Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 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, and Catherina Rutland

Absent: Hersell Smith

APPROVAL OF MINUTES

A motion to approve the regular minutes of the October 3, 2018 meeting was made by Laverne Hill 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 one vacant unit at Penn Towers and four vacant units at Silver Run Park.

Catherina reported that the two cases for non-payment of rent which were scheduled on Friday, October 5, 2018 the tenants paid in full prior to court and therefore no judgment of possession incurred.

She stated that we currently have two new cases for eviction and no court date has been set as of today.

Catherina presented the monthly maintenance and financial report. She also stated that the accountant stated he will come to review financial statements with us during the first quarter of 2019.

Catherina presented a flyer informing students and parents that the PGHA will recognize Silver Run students with perfect attendance and honor roll with an incentive program.

Catherina informed the Board that the solar energy consultant, Charles Hummel, reached out to her with a LED lightening proposal which was enclosed for Board review. The board declined to accept the LED lightening proposal.

Catherina was pleased to report that the Penn Towers Community Day that was held on Friday, October 5, 2018 had a great turnout. The tenants enjoyed the festivities.

Catherina stated that our Annual Senior Thanksgiving dinner sponsored by the Borough of Penns Grove was scheduled for Thursday, November 15th, 2018 at noon. She invited all Board members to attend.

Catherina presented a letter we send out to all residents about parking at Silver Run. She explained that we have signs posted throughout Silver Run stating that parking lots are for tenants only with parking permits and that all others may be towed at owner’s expense. There was some discussion on the matter.

Catherina reported that they had one issue where a tenant signed a complaint against her and she made a cross-complaint, the nature of the complaint was about parking. Catherina explained that Mr. Grace assisted in getting all charges dropped and explained proper procedures to the tenant. There was some discussion on the matter.

Catherina presented information for the PHADA Commissioner’s conference being held in San Diego, CA on January 6, 2019 through January 9, 2019 and the Nelrod Housing conference in Las Vegas for March 27-29, 2019. Karen Wright expressed interest in attending those conferences. A motion was made by Laverne Hill to approve Karen Wright for the PHADA Commissioner’s Conference and Nelrod Housing Conference. It was seconded by Margie Pollard. The motion was unanimously approved by all present.

EMERGENCY SAFETY AND SECURITY FUND

Catherina reported that some cameras have been installed. She also presented a change order for the project adding additional cameras. She stated that they are still within the budget with the change order. She informed the Board that she will have the attorney and architect review the change order after a meeting has been scheduled and then present it to the Board for approval.

NEW JERSEY NONPROFIT SECURITY GRANT PILOT PROGRAM (NSGPP)

Catherina presented a letter requesting an extension for dates from June through September 2019 for the grant. After some discussion, Catherina stated she will notify the Board if she receives a response to the request.

PENN TOWERS HALLWAY AIR CONDITIONER

Catherina gave the Board a copy of the engineering firm’s report on the air conditioning system. She briefly went over with the Board some of the options that the engineer reported with budget estimates. She stated she would like to meet with Bill Lammey to discuss the matter and get his feedback.

COMMUNITY ROOM RENTAL POLICY

Catherina presented the Penn Towers Community Room Rental Policy with all of the changes requested and with the attorney’s review of the policy. After some discussion, a motion to approve the new Penn Towers Community Room Rental Policy was made by Laverne Hill and seconded by John Washington. The motion was unanimously approved by all present.

**NEW BUSINESS**

AUDIT REPORT FYE 6/30/18

Catherina presented the audit report for FYE 6/30/18. She stated there were no findings in the audit. The Board commended Catherina and the PGHA staff on a clean audit report. Catherina stated to please review the report and that at the next meeting they would pass the audit resolution and certificate of review.

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 13864 thru 13909, Mod check 2497, 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, Congregate, and Dial-A-Bus, representing checks issued after the October 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, thanked the Penns Grove Housing Authority for their support to the Penns Grove recreation committee events in the community.

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

ADJOURNMENT

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