Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 2, 2019

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

ROLL CALL

Present: Karen Wright, Ignacia Washington, Hersell Smith, John Washington, Margie Pollard Carolina Valdez, James Grace, and Catherina Rutland

Absent: Laverne Hill

APPROVAL OF MINUTES

A motion to approve the regular minutes of the September 4, 2019 meeting was made by Ignacia Washington 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 interviews for those units were scheduled on October 8, 2019.

Catherina reported that they went to court on September 20, 2019 with three eviction cases. She stated that all three cases the rent was paid in full and therefore no eviction took place.

Catherina presented the monthly maintenance and unit report.

Catherina reported that our auditor, Francis McConnell, is scheduled to start our audit this Thursday, October 3, 2019.

Catherina stated that the Penns Grove Housing Authority has a bus trip to Atlantic City scheduled on Tuesday, October 8, 2019. She stated our next bus trip was scheduled for Tuesday, December 10, 2019.

Catherina presented our HUD REAC inspection report which reflected that we passed our physical inspection of the buildings on September 17, 2019.

Catherina stated that they are looking into different flooring options for the Penn Towers Community Room and the hallways at Penn Towers. There was some discussion on the matter.

Catherina stated that our Annual Thanksgiving dinner sponsored by the Borough of Penns Grove is scheduled for Wednesday, November 14th, 2019 at 12:00PM. Catherina invited all Board members to attend.

Catherina reported that our annual employee appreciation day would be held on November 1, 2019 at noon.

Catherina expressed her pleasure that the Penn Towers Community Day held on Friday, September 20, 2019 had went well. She thanked all of the Board members that helped to serve our tenants and were a part of our event.

Catherina stated that enclosed in their packets was information for the NAHRO 2019 National Conference which is being held in San Antonio on October 10th through October 12th, 2019. Karen Wright expressed interest in attending the NAHRO 2019 National Conference. A motion was made by Margie Pollard to approve Karen Wright to attend the NAHRO 2019 National Conference. The motion was seconded by John Washington and approved unanimously by all present.

Catherina announced that one of our board members, Laverne Hill, was collecting socks for school aged children. She stated all donations would be appreciated.

Catherina stated she was contacted by Elliot Hernandez, Chief of the Salem County Prosecutors Office, to inquire whether Silver Run can be used for Volunteers of America to help individuals in the community with a warrant resolution program. After some discussion, the Board agreed to allow the program to take place at the Silver Run Community Room on Monday, October 28, 2019.

POLICE SECURITY

1. PURCHASING SIGNS FOR SILVER RUN
2. NO SMOKING ON THE PROPERTY
3. DRUG FREE ZONE
4. 24 HOUR CAMERA SURVEILLANCE

Catherina stated that the police security was completed for the budgeted amount. She stated she discussed with the Chief of Police the drug activities that were mentioned in the park area at the last meeting and he said he would inform the officers to drive by the park periodically. She also explained that he said the cameras are used as an investigative tool but individuals still have to call the police for an arrest to take place. She stated that the cameras alone are not enough to prosecute.

Catherina presented a letter to the tenants that they could call the Salem County anonymous crime tip line at 856-935-2tip if they wanted to report crimes anonymously.

Catherina reviewed choices for signs to enforce our rules on no drugs, weapons, or smoking on the property. There was some discussion on which signs the Board wanted posted on our properties. Catherina stated she would order those signs and post them.

RAD UPDATE

Catherina stated that HUD was here on September 16th and met with Carolina, Karen Wright and herself. She presented documents that HUD provided for her on RAD versus Streamlined Voluntary Conversion. She also explained that their recommendation was to get a consultant and then a physical needs inspection. She reported that she has a conference call scheduled this month with the RAD team at HUD and then would present their analysis at the next Board meeting. There was some discussion on the visit and RAD.

OPERATIONAL AGREEMENT FOR PENNS GROVE COMMUNITY HOUSING INITIATIVE

Mr. Grace stated that after reviewing the operational agreement he sent last month he needed to make several changes which he went over with the Board. There was some discussion on the matter.

**NEW BUSINESS**

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 8-19 authorizing an Executive Session to discuss personnel matters. Hersell Smith seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by John Washington and seconded by Hersell Smith to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by John Washington and seconded by Hersell Smith to go back into regular session. The motion was unanimously approved by all present.

In open session, a motion was made by Ignacia Washington that during the maternity/family leave of Catherina Rutland, Carolina Valdez would be in charge of the Penns Grove Housing Authorty and paid at the same rate of pay that is currently being paid to the Executive Director.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by John Washington. The motion was unanimously approved by all present. General Fund checks 14465 thru 14508, and MOD check 2510, and no checks 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 September Board meeting.

PUBLIC PORTION

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

Carl Washington, Councilman, wanted to discuss the Atlantic City bus trips, and to thank the Board for their assistance with the back to school day fundraiser event. After some discussion, the Board also thanked Carl for his help in passing the Thanksgiving Day dinner for our tenants at the Borough as well as his dedication to helping one of our elderly/disabled tenants with their unit.

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 John Washington. 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.