Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 5, 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, Laverne Hill, John Washington, Dorraine Robinson, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Hersell Smith and Margie Pollard

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the April 7, 2021 meeting was made by John Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

A motion to approve the executive minutes of the April 7, 2021 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 two 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 30, 2021. There was some discussion on the matter.

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

Catherina stated that we had our Tenant Community Watch Program meeting on Tuesday, April 27, 2021. She reported that the tenant meetings for May are scheduled for May 11, 2021.

Catherina informed the Board that we are re-scheduling our social distancing event with lunch and giveaways for the Silver Run kids to May 11, 2021 at 3PM. She also stated that they are planning a Togo platter BBQ for the seniors at Penn Towers on Thursday, May 13, 2021 at noon as well as Togo platters for our Silver Run moms.

Catherina presented memos given to the tenants that we issued to Silver Run and Penn Towers which included information on the COVID vaccine as well as other reminders.

Catherina Rutland requested to use her vacation time from July 8, 2021 returning to work on July 19, 2021. Ignacia Washington made a motion to approve Catherina’s vacation time of July 8th returning July 19th and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

Catherina stated that we submitted the financial disclosure forms to the State of NJ for all Board members. She reminded the Board to review them for any corrections and then return one copy to the office. There was some discussion on the matter.

CORONA VIRUS UPDATE

Catherina reported that our office employee who tested positive has returned to work and that the office remains open. She stated they have had several reports with tenants who have tested positive. There was some discussion on the matter.

HALLWAY FLOORING PROJECT

Catherina was pleased to report that floors 9 through 2 have been installed. She stated that they have received several compliments from the tenants on the hallways remodeling project.

Catherina presented change order number 1 to install flooring on the 1st floor at Penn Towers. After some discussion, John Washington approved change order 1 and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

Catherina stated that the maintenance staff began installing the décor and finished the painting project as well. She reported that she will be purchasing additional décor items this month with assistance from Karen and Carolina to complete the remodel.

NEW BUSINESS

APPROVAL FOR ADOPTION OF THE STATE BUDGET FYE 6/30/22

Catherina presented the Penns Grove Housing Authority’s State Budget for the FYE 6/30/22. She stated that the Budget for FYE 6/30/21 was approved for submission by the State. After some discussion, Ignacia Washington made a motion to approve the adoption of the State Budget FYE 6/30/22. Laverne Hill seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

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 15400 thru 15490, and 15528 and Mod checsk 2529 to 2531. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the April Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

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