Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 4, 2013

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

ROLL CALL

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

Absent:

APPROVAL OF MINUTES

A motion to approve the minutes of the August 7, 2013 meeting was made by Vicki Smith seconded by Adrianne Dixon. The motion was approved unanimously by all present. A motion to approve the Executive Session minutes of the August 7, 2013 meeting was made by Adrianne Dixon and seconded by Anthony Marandola. 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.

**NEW BUSINESS**

CODE OF CONDUCT POLICY & RESOLUTION

Catherina presented the Code of Conduct Policy along with Resolution 22-13. After some discussion, a motion was made by Anthony Marandola to approve Resolution 22-13 authorizing the Code of Conduct Policy to be in effect immediately and it was seconded by Adrianne Dixon. The motion was unanimously approved by all present.

CAPITAL FUND 2013 RESOLUTION

Catherina presented the Capital Fund Amendment and supporting Annual Statement with Resolution 23-13. Catherina stated that the Capital Fund monies allotted for the Penns Grove Housing Authority for 2013 was $161,956.00.

Catherina expressed ideas on the use of the funds on various Capital Fund projects that are needed. It was decided that Catherina and the Architect, William Lammey, would meet this month to compile a plan for which items should be prioritized this year. Catherina stated she would discuss this further at the next Board meeting.

After some discussion, a motion was made by Adrianne Dixon and seconded by Anthony Marandola to approve Resolution 23-13 approving Capital Fund Amendment and supporting Annual Statement. The motion was unanimously approved by all present.

BILLS

A motion to approve the bills listed below was made by Anthony Marandola and seconded by Vicki Smith. The motion was approved unanimously by all others present. General Fund checks 10379 thru 10424; Congregate checks 1475 thru 1479, Dial-A-Bus check 0683, and Mod check 2413. 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 August 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.