Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 2, 2016

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Adrianne Dixon, Sandra Garcia and Catherina Stanback

Absent: Hersell Smith and John Washington,

APPROVAL OF MINUTES

A motion to approve the regular minutes of the October 5, 2016 meeting was made by Vicki Smith and seconded by Karen Wright. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

She stated that they are processing four eviction cases for non-payment of rent and no court date has been scheduled as of today.

Catherina presented the monthly maintenance report.

Catherina stated that the company picnic on Friday, October 7, 2016 at the Fort Mott State Park was successful. She noted that these events boost employee morale and work productivity.

Catherina invited the Board to the annual Thanksgiving dinner that would be prepared by our kitchen staff and sponsored by the Borough of Penns Grove on Wednesday, November 16th, 2016 at noon.

Catherina informed the Board members that the auditors, Hymanson, Parnes, & Giampaolo, were here on Wednesday, October 26th to conduct the audit for FYE 6/30/16. She was pleased to report that there were no findings. Catherina stated she would present the audit report at the December Board meeting.

Catherina reminded the Board that the PHADA Commissioner’s conference was being held in Orlando, Florida on January 8, 2017 through January 11, 2017 and if they were interested in attending to please let her know as soon as possible. Vicki Smith expressed interested in attending the conference. A motion was made by Adrianne Dixon to approve Vicki Smith to attend the PHADA Commissioner’s conference 2017 and it was seconded by Karen Wright. The motion was unanimously approved by all present.

PENN TOWERS CANOPY ROOF

Catherina presented an e-mail that stated Statewide Restoration Company planned on beginning the project around the middle of November. There was some discussion on the matter.

SOLICITOR VACANCY

Catherina presented the new RFP package for General Solicitor. After some discussion, the Board advised Catherina to adjust the dates on the contract which it would run from January 1, 2017 and ending during our fiscal year of June 30, 2017. Catherina stated she would revise the RFP, advertise it, and present the results at the next meeting.

**NEW BUSINESS**

FLAT RENT RESOLUTION

Catherina presented Resolution 12-2016 with the HUD fair market rent schedule for Salem County. She explained that the auditor wanted us to update our flat rents this year to comply with the law from 2014 that states that the flat rents must be set at 80% of the fair market rent determined by HUD for our area on an annual basis.

Catherina went over a spreadsheet showing the Penns Grove Housing Authority’s current rent, fair market rent in our area determined by HUD, calculation for 80% of the fair market rent, and the differences between our old flat rent and the new flat rent. Catherina stated that it is a significant rent increase yet again that will have a dramatic impact for some of our residents. Catherina expressed her concerns to the Board and there was some discussion on the matter.

She presented Resolution 12-2016 which states that the Penns Grove Housing Authority will comply with the legislation that states flat rents will be based on 80% of the fair market rent for Salem County, NJ as determined by HUD. A motion was made by Sandra Garcia to approve Resolution 12-2016 changing flat rents for the Penns Grove Housing Authority and seconded by Vicki Smith. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by Vicki Smith. General Fund checks 12555 thru 12592, Congregate checks 1703 thru 1707, Dial-A-Bus checks 0791 thru 0792 and MOD check 2466. 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

No public was present.

ADJOURNMENT

A motion to adjourn the meeting was made by Adrianne Dixon and seconded by Sandra Garcia. The motion was unanimously approved by all present.