification purposes.

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

ADJOURNMENT

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