Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 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, Margie Pollard, Laverne Hill, Carolina Valdez, James K. Grace, and Catherina Rutland

Absent: Dorraine Robinson, Hersell Smith, and John Washington

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the September 1, 2021 meeting was made by Margie Pollard 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 one vacant unit at Penn Towers and three vacant units at Silver Run Park.

Catherina stated that the municipal court has re-scheduled the court hearing for our harassment case on November 5, 2021. There was some discussion on the matter.

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

Catherina stated that enclosed in their packet was information on our featured agency for the month which is RUTGERS COVID Connect Program at the University Behavioral Health Care. There was some discussion on the matter. The Board requested that Catherina add the featured agency of the month on our website for the tenants and public to access. Catherina stated that she would contact our website tech support to add the information to our website.

Catherina presented a flyer for the afterschool program at Silver Run sponsored by the Youth Empowerment Network, a non-profit organization.

Catherina stated that enclosed in their packets was a proposal from Nan McKay to update our Admin and Occupancy policies with training for our housing authority. There was some discussion on the matter. After the discussion, a motion was made by Ignacia Washington to accept the proposal to update our Admin and Occupancy Policies with Nan McKay and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

Catherina gave information on the PHADA, NJ NAHRO and NAHRO upcoming conferences. She stated to let her know as soon as possible if anyone was interested in attending any of those conferences.

Catherina stated that included in their packets was a proposal by PHA web to upgrade our tenant software system. She noted that our accountant stated we can use the funds from the CARES Act for this software. There was some discussion on the matter. After the discussion, a motion was made by Laverne Hill to accept the proposal to update our tenant software with PHA web and it was seconded by Margie Pollard. The motion was unanimously approved by all present.

Catherina reviewed the newest information on evictions as well as assistance to individuals for back rent from the State of New Jersey. She stated that she included another memo to the tenants advising them of funds available to pay back rent. She was pleased to report that we have had several tenants apply and to date we received two checks from the State of NJ paying back rent owed directly to us.

Catherina advised the Board that Atlantic City Electric failed to bill us for since the pandemic began in March of 2020 in the amount of $103,299.24. She included the bill for their review. Catherina explained that a supervisor stated that when their offices were closed for the pandemic some collective summary bills for companies were not being mailed out. She stated that they are now working with the electric company to resolve the matter with a payment agreement.

Catherina stated that out annual Thanksgiving dinner sponsored by the Borough of Penns Grove was scheduled for Tuesday, November 9th, 2021 with meals being delivered at noon. There was some discussion on the matter.

Catherina reminded the Board that our non-profit has scheduled an Atlantic City Bus Trip

for Tuesday, December 7th, 2021.

CORONA VIRUS UPDATE

Catherina discussed with the Board that the risk level for Salem County has been raised to an orange level for the COVID-19. There was some discussion on the matter.

COMMUNITY ROOM SILVER RUN AND PENN TOWERS REMODEL

* + - 1. FLOORING, PAINT, AND CORKBOARD TRIM
      2. RENTAL PRICE AND DEPOSIT
      3. NAME CHANGE TO PENNS GROVE COMMUNITY CENTER

Catherina reviewed the quotes for flooring which reflected that Matteo’s was the lowest qualified bidder for Silver Run and Sharon Kay for Penn Towers. She stated that the guys are working on the painting of the community room this month and installing the corkboard trim.

Catherina discussed increasing the rental price for the community room and changing the name to Penns Grove Community Center. After some discussion, a motion was made by Ignaica Washington to increase the rental price and deposit to $150.00 each along with changing the name to the Penns Grove Community Center and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

Karen stated that she would like to consult with William Lammey on expanding the Penns Grove Community Center and parking lot. The Board agreed and Catherina stated she would set up a meeting with William Lammey. There was some discussion on the matter.

ELEVATOR CONSULTANT

Catherina reported that we are waiting on the report from Dave Hansen from Premier Vertical Solutions on his assessment of our elevators that was performed on September 21st. There was some discussion on the matter.

NEW BUSINESS

PENN TOWERS REPLACEMENT AND REPAIR ITEMS:

* + - * 1. ROOF
        2. BOILERS

Catherina informed the Board that our roof and boilers are in need of being replaced. She stated that they continue to make repairs but the roofing company and boiler repair company have both informed her that replacements needs to be made in the near future. There was some discussion on the matter.

CELL PHONE TOWERS ADDITIONAL INCOME SOURCE

Catherina inquired whether the Board was interested in placing cell phone towers on our roof for additional income. After some discussion, the Board asked Catherina to research how we could benefit from contracting with a cell phone tower company.

EXECUTIVE SESSION –PERSONNEL MATTERS

Margie Pollard made a motion to approve Resolution 10-2021 authorizing an Executive Session to discuss personnel matters. Laverne Hill 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 Laverne Hill to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by Laverne Hill 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 Margie Pollard. The motion was unanimously approved by all present. General Fund checks 15756 thru 15782 and no MOD checks. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the September 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.