Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 2, 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 Hersell Smith, Margie Pollard and Laverne Hill, Carolina Valdez, Catherina Rutland and James K. Grace, Esq

Absent: Dorraine Robinson

APPROVAL OF MINUTES

A motion to approve the regular minutes of the August 5, 2020 meeting was made by Margie Pollard 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 three vacant unit at Penn Towers and three 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 has not scheduled a second zoom meeting for our harassment case.

Catherina presented the monthly maintenance and unit report.

Catherina informed the Board that enclosed in their packet was a notice from our landlord/tenant attorney informing us that evictions and lock outs would not resume until November and that we have to provide a 30 day notice for late rent terminations instead of the regular 14-day notice.

She stated she will have our next tenant meeting on Tuesday, September 8, 2020 via Google Meet video and phone. She explained that there were no concerns that were brought up at the last meeting except the closing of Pennsville National bank.

Catherina reported that our Tenant Community Watch program meeting went well on August 11th.. She stated that she had not received any completed violation forms to date and she mentioned that several tenants felt the program was helping to deter unwanted activities in the building.

Catherina presented a shortfall funding notification letter reflecting that we will receive $50,696 in additional funding, with the corresponding PIH notice. There was some discussion on the matter.

CORONAVIRUS UPDATE

Catherina stated that there were no new cases of the Coronavirus that was reported at this time.

There was some discussion about the matter.

CARE STIMULUS FUNDS

1. Additional Seating for Social Distancing

Catherina presented the invoice for the dining room tables and chairs for the Penn Towers Community Room. She stated that the order has been placed and a deposit was made. There was some discussion in the matter.

1. Air Purifier Machine

Catherina reported that all four air purifier machines are now installed on all HVAC systems. She also presented a final invoice for the air purifier machines.

1. Police Security

Catherina informed the Board that she has not received any notification from the Penns Grove Police Department that they would like to proceed with security for our properties. After some discussion, it was decided that we would revisit police security in the Spring.

NEW BUSINESS

ONLINE RENT PAYMENT SERVICE FOR TENANTS

Catherina reported that she had researched the cost for the tenants to have the ability to pay their rent online. She explained that the least expensive option available was through our Sage Accounting system. She stated that we would be charged 2.3% of all transactions. After some discussion, the Board decided that the PGHA should not incur extra fees associated with rent payments and that tenants will continue to pay their rent using our drop boxes or the Pennsville National Bank for payment.

SILVER RUN PLAYGROUND EQUIPMENT

Catherina presented plans for a new playground at Silver Run. She stated she received HUD approval that the CARE Stimulus funds can be used to purchase playground equipment. She stated that with the turf flooring and playground equipment it would be approximately $50,000 without installation. She presented a proposal from MRC Game which was based on State contracting pricing and a grant discount was included as well. There was some discussion on the matter. A motion was made by John Washington to purchase new playground equipment for Silver Run with MRC Game and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

PENNS TOWERS HALLWAY FLOORING

Catherina discussed the poor condition of the hallway carpets. She stated with the additional funding that we have received; she would like the Board to consider replacing the carpets with vinyl wood flooring. Catherina stated she would write the RFP for the flooring and then have our attorney review it. A motion was made by John Washington to move forward with the RFP process for replacement of the hallways floors at Penn Towers and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

EMERGENCY EVACUATION PLAN

Catherina stated that she will begin working on an emergency evacuation plan and present it to the Board at the next meeting. There was some discussion on the matter. It was decided that Catherina would contact the Fire Chief to schedule a fire drill at Penn Towers.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 15110 thru 15153, and check 2522 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 August Board meeting.

PUBLIC PORTION

There was no public present.

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.