Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 2, 2013

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

ROLL CALL

Present: Karen Wright, Vicki Smith, Hersell Smith, John Washington, Adrianne Dixon, Sandra Garcia, William Pearson, Esq., Catherina Stanback, and Carolina Valdez.

Absent: Anthony Marandola

APPROVAL OF MINUTES

A motion to approve the minutes of the September 4, 2013 meeting was made by Hersell Smith seconded by Vicki Smith. The motion was approved unanimously by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina informed the Board that we have no pending eviction cases.

Catherina stated that the fee accountant, Joseph Kavanaugh, would be applying for an IRS tax identification number which would give us the 501 c3 non-profit status from the federal government at the end of September after our fiscal year is closed.

Catherina reported that the auditing firm Hymanson, Parnes and Giampaolo, would be here on Monday, September 30, 2013 to complete the FYE 6/30/13 audit.

Catherina informed the Board, that per their suggestion at the last Board meeting, they received a quote from Massari & Sons waste disposal service for the big dumpster at Silver Run. She reported that the quote was lower than our current vendor and therefore they would switch providers this month.

Catherina discussed the trash odor that was prevalent at Penn Towers. After some discussion, she stated they had received a quote from Accelerated Service Systems for an Ozone Generator machine that would reduce the trash compactor odor at Penn Towers. She enclosed the quote for their review. The Board requested additional quotes and facts on the machine. Catherina stated she would present those additional quotes next month.

Catherina stated that our 6th Annual Senior Health and Wellness Day was scheduled for Friday, September 20, 2013 at noon. A flyer was enclosed in their packet. She explained that at the event there would be booths set up for free health screenings and information along with food prepared by our Congregate Staff. She invited all Board members to attend the event.

Catherina reported that the summer program for the Silver Run children was completed. She stated that the last day of the program they had a small BBQ for the kids along with activities and school bags with supplies were distributed.

Catherina requested that if any Board member was interested in attending either the NJAHRO Annual Conference in Atlantic City, NJ on September 22nd through September 24th, 2013 and/or the National NAHRO Conference in Cleveland, Ohio on October 24th through October 26th, 2013 to please let her know as soon as possible.

Catherina reminded the Board that they have an Atlantic City bus trip for the seniors scheduled for Thursday, October 10, 2013. She stated that if any Board member was interested in attending to please let her know as soon as possible.

NON-PROFIT ORGANIZATION

Catherina stated that during the audit she had received guidance from the auditor and fee accountant in regard to setting up our non-profit organization. She stated they advised us to remove the word “Authority” for our non-profit corporation’s name in order to avoid confusion and to place us in a better position to receive grant funding. There was a Board discussion on the non-profit organization. The Board decided that we should work on a clear mission statement first and that we will begin using the name Penns Grove Housing Corp for the non-profit organization which is separate from the Penns Grove Housing Authority. Bill Pearson read resolution

**NEW BUSINESS**

CAPITAL FUND 2013 PROJECTS

Catherina reviewed a report from William Lammey that outlined potential projects that should take priority when reviewing how to disburse the Capital Funds received for 2013. Catherina discussed in length the Penn Towers Elevators and an electric upgrade at Silver Run. After some discussion, it was decided that prior to hiring an elevator consultant or an electrical consultant we would approach our vendors for an assessment report. There was some discussion on the matter.

SECTION 8 FUNDING

Catherina reported to the Board that due to a lack of HUD funding for the Section 8 program that the Penns Grove Housing Authority was receiving set-aside funds. She explained that the short-falls funds received would enable us not to terminate any families. She stated that HUD should start basing January funding on our actual HAP payments as the agency has done in the past. She presented the Board with information and spreadsheets on that matter. There was some discussion.

BILLS

A motion to approve the bills listed below was made by Sandra Garcia and seconded by John Washington. The motion was approved unanimously by all others present. General Fund checks 10433 thru 10486; Congregate checks 1480 thru 1484, Dial-A-Bus checks 0685 thru 0687, and Mod check 2414. 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 September 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 approved unanimously by all present.