Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 2, 2022

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Margie Pollard. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Ignacia Washington, Margie Pollard, Jesus Lopez, John Washington, Dorraine Robinson, Carolina Valdez, and Catherina Rutland

Absent: James K. Grace and Hersell Smith

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the January 5, 2022 meeting was made by Margie Pollard and seconded by John Washington. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have no vacant units at Penn Towers and no vacant units at Silver Run Park.

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 was the website for NJ COVID 19 information including testing sites: covid19.nj.gov.

Catherina stated that our auditor had been working on our audit report FYE 6/30/21. She noted that the final report would be distributed for our February meeting.

Catherina reported that our boilers at Penn Towers have been repaired twice this month by Phillip McDade. She explained that we have four boilers and three have been working steady. She noted that optimal performance occurs when all four boilers are working which supplies the greatest amount of heat. She stated that all four boilers are working at this time.

Catherina noted that our auditor has been working on our audit report for FYE 6/30/21. She explained that due to illness, he was unable to have the report completed for February. She said the audit report will be ready for our March meeting.

Catherina stated that enclosed in their folder was our next Atlantic City Bus Trip flyer hosted by our non-profit organization for April 12, 2022.

Catherina presented the grant application that we submitted this month to the Borough of Penns Grove. She stated that we requested $25,000 of grant funding to be used for at-risk youth tutoring and mentoring prevention program. Catherina stated she will inform the Board when we are notified if our grant application was approved.

Catherina stated that we are now working on the Salem County Health and Wellness grant application. She reported that we will be applying for a basketball camp for our youth this summer.

Catherina explained that the State of NJ benefits program has now switched to a new web based software system called BenefitSolver. She stated that we are assisting our employees to ensure their benefits are updated in the new system.

Catherina presented our official written notification that we were selected by HUD to participate in a Calculation of HAP and Adjusted Income Review (CHAIR) of its Housing Choice Voucher (HCV) program. She stated that they will be working this month on uploading all of the documents requested for the review.

Catherina reported that they will be placing ads in the newspaper this month for the following services: fee accounting, general solicitor, auditing, cleaning, elevator and exterminating services.

Catherina announced that Jesus Lopez, attended his first two classes in the month of January, Skills for Commissioners and Ethics.

CORONA VIRUS UPDATE

Catherina stated that they have received reports that tenants have been infected with COVID. There was some discussion on the matter.

PENN TOWERS COMMUNITY ROOM REMODEL

Catherina was pleased to report that the flooring installation was completed for the Penn Towers Community Room. She stated that they will be purchasing decorations, couches, and table cloths to complete the re-model. There was some discussion on the matter.

NEW BUSINESS

EXECU-TECH, INC – RAD CONSULTANT

Catherina stated that she spoke with William Snyder, CEO of Execu-Tech. She explained that he would be providing a schedule of the items that must completed in order to complete our RAD conversion. She reported that one of the first things that they will do is to meet with our residents. She explained that they will be providing all of the notices and correspondence necessary to proceed to the next step which is submission of our RAD application.

Catherina reported that she has a zoom meeting scheduled for the following week. She will report back to the Board at the next meeting on any RAD updates.

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 15976 thru 16003 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 January 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.