Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 5, 2020

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

ROLL CALL

Present: Karen Wright, John Washington, Ignacia Washington, Laverne Hill, Margie Pollard, Hersell Smith James K. Grace and Carolina Valdez

Absent: Catherina Rutland

APPROVAL OF MINUTES

A motion to approve the regular minutes of the January 8, 2020 meeting was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

She explained that at this time, we are processing 2 eviction cases for non-payment of rent and the court date has been scheduled for Friday, February 7, 2020.

She went over the monthly maintenance and unit report.

Carolina explained that she had enclosed a copy of a letter we had sent our tenants advertising the open spot for the tenant commissioner seat. The letter was delivered to all Penn Towers, and Silver Run tenants. She added that we only received one response from a Penn Towers tenant who was interested in the position.

Carolina disclosed that we will be placing the RFP’s ads in the newspaper requesting RFP’s for Legal, Exterminator, Elevator, Fee Accountant and Auditor.

She mentioned that enclosed was a notice we had sent to our Penn Towers tenants informing them that under no circumstances should they use their stoves as heaters. The board advised to send a notice to our Penn Towers tenants regarding space heaters safety.

Carolina mentioned that she had enclosed three quotes regarding the Silver Run Community Room bathrooms, since we had received several complaints that the toilets are not flushing properly. She added, that all three quotes agree that there is broken pipe that must be fixed immediately. Carolina explained to the board that she tried to obtain three quotes for the job and only two had submitted the quotes. She explained she will contact John Sadler to obtain the third quote and she will inform the board of the outcome.

Carolina disclosed that Amazon requested access to our building in order to deliver their packages to our tenants. She further explained that they will be installing a small device into the power outlet and Ethernet. This way Amazon will keep track of their deliveries and who enters the building to make the deliveries.

Carolina mentioned that our Section 8 Coordinator Mrs. Gail Walker was interested in taking an online course regarding portability procedures. A motion to approve our Section 8 Coordinator to take the online course was made by Hersell Smith and seconded by Laverne Hill. The motion was approved unanimously by all present

RAD UPDATE

The board discussed whether or not to place the consultant ad in the newspaper. After a brief discussion the board decided to table placing the ad in the newspaper until the next board meeting.

**NEW BUSINESS**

TENANT COMMISSIONER

There was a discussion in regards to the vacant seat on the board.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 14700 thru 14745, Mod check 2514, 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.

EXECUTIVE SESSION: CONTRACTS

The revision of the contracts was tabled for the next board meeting.

NON-PROFIT MEETING

The non-profit meeting was re-scheduled for next board meeting.

PUBLIC PORTION

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

Teyonna Pritchett, Silver Run apartment 303 tenant, wanted to discuss her concerns regarding her recertification papers and pending eviction. There was discussion on the matter.

There were no further comments or questions from the public present, a motion to close the public session was made by John 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 Laverne Hill. The motion was unanimously approved by all present.