Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting August 7, 2019

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Laverne Hill. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, John Washington, Ignacia Washington, Laverne Hill, Hersell Smith, Margie Pollard and Catherina Rutland

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the July 3, 2019 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 no vacant units at Penn Towers and two vacant units at Silver Run Park.

Catherina reported that we have eight cases for non-payment of rent at this time. She stated that one case is scheduled for August 9, 2019 and the other cases are scheduled for August 23, 2019.

Catherina presented the monthly maintenance report.

Catherina stated that the new Atlantic City Bus trip has been scheduled for Tuesday, August 13, 2019.

Catherina stated that enclosed in their packets were flyers for two trips that Community Outreach Unlimited was sponsoring for the community, Soupy Island on August 1st and Clementon Park on August 23rd. There was some discussion on the matter.

Catherina reported to the Board that the hallway air conditioner at Penn Towers was not operating again. She stated that they had the outside compressor replaced in early June and now the inside handler needs to be replaced. She presented one quote for the air conditioner handler replacement. She stated she will need to get at least three quotes and would request that Mr. Lammey review those quotes. There was some Board discussion on the hallway air conditioner system.

NEW JERSEY NONPROFIT GRANT PILOT PROGRAM (NSGPP)

Catherina reported that the New Jersey Non Profit Grant Pilot Program has been completed and police security stopped on July 26, 2019.

Catherina inquired if the Board would wish to continue police security with the Penns Grove Police Department.

After some discussion, a motion was made by Margie Pollard for the Penns Grove Housing Authority to continue police security with the Penns Grove Police Department until September 14, 2019 or until a budget of $3000.00 is met. The motion was seconded by Laverne Hill and it was unanimously approved by all present.

NEW NONPROFIT

Catherina presented information given to her by our law firm showing that the Penns Grove Community Housing Initiative, our non-profit organization, has been formed with a tax id number.

Mr. Grace stated that he has been working on preparing an operational agreement for the non-profit. He went over several decisions that the Board would need to make in order to complete the document. Catherina suggested that we give the Board a list of those questions prior to the next meeting along with a copy of the by-laws from Community Outreach Unlimited. The Board agreed that we would revisit the operating agreement at the September Board meeting.

RAD UPDATE

Catherina stated that HUD needed to reschedule the site visit for August 13th and has not given her a new date as of today.

There was some discussion on the matter.

**NEW BUSINESS**

WRITE OFF RESOLUTION FOR 6/30/19

Catherina presented Resolution 7-2019 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 6/30/19. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Ignacia Washington to approve Resolution 7-2019 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 14344 thru 14386, Mod check 2508, 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 July Board meeting.

PUBLIC PORTION

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

Carl Washington, Borough Councilman, spoke to the Board in regard to the following upcoming events in the community:

Car and Bike Show - Saturday, August 10, 2019

Kids Back to School event with giveaways - Saturday, August 24, 2019

Puerto Rican Parade – Sunday, August 25, 2019

He also asked for Board approval to use the community room and outside basketball court area on Monday, August 26, 2019 for a church revival with Pastor Freddie Washington from The Word Church. The Board agreed that the community room building and outside area at Silver Run may be used for the function.

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 Laverne Hill. The motion was approved unanimously

ADJOURNMENT

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