Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting March 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, Margie Pollard, Jesus Lopez, John Washington, Dorraine Robinson, Carolina Valdez, James K. Grace and Catherina Rutland

Absent: Ignacia Washington and Hersell Smith

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the February 2, 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.

1. We currently have one vacant unit at Penn Towers and no vacant units at Silver Run Park.
2. Enclosed in your packet is the monthly maintenance and unit report.
3. Enclosed in your packet is our featured agency for the month which is Salem Community College.
4. We wanted to remind you about our next Atlantic City Bus Trip hosted by our non-profit organization for April 12, 2022. I have attached a flyer for you and please spread the word.
5. Brenda Fowler from “YENI – Building Strong Youth Together” hosted a Youth Movie Night on February 26, 2022 at the Penns Grove Community Center where she provided food, drinks, games and a movie. She will also be a having a fundraiser at the Penns Grove Community Center on March 26, 2022 commemorating women in our community from 9AM to 3PM for the youth if anyone would like to show their support.
6. Enclosed you will find information for the PHADA 2022 Annual Conference in San Antonio, TX from May 19th through May 22nd, 2022. If you are interested in attending the conference, please let me know as soon as possible.
7. Enclosed you will find the official notification that Dorraine Robinson completed her Rutgers classes successfully. Congratulations Dorraine!
8. The Office on Aging will be at Penn Towers with Legal Aid Services on March 25, 2022 at 2:00PM to make a presentation on services that they can provide seniors free of charge including preparing wills.
9. We had a fire in unit 704 Silver Run. The cause of the fire was an unsupervised candle. The maintenance staff along with the fire department got the fire under control. The unit has moderate damages that Serv Pro will repair. We are thankful that no one was hurt in the fire.
10. We have had several incidents this month involving kids from outside of our complex coming onto our property destroying windows and one screen door in two separate units on different dates. The police are investigating the matter and our camera company is assisting the police.

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.