Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 4, 2020

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.

OATH OF NEW COMMISSIONER

James K. Grace, Esq swore in our new commissioner, Dorraine Robinson as the Governor’s appointment. The Board, Catherina and Carolina welcomed the new Board member to our organization.

ROLL CALL

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

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the February 5, 2020 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 four vacant units at Penn Towers and two vacant units at Silver Run Park.

Catherina reported that we have two cases for eviction, one set for March 6, 2020 and the other one set for March 20, 2020. She stated we have one additional non-payment of rent case in which no court date has been set. She also informed the Board that they will be attending court on March 27, 2020 pending the harassment case.

Catherina presented the monthly maintenance and unit report.

Catherina stated that enclosed in their folders was a notice that we have sent our Penn Towers tenants informing them about space heaters safety tips.

She presented the Operating Subsidy forms for FYE 6/30/21 that was submitted on February 28, 2020.

Catherina informed the Board that our fiscal year ending June 30, 2021 budget would be presented at the next meeting. She stated she would mail out our State and Federal budget ahead of our Board meeting for your review.

Catherina was pleased to report that we would be hosting our 3rd homeownership class on Friday, March 15, 2020 at 4:30PM in the Silver Run Community Room. She asked the Board to please spread the word to our community. She mentioned that in the past, the homeownership classes held did result in individuals purchasing homes.

Catherina congratulated Margie Pollard on successfully completing all of her Rutgers’s Commissioners’ classes. Everyone in attendance applauded and congratulated Ms. Pollard. A copy of her certificate of completion was enclosed in their packets.

Catherina reported that enclosed in their packet was a flyer for the Penns Gove Police Department Community Meeting that would be held at Penn Towers on Thursday, March 5, 2020 at 5:00PM. She stated that depending on participation levels, they are going to try to hold monthly meetings.

Catherina presented information on Green Light Energy Conservation that would be providing us with free LED lights for the units at Penn Towers and other lightening around the complex. She explained that the only cost to us is a onetime $50.00 fee, the rest of the costs are paid by grants and rebates. There was some discussion on the matter.

Catherina stated that enclosed in their packets was information for the PHADA 2020 Annual Convention which would be held in Denver, Colorado on May 31st through June 3rd, 2020. Karen Wright expressed interest in attending the PHADA 2020 Summer Conference. A motion was made by Hersell Smith to approve Karen Wright to attend the PHADA 2020 Summer Conference. The motion was seconded by Laverne Hill and approved unanimously by all present.

RAD UPDATE

Catherina presented an RFP ad for consulting services for RAD.

Catherina stated that in order for RAD to be a viable streamlining option for the PGHA, we needed approval from the Borough to update our Cooperation agreement with them. She explained that the Borough and the PGHA at this current time have a PILOT agreement for tax purposes and a weekly trash removal service arrangement. Catherina expressed that in order for RAD to work for our agency, we needed the same agreement to stay in place under both the Penns Grove Housing Authority name and our nonprofit agency, Penns Grove Community Housing Initiative Corporation.

Catherina recommended to the Board that prior to moving forward with a consultant that we should meet with Mayor Thomas and some Council Members to discuss updating our Cooperation agreement to include our non-profit organization. The Board agreed with Catherina’s recommendation. Catherina stated she would contact Mayor Thomas to set up a meeting between our two entities. There was some discussion on the matter.

COMMUNITY ROOM PLUMBING REPAIRS

Catherina and Carolina reviewed drawings for the Silver Run Community Room plumbing problems reflecting the extensive repairs that are needed. They reviewed three quotes with the Board to correct the plumbing repairs.

A motion was made by Laverne Hill to accept the lowest qualified bid of Laury Heating at $6,976.67 to complete the plumbing repairs at the Silver Run Community Room and it was seconded by Margie Pollard. The motion was unanimously approved by all present.

NEW BUSINESS

EXECUTIVE SESSION

Margie Pollard made a motion to approve Resolution 3-2020 authorizing an Executive Session to discuss personnel matters. Ignacia Washington 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 Ignacia Washington and seconded by John Washington to go back into regular session. The motion was unanimously approved by all present.

After Executive Session, a motion was made by John Washington to hire Sharon Williams as a part-time office assistant and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

MISCELLANEOUS

Karen Wright stated that for the safety of the Board, staff and tenants she would like the Board to be notified if anyone is barred or banned from the Penns Grove Housing Authority properties. There was some discussion on the matter. Catherina stated that she will add onto our maintenance and unit report any individual who has been barred or banned from our properties.

In addition, Catherina requested that Carolina Valdez, Administrative Assistant, begin attending Board meetings to assist the PGHA Board as well as herself. The Board agreed that it would be in the best interest of the PGHA for Carolina Valdez to attend Board meetings.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 14759 thru 14804, MOD check 2515, 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 February Board meeting.

PUBLIC PORTION

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

Carl Washington, Borough Councilman, informed the Board that there will be a free Bingo night for the seniors sponsored by the House of Wright on March 9, 2020 at 5:00PM. There was some discussion on the activity.

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 Margie Pollard. The motion was unanimously approved by all present.