Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 2, 2019

The meeting was opened with a reading of the Sunshine Law. A motion was made by James K. Grace and 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

REORGANIZATION

ELECTION OF OFFICERS

James K. Grace, asked for nominations for the Housing Authority Chairperson. John Washington made a motion to nominate Karen Wright as Chairperson and Laverne Hill seconded the motion. Mr. Grace asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Laverne Hill. All present unanimously approved the nomination.

Mr. Grace then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. John Washington nominated Hersell Smith. Laverne Hill seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Hersell Smith as Vice Chairperson. The motion was seconded by Laverne Hill. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Laverne Hill nominated Ignacia Washington and Margie Pollard seconded the nomination. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Laverne Hill to close nominations and elect Ignacia Washington as Financial Treasurer. The motion was seconded by Margie Pollard. All present unanimously approved the nomination.

APPROVAL OF MINUTES

A motion to approve the regular minutes of the December 5, 2018 meeting was made by Margie Pollard and seconded by John Washington. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina reported that we currently have no new cases for eviction and no court date has been set as of today.

Catherina presented the monthly maintenance report.

She stated that the accountant stated he will attend our February meeting to review the financial statements with us.

Catherina reported that the following activities were held in December for the tenants: Silver Run Winter Activity Day on December 27, 2018, Penn Towers dinner was given by the Holy Temple Church on December 8, 2018, and the senior luncheon on December 19, 2018. She stated that all of our staff worked diligently on these events. She expressed that the tenants appreciate the efforts of the staff and the support of the Board to make these events a success.

Catherina stated that the Borough sponsored a lunch with Santa for the kids on December 15, 2018. She was pleased to report that the event had a great turnout and each child received a toy and met with Santa.

Catherina informed the Board that the annual staff lunch meeting would be held on January 25th, 2019 at 12:30PM.

Catherina presented the 2019 conference list for PHADA and NAHRO organizations. She stated that if anyone was interested in attending to please let her know as soon as possible.

Catherina stated briefly that the HUD agency is included in the government shut-down. There was some discussion on the matter.

Catherina informed the Board that the bookkeeper will be returning to work from disability on January 7, 2019.

EMERGENCY SAFETY AND SECURITY FUND

Catherina informed the Board that there are several cameras up and running at this time at Silver Run and he will be working on installing Penn Towers cameras shortly. There was some discussion on the matter. The Board asked for a timeline of completion at the next meeting.

PENN TOWERS HALLWAY AIR CONDITIONER

William Lammey presented an extensive report on the options for the hallway air conditioner system. He gave various options ranging from $24,000 to $135,000 cooling systems. He stated that the $24,000 option would be to replace one compressor that was down which he estimated would only last about three years. The other systems he discussed included replacing our current split system with a new split system, installing a DOAS unit and adding a ductless split system. There was a Board discussion on the matter. It was decided that we would table the discussion until we discuss our finances with the accountant at the next meeting.

**NEW BUSINESS**

RESOLUTION: BANKING RESOLUTION FOR 2019

Catherina presented Resolution 1-19 designating the Official Depositories for 2019. John Washington made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2019. Ignacia Washington seconded the motion and it was unanimously approved by all present.

RESOLUTION: BOARD MEETING DATES FOR 2019

Catherina presented Resolution 2-19 for the 2019 Board meeting dates as well as the Official Publications used this year. Laverne Hill made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2019. Ignacia Washington seconded the motion and it was unanimously approved by all present.

JIF INSURANCE COMMISSIONER RESOLUTION

Catherina presented the workers compensation resolution for JIF that states she would be the representative fund commissioner for the policy. A motion to approve Resolution 3-19 for the JIF insurance policy to deem Catherina Rutland as the fund commissioner for 2019 was made by Ignacia Washington and seconded by Laverne Hill. The motion was approved unanimously 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 13969 thru 14014, Mod check 2500, 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 December Board meeting.

PUBLIC PORTION

There was no public present at this meeting.

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.