Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 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.

ROLL CALL

Present: Karen Wright, Ignacia Washington, Laverne Hill, John Washington, Hersell Smith, Dorraine Robinson, Carolina Valdez, and Catherina Rutland

Absent: Margie Pollard

APPROVAL OF MINUTES

A motion to approve the regular minutes of the October 7, 2020 meeting was made by John Washington and seconded by Laverne Hill. 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 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.

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, November 10, 2020. She enclosed the minutes from our last tenant’s meeting for their review.

Catherina stated that we have received notice that the laptops for our kids art contest would be arriving on or before November 11, 2020.

Catherina reported that our children’s books had arrived. She stated that they will distribute a book, a snack pack along with some small school supplies to each child at Silver Run which would be delivered to their units on November 25th right before the Thanksgiving break.

She stated that due to the rain on October 12, 2020 all BBQ platters were prepared in carry-out containers for our tenants along with books to any children that attended. She reported that they will schedule a BBQ for Penn Towers in the Spring.

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 reminded the Board that the annual Thanksgiving dinner sponsored by the Borough of Penns Grove is scheduled for Tuesday, November 17th, 2020.

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

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 was pleased to report that the tenants are now enjoying the new tables and chairs that were delivered at the end of October. There was some discussion on the matter.

1. Playground Equipment

Catherina presented the updated quote for the playground equipment. She informed the Board that the mulch that would be used for the playground is made out of black rubber instead of wood. There was some discussion on the matter. Catherina stated that she will update the Board on delivery dates of equipment once she receives the information.

PENN TOWERS HALLWAY FLOORING

Catherina stated that enclosed in their packets was the RFP bid results for the Penn Towers hallway flooring project. She explained that four companies submitted a bid. She reported that two of the companies were missing required samples and two companies did not have a NJ Public Works Certification. She presented a bid challenge we had received by one of the companies. Therefore, she recommended that we re-bid with a revision of the bid package by Lammey and Giorgio’s’ office. There was a discussion on the matter. A motion to re-bid the Penn Towers hallway Flooring project with consulting services from Lammey and Giorgio was made by Hersell Smith and seconded by Laverne Hill. The motion was unanimously approved by all present.

EMERGENCY PLAN DISTRIBUTED

Catherina stated that the emergency plan had been distributed to both Penn Towers and Silver Run tenants. She also provided a blank emergency plan for each Board member for their records.

SECTION 8 ACCOUNT – FRAUD

Catherina presented a summary of our Section 8 accounts held at TD Bank reflecting the closed and newly opened Section 8 account. She reported that she has not received any new information from the TD Bank Fraud department but provided documentation that all funds have been returned to PGHA. There was some discussion on the matter.

NEW BUSINESS

LEGAL SERVICES – GENERAL SOLICITOR BID RESULTS

An advertisement had been placed in the paper for proposals for Legal Services for General Council for the remainder of fiscal year 2020-2021. The only response was from The Law Offices of James K. Grace, Esq. There was some discussion on the matter. After the discussion, a motion to appoint The Law Offices of James K. Grace, Esq. at the proposed rate was made by Ignacia Washington and seconded by Dorraine Robinson. The motion was unanimously approved by all present. The motion was unanimously approved by all present.

PGHA 5 YEAR AND ANNUAL PLAN WITH RESOLUTION

Catherina presented the PGHA 5 Year Plan and 2021 Annual Statement with Resolution 11-2020. She stated that the plan dictates that all funds received from Capital Funds will be placed in operations.

After some discussion, a motion was made by Laverne Hill and seconded by Ignacia Washington to approve Resolution 11-20 approving the 5 Year Plan and 2021 Annual Statement. The motion 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 Hersell Smith. The motion was unanimously approved by all present. General Fund checks 15178 thru 15206, 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 October Board meeting.

PUBLIC PORTION

No public comments were made.

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.