Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 3, 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, John Washington, Hersell Smith, Margie Pollard, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Laverne Hill and Dorraine Robinson

APPROVAL OF MINUTES

A motion to approve the regular minutes of the January 6, 2021 meeting was made by John Washington and seconded by Hersell Smith. The motion was unanimously approved by all present.

A motion to approve the executive session minutes of the January 6, 2021 meeting was made by John Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have no vacant units at Penn Towers and four vacant units at Silver Run Park. She reported that we have applicants ready to move into those units in March and April.

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 scheduled a second zoom meeting for our harassment case on May 28, 2021.

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 until March 21st, 2021.

Catherina presented the monthly maintenance and unit report.

Catherina reported that our next tenant meeting and Tenant Community Watch Program would be rescheduled for March due to inclement weather.

Catherina stated that enclosed in their packets were the letters sent to both Carl Washington and Holy Temple Church for their service in assisting our tenants and the community at large.

Catherina was happy to report that the winners of our non-profit Black History Month Contest for Penn Towers were Ms. Willie Lavender (1st place) and Ms. Cynthia Hopkins (2nd place). Catherina stated that the winners for the Silver Run Dr. Martin Luther King Jr. contest would be selected in February.

Catherina and the Board congratulated Dorraine Robinson. Catherina stated that Ms. Robinson passed her Skills for Commissioners class and only had two more courses to complete her Commissioner training.

CORONA VIRUS UPDATE

Catherina reported that they have been informed of additional tenants that had COVID including one hospitalization.

There was some discussion about the matter.

CARE STIMULUS FUNDS

1. Playground Equipment

Catherina was pleased to report the installation and completion of the playground equipment with the rubber mulch. There was some discussion on the matter.

HALLWAY FLOORING AWARD BID RESULTS

Catherina presented the recommendation letter given by Lammey & Giorgio for re-bidding of the Penn Towers hallway floors project. She stated they received two bids from the following companies: Clark’s General Contracting and Commercial Interior Direct Inc. Commercial Interior Direct Inc. at $39,500.00 was the lowest qualified bidder. After some discussion, a motion was made by Margie Pollard to accept the bid from Commercial Interior Direct Inc. and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

NEW BUSINESS

REMOTE MEETING POLICY

Catherina presented a sample remote meeting policy that she received from a webinar. She recommended that the Board adopt a similar policy. After some discussion, the Board directed Catherina to prepare a remote meeting policy for the Penns Grove Housing Authority. Catherina stated she would prepare and present the policy at the next meeting.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Margie Pollard and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 15336 thru 15366, and 2525 check 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 January Board meeting.

PUBLIC PORTION

No public comments were made.

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.