Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 4, 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, Ignacia Washington, Carolina Valdez, James K. Grace and Catherina Rutland

Absent: Hersell Smith

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the April 6, 2022 meeting was made by Margie Pollard 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 no vacant units 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 of the month which was Habitat for Humanity of Salem County, NJ. John Washington added some statistics about what Habitat for Humanity has done for Penns Grove and our community. There was some discussion on the matter.

Catherina presented a flyer for our next Atlantic City Bus Trip hosted by our non-profit organization for June 14, 2022.

Catherina reported that the office staff had been completing on-line training this month for PHA Web, our new tenant/accounting software system. She explained that the new system would update all of our procedures and ensure quality control. She also stated that the new program would be able to offer our tenants direct debit to pay for their rent using PHA web.

Catherina stated that enclosed in their packets was an activity calendar that they compiled for our Penn Towers Tenants for May 2022 for their review.

Catherina requested approval for her vacation from July 15, 2022 returning July 25, 2022. A motion to approve Catherina’s vacation request was made by Jesus Lopez and seconded by Ignacia Washington. The motion was unanimously approved by all present.

Catherina stated that enclosed in their packets was their 2022 financial disclosure forms. She directed the Board to review, sign, and date the forms and then return one copy to the office.

CORONA VIRUS UPDATE

Catherina discussed removing COVID-19 updates from our agenda at this time since it appears that COVID is a long-term potentially permanent worldwide disease. There was some discussion on the matter. It was agree that we would remove Cornavirus update from the agenda next month.

EXECU-TECH, INC – RAD CONSULTANT

Catherina presented a copy of the resident public tenant meeting notices scheduled for May 17tth and May 24th with attached RAD fact sheets. She stated that the RAD consultants would be conducting the meetings at both Silver Run and Penn Towers. She invited all Board members to attend. She stated she will update the Board at the next meeting on any RAD updates. There was some discussion on the matter.

NEW BUSINESS

APPROVAL FOR ADOPTION OF STATE BUDGET FYE 6/30/23

Catherina presented the approved State of NJ Penns Grove Housing Authority’s State Budget for the FYE 6/30/23. After some discussion, John Washington made a motion to adopt the State Budget FYE 6/30/23. Ignacia Washington seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

RESOLUTION: UTILITY ALLOWANCES SECTION 8 PROGRAM AS OF 7/1/2022

Catherina presented Resolution 10-2022 with attached HUD forms 52667 to update our PGHA Utility Allowances for the Section 8 Program beginning July 1, 2022. She stated that the U.S. Department of Housing and Urban Development requires Housing Authorities to adopt an annual utility allowance schedule. There was some discussion on the matter.

A motion was made by Ignacia Washington to approve Resolution 10-2022 updating utility allowances for FYE 6/30/23 for the Penns Grove sHousing Authority and seconded by Dorraine Robinson. The motion was unanimously approved by all present.

NEW ROOF NEEDED FOR PENN TOWERS

Catherina reported that our roofing company as stated that we need a roof replacement. Catherina requested that we contact Lammey & Giorgio for assistance with this project. A motion was made by John Washington to acquire consulting services from Lammey & Giorgio on a Penn Towers roof replacement and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

PGHA ANNUAL PLAN 2022-2023

Catherina presented the Annual Plan for 2022-2023 with additional documents. There was some discussion on the matter. Catherina stated she will present the Annual Plan for final approval after the public meeting on May 31, 2022.

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 16144 thru 16160 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 April Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

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