Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting June 1, 2022

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

ROLL CALL

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

Absent:

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the May 4, 2022 meeting was made by John Washington 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 no vacant units at Silver Run Park.

Catherina stated that in their packet was the monthly maintenance and unit report.

Catherina stated that they are beginning to process for evictions again. She stated that they are processing three eviction cases for non-payment of rent the court date has not been set as of today.

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

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

Catherina presented the basketball camp grant application that our non-profit agency applied for through the Salem County Wellness Foundation. She explained that their Board would meet on June 13, 2022 to discuss our application.

Catherina stated that they followed up with the Borough and were advised that the dates for the Clean Communities Grant for Penns Grove had not been scheduled to date.

Catherina was pleased to report that we received notice from HUD that our Capital Fund FYE 2022 will be in the amount of $392,313.00. She noted that it was increase from FYE 2021 in the amount of $70,543.00.

Catherina stated that enclosed in their packets was information that Karen Wright had provided from the NJ NAHRO conference on active shooters and civil rights.

Catherina and the Board congratulated Jesus Lopez on completing his PHAS and SEMAP class.

EXECU-TECH, INC – RAD CONSULTANT

* + 1. RESIDENT MEETINGS HELD ON 5/17/22 AND 5/24/22
    2. BOARD RESOLUTION – RAD
    3. RFP FOR PHYSICAL CONDITION ASSESSMENT (PCA)

Catherina reported that the resident RAD meetings were held on May 17th, 2022 and May 24, 2022. She introduced our RAD consultants, William Snyder and William Katchen.

Mr. Snyder and Mr. Katchen presented a slide handout that was reviewed with the tenants at the RAD meetings in May. They discussed the various options that were available to us under RAD as well as the application process. They stressed that the main goal of RAD is to be able to finance capital improvements to our aging buildings. It was explained that a conversion of public housing (Section 9) to RAD (Section 8) would be approximately a two year process that needs tenant and Board support. There was a lengthy discussion with the Board and the consultants with a question and answer session. At the end of the discussion, it was decided that we would table RAD until the Board had further time to review the information and discuss it at the next meeting. A motion was made by Ignacia Washington to table the RAD resolution and it was seconded by Hersell Smith. The motion was unanimously approved by all present.

PENN TOWERS ROOF PROJECT

Catherina presented a construction cost estimate compiled by our architectural firm, Lammey & Giorgio, for the replacement of the Penn Towers roof in the amount of $486,850. She also included the cost estimate from our current roofing company, Belcher Roofing Corp, in the amount of $495,000. She explained that both the Penn Towers elevators and the roof are necessary items that need to be expedited. Catherina stated that one option to pay for these items would be RAD. If we choose not to move forward with RAD then she would like to see if we have enough funds to cover either the elevators or the Penn Towers roof once our Capital fund monies are distributed to us. There was some discussion on the matter.

PGHA ANNUAL PLAN 2022-2023 APPROVAL AND RESOLUTION

Catherina presented the Annual Plan for 2022-2023 with additional documents. It was decided that since the plan included RAD goals that we would table the Annual Plan until the next meeting.

NEW BUSINESS

HCV DRAFT ADMIN POLICY

Catherina presented the HCV Draft Admin plan. She stated that Gail Walker, Carolina Valdez and herself took part in a three day training program from Nan McKay on our HCV Draft Admin plan. She stated that the HCV Admin Plan was for our current Section 8 program (tenant based vouchers) and that it would also cover RAD (project based vouchers) if we choose to covert. Catherina stated that she would request approval of the HCV Admin Plan at the next meeting.

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 16180 thru 16202 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 May Board meeting.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

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