Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 7, 2018

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, Laverne Hill, Margie Pollard, Hersell Smith and Catherina Stanback

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the January 3, 2018 meeting was made by John Washington and seconded by Hersell Smith. 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.

She stated that they are processing six eviction cases for non-payment of rent and the court date was set for February 9, 2018.

Catherina presented the monthly maintenance report.

Catherina was happy to report that they finished remodeling the old food storage room at Penn Towers into a computer lab/lounge for our tenants. She stated they are enjoying the privacy and quiet space.

Catherina requested her vacation time this year for July 20, 2018 returning to work July 31, 2018. A motion was made by Hersell Smith to approve Catherina Stanback’s vacation request and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

Catherina presented information to renew our subscription with Grantwatch.com that we shared with our non-profit organization. She stated that the total cost for this year would be $199.00 and sharing that expense with Community Outreach Unlimited would be $99.50. A motion was made by Laverne Hill to approve renewal of grantwatch.com and it was seconded by John Washington. The motion was unanimously approved by all present.

Catherina reported placing ads in the newspaper requesting RFP’s for legal, exterminator, architect, elevator, fee accountant, and auditor.

Catherina reviewed a letter that we sent to the tenants informing them that under no circumstances should they use their stoves as heaters. She went over an incident that happened involving a tenant using the stove for heat. There was some discussion on the matter.

SOLAR ENERGY

Charles Hummel, owner of Azimuth Renewable Energy, presented his findings for the solar energy project at Penn Towers. He reviewed several spreadsheets and data which he stated reflected the savings we would receive from the project over a 25 year span. He went over the contract for solar energy for Penn Towers and briefly went over some ideas for Silver Run. There was a lengthy question and answer discussion. The Board asked Catherina to have our solicitor review the Penn Towers solar energy project before final approval.

EMERGENCY SAFETY AND SECURITY FUND

Catherina stated that Grace, Marmero and Associates were reaching out to various camera and surveillance companies in effort to get the bid specs prepared.

**NEW BUSINESS**

OPENING SECTION 8 WAITING LIST

Catherina stated they will be opening their Section 8 waiting list from February 20, 2018 and closing it on February 23, 2018. She presented the Section 8 application and went over the regulations for Section 8. There was some discussion on the matter.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 13358 thru 13406, no checks issued for Congregate, Dial-A-Bus checks 0834 through 0836, and Mod check 2484. 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 January Board meeting.

PUBLIC PORTION

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

Carl Washington, Councilman, had some questions about how the Section 8 program worked.

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

ADJOURNMENT

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