Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting July 1, 2015

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, Sandra Garcia, John Washington, Hersell Smith, William Pearson Esq, Catherina Stanback

Absent: Deborah Pagnotto-Bradford and Adrianne Dixon

APPROVAL OF MINUTES

A motion to approve the minutes of the June 3, 2015 meeting was made by Vicki Smith seconded by Hersell Smith. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have four vacant units at Penn Towers and three vacant units at Silver Run Park.

Catherina informed the Board that this month we were not processing any evictions.

Catherina stated that enclosed in their packet was a flyer detailing the summer children’s program for Silver Run starting on Monday, July 6, 2015 which includes the following: reading program, arts and crafts, outdoor games and computer lab activities.

Catherina reported that our non-profit agency, Community Outreach Unlimited, in conjunction with the Penns Grove Housing Authority hosted a successful Daddy and Daughter dance on June 26, 2015. She stated that they had a wonderful turnout and the fathers and daughters had a memorable experience. She explained that she registered the event for the Father Day HUD initiative and completed the follow-up survey. There was some discussion on the success of the event.

Catherina stated that enclosed in their packets was a maintenance report for the month of June.

Catherina informed the Board that they had a fire at Silver Run created by an unattended stove which caused severe damages to a unit. She reported that there were no injuries to any residents or guests. She stated that the tenant had been relocated to another vacant unit. She explained that the insurance company was covering the claim and they would be replacing the kitchen and flooring in the unit.

Catherina stated that the Borough had asked us if we would like to have additional security at Silver Run and Penn Towers for the summer months provided by the Penns Grove Police Department. She presented a contract for the additional security. There was some discussion on the matter. A motion was made by Hersell Smith to approve the additional security for July 4, 2015 through September 4, 2015 and seconded by Sandra Garcia. The motion was unanimously approved by all present.

Catherina informed the Board that they are working on replacing the brick wall in the back of Penn Towers with plant boxes. She stated the maintenance staff will be painting and planting landscaping in the boxes this month.

Catherina stated that in their packet they will find the approval letter for HUD for our Annual and Five Year Plan.

Catherina reported that she received a phone call today from Board member Debra Pagnotto-Bradford, stating that she will be resigning from the Board. Catherina stated that Ms. Pagnotto-Bradford said she would put her resignation in writing when she returns from out-of-town. There was some discussion on the matter.

**NEW BUSINESS**

RESERVING FUNDS FOR FUTURE PROJECTS

Catherina reviewed with the Board a savings projection analysis for the elevators at Penn Towers. She explained that if they set-aside $50,000 each year for the next eight years, they would have enough funds to begin the process of replacing the elevators. Catherina also provided the Board with bank account balances for all of the Penns Grove Housing Authority’s bank accounts. There was some discussion on the matter.

JOB DESCRIPTIONS

Catherina presented individual job descriptions for all employees of the Penns Grove Housing Authority as requested by the Personnel Committee. She stated that each employee was given their job description to revise and then she compiled a job description including all of their revisions. She stated that she had each employee sign their job description acknowledging that it was their current job description and that it may be changed at any time. She also stated that on each description it stated that miscellaneous tasks may be assigned to indicate to the employee that other assignments may be delegated to them other than those listed on the job description. She stated it is difficult to write down each item that employees are assigned since it varies often based on the needs of the tenants and other factors. There was some discussion on the job descriptions.

BILLS

A motion to approve the bills listed below was made by Vicki Smith and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 11642 thru 11684, Congregate checks 1612 thru 1617, and Dial-A-Bus check 0749. 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 Sandra Garcia. The motion was unanimously approved by all present.