Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 5, 2022

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.

OATH OF NEW COMMISSIONER

James K. Grace, Esq. swore in new commissioner, Jesus Lopez. Catherina and the Board welcomed the new Board member to our organization.

ROLL CALL

Present: Karen Wright, Ignacia Washington, Jesus Lopez, John Washington, Dorraine Robinson, Hersell Smith, Carolina Valdez, James K. Grace, and Catherina Rutland

Absent: Margie Pollard

REORGANIZATION

ELECTION OF OFFICERS

James K. Grace Esq. asked for nominations for the Housing Authority Chairperson. John Washington made a motion to nominate Karen Wright as Chairperson and Ignacia Washington seconded the motion. Mr. Grace asked if there were any other nominations. Hearing no other nominations, a motion was made by John Washington to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Ignacia Washington. All present unanimously approved the nomination.

Mr. Grace then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. Ignacia Washington nominated Hersell Smith. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Ignacia Washington to close nominations and elect Hersell Smith as Vice Chairperson. The motion was seconded by John Washington. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Hersell Smith nominated Ignacia Washington. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Hersell Smith to close nominations and elect Ignacia Washington as Financial Treasurer. The motion was seconded by John Washington. All present unanimously approved the nomination.

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the December 1, 2021 meeting was made by Ignacia Washington and seconded by Hersell Smith. 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 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 Gateway Community Action Partnership.

Catherina reported that our automatic back door at Penn Towers has been out of order. She explained that our service repair company had assessed the doors and ordered the necessary parts for repair.

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 stated that the following non-profit and PGHA events went well this month:

* Holiday Lunch for Penn Towers on 12/14/21
* Atlantic City Bus Trip on 12/7/21
* Door and Window Decorating Contest on 12/21/21

She reported that the following non-profit and PGHA events were canceled due to COVID-19

* Winter Fun Day/Honor Roll Celebration for Silver Run families on 12/28/21
* Friday, December 31, 2021 New Years Eve Party at the Sakima Club 8PM-1AM.

CORONA VIRUS UPDATE

Catherina stated that several employees and many tenants have been infected with the COVID-19 this month during this global surge. She explained that for the safety of the tenants as well as the employees they are implementing the same strategy as we had in March of 2020 in which the office will be closed to the public. She stated they will continue to assist tenants and applicants through e-mail, phone, and the use of the drop off boxes. In addition, she explained that the maintenance staff will follow all safety protocols and handle emergency work orders only during this surge. There was some discussion on the matter.

PENNS GROVE COMMUNITY CENTER REMODEL

Catherina stated that the final item needed to be completed for the Penns Grove Community Center remodel is the corkboard trim installation. She reported to the Board they are now preparing to begin painting the Penn Towers Community Room followed by the installation of the new flooring. There was some discussion on the matter.

RFP RESULTS – RAD

Catherina stated that they received three bids for RFP consultation as follows: NW Financial Group, LLC, Execu-Tech, Inc, and Brooke Group, LLC. She presented a proposal evaluation report provided by our fee accountant evaluating scopes of services and fees of the proposals. There was some discussion on the matter. After the discussion, a motion to approve Execu-Tech, Inc as our RAD consulting firm to submit and guide us through the RAD application process was made by Ignacia Washington and seconded by Dorraine Robinson. The motion was unanimously approved by all present.

NEW BUSINESS

RESOLUTION: BANKING RESOLUTION FOR 2022

Catherina presented Resolution 1-2022 designating the Official Depositories for 2022. Ignacia Washington made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2022. Dorraine Robinson seconded the motion and it was unanimously approved by all present.

BOARD MEETING DATES 2022 AND VIDEO CONFERENCING RESOLUTION

Catherina presented Resolution 2-2022 for the 2022 Board meeting dates as well as the Official Publications used this year including video conferencing information. Ignacia Washington made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2022 with video conferencing information. Dorraine Robinson seconded the motion and it 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 Hersell Smith. The motion was unanimously approved by all present. General Fund checks 15929 thru 15954 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 December Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

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