Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting August 1, 2018

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

ROLL CALL

Present: Karen Wright, John Washington, Hersell Smith, Ignacia Washington, Laverne Hill, Margie Pollard, and Catherina Stanback

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the July 11, 2018 meeting was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina informed the Board that at this time they are processing two eviction cases for non-payment of rent and the court date was and one case for lease violations and non-payment of rent and the court date has not been set as of today.

Catherina presented the monthly maintenance report.

Catherina stated to the Board to please spread the word that our non-profit organization, Community Outreach Unlimited has planned an Atlantic City Bus Trip to Resorts on Tuesday, October 9, 2018.

Catherina reported that the summer feeding program would end on Friday, August 24, 2018. She stated that they will have their end of year BBQ on Monday, August 27th, 2018 at noon. She invited all Board members to attend.

Catherina stated our bus trips for the kids were set for Thursday, August 16th to Soupy Island and our nonprofit organization was sponsoring our second bus trip to Cape May Zoo which was scheduled for Tuesday, August 28, 2018.

Catherina informed the Board that the Penns Grove Police Department has started security at both complexes. There was some discussion on the matter.

Catherina stated that our air-conditioning system for the Penn Towers hallway was inoperable and needed to be replaced. She stated they received one quote for over $23,000 which is over the bid threshold requirement. There was a discussion on the matter. A motion was made by Hersell Smith to contact Lammey and Giorgio for their bid services for our Penn Towers hallway air conditioning system. The motion was unanimously approved by all present.

Catherina reported that they are looking into different vending machine options. She stated she would like to give the opportunity to our non-profit board next month to see if they would like to explore vending machine options as a source of revenue. There was some discussion on the matter.

Catherina presented information for the NJAHRA 2018 Annual Conference in Atlantic City, NJ from September 24th through September 26th, 2018 and the Executive/Director Commissioner Professional Development Program in Martha’s Vineyard with different sessions offered in September. Karen Wright expressed interest in attending the Executive/Director Commissioner Professional Development Program. A motion was made by Laverne Hill to approve Karen Wright for the Executive/Director Commissioner Professional Development Program and it was seconded by John Washington. The motion was unanimously approved by all present. Catherina Stanback stated she would like to attend the NJAHRA 2018 Annual Conference. A motion was made by Laverne Hill to approve Catherina Stanback to attend the NJAHRA 2018 Annual Conference and it was seconded by John Washington. The motion was unanimously approved by all present.

EMERGENCY SAFETY AND SECURITY FUND (Laverne then ignacia)

Catherina presented a report for William Lammey, our architect, recommending the lowest bidder, PureFocus. She stated Mr. Lammey received excellent references for PureFocus. Mr. James Grace stated he recommended having a pre-construction meeting to review all terms before signing the contract. There was some discussion on the matter.

Catherina also reviewed locks to include in the grant to purchase through TruFit.

A motion was made by Laverne Hill to approve Pure Focus for the purchase and installment of security cameras and to authorize Catherina Stanback to sign the contract for PureFocus. The motion was seconded by Ignacia Washington. The motion was unanimously approved by all present.

NEW JERSEY NONPROFIT SECURITY GRANT PILOT PROGRAM (NSGPP)

Catherina was pleased to present a letter from the State of New Jersey advising us that our non-profit agency was approved for a $10,000 grant to provide security personnel on our properties. There was some discussion on the matter.

**NEW BUSINESS**

PET POLICY

Catherina stated that our pet policy needed to be revised with current codes. She also discussed the possibility of increasing fees and changing the security deposit terms. She reviewed with the Board our current policy with another housing authority’s policy. She stated she will revise our pet policy and sent out a copy prior to the next meeting. There was some discussion on the matter.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 13697 thru 13729, Mod check 2490, and no checks issued for Congregate or Dial-A-Bus. 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 July Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

Carl Washington, Penns Grove Borough Councilman, informed the Board of various activities that the Penns Grove Recreation Committee was having for the community including the Puerto Rican Parade on August 26, 2018 and trips for the children to Dorney Park and Cape May Zoo. There was some discussion on the matter.

There were no further comments or questions from the public present, a motion to close the public session was made by Laverne Hill and seconded by John Washington. The motion was approved unanimously.

ADJOURNMENT

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