Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting August 5, 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, John Washington and Laverne Hill

Carolina Valdez, Catherina Rutland

Absent: Hersell Smith, Margie Pollard, James K. Grace, Esq, and Dorraine Robinson

APPROVAL OF MINUTES

A motion to approve the regular minutes of the July 1, 2020 meeting was made by John Washington and seconded by Ignacia Washington. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

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

Catherina reported that we had one case for eviction for non-payment of rent. However, due to the Coronavirus courts are closed for non-essential legal matters.

She stated that the municipal court had scheduled a zoom meeting for our harassment case on July 24, 2020 and that the tenant was a no show for the appearance.

Catherina presented the monthly maintenance and unit report.

Catherina reported that as discussed at our last Board meeting, every tenant and their household at both Silver Run and Penn Towers received a blue surgical mask on July 22, 2020. She enclosed the notice that we sent notifying the tenants. She stated that they received a few requests for N95 masks.

Catherina stated that our next tenant meeting was scheduled for Tuesday, August 11, 2020 via Google Meet video and phone. She expressed that the only concerns voiced for July’s meeting were that guests were not wearing masks when entering our building and that trash is being left in the trash chute area. She enclosed the minutes that we sent to the tenants.

Catherina reported that the farm market vouchers for our seniors were distributed by the Office on Aging on July 6, 2020.

Catherina went over the Tenant Community Watch program meeting went well on July 7th. She explained that we had seven volunteers that attended and that our next meeting is scheduled for August 11, 2020. She presented a tenant violation form which was enclosed for their review. She stated she had not received any completed forms to date.

Catherina was pleased to report that we continue to receive free meals from various organizations. She stated that this month the following donations were made: BUD organization donated cheese, First Step Daycare donated boxes of produce, and Mr. John Dats and his family donated a hot lunch to our seniors. Catherina expressed her appreciation for everyone who has donated to our tenants as well as Dorraine Robinson in assisting with distribution.

Catherina stated that enclosed in their packet was a pet reminder notice that we sent to Silver Run tenants as discussed at the last meeting.

Catherina and the Board congratulated Dorraine Robinson who passed her Financial Issues class in July.

CORONAVIRUS UPDATE

Catherina stated that two tenants tested positive for the Cornoavirus at Penn Towers both individuals were in a nursing home at this time.

There was some discussion about the matter.

CARE STIMULUS FUNDS

1. Additional Seating for Social Distancing

Catherina presented options of styles and prices for additional indoor and outdoor seating in an effort to practice social distancing. After some discussion, a motion was made by John Washington to purchase new dining room tables and chairs for Penn Towers and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

1. Air Purifier Machine

Catherina reported that the new air purifier machine was installed in the Penn Towers office. She stated that the air purifier machine kills viruses, mold, bacteria and other items. She explained that the air purifier machine is connected to a HVAC system and therefore to get those benefits in other areas of the PGHA it would have to be connected to each HVAC system which would include Penn Towers community room, Penn Towers hallways and Silver Run community room. Catherina stated that if we purchase the three additional systems, they would give us a discount and the charge would be $3600 per machine instead of $4100.

After some discussion, a motion was made by John Washington to purchase three additional air purifier machines and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

1. Police Security

Catherina stated that she contacted the Penns Grove Police Chief to discuss police security and setting up a contract for our properties. However, she stated that the police security was not placed on the Borough agenda and she was told it was placed on hold till September. There was some discussion on the matter.

Catherina reviewed the numbers that she discussed with the Chief with the Board if it were to pass in September. Catherina was advised to prepare a spreadsheet with the numbers for the next meeting.

NEW BUSINESS

RE-OPENING DATE FOR SILVER RUN COMMUNITY ROOM

Catherina stated that the Governor has reduced the number for indoor gatherings to 25 since COVID numbers have been increasing again.

After some discussion, it was decided that Siler Run Community Room would remain closed.

WRITE OFF RESOLUTION FYE 6/30/2020

Catherina presented Resolution 10-2020 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/20. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Ignacia Washington to approve Resolution 10-2020 authorizing the write-offs and seconded by John Washington. The motion was unanimously approved by all present.

MISCELLANEOUS

Catherina discussed some items for our non-profit included hosting an art contest for Silver Run kids and making a donation for the local book bag give away event organized by Councilman Carl Washington. The Board agreed to have the art contest and to donate $350.00 worth of items for the book bag give away event. There was also a discussion on various ways we can give back to the kids this year. Catherina stated she will add these items discussed to the non-profit meeting for September.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 15020 thru 15051, and no checks 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 July 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.