

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

Minutes of the Meeting November 6, 2013

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

ROLL CALL

Present: Vicki Smith, Anthony Marandola, Hersell Smith, John Washington, Sandra Garcia, William Pearson, Esq., Catherina Stanback, and Carolina Valdez.

Absent: Karen Wright and Adrienne Dixon

APPROVAL OF MINUTES

A motion to approve the minutes of the October 2, 2013 meeting was made by Hersell Smith seconded by Sandra Garcia. The motion was approved unanimously by all present.

OLD BUSINESS

STATUS REPORT

Catherina went over the status report. She stated we currently had two vacant units at Penn Towers and three vacant units at Silver Run Park. She mentioned that we are conducting interviews for the vacant units.

Catherina explained to the Board that we are processing one eviction case for non-payment of rent and the court date has been set for November 15, 2013.

Catherina informed the Board that they had sent a notice regarding a PHADA scholarship opportunity for high school seniors to our Silver Run and Section 8 families. She enclosed information on the scholarship in their packets.

Catherina invited the Board to the annual Thanksgiving dinner sponsored by the Borough and prepared by our kitchen staff scheduled for Wednesday, November 20, 2013 at noon.

Catherina stated that enclosed in their packets was the agenda for the NJ NAHRO 2013 Fall Conference and Tradeshow that was being held in Atlantic City, NJ on November 19, 2013 through November 22, 2013. Catherina stated that there was a maintenance class on basic electrical skills that she believes would be beneficial for our maintenance staff. She also requested that she and Carolina Valdez register for one-day of the conference for courses for office administration. After some discussion, a motion was made by Anthony Marandola to send Catherina Stanback, Carolina Valdez, Norberto Cruz, and Albert Sanchez to the NJ NAHRO Conference for November 22, 2013. The motion was seconded by Hersell Smith and approved unanimously by all present.

Catherina requested that if any Board member was interested in attending the 2014 Commissioners' Conference that was being held in Orlando, Florida on January 12, 2014 through January 15, 2014 to please let her know as soon as possible. Vicki Smith stated that both she and Adriane Dixon would be interested in attending the Commissioner's Conference. A motion was made by Anthony Marandola and seconded by Hersell Smith to approve Vicki Smith and Adriane Dixon to attend the 2014 Commissioners' Conference that was being held in Orlando, Florida on January 12, 2014 through January 15, 2014. The motion was unanimously approved by all present.

Catherina informed the Board that the PGHA will be recognizing National Culture Day with the employees on November 15th, 2013 at 12:30PM. She stated that all employees that are participating will be bringing a dish from their background and sharing it with their co-workers. Catherina extended an invitation to any Board member who would like to attend. A copy of the employee memo was enclosed in their packet.

Catherina stated that the Atlantic City bus trip for the seniors scheduled for Thursday, October 10, 2013 went well. The tenants enjoyed the event.

Catherina reported that they are trying to arrange a short trip with the Office on Aging in December to the Amish Farmers Market for the seniors.

CAPITAL FUND 2013 PROJECTS

Dan Boyle from Ace Elevator gave a presentation on the condition of our elevators and his recommendations for upgrading the elevators. He advised the Board that an elevator consultant would be the best option for the Penns Grove Housing Authority. The Board asked Mr. Boyle some questions and there was some discussion on the matter.

Catherina reviewed a report from Jack Plale, our electrician, on the electrical system at Silver Run. There was some discussion on the matter.

Afterwards, it was decided that Mr. William Lammey's expertise would be beneficial in this matter. Catherina stated that she would request that Mr. Lammey attend the January meeting for additional guidance on the potential projects.

NON-PROFIT ORGANIZATION

Catherina reviewed a draft mission statement for the non-profit organization, Penns Grove Housing, Corp. Catherina stated that Mr. Pearson, Mr. Kavanaugh and herself are investigating the matter on the composition of the Board for the non-profit. Catherina presented information on non-profits as well as additional written guidance from the fee accountant on the matter. There was some discussion on the matter.

NEW BUSINESS

AUDIT REPORT FYE 6/30/13

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

The Audit report certificate and resolution was tabled due to the federal government shut-down. It was stated that the financial reports were not able to be reviewed by HUD since they were

closed for three weeks. Catherina stated that she reviewed the draft copy of the audit report and there were no findings. She explained that they should receive the final audit report by next month's Board meeting.

MISCELLANEOUS

Vicki Smith went over the highlights from the NAHRO conference she attended in October. There was some discussion on the matter.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Sandra Garcia. The motion was approved unanimously by all others present. General Fund checks 10500 thru 10547; Congregate checks 1486 thru 1490, Dial-A-Bus checks 0688 thru 0689, and Mod check 2415. 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 October 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 by all present.