Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting July 11, 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, Hersell Smith, Ignacia Washington, Laverne Hill, Margie Pollard, and Catherina Stanback

Absent: John Washington

APPROVAL OF MINUTES

A motion to approve the regular minutes of the June 6, 2018 meeting was made by Ignacia Washington and seconded by Laverne Hill. 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 one vacant unit at Silver Run Park.

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

Catherina presented the monthly maintenance report.

Catherina reported that our non smoking policy mandated by HUD begins July 30, 2018. She stated that the Penn Towers tenants’ designated smoking area had not changed and that they still may smoke 25 feet from our building at the back benches. She presented a letter to the tenants clarifying the designated smoking area.

Catherina stated that enclosed they would find the summer kids program flyer which began on July 9, 2018. She was happy to report that the kids are doing fun and educational activities and they are being served breakfast and lunch.

Catherina stated they are working on planning two field trips, one to Soupy Island and one to Cape May Zoo at the end of summer for those kids who participated in the program. Catherina stated she received majority approval from our non-profit organization Board, Community Outreach Unlimited, to pay for a school bus to Cape May and she would like to ask the Penns Grove Housing Authority Board to pay $415.00 for the bus to Soupy Island. A motion was made by Ignacia Washington approving a bus trip for the kids to Soupy Island and it was seconded by Hersell Smith. The motion was unanimously approved by all present.

Catherina was pleased to report that Gail Walker passed her Section 8 training courses and she enclosed Ms. Walker’s certificates for their review.

Catherina presented a HUD grant statement reflecting that they will receive Capital Fund monies for 2018 in the amount of 290,142.00 from $189,272.00 in 2017. She stated that the Capital Fund monies will be placed in operations. There was some discussion on the matter.

Catherina stated that enclosed in their packets they would find a copy of a proposed contract for security that she received from the Penns Grove Police Department. After some discussion, Ignacia Washington made a motion to approve police security beginning the weekend of July 20th for Friday and Saturday evenings for the contract price of $7,890.00. It was seconded by Laverne Hill and all others present unanimously approved the motion.

Catherina stated she wanted to remind the Board that she will be on vacation from July 20th to July 30th, 2018. She informed the Board that Carolina will be available if they should need anything. She provided the Board with office numbers and cell phone numbers for both herself and Carolina.

SOLAR ENERGY

Catherina and Mr. Grace discussed placing the solar energy project on hold. Catherina explained that the accountant informed her that when we decrease utility costs due to solar energy then HUD decreases our subsidy as well. Mr. Grace stated he was not confident in the savings that they would receive with that factor. Catherina stated we received free lighting and other items with the Direct Energy program and that she was satisfied with those items. There was some discussion on the matter.

EMERGENCY SAFETY AND SECURITY FUND

Mr. James Grace stated we received three bids. He opened them and read aloud all total bid amounts. The lowest bidder was Pure Focus. However, Mr. Grace said he will have to inspect all bids to see if all qualifications were met per the RFP and that the lowest bidder is qualified.

Catherina stated that they will use Lammey and Giorgio to consult on the camera project. She stated she will scan all three bids to both Mr. Lammey and Mr. Grace for their review. She explained that they must have a signed contract by August 13, 2018 and therefore, she will like to award the contract at the August 1, 2018 meeting. There was some discussion on the matter.

NEW JERSEY NONPROFIT SECURITY GRANT PILOT PROGRAM (NSGPP)

Catherina informed the Board that she contacted the State to check on the status of our grant application for the New Jersey Non Profit Security Grant PILOT Program. She stated she was told that the State budget is on hold and therefore all grants are on hold as well. There was some discussion on the matter.

**NEW BUSINESS**

WRITE OFF RESOLUTION FOR 6/30/18

Catherina presented Resolution 9-2018 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/18. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Igancia Washington to approve Resolution 9-2018 authorizing the write-offs and seconded by Laverne Hill. The motion was unanimously approved by all present.

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 13635 thru 13679, Mod check 2489, 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 June Board meeting.

PUBLIC PORTION

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

Jinnay Ayars of Apartment 101 Penn Towers, wanted to ask the Board if the tenants could get a candy vending machine. Catherina stated they have had a difficult time trying to locate a company who would provide vending services. She stated that Dorraine Robinson had looked into the matter in the past with no success. There were some suggestions from the Board on possible contacts. Catherina stated she will investigate possible avenues for vending machines.

Catherina stated that Carl Washington had handed her a flyer to inform the Board and tenants that they will be giving out free fans this Friday to the community. She said she will make sure each tenant gets a copy of the flyer. 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 Ignacia Washington and seconded by Margie Pollard. 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.