Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 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, Laverne Hill, John Washington, Hersell Smith, Margie Pollard, Dorraine Robinson, Carolina Valdez, and Catherina Rutland

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the November 4, 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 two vacant units at Penn Towers and one vacant unit at Silver Run Park.

Catherina reported that we had one case for eviction for non-payment of rent. However, due to the Corona virus 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.

She informed the Board that eviction court is now open via video conference for settlements. She explained that per the courts no evictions or lockouts would be scheduled till January 1, 2021.

Catherina presented the monthly maintenance and unit report. She included pictures of the newly installed gazebo for their review.

Catherina reported that our next tenant meeting and Tenant Community Watch Program meeting was scheduled for Tuesday, December 8, 2020. She stated that they purchased new handicap parking signs per the tenants’ request.

Catherina was pleased to announce that the laptops for our kids’ art contest have been delivered to each child. She stated that the children were happy to receive their new laptops.

Catherina informed the Board that our back sliding doors at Penn Towers were repaired this month. She enclosed the service quote for repairs for their review.

Catherina was happy to note that our kids received their giveaway packages on November 25th which included a pencil case that had two pencils, two pens, an eraser, a glue stick and a pack of crayons along with a fiction book, a writing notebook and packaged snacks. She gave the Board a copy of the memo sent to notify the parents of the giveaway package provided by the Board.

Catherina stated that our annual holiday dinner for Penn Towers is scheduled for Tuesday, December 15, 2020. She explained that due to COVID, they would be delivering all meals to the tenants by 1:00PM that day.

Catherina reported that the annual Thanksgiving dinner sponsored by the Borough of Penns Grove that was scheduled for Tuesday, November 17th, 2020 went well. She stated that the food was catered by Italian Kitchen and the PGHA staff packaged and delivered all meals.

Catherina stated that they are continuing to sell tickets for the TV raffle for our non-profit agency. She stated that the name of the winner of the TV will be picked at the Penn Towers tenants meeting on Tuesday, December 8, 2020.

CORONA VIRUS UPDATE

Catherina stated that they have one confirmed report of a Silver Run tenant that is hospitalized with COVID at this time.

There was some discussion about the matter.

CARE STIMULUS FUNDS

1. Playground Equipment

Catherina stated that they are waiting for the playground equipment to be delivered and then installed. There was some discussion on the matter.

PENN TOWERS HALLWAY FLOORING

Catherina stated that Lammey & Giorgio are preparing bid documents for the re-bidding of the Penn Towers hallway floors project. There was some discussion on the matter.

NEW BUSINESS

BOARD MEETING DATES 2021 AND VIDEO CONFERENCING RESOLUTION

Catherina presented Resolution 11-20 for the 2021 Board meeting dates as well as the Official Publications used this year including video conferencing information. Margie Pollard made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2021 with video conferencing information. Ignacia Washington seconded the motion and it was unanimously approved by all present.

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 15220 thru 15252, and no checks for MOD. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the November Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Hersell Smith. The motion was unanimously approved by all present.