Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting August 4, 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, Margie Pollard, Laverne Hill, Hersell Smith, James K. Grace, and Catherina Rutland

Absent: Dorraine Robinson, John Washington, and Carolina Valdez

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the July 7, 2021 meeting was made by Ignacia 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 one vacant unit at Penn Towers and one vacant unit at Silver Run Park.

Catherina stated that the municipal court has re-scheduled the court hearing for our harassment case on September 10, 2021. There was some discussion on the matter.

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

Catherina reported that our Summer Food program had been going well in the Silver Run Community Center every Tuesday with distribution beginning at 11AM. She stated that they have been giving out 50 weekly food boxes which include: milk, juice, 5 breakfast and 5 lunches for kids.

Catherina was pleased to inform the Board that the Youth Empowerment Network, a non-profit organization, “Reading around the World Summer Program” is doing well. She relayed that they had twelve kids signed up for Mondays and Wednesdays from 11AM to 2PM at the Silver Run Community Room. They were also coordinating with the Girls Scouts of America and they will be at Silver Run on Mondays and Wednesdays from 2pm to 3pm for meetings and activities. Catherina encouraged the Board that if they knew any kids that would like to sign up for the reading program or the Girls Scouts to please let her know.

Catherina stated that enclosed in their packet was information on our featured agency of the month, Catholic Charities. There was some discussion on the matter.

Catherina reminded the Board of the following events for the PGHA and our non-profit:

1. August 17, 2021 at 1PM Summer Raffle Penn Towers Community Room
2. August 25th, 2021 leaving Silver Run 10AM to Clementon Park (Flyer Enclosed)
3. August 31st 2021 at noon Block Party Silver Run
4. September 14, 2021 Atlantic City Bus Trip leaving Penn Towers at 10AM

CORONA VIRUS UPDATE

Catherina discussed the COVID-19 Delta variant and the increase in cases in New Jersey. There was some discussion on the matter.

COMMUNITY ROOM SILVER RUN AND PENN TOWERS REMODEL

Catherina presented two quotes for flooring of the Penn Towers and Silver Run Community Room. After reviewing the quotes it was decided that we would start with remodeling Silver Run first and then later on revisit replacing the flooring in the Penn Towers Community Room. Catherina stated she was waiting for a third quote. After some discussion a motion was made by Ignacia Washington to replace the flooring at the Silver Run Community Room with the lowest qualified bidder out of the three quotes and it was seconded by Hersell Smith. The motion was unanimously approved by all present.

ELEVATOR CONSULTANT

Catherina reviewed the memo from Lammey and Girogio that recommended we use Premier Vertical Solutions for each step of the process for Elevator replacements due to the expertise needed with the project. After some discussion a motion was made by Ignacia Washington to contract with Premier Vertical Solutions for consulting for our elevator replacement project along with Lammey and Girogio and it was seconded by Hersell Smith. The motion was unanimously approved by all present.

NEW BUSINESS

EMERGENCY REPAIRS AND REPLACEMENTS

1. HOT WATER HEATER PENN TOWERS

Catherina stated that two out of our three hot water heaters had failed and could not be repaired. She went over pricing and quotes to purchase the hot water heaters as well as the installation. After some discussion, a motion was made by Magie Pollard to use Barton Supply for purchasing of the hot water heaters and Roto Rooter for installation and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

1. AIR CONDITIONER SILVER RUN COMMUNITY ROOM

Catherina presented three quotes for the replacement of the Silver Run Air Conditioner. After some discussion, a motion was made by Magie Pollard to award the replacement of the Silver Run Air Conditioner to the A-team and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

“BAN THE BOX” BILL (A1919) (CRIMINAL BACKGROUND CHANGES FOR APPLICANTS)

James K. Grace went over the changes in the law in regard to criminal background checks at the time of application as well as the interview process. He also went over the time frame changes for considering a denial due to a criminal offense. Catherina suggested that since there have been several laws and regulations changed over the years since our Admission and Occupancy Policy has been revised that we should take this opportunity to update our policies. After some discussion, the Board agreed to have Catherina inquire with agencies that specialize in revising housing authority policies and report back to the Board.

CURRENT STATUS ON EVICTIONS AND BACK RENTS OWED IN NEW JERSEY

James K. Grace stated that evictions and lock outs are still on hold in the State of New Jersey until January of 2022. Catherina stated that they are doing their best to encourage tenants to make payment agreements and apply for grants but our accounts receivable remains historically high. There was some discussion on the matter.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Margie Pollard and seconded by Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 15655 thru 15678 and MOD check 2535. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the July Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

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