Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 3, 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, Hersell Smith, Laverne Hill, Margie Pollard, and Catherina Rutland

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the September 5, 2018 meeting was made by John Washington 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 five vacant units at Silver Run Park.

Catherina informed the Board that we have two cases for non-payment of rent which are scheduled for Friday, October 5, 2018.

Catherina presented the monthly maintenance and financial report.

Catherina was pleased to report that our homeownership class for all first time homebuyers which was held on Tuesday, September 11, 2018 at 5:30PM at the Silver Run Community Room had a great turnout. She stated that she knows of at least one family from Silver Run who are now in the process of purchasing a home due to our class.

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

Catherina presented a letter informing students and parents that the PGHA will recognize Silver Run students with perfect attendance and honor roll with an incentive program. Ms. Karen Wright recommended also placing the information on a flyer format. Catherina stated she will present a flyer at the next meeting for the attendance program.

Catherina stated that enclosed in their packets was a flyer for our Penn Towers Community Day scheduled for Friday, October 5, 2018 at noon. She invited all Board members to attend.

Catherina thanked the Board for allowing her to attend the Atlantic City conference for NJAHRA. She stated she attended classes on the new Sick Leave Act, Fraud, and EIV program. There was some discussion on the classes.

Catherina informed the Board that our auditor, Francis McConnell completed our audit. She stated we should receive the audit report by the November Board meeting.

EMERGENCY SAFETY AND SECURITY FUND

Catherina reported that they have a meeting scheduled on October 11, 2018 with the architect, our attorney and Pure Focus to review the progress made with the cameras. Catherina stated some cameras are up and running at Silver Run.

NEW JERSEY NONPROFIT SECURITY GRANT PILOT PROGRAM (NSGPP)

Catherina presented a page in the executed contract for the NSGPP grant that states the grant would be used for security from July 26, 2018 and end on July 26, 2019. Catherina stated that there was a clause in which you could request an extension. After some discussion, the Board advised Catherina to write a letter asking for an extension to use the funds from June to September of 2019.

PENN TOWERS HALLWAY AIR CONDITIONER

Catherina stated that the engineering firm is working on the study for various air conditioning options for our building. There was some discussion on the matter.

**NEW BUSINESS**

COMMUNITY ROOM RENTAL POLICY

Catherina reviewed the current Penn Towers Community Room policy with the Board. After some discussion it was decided that we would charge a deposit for Penn Towers community room of $100.00. Catherina was advised to make changes to the policy and have the attorney review it to be presented at the next meeting.

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 13812 thru 13856, Mod check 2495, 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 September Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

Carl Washington, Penns Grove Borough Councilman, informed the Board that the recreation committee will be holding a trunk or treat on October 31st for the children of our community. He also reported that they will be holding a cancer walk on October 6, 2018. There was some discussion on the two events.

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 John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present.