Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 1, 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, John Washington, Dorraine Robinson, Hersell Smith, Carolina Valdez, James K. Grace, and Catherina Rutland

Absent:

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the November 3, 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 two vacant units at Silver Run Park.

Catherina reported that the Penns Grove municipal court harassment case had been officially dismissed.

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 Narcotic Anonymous.

Catherina reminded the Board that our annual holiday dinner for Penn Towers was scheduled for Tuesday, December 14, 2021 with meals being delivered at noon. There was some discussion on the matter.

Catherina stated that our Winter Day Celebration for Silver Run families would be scheduled for Tuesday, December 28, 2021. She said that they would be raffling off an IPAD for the children who received honor roll and/or perfect attendance for the 1st and 2nd marking periods of the school year.

Catherina noted that the annual Thanksgiving dinner went well on November 9, 2021. She stated that the tenants appreciated their meal. She also thanked Margie Pollard for working diligently in delivering food donations and turkeys this month to our tenants.

Catherina presented a flyer for the Girl Scouts of America. She stated that they are holding monthly meetings with an activity at the Penns Grove Community Center. She reported that the next Girl Scout’s meeting was Tuesday, December 14th at 4:30PM and to please spread the word.

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

1. Tuesday, December 7, 2021 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Tuesday, December 21, 2021 at 5:00PM we would be judging the door and window decorating contest at Penn Towers and Silver Run.
3. Friday, December 31, 2021 New Years Eve Party at the Sakima Club 8PM-1AM.

CORONA VIRUS UPDATE

Catherina discussed with the Board the challenges of the new strain of COVID-19, Omicron. There was some discussion on the matter.

PENNS GROVE COMMUNITY CENTER REMODEL

Catherina stated that they have ordered corkboard trim samples to complete the remodeling work at Silver Run. She reported that she met with William Lammey, Karen Wright and staff members to discuss the possibilities of enlarging the Penns Grove Community Center located in Silver Run. There was some discussion on determining property lines at Silver Run, Community Block Grant Monies and other matters related to enlarging the building.

ELEVATOR FUNDING

Catherina stated that she had a conference call with the accountant and a RAD consultant that explained HUD loans nor private loans are an option for housing authorities any longer. The only option available to housing authorities for additional funding sources is to convert to RAD. There was some discussion on the matter.

CELL PHONE TOWERS ADDITIONAL INCOME SOURCE

Catherina stated that after consulting with a third party vendor, she would like to contact the phone companies directly regarding a cell phone antenna contract instead of using a third party. There was some discussion on the matter.

NEW BUSINESS

CAMERA MAINTENANCE AGREEMENT

Catherina presented the camera maintenance agreement from Pure Focus Solutions. After some discussion, a motion to approve the camera maintenance agreement was made by John Washington seconded by Laverne Hill. The motion was approved unanimously by all present.

MOVING FORWARD WITH RAD-RFP

Catherina stated that she would like approval to move forward with contracting a RAD consultant to assist us with the RAD application. There was some discussion on the matter. After the discussion, a motion to acquire a RAD consultant through an RFP process was made by Margie Pollard seconded by Laverne Hill. The motion was approved unanimously by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 15865 thru 15888 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 November 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.