Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting August 3, 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.

ROLL CALL

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

Absent: Carolina Valdez

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the July 6, 2022 meeting was made by Jesus Lopez and seconded by Ignacia Washington. 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 we have three non–payment of rent eviction cases scheduled for July 29, 2022 via zoom court. Two cases were settled with a payment agreement and one case was set for trial on August 9, 2022.

Catherina presented a flyer for our featured agency for the month which was Delaware and Salem County, NJ 24 Hour Emergency Resource Center 211 Program.

Catherina reminded the Board that our non-profit Basketball camp would be held on Monday, August 8th through Friday, August 12th, 2022 at the Penns Grove Middle School. She stated to please spread the word that we need parents to sign up their kids by calling the office at 856-299-0101.

Catherina stated to please save the date for the following activities and trips planned for our non-profit agency:

1. Tuesday, August 9th, 2022 - Atlantic City Bus Trip
2. Wednesday, August 17th, 2022 - Clementon Park
3. Wednesday, August 31st, 2022 at noon Silver Run BBQ

Catherina presented to the Board our REAC Physical Inspe\*

ction report that was completed on July 11, 2022. She was pleased to report that we received an 87 on our REAC Physical Inspection score. She expressed appreciation to our maintenance staff for doing an excellent job preparing for the inspection.

Catherina gave the Board a copy of our Short Fall application that we completed for funds available to PGHA in the amount of $12,585.00 for 2022.

EXECU-TECH, INC – RAD CONSULTANT

* + 1. RAD TENANT SURVEY
    2. RFP FOR PHYSICAL CONDITION ASSESSMENT (PCA)

Catherina gave the Board a copy of the RAD tenant survey that they compiled to inquire from each tenant whether they would or would not authorize the tenant protection voucher to be project based. In addition, she presented e-mails and a memo from our RAD consultants outlining all the various RAD options. After some discussion, it was decided that the RAD tenant survey would be mailed out to get the tenant’s feedback and then we would speak to the consultants at the September meeting based on those results.

NEW BUSINESS

WRITE OFF RESOLUTION FYE 6/30/22

Catherina presented Resolution 15-2022 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/22. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Hersell Smith to approve Resolution 15-2022 authorizing the write-offs and seconded by John Washington. The motion was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Igancia Washington and seconded by Hersell Smith. The motion was unanimously approved by all present. General Fund checks 16312 thru 16332 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 July 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.