Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 8, 2020

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, James K. Grace and Carolina Valdez

Absent: Catherina Rutland and 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. John Washington 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 John Washington 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 11, 2019 meeting was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Carolina went over the status report. She stated we currently have no vacant units at Penn Towers and two vacant units at Silver Run Park.

Carolina reported that we are currently processing two eviction cases for non-payment of rent and the court date had been scheduled for Friday, January 17, 2020.

Carolina presented the monthly maintenance and unit report.

Carolina reported that the following activities were held in December for the tenants: Silver Run Winter Activity Day on December 27, 2019, Penn Towers dinner was given by the Holy Temple Church on December 14, 2019, and the senior luncheon on December 13, 2019. She stated that all of our staff worked diligently on these events. She expressed that the tenants appreciated the efforts of the staff and the support of the Board to make these events a success.

Carolina stated that the Borough sponsored a lunch with Santa for the kids on December 23, 2019. She was pleased to report that the event had a great turnout and each child received a toy and met with Santa. She publically thanked the Borough for their continued support to our community.

Carolina informed the Board that the annual staff lunch meeting would be held on January 24th, 2020 at 12:30PM.

Carolina presented the 2020 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.

Carolina presented the next bus trip flyer to Atlantic City which is scheduled for Tuesday, February 11, 2020.

Carolina informed the board about the NJ SNAP program which will be holding monthly meetings at the Penn Towers community room for our tenants.

RAD UPDATE

The board discussed whether or not to place an ad in the newspaper for a consultant. Carolina was advised to research about placing the ad in the newspaper and presenting it at the next board meeting.

FLOORING AND PAINTING AT PENN TOWERS

After a brief discussion the board decided to hold off on changing the community room flooring since the maintenance staff did such an excellent job waxing and cleaning the community room floor. They will discuss in the future about replacing the carpets on the hallways at Penn Towers.

**NEW BUSINESS**

RESOLUTION: BANKING RESOLUTION FOR 2020

Carolina presented Resolution 1-2020 designating the Official Depositories for 2020. Margie Pollard 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 2020. John Washington seconded the motion and it was unanimously approved by all present.

JIF INSURANCE COMMISSIONER RESOLUTION

Carolina presented the workers compensation resolution for JIF which states that Catherina Rutland would be the representative fund commissioner for the policy. A motion to approve Resolution 2-2020 for the JIF insurance policy to deem Catherina Rutland as the fund commissioner for 2020 was made by Margie Pollard and seconded by Ignacia Washington. The motion was approved unanimously by all present

NON-PROFIT MEETINGS

The board had a brief discussion about meeting dates for the non-profit organization, it was decided that the board will meet at the next board meeting on February 5, 2020 at 6: 00 p.m.

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 14647 thru 14692, Mod check 2513, 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

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

Carol Mincey, Borough of Penns Grove Councilwoman, wanted to discuss the open spot for the Tenants Commissioner position on the board. The board explained that we have sent notices to our tenants in the past but that tenants have failed to complete the required classes in order to serve as a commissioner.

After a brief discussion, it was decided to send a notice to our Penn Towers and Silver Run tenants to advertise the open spot for the tenant commissioner position.

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 Laverne Hill. 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.