Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 6, 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, Hersell Smith, Laverne Hill, Margie Pollard, and Catherina Rutland

Absent: Ignacia Washingon

APPROVAL OF MINUTES

A motion to approve the regular minutes of the January 2, 2019 meeting was made by John 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 two vacant units at Penn Towers and four vacant units at Silver Run Park.

Catherina reported that we currently have no new cases for evictions.

Catherina presented the monthly maintenance report.

Catherina informed the Board that our accountant rescheduled his presentation for the May 1, 2019 Board meeting.

Catherina reminded the Board that our non-profit organization, Community Outreach Unlimited has a trip scheduled to Atlantic City on Tuesday, March 12, 2019.

Catherina stated that enclosed in their folders was a flyer for our 2nd homeownership class on Tuesday, March 19, 2019 at 5:00PM in the Penn Towers Community Room. She asked the Board to please spread the word to our community. She informed the Board that the 1st homeownership class resulted in a tenant acquiring a home and another individual, who attended the class, is currently working on purchasing a home.

Catherina reported that Inspira Health Quit Center came to Penn Towers on February 13, 2019 to discuss ways to quit smoking and provided our tenants the necessary tools to do so.

She also informed the Board that Atlantic Prevention Resources - Tobacco Free for a Healthy NJ organization will be here on Wednesday, March 13, 2019 to do a presentation at both Penn Towers and Silver Run for anyone interested in ways to help stop smoking. The presentation time would be at 1:00PM for Penn Towers and 2:00PM for Silver Run.

Catherina stated that in an effort to increase revenue, they will be moving the bookkeeping office in the upcoming months to merge with the downstairs offices. She went on to mention that they will convert the upstairs office into an apartment to rent.

Catherina requested her vacation time from July 15th to July 29th, 2019. A motion to approve Catherina Rutland’s vacation time from July 15th to July 29th was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

Catherina presented information for the PHADA Annual Conference 2019 being held in Fort Lauderdale Florida on June 2, 2019 through June 5, 2019 and the NJNAHRO in Atlantic City, for May 5-8, 2019. Karen Wright expressed interest in attending the PHADA Conference and Catherina stated she would like to attend the NJNAHRO Conference. A motion was made by Hersell Smith to approve Karen Wright for the PHADA Annual Conference and Catherina Rutland to the NJNAHRO Conference. It was seconded by Laverne Hill. The motion was unanimously approved by all present.

EMERGENCY SAFETY AND SECURITY FUND

Catherina informed the Board that there are several cameras up and running at this time at Silver Run and at Penn Towers. She also reported that they had an incident where the cameras clearly picked up an individual dumping furniture on our property. She stated that the owner of Pure Focus stated they are looking at a completion date at the end of March. She reported that they would have a final construction meeting with the Solicitor and our Architect. There was some discussion on the matter.

NEW JERSEY NONPROFIT GRANT PILOT PROGRAM (NSGPP)

Catherina stated we were denied the request to extent the contract. She stated we must use the monies by July 26, 2019. Catherina stated she will present a contract next month for police security for that time frame.

PENN TOWERS HALLWAY AIR CONDITIONER

Catherina stated with the possibility that we may be repositioning with RAD in the future she felt that we should go with the option to replace the compressor at this time. There was some Board discussion. The Board agreed to replace the compressor and Catherina stated she would obtain quotes for the next Board meeting.

**NEW BUSINESS**

REVIEWING RAD

Catherina stated that she had mailed out information on RAD to all Board members. She explained that the Accountant advised her to start researching the RAD program because it may become a mandatory requirement by HUD in the future. She explained the pros and cons of the program. There was some discussion on the matter.

Catherina requested that she take an online course for RAD on April 17, 2019. A motion was made by Hersell Smith to approve Catherina to take the RAD course on April 17, 2019 and seconded by Laverne Hill. The motion was unanimously approved by all present.

It was also stated that Catherina and Karen would like to meet with other housing authority directors who have switched over to RAD for further insights. Mr. Grace stated he will try to set up a meeting with another one of his clients that have converted to RAD.

DISCUSSION ON COMMUNITY OUTREACH UNLIMITED AND SETTING UP A NEW NONPROFIT

Catherina stated that if we were to begin the process for RAD it would be under a non-profit agency and we would no longer be considered a housing authority. She went over some issues that she has experienced with Community Outreach Unlimited and felt that it was in our best interest to begin a new non-profit agency. The Board agreed that we should start a new non-profit agency and that Catherina would inform Community Outreach Unlimited Board members of their discussion.

Karen stated to bring ideas for names to the next meeting for our new non-profit agency and to start thinking of individuals that we may ask to join our non-profit Board.

BILLS

A motion to approve the bills listed below was made by Laverne Hill and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 14070 thru 14104, Mod check 2502, 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 January 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 Hersell Smith. The motion was unanimously approved by all present.