Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 6, 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.

ROLL CALL

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

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the March 4, 2020 meeting was made by John Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have three vacant units at Penn Towers and one vacant unit at Silver Run Park.

Catherina reported that we had two cases for eviction for non-payment of rent and a harassment case scheduled with the courts for May. However, due to the Coronavirus courts are closed for non-essential legal matters. She stated that when courts are hearing cases again, they will reschedule those cases.

Catherina presented the monthly maintenance and unit report.

Catherina stated that our 3rd homeownership class that was scheduled for Friday, March 15, 2020 was canceled due to the Coronavirus outbreak.

Catherina informed the Board that we do not have a waiting list for our 3 bedroom units at this time. She stated that she placed an ad on Facebook. She asked all Board members that if they you know anyone looking for a 3 bedroom unit to please let them know to contact us for an application or download one on our website at pennsgroveha.org.

Catherina reported that we removed the broken tables and chairs at the Silver Run Community Room. She stated that they ordered additional tables and chairs as requested at the last Board meeting.

Catherina was pleased to announce that each senior received a free breakfast and lunch on Good Friday. She stated that meals were sponsored by Sodexo with the assistance of Gina Morgan. She thanked Albert Sanchez and Dorraine Robinson for assisting with meal deliveries. She reported that the tenants were pleased to receive meals during this time.

Catherina presented PIH Notice 5-2020 which gives guidance to housing authorities across the nation in regard to HUD issuing waivers to many of our housing regulations during the Coronavirus pandemic.

Catherina stated that enclosed in their packets was information we received from our attorney on conducting video meetings and teleconferencing during this State of Emergency as well as each Board members’ 2020 financial disclosure forms. She requested that each Board member review, sign, and date the forms, then return one copy to us in the self addressed envelope provided to them.

Catherina thanked Mayor Thomas and her husband for donating masks and gloves to our seniors.

RAD UPDATE

Catherina stated that the meeting for Mayor Thomas and some Council Members to discuss updating our Cooperation agreement to include our non-profit organization has been placed on hold due to COVID-19. Catherina stated that we will place all RAD plans on hold until this pandemic is under control. There was some discussion on the matter.

COMMUNITY ROOM PLUMBING REPAIRS

Catherina reiterated to the Board that Laury Heating withdrew their bid and therefore, they went with the second lowest qualified bidder of Roto-Rooter to complete the necessary work. She stated they have completed the plumbing repairs to the Silver Run Community Room. There was some discussion on the matter.

CORONAVIRUS UPDATE

Catherina stated that she wanted to commend her staff for continuing to allow the PGHA to operate as normal even with the offices being closed to the public. She stated that the maintenance staff is doing emergency work orders and working on preparing vacant units. The office staff is working from home and still processing applications, recertifications, move-ins, answering phones, interviews, bookkeeping work, and many other items.

She stated that she has been updating tenants about the virus and other matters through weekly memos and keeping the Board informed through texts. She discussed with the Board getting plexiglass for the office counter for protection against germs as well as getting a lock system for incoming interior office doors in preparation for when the Governor lifts the stay in place order and we return to our offices

There was some discussion about the matter.

NEW BUSINESS

EXECUTIVE SESSION

Laverne Hill made a motion to approve Resolution 4-2020 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 Laverne Hill 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 promote David Heredia to Supervisor of Maintenance and for Albert Sanchez to remain on staff as Maintenance Technician. It was seconded by Ignaica Washington and the motion was unanimously approved by all present.

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2020-2021

In open session, a motion was made by John Washington to approve Resolution 5-2020 to accept Catherina Rutland’s employment contract for July 1, 2020 through June 30, 2021. Ignacia Washington seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with the budget page reflecting salary increases. A motion to approve Resolution 6-2020 for annual salary increases of 3% for all hourly employees for the period of July 1, 2020 through June 30, 2021 was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/21

Anthony Giampolo and Catherina reviewed the Penns Grove Housing Authority’s State Budget for the FYE 6/30/21. After some discussion, John Washington made a motion to approve the State Budget with late budget resolution 7-2020 (COVID-19) for submission. Ignacia Washington seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

FEDERAL BUDGET RESOLUTION FYE 6/30/21

Anthony Giampolo and Catherina reviewed the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/21 and Resolution 7-2020. After some discussion, a motion was made by John Washington to approve the Federal Budget with Resolution 7-2020 and seconded by Ignacia Washington. The motion was unanimously approved by all present.

MISCELLANEOUS

Ignaica Washington announced that there would be a mobile food give-a-away at the old Saint James Church parking lot on Friday, May 8, 2020 between 11AM and 1PM. Catherina stated she would inform our tenants.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Hersell Smith and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 14864 thru 14902, and no check for MOD, 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 March Board meeting.

PUBLIC PORTION

There was no public present.

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.