Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 7, 2021

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Laverne Hill. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Ignacia Washington, Margie Pollard, Laverne Hill, John Washington, Dorraine Robinson, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Hersell Smith

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the March 3, 2021 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 no vacant units at Penn Towers and one vacant unit at Silver Run Park.

Catherina reported that we will be processing four cases for eviction for non-payment of rent. Catherina informed the Board that eviction court is open via video conferencing for settlements. She stated that at this time, all evictions/lockouts have been halted in New Jersey but you may submit your case for the courts to review for potential settlements.

Catherina stated that the municipal court has re-scheduled the court hearing for our harassment case on April 23, 2021. There was some discussion on the matter.

Catherina stated that in their packet was the monthly maintenance and unit report.

Catherina stated they will reschedule the next tenant’s meeting and Tenant Community Watch Program meeting for April 27, 2021 at1PM.

Catherina stated that they will have to re-schedule the kid’s event for April 6, 2021 due to COVID. She stated they are still scheduled for the Togo platter BBQ event for the seniors at Penn Towers on Thursday, May 13, 2021 at noon.

CORONA VIRUS UPDATE

Catherina reported that we had an office employee test positive for COVID. She stated the office would remain closed until all employees are tested and all quarantine protocols would be followed.

Catherina stated that the COVID numbers continue to increase in New Jersey. There was some discussion on the matter. It was decided we would send out reminders to our tenants about safety protocols in regards to the COVID pandemic.

HALLWAY FLOORING PROJECT

Catherina reported to the Board that the flooring project has been delayed due to an employee contracting COVID. She stated they will reschedule the project to begin after the quarantine period for employees is completed. Catherina informed the Board that some wall decorations have been purchased for the hallways at Penn Towers.

NEW BUSINESS

EXECUTIVE SESSION

Margie Pollard made a motion to approve Resolution 5-2021 authorizing an Executive Session to discuss personnel matters. Dorraine Robinson seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by Margie Pollard and seconded by Dorraine Robinson to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by Margie Pollard and seconded by Dorraine Robinson to go back into regular session. The motion was unanimously approved by all present.

EXECUTIVE DIRECTOR’S ANNUAL CONTRACT 2021-2022

In open session, a motion was made by Ignacia Washington to approve Resolution 6-2021 to approve Catherina Rutland’s employment contract for July 1, 2021 through June 30, 2022. Margie Pollard seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with the budget page reflecting salary increases. A motion to approve Resolution 7-2021 for annual salary increases of 4% for all hourly employees and 2% for salaried employees for the period of July 1, 2021 through June 30, 2022 was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by all present.

APPROVAL OF FEE ACCOUNTANT CONTRACT

An advertisement had been placed in the paper for proposals for Fee Accountant Services for the fiscal year 2021-2022. The only response was from Hymanson, Parnes and Giampaolo, CPA. Catherina stated that we have worked with their firm for fee accounting this year and have used their auditing services in the past. They are experienced with HUD accounting as well as Federal procurement requirements and laws and have a sound reputation. A motion to appoint Hymanson, Parnes and Giampaolo, CPA from July 1, 2021 to June 30, 2022 was made by Laverne Hill and seconded by Dorraine Robinson. The motion was unanimously approved by all present.

APPROVAL OF LEGAL SERVICES FOR GENERAL SOLICITOR CONTRACT

An advertisement had been placed in the paper for proposals for Legal Services for General Council for the fiscal year 2021-2022. The only response was from our present Solicitor, The Law Offices of James K. Grace. Catherina and the Board commented that they are satisfied with our current solicitor, Mr. James Grace. A motion to re-appoint The Law Offices of James K. Grace at the proposed rate was made by Laverne Hill and seconded by Dorraine Robinson. The motion was unanimously approved by all present.

APPROVAL OF AUDITOR FYE 6/30/21 CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2021 audit. The only response was from the auditing firm Francis J. McConnell. Catherina stated the auditing firm has all of the necessary credentials and has been performing Housing Authority audits in New Jersey for many years. A motion to appoint Francis J. McConnell at the proposed rate for FYE 6/30/21 audit was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/22

Catherina presented the Penns Grove Housing Authority’s State Budget for the FYE 6/30/22. After some discussion, Laverne Hill made a motion to approve the State Budget FYE 6/30/22. Margie Pollard seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

FEDERAL BUDGET RESOLUTION FYE 6/30/22

Catherina presented the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/22 and Resolution 8-2021. After some discussion, a motion was made by Ignacia Washington to approve the Federal Budget with Resolution 8-2021 and seconded by Margie Pollard. 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 Margie Pollard. The motion was unanimously approved by all present. General Fund checks 15400 thru 15452, and 15489 and Mod check 2528. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the March Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

A motion to adjourn the meeting was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.