Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 6, 2017

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

ROLL CALL

Present: Karen Wright, John Washington, Ignacia Washington, Vicki Smith, Hersell Smith and Catherina Stanback

Absent: Laverne Hill

APPROVAL OF MINUTES

A motion to approve the regular minutes of the November 1, 2017 meeting was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

She stated that they are processing three 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 annual Thanksgiving dinner sponsored by the Borough of Penns Grove that was held on Thursday, November 16th, 2017 was successful with a nice turnout.

Catherina informed the Board that they scheduled a holiday lunch for the Penn Towers seniors on December 14, 2017 at 12:00PM. She stated that the Holy Temple Church was sponsoring a free Holiday dinner for the seniors on December 16, 2017 at 1:00PM. She reported that they have planned a Winter Day Event for the Silver Run tenants on Wednesday, December 27, 2017 at noon and lunch will be provided. Catherina invited all Board members to attend these events.

Catherina reported that the Borough is sponsoring a lunch with Santa for the kids on December 22, 2017 from 2-5PM at the Silver Run Community Room and that all Board members were invited to attend.

SOLAR ENERGY

James Grace, Esq, stated he is working with the solar energy company now to set up term sheets for our review. There was some discussion on the matter.

CONGREGATE PROGRAM

Catherina stated that all inventory has been disbursed and all bills have been paid from the Congregate Program. She stated they will keep the bank account open for 2018 since there are still tenants owing funds to the program. There was some discussion on the matter.

EMERGENCY SAFETY AND SECURITY FUND

Catherina presented a letter from HUD stating that all proper documentation from Penns Grove Housing Authority and our attorney had been received. She stated that she spoke to HUD and the $100,000 grant funds should be released shortly. There was some discussion on the matter.

**NEW BUSINESS**

RESOLUTION: BOARD MEETING DATES FOR 2018

Catherina presented Resolution 17-17 for the 2018 Board meeting dates as well as the Official Publications used this year. John Washington made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2018. Hersell Smith seconded the motion and it was unanimously approved by all present.

JIF INSURANCE COMMISSIONER RESOLUTION

Catherina presented the workers compensation resolution for JIF that states she would be the representative fund commissioner for the policy. A motion to approve Resolution 18-17 for the JIF insurance policy to deem Catherina Stanback as the fund commissioner for 2018 was made by Hersell Smith and seconded by John Washington. The motion was approved unanimously by all present.

BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 13245 thru 13289, no checks issued for Congregate, Dial-A-Bus checks 0825 through 0826, and Mod check 2482. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, Section 8, and Dial-A-Bus, representing checks issued after the November Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present.