Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 6, 2021

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, Dorraine Robinson, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Hersell Smith and Margie Pollard

REORGANIZATION

ELECTION OF OFFICERS

James K. Grace, asked for nominations for the Housing Authority Chairperson. John Washington made a motion to nominate Karen Wright as Chairperson and Laverne Hill seconded the motion. Mr. Grace asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Laverne Hill. All present unanimously approved the nomination.

Mr. Grace then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. John Washington nominated Hersell Smith. Ignacia Washington seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Hersell Smith as Vice Chairperson. The motion was seconded by Ignacia Washington. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Laverne Hill nominated Ignacia Washington and John Washington seconded the nomination. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Laverne Hill to close nominations and elect Ignacia Washington as Financial Treasurer. The motion was seconded by John Washington. All present unanimously approved the nomination.

APPROVAL OF MINUTES

A motion to approve the regular minutes of the December 2, 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 two vacant units 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 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.

Catherina reported that our next tenant meeting and Tenant Community Watch Program meeting was scheduled for Tuesday, January 12, 2021.

Catherina stated that enclosed in their packets was a memo sent to notify the parents of the candy package that would be delivered on December 23rd which was provided by the Board.

Catherina noted that our annual Christmas dinner for Penn Towers scheduled on Tuesday, December 15, 2020 went well. The food was catered by Italian Kitchen. Our staff packaged and delivered all meals. There was some discussion on meal selections and catering companies for next year.

Catherina informed the Board that they met with the Fire Chief and Assistant of the Penns Grove Fire Department on December 29th. She explained that they will be revising our fire plan and conducting a fire drill for the fire fighters this Spring. In addition, it was mentioned that the Fire Chief also requested to meet with our Fire Alarm Company, Simplex Grinnell, to go over the fire alarm system and fire pump with them. Catherina stated that she will coordinate a meeting with Simplex Grinnell and the fire department. There was some discussion on the matter.

CORONA VIRUS UPDATE

Catherina was saddened to report that one of our tenants passed away from COVID.

There was some discussion about the matter.

CARE STIMULUS FUNDS

1. Playground Equipment

Catherina was pleased to report that the playground equipment has been installed. She stated that they are now waiting for the rubber mulch to be delivered. There was some discussion on the matter.

PENN TOWERS HALLWAY FLOORING

Catherina stated that Lammey & Giorgio prepared the bid documents for the re-bidding of the Penn Towers hallway floors project. She reported that the public notice ad for the project would be published this week, due on January 28th, 2021, and bids would be presented to the Board for award in February. There was some discussion on the matter.

NEW BUSINESS

RESOLUTION: BANKING RESOLUTION FOR 2021

Catherina presented Resolution 1-2021 designating the Official Depositories for 2021. Ignacia Washington made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2021. John Washington seconded the motion and it was unanimously approved by all present.

AUDIT REPORT FYE 6/30/20

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she had mailed each Board member a copy of the audit report this week for their review. Catherina stated there were no findings for this year. The Board commended the staff in achieving a good audit this year. There was some discussion about the audit report. Laverne Hill made a motion to accept the audit as presented and pass Resolution 2-2021. Ignacia Washington seconded the motion and a roll call was made. The motion was unanimously approved by all present.

A motion to approve the Audit Review Certificate Resolution 3-2021 was made by Laverne Hill and seconded by Ignacia Washington. Catherina stated she would send out the certificate for each Board member to sign.

EXECUTIVE SESSION

John Washington made a motion to approve Resolution 4-2021 authorizing an Executive Session to discuss matters relating to litigation, negations and attorney-client privilege. 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 Ignacia Washington to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by John Washington and seconded by Ignacia Washington to go back into regular session. 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 Laverne Hill. The motion was unanimously approved by all present. General Fund checks 15288 thru 15321, 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 December 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.