Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 8, 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, Dorraine Robinson, John Washington, Carolina Valdez, James K. Grace, and Catherina Rutland

Absent:

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the August 4, 2021 meeting was made by Laverne Hill and seconded by Dorraine Robinson. 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 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 was pleased to report that they were 19 kids that participated in the reading program this summer. She stated that they will be providing them with school supplies as an incentive to continue with the program.

Catherina stated that enclosed in their packet was information on our featured agency for the month which is FamCare Clinic. There was some discussion on the matter.

Catherina presented a quote from Nan McKay, a company that specializes in compiling Admin and Occupancy Policies for housing authorities. She stated she wanted to discuss it with the accountant to see if any other agencies prepare policies at a lower rate.

Catherina gave information to the Board on the PHADA, NJ NAHRO and NAHRO upcoming conferences. She stated to please let her know as soon as possible if anyone is interested in attending any of these conferences. Karen Wright expressed interest in attending the NAHRO National Conference in Phoenix on October 7th through the 9th. A motion was made by Margie Pollard to approve Karen Wright for the NAHRO National Conference. The motion was seconded by John Washington and unanimously approved by all present.

Catherina reminded the Board that non-profit bus trip to Atlantic City was on September 14, 2021. There was some discussion on the matter.

Catherina discussed a criminal incident that happened at Silver Run. She stated that the police were impressed with our camera system which was able to identify the perpetrator and led to an arrest. She discussed purchasing additional cameras in the future when funds become available. There was some discussion on the matter.

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 stated they are waiting for Home Depot to provide a third quote for flooring. She explained that if she does not hear back this week then they will seek another flooring company for a quote. She noted that they were planning on installing the flooring in the month of October. They are also working on preparing to paint the room as well. There was some discussion on the matter.

ELEVATOR CONSULTANT

Catherina reported that Dave Hansen from Premier Vertical Solutions is scheduled to perform an initial assessment of our elevators on September 21, 2021. There was some discussion on the matter.

NEW BUSINESS

WRITE OFF RESOLUTION FYE 6/30/21

Catherina presented Resolution 9-2021 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/21. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by John Washington to approve Resolution 9-2021 authorizing the write-offs and seconded by Hersell Smith. The motion was unanimously approved by all present.

MISCELLANEOUS

Catherina stated that we have to use additional CARES funds by December 31st, 2021. She suggested purchasing additional computers along with revamping the computer lab for social distancing requirements. After some discussion a motion was made by Laverne Hill to approve the computers and any items needed for social distancing 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 15692 thru 15719 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 August Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

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